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USCIS OCIO Enterprise Applications Operations and Maintenance Support



User Manual CLAIMS 3 LAN DOS Release 6.13

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CSC

Date of Change	Pages Changed	Summary of Changes
July 16, 2004	7-4	Replace screen capture for Information
		Screen for Receipt Number Entered
	· · · · · · · · · · · · · · · · · · ·	screen (Exhibit 7-5)
July 16, 2004	7-5	Replace screen capture for Receipt
		Received Date Pop-up screen (Exhibit
		7-6)
July 16, 2004	7-6	Replace screen capture for New Cases
		Received Date Pop-up Screen (Exhibit
		7-7)
July 16, 2004	7-105	Replace I-131 Data Entry Screen
		(Exhibit 7-125)
July 16, 2004	7-182	Replace I-698 Data Entry Screen
· · · · · · · · · · · · · · · · · · ·		(Exhibit 7-161)
July 16, 2004	7-179 through 7-181	Remove I-600 Form
July 16, 2004	7-179 through 7-181	Remove I-600 A Form
July 16, 2004	7-183 through 7-184	Remove I-601 Form
July 16, 2004	7-204 through 7-206	Remove Form I-765
July 16, 2004	7-206 through 7-209	Remove Form I-817
July 16, 2004	7-236 through 7-237	Remove Form N-644
July 16, 2004	7-122 through 7-123	Remove form I-193
July 16, 2004	7-117 through 7-118	Remove Form I-17
July 16, 2004	7-86 through 7-87	Remove references to forms that have
		been removed from DOS manual as a
		result of Requirement 127 (Exhibit 7-
·		115)
March 30, 2005	7-94 and 7-95	Updated I-129 screen shot
March 30, 2005	1-1 through 1-3	Converted to SDLC 6.0
June 23,2006	1-1	Updated Key Project Personnel list
June 23, 2006	11-1 through 11-10	Added Premium Processing Module
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Document Change History

I.

CONTENTS

1. INTRODUCTION
1.1 Purpose1-1
1.2 Scope1–1
1.3 System Description1–1
1.4 Key Project Personnel1-2
1.5 Project References1-3
1.6 Primary Business Functions1–3
1.7 Glossary1-3
2 SYSTEM CAPABILITIES 2_1
2.1 Overview
2.2 General Description 2-1
2.2.1 Operating Environment 2–1
2.2.7 Openning Environment 2–2
2.2.2 Computer Environment
3. DESCRIPTION OF SYSTEM FUNCTIONS
3.1 Data Entry Function
3.1.1 Detailed Description of Data Entry Function
3.1.2 Preparation of Data Entry Function Inputs3–3
3.1.3 Data Entry Function Results
3.2 Case Analysis Subsystem Function
3.2.1 Detailed Description of Case Analysis Subsystem Function3–3
3.2.2 Preparation of Case Analysis Subsystem Function Inputs3-4
3.2.3 Case Analysis Subsystem Function Results3–4
3.3 Processing Support Function
3.3.1 Detailed Description of Processing Support Function
3.3.2 Preparation of Processing Support Function Inputs3-4
3.3.3 Processing Support Function Results
3.4 Automatic Data Processing (ADP) Function
3.4.1 Detailed Description of Automatic Data Processing (ADP) Function
3.4.2 Preparation of Automatic Data Processing (ADP) Function Inputs3-5
3.4.3 Automatic Data Processing (ADP) Function Results
A OPERATING INSTRUCTIONS A_1
4.1 Initiate Operation 4_2
4.7 Maintain Operation $4-4$
4.2 1 I Δ N I Itilities 4.3
4.2.7 CLAINS Main Menu
4.3 Terminate and Restart Operations
$\pm .5$ remining and restant Operations

i

4.3.1 Exit
4.3.2 Logoff
4.4 User Conventions
4.4.1 Form Specific
4.4.2 Validation Tables4–8
4.4.3 Help Screens
4.4.4 Standard Key Strokes
4.4.5 Ellipsis Following a Field
4.4.6 Foreign Addresses
4.4.7 Fees
4.4.8 Supervisory Override4–10
4.4.9 Applicant or Petitioner Name4-10
5. ERROR HANDLING
7. DATA ENTRY
7.1 Receipt New Case
7.1.1 General Data Entry Procedures
7.2 Case Status Inquiry
7.2.1 Variable Criteria and Soundex Searches
7.2.2 Search Results
7.2.3 Viewing Case Information
7.3 Batch Case Status Update
7.3.1 Information Received
7.3.2 Case Movement—Relocate In
7.3.3 Case Movement—Relocate Out
7.3.4 Batch Scheduler
7.3.5 Batch Off-System Notice Sent Update
7.3.6 Document Production
7.3.7 Fingerprint/Agency Checks Ordered
7.3.8 Case Management
7.3.9 Derivative Action
7.3.10 Update With Decision of Appellate Office
7.4 Modify Address Information
7.4.1 Case Status Inquiry Without Exiting
7.5 Printing Menu
7.5.1 Print CLAIMS Reports7-66
7.5.2 Print Amended Notices7–73
7.6 Remove Fee Suspense
7.7 Record Bounced Check
7.8 Bounced Check Corrected

7.9 Bounced	Check Not Corrected
7.10 Mo	odify New Case
7.10.1	Inquiry and Modify Interface7-83
7.10.2	Case Status Inquiry Functions
7.10.3	Void Case
7.11Review	Release Notes7-85
7.12 Ex:	it7-85
7.13 Da	ta Entry Supervisor Functions
7.13.1	Print Receipt Notices
7.13.2	Print Supervisor Reports
7.14 For	rm Library
7.14.1	Form I-102: Application for Initial/Replacement I-94 Arrival Document
7.14.2	Form I-126: Nonimmigrant Treaty Trader/Investor Report
7.14.3	Form I-129: Petition for a Non-Immigrant Worker
7.14.4	Form I-129F: Petition for Fiance(e)7–99
7.14.5	Form I-129S: Non-Immigrant Petition Based on Blanket L Petition7–101
7.14.6	Form I-130: Immigrant Petition for Relative, Fiance(e), or Orphan7–104
7.14.7	Form I-131: Application for USCIS Travel Document7–107
7.14.8	Form I-140: Immigrant Petition for Alien Worker
7.14.9	Form I-191: Application for Permission to Return
7.14.10	Form I-192: Application for Permission to Enter as Nonimmigrant7–116
7.14.11	Form I-212: Application to Reenter after Deportation
7.14.12	Form I-246: Application for Stay of Deportation
7.14.13	Form I-256A: Application to Suspend Deportation
7.14.14	Form I-290A: Appeal, Motion to Reopen or Reconsider
7.14.15	Form I-290AA: Notice of Appeal to the Board of Immigration Appeals7–127
7.14.16	Form I-290AP: Notice of Appeal to the Board of Immigration Appeals7–130
7.14.17	Form I-290B: Notice of Appeal to the Commissioner
7.14.18	Form I-290BA: Notice of Appeal to the Commissioner - Applicant7–134
7.14.19	Form I-290BP: Notice of Appeal to the Commissioner—Petitioner7–137
7.14.20	Form I-290C: Certified Appeal, Motion to Reopen or Reconsider7–139
7.14.21	Form I-290M: Motion to Reopen or Reconsider
7.14.22	Form I-352: Immigration Bond
7.14.23	Form I-360: Petition for Amerasian, Widower, or Special Immigrant7–146
7.14.24	Form I-506: Application to Change Nonimmigrant Status
7.14.25	Form 1-508: Waiver of Rights, Privileges, and Immunities
7.14.26	Form I-512: Authorization for Parole of an Alien into the U.S7-153
7.14.27	Form I-515: Deficiency Notice to Arriving F-1, M-1, or J-17–154
7.14.28	Form I-526: Immigrant Petition by Alien Entrepreneur
7.14.29	Form 1-526O: Request Determination that Prospective Immigrant is an
Inve	estor
7.14.30	Form I-538: Application by Foreign Student
7.14.31	Form I-539: Application to Extend/Change Nonimmigrant Status7–163

I.

7.14.32	Form I-539O: Application to Extend Temporary Stay
7.14.33	Form I-570: Application for Refugee Travel Document7-169
7.14.34	Form I-589: Application for Asylum7–171
7.14.35	Form I-612: Application to Waive Foreign Residence Requirements7-173
7.14.36	Form I-687: Application for Status as a Temporary Resident7-175
7.14.37	Form I-690: Application for Waiver of Grounds of Excludability7-178
7.14.38	Form I-694: Notice of Appeal of Decision Under Sec 210 or 245A7-180
7.14.39	Form I-695: Application for Replacement of Form I-688A or I-6887-181
7.14.40	Form I-698: Application to Adjust Status from Temporary to
Per	manent Resident7–184
7.14.41	Form I-724: Application to Waive Exclusion Grounds7-188
7.14.42	Form I-730: Refugee Asylee Relative Petition7-190
7.14.43	Form I-821: Application for Temporary Protected Status7-192
7.14.44	Form I-824: Application for Action on an Approved Application or
Petr	ition7–195
7.14.45	Form EOIR26: Notice of Appeal from Decision of Immigration Judge.7-197
7.14.46	Form EOIR29: Notice of Appeal from Decision of District Director7-199
7.14.47	Form FTA: Application for Classification - FTA7-202
7.14.48	Form IAP66: Certificate of Eligibility for Exchange Visitor7-204
7.14.49	Form MOTIC: Motion to Reopen Before the Commissioner7-205
7.14.50	Form MOTIJ: Motion to Reopen Before Immigration Judge7-207
8. CASE ANALY	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 Apr	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Sph 8.1.5 Infe	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spli 8.1.5 Info 8.1.6 Cas	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spli 8.1.5 Info 8.1.6 Cas 8.1.7 App	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received.8–48e Movement8–49beal and Motion Decisions8–53
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spli 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received.8–48e Movement8–49beal and Motion Decisions8–53e Management8–54ivative Action8–55
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spli 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case State	SIS SUBSYSTEM
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statt 8.2.1 Var	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received.8–48e Movement8–49beal and Motion Decisions8–53e Management8–54ivative Action8–55is Inquiry8–55is Inquiry8–55is Sundex Searches8–56
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spli 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statt 8.2.1 Var 8.2.2 Sea	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7orove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43ormation Received.8–48e Movement8–49beal and Motion Decisions.8–53e Management8–54ivative Action8–55is Inquiry8–55is Inquiry8–55is All Criteria and Soundex Searches8–56rch Results8–58
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl: 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statu 8.2.1 Var 8.2.2 Sea 8.2.3 Vie	SIS SUBSYSTEM.8–1e a Case8–2e Review8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received8–48e Movement8–49beal and Motion Decisions8–53e Management8–54ivative Action8–55is Inquiry8–55iable Criteria and Soundex Searches8–56wing Case Information8–64
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statt 8.2.1 Var 8.2.2 Sea 8.2.3 Vie 8.3 Batch Cas	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received8–44e Movement8–49beal and Motion Decisions8–53e Management8–55is Inquiry8–55is Inquiry8–55is Inquiry8–56rch Results8–58wing Case Information8–64we Status Update8–65
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl: 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statu 8.2.1 Var 8.2.2 Sea 8.2.3 Vie 8.3 Batch Cas 8.3.1 Info	SIS SUBSYSTEM.8–1c a Case8–2e Review.8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received8–48e Movement8–49beal and Motion Decisions.8–53e Management8–54ivative Action8–55is Inquiry8–55is be Criteria and Soundex Searches8–56wing Case Information8–64wing Case Information8–65promation Received8–65
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statt 8.2.1 Var 8.2.2 Sea 8.2.3 Vie 8.3 Batch Cas 8.3.1 Info 8.3.2 Cas	SIS SUBSYSTEM.8–1c a Case8–2e Review.8–7prove the Case8–30by the Case8–35it Decision on Case for More Than One Person8–43prmation Received.8–49e Movement8–49beal and Motion Decisions8–53e Management8–55is Inquiry8–55is Inquiry8–55is Ble Criteria and Soundex Searches8–56rch Results8–56wing Case Information8–64e Status Update8–65rmation Received8–66e Movement8–66
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl: 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statu 8.2.1 Var 8.2.2 Sea 8.2.3 Vie 8.3 Batch Cas 8.3.1 Info 8.3.2 Cas 8.3.3 Cas	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7porve the Case8–30porve the Case8–35it Decision on Case for More Than One Person8–43pormation Received.8–48e Movement8–49beal and Motion Decisions8–53e Management8–55is Inquiry8–55is Inquiry8–55is Substantiation Received8–66erch Results8–65orrmation Received8–66e Movement8–67e Management8–67e Management8–66e Movement8–66e Movement8–67e Movement8–66
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spl: 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statt 8.2.1 Var 8.2.2 Sea 8.2.3 Vie 8.3 Batch Cas 8.3.1 Info 8.3.2 Cas 8.3.3 Cas 8.3.4 Bato	SIS SUBSYSTEM.8–1c a Case8–2e Review.8–7prove the Case8–30prove the Case8–35it Decision on Case for More Than One Person8–43prmation Received8–44e Movement8–49beal and Motion Decisions8–53e Management8–55is Inquiry8–55is all Criteria and Soundex Searches8–56rch Results8–58wing Case Information8–65ormation Received8–65e Movement—Relocate In8–67e Movement—Relocate Out8–68ch Scheduler8–68
8. CASE ANALY 8.1 Adjudicat 8.1.1 Cas 8.1.2 App 8.1.3 Der 8.1.4 Spli 8.1.5 Info 8.1.6 Cas 8.1.7 App 8.1.8 Cas 8.1.9 Der 8.2 Case Statu 8.2.1 Var 8.2.2 Sea 8.2.3 Vie 8.3 Batch Cas 8.3.1 Info 8.3.2 Cas 8.3.2 Cas 8.3.4 Bato 8.3.5 Bato	SIS SUBSYSTEM.8–1e a Case8–2e Review.8–7prove the Case8–30ny the Case8–35it Decision on Case for More Than One Person8–43prmation Received8–44e Movement8–49beal and Motion Decisions8–53e Management8–55is Inquiry8–55is Inquiry8–55is able Criteria and Soundex Searches8–56rrmation Received8–64e Status Update8–65rrmation Received8–65remation Received8–66e Movement8–67e Katus Update8–66e Movement8–67e Movement8–67e Movement8–67e Movement8–67e Movement8–68ch Scheduler8–68ch Scheduler8–68ch Scheduler8–68ch Scheduler8–71ch Off-System Notice Sent Update8–82

8.3.6 Document Production	
8.3.7 Fingerprint/Agency Checks Ordered	
8.3.8 Case Management	
8.3.9 Derivative Action	
8.3.10 Update With Decision of Appellate Office	
8.4 Printing Menu	
8.4.1 Print CLAIMS Reports	
8.4.2 Print Amended Notices	
8.4.3 Print Notices	
8.4.4 Print Duplicate Notices	8–109
8.5 Review Release Notes	8–111
8.6 Exit	8–111
8.7 Case Analysis Supervisor Functions	8–111
8.7.1 Remove Supervisor Hold	8–112
8.7.2 Printing Menu	8–114
8.8 Nebraska Service Center: I-131 Form	8-132
8.8.2 Approve I-131	8–133
9. PROCESSING SUPPORT	9–1
9.1 Case Status Inquiry	9–2
9.1.1 Variable Criteria and Soundex Searches	
9.1.2 Search Results	
9.1.3 Viewing Case Information	9–10
9.2 Modify Address Information	9–11
9.2.1 Case Status Inquiry Without Exiting	
9.3 Batch Case Status Update	9–12
9.3.1 Information Received	
9.3.2 Case Movement—Relocate In	9–14
9.3.3 Case Movement—Relocate Out	
9.3.4 Batch Scheduler	
9.3.5 Batch Off-System Notice Sent Update	
9.3.6 Document Production	
9.3.7 Fingerprint/Agency Checks Ordered	
9.3.8 Case Management	
9.3.9 Derivative Action	
9.3.10 Update with Decision of Appellate Office	
9.4 Printing Menu	
9.4.1 PTINI ULAIIVIS KEPORIS	
9.4.2 Print Amended Notices	
9.4.3 Print Notices	
9.4.4 Print Duplicate Notices	
9.4.5 Print Snipping Manifests	
9.3 Keview Kelease Notes	9-03

ı,

	9.6 Res	end (Card Order to ICF	963
	9.6.	.1 Re	send or Delete Card Order	9-63
	9.6.2 Ex		sit	
	9.7 Exit	L	******	9–64
	9.8 CLA	AIMS	S WP Interface	
10.	AU	TON	MATIC DATA PROCESSING (ADP)	
	10.1	Pri	inting Menu	
	10.	1.1	Print CLAIMS Reports	
	10.	1.2	Print Receipt Notices	
	10.2	Ca	se Status Inquiry	
	10.2	2.1	Variable Criteria and Soundex Searches	10–38
	10.2	2.2	Search Results	
	10.2	2.3	Case Approval/Denial	
	10.3	Ru	n Archive Procedure	
	10.4	I-7	97 Print Server	
	10.4	4.1	Mailing Machine Menu	
	10.4	4.2	Configuring Printers	
	10.4	4.3	I-797 Notice Printing	
	10.5	Sys	stem Table Maintenance	
	10.5	5.1	View	10–59
	10.5	5.2	Report	
	10.5	5.3	Quit	
	10.5	5.4	Help	
	10.5	5.5	Commands	
	10.5	5.6	Configure	
	10.5	5.7	Dictionary	
	10.5	5.8	Run	
	10.6	US	CIS CLAIMS 3 LAN Integrity Programs	
	10.7	Re	view Release Notes	
	10.8	Exi	it	
	10.9	FD	-258 Management, Tracking, and Reporting System	
	10.9).1	Background	
	10.9	9.2	Data Entry Inputs	10–138
	10.9).3	Wand CIDN Into an FBI Batch	
	10.10	AD	OP Functions	
	10.1	0.1	DAILYUP.BAT	
	10.1	0.2	DAILYDN.BAT	10–143
	10.11	Ser	nd to FBI	10–145
	10.1	1.1	FBI Process	10–145
	10.1	1.2	FBI Response Tape	10–145
	10.1	1.3	FBI LAN Reports	10–146
	10.12	Imr	mediate Rejects	10–149

	10.13	CL	AIMS Mainframe	
	10.14	MR	D Tape Creation	
	10.1	14.1	Equipment	
	10.1	14.2	Software	10–149
11.	PR	EMIU	IM PROCESSING	
	11.1	Prei	mium Processing Data Entry	
	11.2 C		AIMS 3 LAN Batch Status Update	
	11.2	2.1	Batch Off-System Notice Sent Update	
	11.3	Not	ice Printing	
	11.4	Adj	udication	
	11.5	Prei	mium Processing Reports	
	11.5	5.1	The Daily Aging Report (Exhibit 11-9)	
	11.5.2		Critical Aging Report (Exhibit 11-10)	
	11.5	5.3	Request for Evidence Report (Exhibit 11-11)	
	11.6	INS	Direct	

ATTACHMENT A—ACRONYMS

ATTACHMENT B-GLOSSARY

ATTACHMENT C-ACTION CODE TABLE

ATTACHMENT D-NONROUTINE PROCEDURES

ATTACHMENT E-SAMPLE OUTPUTS

EXHIBITS

Exhibit 1–1:	Points of Contact 1	1–2
Exhibit 2–1:	Types of Security and Levels of Access	2–3
Exhibit 3–1:	CLAIMS 3 LAN User Functionality 3	31
Exhibit 4–1:	Typical Operating Environment Work Flow 4	4–2
Exhibit 4–2:	CLAIMS Login IRCA Warning Message 4	4–3
Exhibit 4-3:	CLAIMS 3 LAN System Menu	4–3
Exhibit 4-4:	User LAN Utilities Menu	44
Exhibit 4–5:	CLAIMS Data Entry Menu	4–5
Exhibit 4–6:	Case Analysis Menu 4	4–5
Exhibit 4–7:	Processing Support Menu 4	1–6

Exhibit 4–8: ADP Menu	4–6
Exhibit 4-9: CLAIMS Exit Password Prompt	4–7
Exhibit 4-10: CLAIMS Logoff Screen	4–7
Exhibit 4-11: Standard Key Strokes	49
Exhibit 4-12: Standard Abbreviations for Business Names	4–11
Exhibit 7-1: CLAIMS Data Entry Menu	7–1
Exhibit 7-2: Bar-Code Printer Prompt	. 7–2
Exhibit 7-3: Check Endorsement Printer Prompt	7–3
Exhibit 7-4: Enter Receipt or Form Number Screen	. 7–3
Exhibit 7-5: Information Screen for Receipt Number Entered	. 7-4
Exhibit 7-6: Receipt Received Date Pop-Up Screen	. 7–5
Exhibit 7-7: New Case Received Date Pop-Up Screen	. 7–6
Exhibit 7-8: Data Entry Screen Example	. 77
Exhibit 7-9: Entry of G-28 Information	. 7–9
Exhibit 7-10: Fee Information Selections Menu	7–10
Exhibit 7–11: Remittance Screen	7–11
Exhibit 7–12: Summarized Remittance Information	7–12
Exhibit 7–13: Supervisor Authorization Screen	7–13
Exhibit 7-14: Original CLAIMS Number Screen	7-13
Exhibit 7–15: Payment for One Case or More	7-14
Exhibit 7-16: Print Endorsement (Single Receipt Number)	7–15
Exhibit 7–17: Insert Check in Printer	7–16
Exhibit 7–18: Check Deposit Endorsement	7–16
Exhibit 7-19: Payment for One Case or More	7-17
Exhibit 7–20: Last Case for Current Check	7-18
Exhibit 7-21: Print Endorsement (multiple Receipt Numbers)	7–19
Exhibit 7–22: Insert Check in Printer	7–20
Exhibit 7–23: Check Deposit Endorsement	7–20
Exhibit 7–24: Concurrent With Example Screen	7–22
Exhibit 7–25: Primary Member Prompt Screen	7–23
Exhibit 7-26: Concurrent With Message Screen	723
Exhibit 7–27: Concurrent With Sample Screen	7–24
Exhibit 7-28: Concurrent With Example Screen	7-24
Exhibit 7–29: Status Inquiry Screen	7–27
Exhibit 7–30: Status Inquiry DOB Range Screen	728
Exhibit 7-31: Retrieved Receipt Information Screen	729
Exhibit 7–32: Received Date Pop-Up Screen	7–29
Exhibit 7–33: Retrieved Receipt Information List	7–30
Exhibit 7–34: Restore a Case Prompt	730
Exhibit 7–35: Status Information Screen	731
Exhibit 7–36: Case History Screen	7–32
Exhibit 7–37: Case Status Inquiry Invalid Data Message	7-33
Exhibit 7–38: Case Status Inquiry Approval Data Screen	7-34
Exhibit 7–39: Case Status Inquiry Multibeneficiary Inquiry Screen	7_35
	1 40 ⁻¹ 10 ⁻¹

Exhibit 7-40:	Batch Status Update Menu	7–36
Exhibit 7-41:	Information Received Menu	7–36
Exhibit 7–42:	Case Movement-Relocate In Menu	7-37
Exhibit 7–43:	Case Movement-Relocate Out Menu-District and Suboffice	7–37
Exhibit 7-44:	Transfer Out Location Screen	7–39
Exhibit 7-45:	Case Movement-Relocate Out Menu-Service Centers	7-40
Exhibit 7-46:	Scheduler Options	7-41
Exhibit 7-47:	Receipt Prompt Screen	7-42
Exhibit 7-48:	A-File Warning Prompt	7-42
Exhibit 7-49:	Related and Selected Receipts Screen	7–43
Exhibit 7–50:	Group Receipts Placed in Scheduling Queue	7–43
Exhibit 7–51:	Save Changes Screen	7-44
Exhibit 7–52:	Select Site Number Screen	7–44
Exhibit 7-53:	Receipt Previously Placed in Schedule Queue Screen	745
Exhibit 7–54:	Force Schedule an Interview Screen	746
Exhibit 7–55:	Available Section Screen	746
Exhibit 7–56:	Force Schedule an Interview Print Notice Screen	7-47
Exhibit 7–57:	Rescheduling Prompt Screen	7–47
Exhibit 7–58:	Print Deschedule Notices Screen	7–48
Exhibit 7–59:	Cancel an Interview Rescheduling Prompt Screen	7-48
Exhibit 760:	Print Cancellation Notice Screen	7-49
Exhibit 7–61:	Record No-Show Screen	749
Exhibit 7–62:	Review/Change Group Receipt Request Prompt Screen	7–50
Exhibit 7–63:	Review/Change Group Delete Case Screen	7–50
Exhibit 764:	Batch Off-System Notice Sent Update Screen (Screen 1 of 2)	7–52
Exhibit 7–65:	Batch Off-System Notice Sent Update Screen (Screen 2 of 2)	7–52
Exhibit 7–66:	Document Production Menu	753
Exhibit 7–67:	Alien Registration Card Menu	753
Exhibit 7–68:	I-89 Cover Sheet Generation Screen	7–54
Exhibit 7–69:	Completed I-89 Cover Sheet Screen	7–55
Exhibit 7–70:	Manifest Select Menu	755
Exhibit 7–71:	Manifest Generation Screen	7–56
Exhibit 7–72:	Manifest Not Found Message Screen	7–56
Exhibit 7–73:	Completed Manifest Generation Screen	757
Exhibit 7–74:	Manifest Reprint Select Screen	758
Exhibit 7–75:	Date Range Options	7–58
Exhibit 7–76:	Other Document Produced Off-System Menu	759
Exhibit 7–77:	Other Document Mailed Menu	760
Exhibit 7–78:	Other Document Destroyed or Return Undeliverable Menu	761
Exhibit 7–79:	Fingerprint/Agency Checks Ordered Update Screen	7–62
Exhibit 7–80:	Case Management Menu	7–62
Exhibit 7–81:	Derivative Action Menu	763
Exhibit 7–82:	Update With Decision of Appellate Office Menu	764
Exhibit 7–83:	Status Inquiry Screen	765

Exhibit 7-84: Data Entry Printing Menu	766
Exhibit 7-85: Print CLAIMS Reports Menu	7–67
Exhibit 7-86: Print CLAIMS Reports-Data Entry Menu	7–67
Exhibit 7-87: Individual Fee Register Request Screen	768
Exhibit 7-88: Individual Fee Register Summary Report	7-69
Exhibit 7–89: Action Selection Menu	7–70
Exhibit 7-90: Individual Production Report Request Screen	7–70
Exhibit 7–91: Action Selection Screen	7–71
Exhibit 7-92: Data Entry Production Report Day by Day Request Screen	7–72
Exhibit 7–93: Action Selection Screen	7–73
Exhibit 7-94: Print Amended Notices Receipt Queue	7-73
Exhibit 7-95: Amended Notice Distribution Selection	7–74
Exhibit 7–98: Enter a Receipt Number Box	775
Exhibit 7–99: Case Information Screen	775
Exhibit 7–100: Fee Info Menu	776
Exhibit 7-101: Bounced Check Receipt Number Entry Screen	7–77
Exhibit 7-102: Exit Record Bounced Check Prompt	777
Exhibit 7–103: Case History Screen	7-78
Exhibit 7-104: Remittance Screen Save Changes Prompt	7–79
Exhibit 7–105: Modify Receipt Prompt.	7–80
Exhibit 7–106: Exit Correct Bounced Checks Prompt	7-81
Exhibit 7–107: Supervisor Authorization Screen	781
Exhibit 7–108: Action Confirmed or Remanded Selection Screen	7-82
Exhibit 7–109: Receipt Number Prompt	7-82
Exhibit 7–110: No Supervisor Hold Warning	7-83
Exhibit 7–111: Remove Hold Message	7-83
Exhibit 7–112: Inquiry/Modify Interface Screen	7-84
Exhibit 7–113: Data Entry Supervisor Menu	786
Exhibit 7–114: Print CLAIMS Reports Supervisor Menu	7-87
Exhibit 7–115: CLAIMS 3 LAN DOS Forms	788
Exhibit 7–116: I-102 Data Entry Screen	790
Exhibit 7–117: I-126 Data Entry Screen	7-92
Exhibit 7–118: I-129 Data Entry Screen	7–94
Exhibit 7–119: Updated I-129 Data Entry Screen	7–96
Exhibit 7–120: I-129W Data Entry Screen	7–96
Exhibit 7-121: Updated I-129 Fee Info Screen	798
Exhibit 7–122: I-129F Data Entry Screen	799
Exhibit 7–123: I-129S Data Entry Screen7	-102
Exhibit 7–124: I-130 Data Entry Screen	-104
Exhibit 7–125: I-131 Data Entry Screen	-107
Exhibit 7–126: Ouestions and Responses	-109
Exhibit 7–127: I-131 Type A Processing Screen 7	-110
Exhibit 7–128: I-140 Data Entry Screen	_112
Fyhihit 7-129. L 191 Data Entry Screen	115
Example 7 (20), 1 (2) Example 200 (200) (20) (20)	112

x

Exhibit 7–130:	I-192 Data Entry Screen	7–117
Exhibit 7-131:	I-212 Data Entry Screen	7–119
Exhibit 7–132:	I-246 Data Entry Screen	7-121
Exhibit 7–133:	I-256A Data Entry Screen	7–123
Exhibit 7-134:	I-290A Data Entry Screen	7–125
Exhibit 7-135:	I-290AA Data Entry Screen	7-127
Exhibit 7-136:	I-290AP Data Entry Screen	7–130
Exhibit 7-137:	I-290B Data Entry Screen	7-132
Exhibit 7-138:	I-290BA Data Entry Screen	7–135
Exhibit 7-139:	I-290BP Data Entry Screen	7–137
Exhibit 7–140:	I-290C Data Entry Screen	7–139
Exhibit 7-141:	I-290M Data Entry Screen	7–142
Exhibit 7–142:	I-352 Data Entry Screen	7–144
Exhibit 7-143:	I-360 Data Entry Screen	7–146
Exhibit 7-144:	I-506 Data Entry Screen	7149
Exhibit 7–145:	I-508 Data Entry Screen	7–151
Exhibit 7–146:	I-512 Data Entry Screen	7–153
Exhibit 7-147:	I-515 Data Entry Screen	7–155
Exhibit 7–148:	I-526 Data Entry Screen	7157
Exhibit 7–149:	I-526O Data Entry Screen	7–159
Exhibit 7-150:	I-538 Data Entry Screen	7–161
Exhibit 7–151:	I-539 Data Entry Screen	7–163
Exhibit 7-152:	I-539 Beneficiary Screen	7166
Exhibit 7–153:	I-539O Data Entry Screen	7–167
Exhibit 7–154:	I-570 Data Entry Screen	7–169
Exhibit 7–155:	I-589 Data Entry Screen	7–171
Exhibit 7–156:	I-612 Data Entry Screen	7–174
Exhibit 7–157:	I-687 Data Entry Screen	7–176
Exhibit 7–158:	I-690 Data Entry Screen	7–178
Exhibit 7–159:	I-694 Data Entry Screen	7–180
Exhibit 7–160:	I-695 Data Entry Screen	7–182
Exhibit 7–161:	I-698 Data Entry Screen	7–184
Exhibit 7–162:	Card Type Field Codes	7–186
Exhibit 7–163:	The Transaction Type Help Table	7
Exhibit 7–164:	Other Fingerprint Field Codes	7—187
Exhibit 7–165:	I-724 Data Entry Screen	7–188
Exhibit 7–166:	1-730 Data Entry Screen	7–190
Exhibit 7–167:	I-821 Data Entry Screen	7–192
Exhibit 7-168:	Denial Data	7–194
Exhibit 7–169:	I-824 Data Entry Screen	7–195
Exhibit 7–170:	EOIR26 Data Entry Screen	7–197
Exhibit 7–171:	EOIR29 Data Entry Screen	7–200
Exhibit 7–172:	FTA Data Entry Screen	7202
Exhibit 7-173:	IAP66 Data Entry Screen	7204

T.

Exhibit 7–174 MOTIC Data Entry Screen	
Exhibit 7-175: MOTIJ Data Entry Screen	7–208
Exhibit 8-1: Case Analysis Menu	
Exhibit 8-2: Enter a Receipt or A-Number Prompt	
Exhibit 8-3: Adjudicate a Case Exit Screen	
Exhibit 8-4: Adjudicate a Case Information Screen	
Exhibit 8-5: Receipt Received Date Pop-Up Screen	
Exhibit 8-6: Example Adjudicate a Case Status Information Screen	
Exhibit 8-7: Example Adjudications Case History Screen	
Exhibit 8-8: Adjudicate a Case Actions Menu.	
Exhibit 8–9: Case Review Menu	
Exhibit 8-10: Place in Suspense Screen	8–8
Exhibit 8-11: Place in Suspense Change Case Status Prompt	88
Exhibit 8–12: Lift Suspense Screen	8–10
Exhibit 8-13: Other Case Review Screen	
Exhibit 8-14: Scheduler Options Menu Screen	
Exhibit 8–15: A-File Warning	813
Exhibit 8-16: Related and Selected Receipts Screen	
Exhibit 8-17: Group Receipts Placed in Scheduling Queue	
Exhibit 8-18: Save Changes Screen	
Exhibit 8–19: Site Selection Screen	
Exhibit 8-20: Receipt Previously Placed in Schedule Queue Screen	
Exhibit 8-21: Force Schedule an Interview Screen	8–17
Exhibit 8–22: Available Sections Screen	
Exhibit 8-23: Force Schedule an Interview Print Notice Screen	
Exhibit 8–24: Rescheduling Prompt	
Exhibit 8-25: Cancel an Interview Rescheduling Prompt	8–20
Exhibit 8–26: Prompt to Print Cancellation Notice	
Exhibit 8–27: Record No-Show Screen	8–22
Exhibit 8-28: Review/Change Group Receipt Request Prompt	8–23
Exhibit 8-29: Review/Change Group Add Case Screen	8–24
Exhibit 8-30: Review/Change Group Delete Case Screen	
Exhibit 8-31: CIS Display Screen	
Exhibit 8-32: Check CIS Data Screen	
Exhibit 8-33: Change Case Status Prompt	
Exhibit 8-34: Status Terminations Actions Screen	
Exhibit 8-35: English and Civics Proficiency Update Screen	
Exhibit 8–36: Approvals Menu	
Exhibit 8-37: Approval Text Menu	8–31
Exhibit 8-38: Approval Paragraph View Example	
Exhibit 8–39: Approval Data Screen	
Exhibit 8–40: Approval Save Screen	
Exhibit 8-41: Deny a Case Menu	
Exhibit 8-42: Denial Status Change Screen	

Exhibit 8-43:	General Denial Text Screen	8–38
Exhibit 8-44:	Denial Data Screen	8–39
Exhibit 8-45:	Denial Text Menu	8-40
Exhibit 8-46:	Denial Paragraph View Example	8-41
Exhibit 8-47:	Denial Data Screen	8-42
Exhibit 8-48:	Multibeneficiary Form Adjudicate a Case Actions Menu	8-43
Exhibit 8–49:	Multibeneficiary Selection Screen	8-44
Exhibit 8-50:	Multibeneficiary Approve/Deny Menu	8–45
Exhibit 8-51:	Split Decision Approval Text Menu	8-46
Exhibit 8–52:	Split Decision Approval Data Screen	8–47
Exhibit 8-53:	Information Received Menu	8–48
Exhibit 8–54:	Relocate Out Menu-District Office	8-49
Exhibit 8–55:	Transfer Out Location Screen	8-50
Exhibit 8–56:	Case Movement-Relocate Out Menu-Service Centers	8–51
Exhibit 8–57:	Case Movement-Relocate In Menu	8-52
Exhibit 8–58:	Appellate Office Decisions Menu	8–53
Exhibit 8–59:	Case Management Menu	8–54
Exhibit 8-60:	Derivative Action Menu	8–55
Exhibit 8-61:	Status Inquiry Screen	8–57
Exhibit 8-62;	Status Inquiry DOB Range Screen	8–58
Exhibit 8–63:	Retrieved Receipt Information Screen	8–59
Exhibit 8-64:	Received Date Pop-Up Screen	8-59
Exhibit 8–65:	Retrieved Receipt Information List	860
Exhibit 8–66:	Restore a Case Prompt	8-60
Exhibit 8–67:	Status Information Screen	8–61
Exhibit 8–68:	Case History Screen	862
Exhibit 8–69:	Case Status Inquiry Invalid Data Message	8-63
Exhibit 8–70:	Approval Data Screen	8-64
Exhibit 8-71:	Case Status Inquiry Multibeneficiary Inquiry Screen	8–65
Exhibit 8–72:	Batch Status Update Menu	866
Exhibit 8–73:	Information Received Menu	8-66
Exhibit 8–74:	Case Movement-Relocate In Menu	8-67
Exhibit 8–75:	Case Movement-Relocate Out Menu-District and Suboffice	8–68
Exhibit 8–76:	Transfer Out Location Screen	8–69
Exhibit 8–77:	Case Movement-Relocate Out Menu-Service Centers	8–70
Exhibit 8–78:	Scheduler Options	8–71
Exhibit 8–79:	Receipt Prompt Screen	8–72
Exhibit 8-80:	A-File Warning Prompt	872
Exhibit 8–81:	Related and Selected Receipts Screen	8–73
Exhibit 8–82:	Group Receipts Placed in Scheduling Queue	8–74
Exhibit 8–83:	Save Changes Screen	8–74
Exhibit 8–84:	Select Site Number Screen.	875
Exhibit 8-85:	Receipt Previously Placed in Schedule Queue Screen	875
Exhibit 8–86:	Force Schedule an Interview Screen	8–76

÷

Exhibit 8–87: A	Available Sections Screen	8-77
Exhibit 8-88: H	Force Schedule an Interview Print Notice Screen	877
Exhibit 8-89: H	Rescheduling Prompt Screen	8–78
Exhibit 8–90: F	Print Deschedule Notices Screen	8-78
Exhibit 8-91: 0	Cancel an Interview Rescheduling Prompt Screen	8–79
Exhibit 8-92: H	Print Cancellation Notice Screen	8-79
Exhibit 8-93: F	Record No-Show Screen	8-80
Exhibit 8-94: F	Review/Change Group Receipt Request Prompt Screen	8-81
Exhibit 8–95: F	Review/Change Group Delete Case Screen	881
Exhibit 8–96: H	Batch Off-System Notice Sent Update Screen (Screen 1 of 2)	8-83
Exhibit 8–97: H	Batch Off-System Notice Sent Update Screen (Screen 2 of 2)	8-83
Exhibit 8-98: I	Document Production Menu	884
Exhibit 8–99: A	Alien Registration Card Menu	885
Exhibit 8–100:	I-89 Cover Sheet Generation Screen	886
Exhibit 8–101:	Completed I-89 Cover Sheet Screen	887
Exhibit 8–102:	Manifest Select Menu	8–88
Exhibit 8-103:	Manifest Generation Screen	8–89
Exhibit 8–104:	Manifest Not Found Message Screen	8-90
Exhibit 8–105:	Completed Manifest Generation Screen	891
Exhibit 8–106:	Manifest Reprint Select Screen	8-92
Exhibit 8–107:	Date Range Options	8–92
Exhibit 8–108:	Other Document Produced Off-System Menu	8–93
Exhibit 8-109:	Other Document Mailed Menu	8–94
Exhibit 8–110:	Other Document Destroyed or Return Undeliverable Menu	895
Exhibit 8–111:	Fingerprint/Agency Checks Ordered Screen	8–96
Exhibit 8–112:	Case Management Menu	897
Exhibit 8–113:	Derivative Action Menu	8–98
Exhibit 8–114:	Update With Decision of Appellate Office Menu	8–99
Exhibit 8-115:	Printing Menu	-100
Exhibit 8–116:	Print CLAIMS Reports Menu 8	-101
Exhibit 8–117:	Individual Production Report Request Screen 8	-102
Exhibit 8-118:	Amended Notification Generation Screen 8	-102
Exhibit 8–119:	Distribution Selection Screen 8	-104
Exhibit 8–120:	Completed Amended Notification Generation Screen 8	-104
Exhibit 8–121:	Notification Generation Screen 8	-106
Exhibit 8–122:	Distribution Selection Screen 8	-107
Exhibit 8–123:	Completed Notification Generation Screen 8	-108
Exhibit 8–126:	Duplicate Notification Generation Screen 8	-109
Exhibit 8–127:	Completed Duplicate Notification Generation Screen	-110
Exhibit 8–128:	Case Analysis Supervisor Main Menu 8	-112
Exhibit 8–129:	Supervisor Authorization Screen 8	-113
Exhibit 8–130:	Action Confirmed or Remanded Screen 8	-113
Exhibit 8–131:	Receipt Number Prompt	-113
Exhibit 8–132:	Exit Supervisor Hold Removed Prompt Screen	-114

Exhibit 8–133:	Case Analysis Supervisor Printing Submenu	8–115
Exhibit 8–134:	Case Analysis Supervisor CLAIMS Reports Submenu	8-115
Exhibit 8–135:	Individual Production Report Request Screen	8–116
Exhibit 8–136:	Action Selection Screen	8–117
Exhibit 8-137:	Individual Production Report Processing Screen	8-117
Exhibit 8–138:	Occupational Report Request Screen	8–118
Exhibit 8–139:	Occupational Report Period Menu	8–119
Exhibit 8-140:	Form Type Selection Menu	8-120
Exhibit 8–141:	Sort Selection Menu	8-121
Exhibit 8–142:	Occupational Report Processing Screen	8–122
Exhibit 8–143:	ICF Card Production Report Request Screen	8–123
Exhibit 8–144:	ICF Card Production Report Period Menu	8–123
Exhibit 8–145:	ICF Card Production Action Selection Menu	8-124
Exhibit 8–146:	Summary ICF Report View	8–125
Exhibit 8-147:	ADIT Processing Report Request Screen	8–126
Exhibit 8–148:	ADIT Processing Report Period Menu	8–126
Exhibit 8-149:	ADIT Processing Report Action Selection Menu	8–127
Exhibit 8–150:	ADIT Report Processing Screen	8-128
Exhibit 8–151:	View ADIT Processing Report	8–129
Exhibit 8–152:	Print ADIT Report Prompt	8–130
Exhibit 8–153:	Case Transfer Exception Report Screen	8–131
Exhibit 8–154:	Case Transfer Exception Report Printout	8–132
Exhibit 8–155:	Approvals Menu.	8–133
Exhibit 8–156:	I-131 Approval Text Menu	8-134
Exhibit 8–157:	I-131 Approval Paragraph View Menu	8–135
Exhibit 8–158:	I-131 Approval Paragraph View Example	8–135
Exhibit 8–159:	I-131 Approval Data Screen	8–136
Exhibit 8–160:	I-327 Label Review Screen	8–137
Exhibit 9-1: Pro	ocessing Support Menu	9–1
Exhibit 9–2: Sta	atus Inquiry Screen	9–3
Exhibit 9-3: Sta	tus Inquiry DOB Range Screen	9–4
Exhibit 9-4: Re	trieved Receipt Information Screen	9–5
Exhibit 9–5: Re	ceived Date Pop-Up Screen	9–6
Exhibit 9-6: Re	trieved Receipt Information List	9–6
Exhibit 9–7: Re	store a Case Prompt	9–7
Exhibit 9-8: Sta	atus Information Screen	9–7
Exhibit 9–9: Ca	se History Screen	9–8
Exhibit 9–10: C	ase Status Inquiry Invalid Data Message	9–9
Exhibit 9–11: A	pproval Data Screen	. 9–10
Exhibit 9–12: C	ase Status Inquiry Multibeneficiary Inquiry Screen	. 9–11
Exhibit 9–13: S	tatus Inquiry Screen	. 9–12
Exhibit 9–14: B	atch Case Status Update Menu	. 9–13
Exhibit 9–15: Ir	formation Received Menu	. 9–13
Exhibit 9–16: C	ase Movement—Relocate In Menu	. 9–14

Exhibit 9-17:	Relocate Out Menu-District and Suboffice	9–15
Exhibit 9–18:	Transfer Out Location Screen	9–15
Exhibit 9–19:	Case Movement-Relocate Out Menu-Service Centers	9–16
Exhibit 9-20:	Scheduler Options	9–18
Exhibit 9-21:	Receipt Prompt Screen	9–18
Exhibit 9–22:	A-File Warning Prompt	9–19
Exhibit 9-23:	Related and Selected Receipts Screen	9–19
Exhibit 9-24:	Group Receipts Placed in Scheduling Queue	920
Exhibit 9–25:	Save Changes Screen	9–20
Exhibit 9–26:	Select Site Number Screen	9–21
Exhibit 9–27:	Receipt Previously Placed in Schedule Queue Screen	922
Exhibit 9–28:	Force Schedule an Interview Screen	9–22
Exhibit 9–29:	Available Sections Screen	9–23
Exhibit 9-30:	Force Schedule an Interview Print Notice Screen	9-24
Exhibit 9–31:	Rescheduling Prompt Screen	9–25
Exhibit 9–32:	Prompt to Print Deschedule Notices Screen	925
Exhibit 9–33:	Cancel an Interview Rescheduling Prompt Screen	9–26
Exhibit 9–34:	Prompt to Print Cancellation Notice Screen	9–27
Exhibit 9–35:	Record No-Show Screen	9–27
Exhibit 9–36:	Review/Change Group Receipt Request Prompt Screen	928
Exhibit 9–37:	Review/Change Group Delete Case Screen	9–29
Exhibit 9-38:	Batch Off-System Notice Sent Update Screen (Screen 1 of 2)	9–30
Exhibit 9–39:	Batch Off-System Notice Sent Update Screen (Screen 2 of 2)	9–31
Exhibit 9-40:	Document Production Menu	9-31
Exhibit 9-41:	Alien Registration Card Menu	9–32
Exhibit 9–42:	I-89 Cover Sheet Screen	9–33
Exhibit 9–43:	Completed I-89 Cover Sheet Screen	9–34
Exhibit 9-44:	Manifest Select Menu	9–35
Exhibit 9–45:	Manifest Generation Screen	935
Exhibit 9-46:	Manifest Not Found Message Screen	9–37
Exhibit 9–47:	Completed Manifest Generation Screen	9–38
Exhibit 9–48:	Manifest Reprint Select Screen	939
Exhibit 9–49:	Date Range Options	939
Exhibit 9–50:	Other Document Produced Off-System Menu	9–40
Exhibit 9-51:	Other Document Mailed Menu	941
Exhibit 9–52:	Other Document Destroyed or Returned as Undeliverable Menu	9-42
Exhibit 9–53:	Fingerprint/Agency Checks Ordered Screen	9-43
Exhibit 9–54:	Case Management Menu	9-44
Exhibit 9–55:	Derivative Action Menu	9-45
Exhibit 9–56:	Update With Decision of Appellate Office Menu	946
Exhibit 9–57:	Printing Menu	9–47
Exhibit 9–58:	Print CLAIMS Reports Menu	9-48
Exhibit 9–59:	Clerical Production Report by Day Request Screen	9–49
Exhibit 9–60:	Production Report Period Selection Menu	9–50

Exhibit 9–61:	Action Selection Menu	950
Exhibit 9–62:	Individual Production Report Request Screen	951
Exhibit 9–63:	Amended Notification Generation Screen	9–52
Exhibit 9–64:	Distribution Selection Box Screen	9–53
Exhibit 9–65:	Completed Amended Notification Generation Screen	9–53
Exhibit 966:	Notification Generation Screen	9–54
Exhibit 9-67:	Distribution Selection Screen	9–55
Exhibit 9–68:	Notification Generation Screen	956
Exhibit 9–69:	Duplicate Notification Generation Screen	9–57
Exhibit 9–70:	Completed Duplicate Notification Generation Screen	9–58
Exhibit 9–71:	Manifest Select Menu	9–59
Exhibit 9–72:	Manifest Generation Screen	960
Exhibit 9–73:	Manifest Not Found Message Screen	960
Exhibit 9–74:	Completed Manifest Generation Screen	961
Exhibit 9–75:	Manifest Reprint Select Screen	962
Exhibit 976:	Date Range Options	962
Exhibit 9–77:	WordPerfect Interface Receipt Prompt	965
Exhibit 9–78:	AAO WordPerfect Information Screen	9–66
Exhibit 10–1:	ADP Menu	10-1
Exhibit 10-2:	ADP Printing Menu Screen	10-2
Exhibit 10–3:	Print CLAIMS Reports Menu—ADP	10–2
Exhibit 10-4:	Automatic Approval Screen	10–3
Exhibit 10-5:	Automatic Approval Records Processed Screen	10-4
Exhibit 10-6:	Print Individual Production Report Screen	10–5
Exhibit 10-7:	Individual Production Report Records Processed Screen	10–6
Exhibit 10-8:	Office Production Report Screen	107
Exhibit 10-9:	Office Production Report Records Processed Screen	108
Exhibit 10-10:	Suspense and Aging Report Screen	109
Exhibit 10-11:	Suspense and Aging Report Records Processed Screen 1	0-10
Exhibit 10-12:	Print Occupational Report Screen 1	0-11
Exhibit 10-13:	Print Occupational Report Period Menu 1	0–12
Exhibit 10-14:	Form Type Selection Menu 1	0-13
Exhibit 10-15:	Sort Selection Menu 1	0–14
Exhibit 10-16:	Occupational Report Processing Screen 1	0–15
Exhibit 10-17:	Sample Occupational Report 1	015
Exhibit 10-18:	ICF Production Report Screen 1	0–16
Exhibit 10-19:	ICF Production Report Period Menu 1	0–17
Exhibit 10-20:	ICF Production Report Action Selection Menu1	0–18
Exhibit 10-21:	ICF Status Report View 1	0–19
Exhibit 10-22:	Sample ICF Card Production Report 1	0-20
Exhibit 10-23:	Office ADIT Report Screen	021
Exhibit 10-24:	Office ADIT Report Period Menu 1	0–22
Exhibit 10-25:	Office ADIT Report Action Selection Menu 1	0–23
Exhibit 10-26.	Office ADIT Report Processing Screen 1	0-23

Exhibit 10-27:	View Office ADIT Report Processing 10)24
Exhibit 10-28:	Print ADIT Report Prompt 10)25
Exhibit 10-29:	Sample ADIT Processing Report 10)26
Exhibit 10-30:	Case Transfer Exception Report Screen 10)–27
Exhibit 10-31:	Case Transfer Exception Report Printout 10)28
Exhibit 10-32:	Document Destruction Report Screen10)29
Exhibit 10-35:	Print Batch Notice Selection Screen 10)30
Exhibit 10-36:	Notices Are Queued for Printing and Process Batch Queue Screen)31
Exhibit 10–37:	Processing Batch Screen)32
Exhibit 10-38:	Prompt to Continue Processing 10)32
Exhibit 10-39:	Prompt to Exit Print Batch Notices	-33
Exhibit 10-40:	Batch Range Screen 10	-34
Exhibit 10-41:	Notices Are Queued and Process Batch Queue 10	-35
Exhibit 10-42:	Batch Processing Display 10	-36
Exhibit 10-43:	Continue Processing Prompt 10	-36
Exhibit 10-44:	Exit Print Batch Notices Prompt	-37
Exhibit 10-45:	Status Inquiry Screen 10	-39
Exhibit 10-46:	Status Inquiry DOB Range Screen 10	4 0
Exhibit 10-47:	Retrieved Receipt Information Screen 10	-41
Exhibit 10-48:	Received Date Pop-Up Screen	-41
Exhibit 10-49:	Retrieved Receipt Information List 10	-42
Exhibit 10–50:	Restore a Case Prompt 10	-43
Exhibit 10-51:	Status Information Screen	-44
Exhibit 10–52:	Case History Screen	-45
Exhibit 10–53:	Case Status Inquiry Invalid Data Message 10	-46
Exhibit 10-54:	Case Status Inquiry Approval Data Screen 10	47
Exhibit 10–55:	Case Status Inquiry Multibeneficiary Inquiry Screen 10	-48
Exhibit 10–56:	Archival Processing Screen 10	-49
Exhibit 10–57:	Continue Processing Prompt 10	-49
Exhibit 10-58:	Mailing Machine Menu	⊢ 50
Exhibit 10-59:	I-797 Print Server Screen	-51
Exhibit 10–60:	I-797 Printer Queue Screen 10	-52
Exhibit 10-61:	I-797 Printer Queue Selection Screen 10	-53
Exhibit 10-62:	I-797 Printer Model Selection Screen 10	54
Exhibit 10–63:	I-797 Form Paper Options	-55
Exhibit 10-64:	System Table Maintenance Main Menu 10	-57
Exhibit 10-65:	Xtrieve Main Menu Options 10	-58
Exhibit 10-66:	View Menu Options Screen 10	-59
Exhibit 10-67:	View Menu Options	-60
Exhibit 10-68:	File Selection Menu 10	-61
Exhibit 10-69:	Field Options Menu 10	-62
Exhibit 10-70:	Field Menu Options 10	-62
Exhibit 10-71:	Default Display Select Prompt	63
Exhibit 10-72:	Field Add Menu	64
	· · · · · · · · · · · · · · · · · · ·	

Exhibit 10-73: I	Data Types Selection Screen	10-65
Exhibit 10-74: 7	Type Menu Options	10-65
Exhibit 10-75: 5	String Selection Screen	1066
Exhibit 10-76: 1	Integer Selection Screen	10-67
Exhibit 10-77: I	Float Selection Screen	10-68
Exhibit 10-78: I	Date Selection Screen	1069
Exhibit 10-79: 7	Time Selection Screen	10-70
Exhibit 10-80: I	Decimal Selection Screen	10-70
Exhibit 10-81: N	Money Selection Screen	10–71
Exhibit 10-82: I	Logical Selection Screen	10-72
Exhibit 10-83: N	Numeric Selection Screen	10-72
Exhibit 10-84: H	BFloat Selection Screen	10-73
Exhibit 10-85: I	LString Selection Screen	10–73
Exhibit 10-86: 2	ZString Selection Screen	10-74
Exhibit 10-87: H	Restrict Menu	1075
Exhibit 10-88: H	Restrict Menu Options	1075
Exhibit 10-89: C	Operand-1 Restriction Screen	1076
Exhibit 10-90: C	Condition Restriction Screen	1077
Exhibit 10-91: C	Condition Menu Options	1078
Exhibit 10-92: 0	Operand-2 Restriction Screen	10–79
Exhibit 10-93: C	Derand-2 Value Screen	10-80
Exhibit 10-94: F	Restriction Continue Screen	1081
Exhibit 10-95: E	Expression Menu Options	10-81
Exhibit 10-96: k	Key Functions Within Browse Records	1082
Exhibit 10-97: k	Key Functions Within Browse Fields	10-82
Exhibit 10-98: S	Sort Selection Screen	10-83
Exhibit 10-99: S	Sort Sequence Prompt	10-84
Exhibit 10-100:	User-Defined Screen	1085
Exhibit 10-101:	Case Sensitive Prompt	1086
Exhibit 10-102:	Sort Sequence Prompt	10-87
Exhibit 10-103:	Sort Definition Completion Prompt	1088
Exhibit 10-104:	Definition Menu Options	10-88
Exhibit 10-105:	Build File Prompt	10-89
Exhibit 10–106:	Join Selection Menu	10–90
Exhibit 10-107:	Join Type Prompt	10–91
Exhibit 10-108:	Include All Menu Options	10–91
Exhibit 10-109:	Join Primary Field(s) Menu	10–92
Exhibit 10-110:	Edit Options Menu	10–93
Exhibit 10-111:	Edit Menu Options	1093
Exhibit 10–112:	Key Functions Within Add	10-94
Exhibit 10–113:	Key Functions Within Add Fields	10–94
Exhibit 10–114	Add Records Prompt	10-95
Exhibit 10-115	Add Menu Options	10-95
Exhibit 10_116	Modify All Records Menu	10-96
MALLOT IV-110.		10 20

Exhibit 10-117:	Remove All Records Prompt
Exhibit 10-118:	Remove All Menu Options
Exhibit 10-119:	Print Selection Prompt
Exhibit 10-120:	Print Parameters Screen 10–99
Exhibit 10-121:	Print Menu Options
Exhibit 10-122:	Printer Output Prompt
Exhibit 10-123:	Summary Options Menu
Exhibit 10-124:	Summary Menu Options
Exhibit 10-125:	Summary Define/Remove Options
Exhibit 10-126:	Define/Remove Menu Options
Exhibit 10-127:	Key Functions Within Compute
Exhibit 10-128:	Summary Clear Screen
Exhibit 10-129:	Key Functions Within Summary
Exhibit 10-130:	Print Default Override Screen
Exhibit 10-131:	Print Output Device Screen
Exhibit 10-132:	Translate Options Menu
Exhibit 10-133:	Non-Btrieve Formats
Exhibit 10-134:	Translate TO DIF Menu
Exhibit 10-135:	Translate TO Unformatted Menu
Exhibit 10-136:	Translate TO SDF Menu
Exhibit 10–137:	Translate FROM DIF Menu
Exhibit 10-138:	Translate FROM Unformatted Menu
Exhibit 10-139:	Translate FROM SDF Menu
Exhibit 10–140:	Manage Options Menu
Exhibit 10-141:	Manage Menu Options
Exhibit 10–142:	Recall Selection Menu
Exhibit 10-143:	Store Selection Menu
Exhibit 10-144:	Store View Name Screen
Exhibit 10-145:	Print View Prompt
Exhibit 10–146:	Non-Default Menu Options Screen
Exhibit 10–147:	Print Specification Screen
Exhibit 10–148:	Remove View Selection Screen
Exhibit 10–149:	Release View Screen
Exhibit 10-150:	Retain View Selection Screen
Exhibit 10-151:	View Select Menu
Exhibit 10–152:	Help Screen Windows
Exhibit 10-153:	Commands Menu Options Screen
Exhibit 10–154:	Command File Options
Exhibit 10–155:	Commands Play Selection Menu
Exhibit 10–156:	Commands Record Selection Screen
Exhibit 10–157:	Commands Edit Selection Screen
Exhibit 10-158:	Commands Remove Selection Screen
Exhibit 10-159:	Commands Rename Selection Screen
Exhibit 10-160:	Configure Menu
	\mathbf{c}

ł

Exhibit 10-161:	Configure Menu Options	
Exhibit 10-162:	Dictionary Menu	
Exhibit 10–163:	Btrieve Dictionary Files	
Exhibit 10-164:	Dictionary Commands	
Exhibit 10-165:	Run Menu	
Exhibit 10-166:	DAILYUP Screen One	
Exhibit 10-167:	DAILYUP Screen Two	
Exhibit 10-168:	DAILYUP Screen Three	
Exhibit 10-169:	DAILYDN Screen One	
Exhibit 10-170:	DAILYDN Screen Two	
Exhibit 10-171:	DAILYDN Screen Three	
Exhibit 10-172:	FBI Ident Report	
Exhibit 10-173:	FBI Non-Ident Report	
Exhibit 10-174:	FBI Illegibles Report	
Exhibit 10–175:	FBI Exceptions Report	
Exhibit 10-176:	FBI MRD Errors Report	
Exhibit 10-177:	Event Log Screen	
Exhibit 10–178:	File Drop-Down Menu	
Exhibit 10-179:	Select Setup File List	
Exhibit 10-180:	Export Drop-Down Menu	
Exhibit 10-181:	Selected Files	
Exhibit 10–182:	Label Settings	
Exhibit 10-183:	Blocks and Records Settings	
Exhibit 10–184:	File Selection Rules Settings	
Exhibit 10–185:	File Drop-Down Menu	
Exhibit 10-186:	Select Setup File List	
Exhibit 10-187:	Import Drop-Down Menu	
Exhibit 10–188:	Import Options	
Exhibit 10-189:	Interchange Tape Positioning	
Exhibit 10-190:	File Naming Screen	
Exhibit 10-191:	Source File Limits Screen	
Exhibit 10–192:	Volume Description Screen	
Exhibit 11-1: For	m I-129 Data Entry Screen, Release 6.0	
Exhibit 11-2: Pre	mium Processing Data Entry Screen	
Exhibit 11-3: Bat	tch Status Update Menu	
Exhibit 11-4: Pr	int PP – New Notices	
Figure 11-5: PP	- New Notices	
Figure 11-6: Nev	v Notices	
Exhibit 11-7: CI	AIMS Main Menu – Reports	
Exhibit 11-8: Pro	emium Processing Reports	
Exhibit 11-9: Da	ily Aging Report	
Exhibit 11-10: C	ritical Aging Report	
Exhibit 11-11: R	equest for Evidence Report	
Exhibit 11-12: Su	immary Report	Error! Bookmark not defined.
	✓ ▲	

1. INTRODUCTION

1.1 Purpose

This user manual provides an overview of CLAIMS 3 and its workflow process. It provides general information regarding CLAIMS 3, as well as detailed instruction on how to use CLAIMS 3 Local Area Network (LAN) DOS functions, referred to as CLAIMS 3 LAN DOS. This manual also serves as a reference guide to the system functionality of CLAIMS 3 LAN to aid the United States Citizenship and Immigration Services (USCIS) representatives responsible for handling naturalization cases.

1.2 Scope

The United States Citizenship and Immigration Services (USCIS) developed the Computer Linked Application Information Management System (CLAIMS) 3 local area network (LAN) to assist in the processing of applications related to benefits and visas. Designed to meet the sharp increase in applications, CLAIMS 3 provides a more efficient and effective process for handling these cases. In addition to a Disk Operating System (DOS) computerized handling of forms and receipts, CLAIMS 3 also uses a faster, more efficient technology based on a graphical user interface (GUI). CLAIMS 3 enables the USCIS to process cases more efficiently by tracking each case through all aspects of the naturalization and citizenship process, from application submission to close out.

1.3 System Description

CLAIMS 3 LAN provides the USCIS with a decentralized, geographically dispersed LAN-based mission support case management system, with participation in the centralized CLAIMS Mainframe data repository. CLAIMS 3 LAN supports the requirements of the Direct Mail Phase I and II, Immigration Act of 1990 (IMMACT 90) and USCIS Forms Improvement projects.

Originally developed to track the receipting of applicant/petitioner remittances and to produce notices documenting the remittance, CLAIMS 3 LAN functionality now includes adjudication, archive, card production, case history, case transfer, on-demand reports, electronic file tracking, image capture, production statistics, status update and electronic ingest of applicant data captured through the Efiling web application and the BankOne Lockboxes.

The CLAIMS 3 LAN application architecture contains a set of tightly coupled, interconnected subsystems of moderate to high complexity

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1.4 Key Project Personnel

If users experience a problem while attempting to access or use CLAIMS 3 LAN that the local
CLAIMS 3 LAN system administrator cannot resolve, the system administrator should phone the
USCIS Help Desk on or via the Federal Telecommunications System on

In addition, Exhibit 1–1, Points of Contact, lists the key points of contact for CLAIMS 3, both the USCIS Office of Information Resources Management (OIRM) and CSC.

Name	Title	Organization	E-mail	Phone
	USCIS Benefit	USCIS Office of the		
	Systems Program	Chief Information		
	Manager	Officer (OCIO)		
	CLAIMS 3 System	USCIS		
	Owner			
Į	Benefits Program	CSC		
	Manager			
	CLAIMS 3 Project	CSC		
1	Manager			
	CLAIMS 3 Deputy	CSC		
	Project Manager			
1	CLAIMS 3 Chief	CSC		
	System Engineer			
	CLAIMS 3 LAN Team	CSC		
	Lead			
	CLAIMS 3 LAN	CSC		
l i	LeadTest Engineer			
	CLAIMS 3 Quality	CSC		
	Manager			
	Configuration	CSC		
	Management Lead			
	Documentation Lead	CSC		

Exhibit 1-1: Key Project Personnel

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1.5 Project References

The following documents were referenced when developing this user manual:

- System Development Life Cycle Manual, Version 6.0, July 1, 2002, SMI-0039-IRM-307-MAH-30147A
- Enterprise Systems Assurance Plan, Version 1.2, Electronic Library Management System (ELMS) Number 158615, December 30, 2004
- Project K00PP012S00 (G504), CLAIMS 3 Operations and Maintenance Support, Revision 3 Proposal, March 8, 2000
- USCIS ITP Software Engineering Policy, January 12, 1998 (MAY00.90010-00.F*0)
- Software Engineering Process (SEP) (ZTY00.90001-01.F*0)
- User Manual for the CLAIMS 3 LAN GUI, ELMS Number 164932, June 23, 2006
- Version Description Document for the CLAIMS 3 LAN Release 6.13, ELMS Number 171410, June 23, 2006
- Requirements Traceability Matrix for the CLAIMS 3 LAN Release 6.13, ELMS Number 171246, June 23, 2006

1.6 Primary Business Functions

CLAIMS 3 is an umbrella system that incorporates casework-oriented software subsystems and supports the USCIS application receipt, adjudication, and notification processes. CLAIMS 3 also provides automated support for the full range of benefits functions and processes. CLAIMS 3 resides on two platforms: a LAN and a mainframe system. This user manual is intended to aid in the application of the CLAIMS 3 LAN portion of the system.

1.7 Glossary

A list defining acronyms used in this document is provided in Attachment A, Acronyms. Attachment B, Glossary, contains a list of terms and definitions used in this document.

2. SYSTEM CAPABILITIES

CLAIMS 3 LAN tracks cases and assists in processing applications for benefits and visas. The system is capable of tracking a case from the time it enters the mailroom until it is closed out.

2.1 Overview

CLAIMS 3 LAN, a receipt-tracking system by which USCIS operators receipt and adjudicate alien applications and petitions, supports the Direct Mail Program. The USCIS instituted this program to allow the public to mail applications and petitions directly to USCIS SCs and other locations. CLAIMS 3 LAN supports supervisory personnel and other users when they receipt fees; adjudicate cases; process various notices; and produce manifests, cover sheets, and signature cards for CLAIMS 3 LAN cases. Automated support includes interview and workload scheduling and other administrative and maintenance functions. This system also supports case and file tracking, inquiry, update, case history, and status and notice reporting.

2.2 General Description



The following five CLAIMS 3 LAN subsystems contain various processing functions: Data Entry, Case Analysis (adjudication), Processing Support (clerical), and Automatic Data Processing (ADP). CLAIMS 3 LAN also has special applications operating in a Windows 3.1 program environment. These special applications include data entry and capture of biometric images, Employment Authorization Document (EAD) card production, the Integrated Card Production System (ICPS) printer server, and Windows Scheduler.

Through the CLAIMS 3 mainframe and the Department of Justice (DOJ) mainframe interface, CLAIMS 3 LAN interfaces with the Central Index System (CIS) and other USCIS mainframe systems. The CLAIMS mainframe replaced the Fee and Application Receipt and Entry System (FARES). CLAIMS 3 LAN also interfaces with other LAN systems, such as the Receipt and Alien File Accountability and Control System (RAFACS) and Telephonic Inquiry Enhancement to RAFACS II (TIERS).

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2.2.1 Operating Environment

(b)(2) 2.2.2 Computer Environment CLAIMS 3 LAN consists of a physical medium (cables) and a software interface (NetWare) to (b)(2)allow PCs to share system resources such as hard drives and printers. The network allows users to share common files stored on a common hard drive and to print to common printers. The common hard drive is called a file server. (b)(2) (b)(2)

2.3 Privacy Act Considerations

The CLAIMS 3 automated data processing (ADP) system captures and processes non-U.S. citizen data that are sensitive but unclassified information about individuals. This information is covered by the Privacy Act and, therefore, must be protected against disclosure and tampering. Any loss of, misuse of, modification to, or unauthorized access to this sensitive information could affect the national interest, the conduct of Federal programs, or sensitive USCIS ADP systems. Accordingly, the CLAIMS 3 system is equipped with minimum levels of security integrity control. Users must access the CLAIMS 3 system with a user ID and a unique password.

The NetWare Security system's structure is a mainframe security environment. Four types of security at three levels of access protect information, as shown in Exhibit 2–1, Types of Security and Levels of Access.

Exhibit 2-1: Types of Security and Levels of Access

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3. DESCRIPTION OF SYSTEM FUNCTIONS

CLAIMS 3 LAN processing functions are contained in the following four subsystems:

- Data Entry provides automated support for the receipting process.
- Case Analysis (Adjudication) provides examiners with automated support for casework adjudication.
- Processing Support (Clerical) provides automated support for generating notices.
- ADP provides a variety of system, database, and network maintenance functions.

Exhibit 3–1, CLAIMS 3 LAN User Functionality, summarizes CLAIMS 3 LAN user functionality.

Main Menu Selection	Data Entry	Case Analysis	Processing Support	ADP
Receipt New Case	X			
Case Status Inquiry	X	X	X	X
Batch Case Status Update	X	X	X	
Modify Address Information	x		X	
Printing Menu	x	X	X	Х
Remove Fee Suspense	x			_
Record Bounced Check	X			
Bounced Check Corrected				
Bounced Check Not Corrected				
Modify New Case	X			
Adjudicate a Case		X		
CLAIMS WP Interface		*	ste	
Resend Card Order to ICF			X	
Run Archive Procedure				X
I-797 Print Server				X
System Table Maintenance				X
USCIS CLAIMS 3 LAN Integrity Programs				**
Review Release Notes	X	X	X	X
Exit	X	X	X	X

Exhibit 3–1: CLAIMS 3 LAN User Functionality

*Function only available at AAO **Nonfunctional menu option

The following describes the various CLAIMS 3 LAN functions:

- Receipt New Cases allows you to receipt and reject new cases in CLAIMS.
- Case Status Inquiry allows you to identify the status, the receipt and alien file (A-File) locations, and the history of a case in CLAIMS.
- Batch Case Status Update facilitates assigning case status and updating case history.
- Modify Address Information facilitates address changes to applicant/petitioner and attorney address information.
- Printing Menu allows you to print reports, notices, cards, cover sheets, and manifests.
- Remove Fee Suspense removes the fee suspense hold and allows remittance data to be entered.
- Record Bounced Check allows you to record bounced checks.
- Bounced Check Corrected removes the hold placed on a case when a check bounces and allows you to enter the new remittance data.
- Bounced Check Not Corrected places a hold upon a case that is being processed and the remittance check subsequently bounces. This feature generates a revocation notice informing the applicant that the application will be terminated for a lack of fee.
- Modify New Case allows you to modify previously receipted or rejected case data.
- Adjudicate a Case allows you to approve, deny, and transfer cases.
- CLAIMS WP Interface allows you to extract information from database files and import that information into WordPerfect (WP) for processing decisions. This function is used at the AAO site only.
- Resend Card Order to ICF allows you to update card orders sent to the Immigration Card Facility (ICF) with current addresses, corrected information, or information to stop card production.
- Run Archive Procedure archives cases from the active database for which the last action taken was 180 days or later and places the cases in the archive database.
- I-797 Print Server loads the CLAIMS print server for network printing.
- System Table Maintenance facilitates database maintenance and examination using the Xtrieve utility.
- USCIS CLAIMS 3 LAN Integrity Programs is a nonfunctional menu option.
- Review Release Notes allows you to review the current enhancements incorporated into the system.

• Exit allows you to access the DOS prompt without having to leave the system.

3.1 Data Entry Function

The following subsections describe or refer to a description of the Data Entry function.

3.1.1 Detailed Description of Data Entry Function

The data entry functions include the following:

- Receipt New Case
- Case Status Inquiry
- Batch Case Status Update
- Modify Address Information
- Printing Menu
- Remove Fee Suspense
- Record Bounced Check
- Bounced Check Corrected
- Bounced Check Not Corrected
- Modify New Case
- Review Release Notes

For further information, refer to Section 7, Data Entry.

3.1.2 Preparation of Data Entry Function Inputs

For further information, refer to Section 7.

3.1.3 Data Entry Function Results

For further information, refer to Section 7.

3.2 Case Analysis Subsystem Function

The following subsections describe or refer to a description of the Case Analysis Subsystem function.

3.2.1 Detailed Description of Case Analysis Subsystem Function

The case analysis subsystem functions include the following:

- Case Status Inquiry
- Batch Case Status Update
- Printing Menu
- Adjudicate a Case
- Review Release Notes

For further information, refer to Section 8, Case Analysis Subsystem.

3.2.2 Preparation of Case Analysis Subsystem Function Inputs

For further information, refer to Section 8.

3.2.3 Case Analysis Subsystem Function Results

For further information, refer to Section 8.

3.3 Processing Support Function

The following subsections describe or refer to a description of the Processing Support function.

3.3.1 Detailed Description of Processing Support Function

The processing support functions include the following:

- Case Status Inquiry
- Batch Case Status Update
- Modify Address Information
- Printing Menu
- Resend Card Order to ICF
- Review Release Notes

For further information refer to Section 9, Processing Support Function.

3.3.2 Preparation of Processing Support Function Inputs

For further information, refer to Section 9.

3.3.3 Processing Support Function Results

For further information, refer to Section 9.

3.4 Automatic Data Processing (ADP) Function

The following subsections describe or refer to a description of the ADP function.

3.4.1 Detailed Description of Automatic Data Processing (ADP) Function

The ADP function includes the following:

- Case Status Inquiry
- Printing Menu
- Run Archive Procedure
- I-797 Print Server
- System Table Maintenance
- Review Release Notes

For further information refer to Section 10, Automatic Data Processing (ADP) Function.

3.4.2 Preparation of Automatic Data Processing (ADP) Function Inputs

For further information, refer to Section 10.

3.4.3 Automatic Data Processing (ADP) Function Results

For further information, refer to Section 10.

4. OPERATING INSTRUCTIONS

CLAIMS 3 LAN provides menu-driven programs to receipt fees, adjudicate cases, notify applicants, and perform ADP functions. You interact with the system through menu selection and data entry. For security requirements, the system administrator, depending on your function, limits your access to certain system functions and programs. If you attempt to access a function or program to which you are not authorized, the system will notify you.

CLAIMS 3 LAN provides messages that describe each error condition, including program-identified file, record handling, and data entry errors.

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You must log on to the file server to access CLAIMS 3 LAN

Once logged in to CLAIMS 3 LAN, you can access subsystems based on your user ID and security permissions.

In an online operation, the optimum administrative approach to using CLAIMS 3 LAN is to organize the Data Entry, Case Analysis, Processing Support, and ADP subsystems for your specific task assignments. This approach maximizes operational work flow and user efficiency.

A typical operating environment structures the work flow into the processing tasks depicted in Exhibit 4–1, Typical Operating Environment Work Flow.

UserTask	Definition
Data Entry	Data Entry personnel receipt new applications and petitions, modify applications and petitions, update case status, and print fee registers and individual production reports.
Case Analysis (Adjudication)	Examiners use these functions to adjudicate cases.
Processing Support (Clerical)	Clerical personnel print notices and individual and office production reports, modify addresses, and update case status.
ADP	ADP personnel maintain the database and network and supervise the CLAIMS management system

Exhibit 4-1: Typical Operating Environment Work Flow

4.1 Initiate Operation

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Exhibit 4-2: CLAIMS Login IRCA Warning Message

CLAIMS

LEGALIZATION NOTICE OF CONFIDENTIALITY

Sections 210(b)(6) and 245(c)(5) (Confidentiality of Information) of the Immigration and Nationality Act, as amended, limit the use of information furnished the Service in connection with Legalization applications. Anyone using, publishing, or permitting such information to be examined in violation of the above sections shall be subject to a fine and/or imprisonment in accordance with Title 18, United States Code.

WARNING! By accessing and using this computer system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of or access to this computer system may subject you to criminal prosecution and penalties.

NOTE: THIS SYSTEM IS NOT AUTHORIZED TO PROCESS CLASSIFIED INFORMATION.

4.2 Maintain Operation

The following subsections describe the available LAN utilities and the CLAIMS 3 LAN Main menu. Refer to Sections 7 through 10 to maintain the operation of the following functions:

- Section 7, Data Entry
- Section 8, Case Analysis
- Section 9, Processing Support
- Section 10, Automatic Data Processing

4.2.1 LAN Utilities

Use the LAN Utilities option to change passwords or select the appropriate printer.



4.2.2 CLAIMS Main Menu

Selecting the CLAIMS Main menu allows you to access the subsystem that corresponds with your assigned user ID.

Exhibit 4--5, CLAIMS Data Entry Menu, displays the Data Entry Main menu. Section 4 explains this menu's options in detail.

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Exhibit 4-6, Case Analysis Menu, displays the main menu for Case Analysis. Section 5 explains this menu's options in detail.

Exhibit 4-6: Case Analysis Menu

Exhibit 4–7, Processing Support Menu, displays the Processing Support Main menu. Section 6 explains this menu's options in detail.

Exhibit 4-7: Processing Support Menu

Exhibit 4–8, ADP Menu, displays the ADP Main menu. Section 7 explains this menu's options in detail.

Exhibit 4-8: ADP Menu

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4.3 Terminate and Restart Operations



Select the Logoff option to exit CLAIMS 3 LAN and the network, as shown in Exhibit 4–10, CLAIMS Logoff Screen.



Exhibit 4–10: CLAIMS Logoff Screen

4.4 User Conventions

This section discusses the processing conventions that apply to forms and associated screens.

4.4.1 Form Specific

Each application or petition form to be entered in the CLAIMS 3 LAN database is numbered closely to how the numbering appears on the computer screen. These numbers help you locate data when entering information.

4.4.2 Validation Tables

The following fields have validation tables assigned to them:

- Country of Birth (COB)
- Country of Citizenship
- Consulate
- Country
- Form Number
- Port of Entry (POE)
- State
- Status
- Type of Remittance
- Eligibility
- Marital Status

If data entered into a field do not appear within the field's validation table, the system beeps and displays an error message.

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4.4.4 Standard Key Strokes

Exhibit 4-11, Standard Key Strokes, lists the standard key strokes used during data processing.

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Exhibit 4-11: Standard Key Strokes

Action	Key Symbol Description
Help	Provides online information for the
	field in which the cursor is
Case Status	From the Case Information screen,
Case History	performs a status inquiry and shows
Search	the case history if pressed a second
	time; also, initiates a variable search
Soundex Search	Initiates a Soundex search
View Text	Allows the user to view paragraph
	text
Save, Process, or	Depending on function being used,
Authorize Action	saves changes, processes reports and
	manifests, or authorizes supervisor
	approvals
Reprint Bar-Code Labels	Reprints bar-code labels for a
	receipted case
Mark	Toggle switch used to mark cases
Clear Screen	Clears the data from the Case
	Information screen
Clear Beneficiary Data	Clears the beneficiary data from the
	Case Information screen
Clear Receipt Number	Clears the receipt number from the
	Case Information screen
Cancel	Cancels markings or edit changes
Void	Voids a case within Data Entry
Remove Supervisor	Removes a supervisor hold from a
Hold	case
View/Edit Received	Allows viewing and editing of the
Date	Received Date
Adjudications	Accesses the Adjudications menu or
Menu/Information	shows the adjudication information
	on the displayed case
Exit the Program	Exits the program
Retrieve USCIS	Retrieves the standard USCIS codes
Standard Code Tables	for current field, if applicable

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Exhibit 4-11:	Standard	Key Strokes	(continued)
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Action	Symbol Description
Move Forward One	Moves the cursor forward one field;
Field	
Return to Previous	Returns you to the previous menu or
Screen	exits a form
Cycle	Cycles through the menus or screens

4.4.5 Ellipsis Following a Field

Each field can accommodate a certain number of characters. If a field is viewed and the total data entered in the field are not always visible, an ellipsis (three consecutive dots) appears at the end of the field to indicate that there is more text in the field

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4.4.6 Foreign Addresses

Some application and petition forms have foreign address fields. Use the Country and Postal Code fields when entering a foreign address. Do not use the State and ZIP fields.

4.4.7 Fees

Various forms, such as the I-129S, retain a set fee; other forms, such as the I-724, accommodate requests for multiple benefits. The fee varies depending on specific form criteria. CLAIMS 3 LAN automatically verifies that the fee is entered correctly before it allows the case to be processed.

4.4.8 Supervisory Override

There are instances when a supervisor must override a system hold, such as to waive a fee. To avoid the need for a supervisor override, you may receive preauthorization to perform a blanket override.

4.4.9 Applicant or Petitioner Name

When the applicant or petitioner is an individual, type only the last name in the Last Name field and the first name in the First Name field. If the petitioner is a company, type the name of the company in the Last Name field only.

The following words and abbreviations can be omitted from the name of the petitioner, employer, firm name, beneficiary, or employee during fee receipting: and, Assoc., Co., Ltd., of, and the. Furthermore, standard abbreviations can be used for business names; use abbreviations when entering applicant or petitioner, employer, beneficiary, and employee data. Exhibit 4–12, Standard Abbreviations for Business Names, lists these standard abbreviations.

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Term	Abbreviation
Administration	Admin
Attorney	Atty
Boulevard	Blvd
Building	Bldg
Center	Ctr
Chairman	Chm
College	Col
Construction	Constr
Department	Dept
Doctor	Dr
Education	Ed
Engineer	Engr
Executive	Exec/Ex
Foundation	Fdn
General	Gen
General Electric	GE
Government	Govt
Group	Gr
Hospital	Hosp
Information	Inf
Institution	Inst
International	Intl
International Business Machines	IBM
Management	Mgt
National	Nat'l
North America	NA
Products	Prod
Rehabilitation	Rehab
Roman Catholic	RC
Saint	St
School	Sch
Service	Serv
South America	SA
State University of New York	SUNY
United States	US
University	Univ

Exhibit 4–12: Standard Abbreviations for Business Names

5. ERROR HANDLING

Refer to Sections 7 through 11 to view the error messages and error handling procedures that may be required to maintain the operation of the following functions:

- Section 7, Data Entry
- Section 8, Case Analysis
- Section 9, Processing Support
- Section 10, Automatic Data Processing
- Section 11, Premium Processing

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6. HELP FACILITIES

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The system displays a brief message describing what type of data relates to the field, the number of characters available for input, and how to enter the data.

If further help is required, refer to Exhibit 1-1.

7. DATA ENTRY

Data Entry provides users, including supervisors, with automated support for the Direct Mail Program's receipting process.

Exhibit 7–1, CLAIMS Data Entry Menu, is an example of the screen that the system displays when you log on to the CLAIMS Data Entry function.

Exhibit 7-1: CLAIMS Data Entry Menu

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7.1 Receipt New Case

To receipt new cases in CLAIMS, perform the following steps:

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Exhibit 7-3: Check Endorsement Printer Prompt



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ELMS No.: 158225 June 23, 2006

- CLAIMS 3 LAN verifies that ZIP Codes reserved for Post Office boxes have the letters "PO" in the address. If not, you are alerted.
- CLAIMS 3 LAN verifies that for ZIP Codes reserved for specific organizations, the organization's name is found in the address. If not, you are alerted.
- City and State Provided—When you enter the city and state. CLAIMS 3 LAN verifies whether the city is recognized by the USPS



Exhibit 7–10: Fee Information Selections Menu

Select the Receipt Remittance option from the Fee Information Selections menu. Exhibit 7-11, Remittance Screen, is an example of the screen that CLAIMS displays.



Exhibit 7–11: Remittance Screen

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Exhibit 7–12: Summarized Remittance Information



7.1.1.1 Automated Returned Check Handling (ARCH) Procedures

Perform the following steps to begin the Automated Returned Check Handling (ARCH) procedures:

7.1.1.1.1 PAYMENT FOR ONE CASE

Perform the following steps to process a single check with a single application/petition:

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Exhibit 7-16: Print Endorsement (Single Receipt Number)







Exhibit 7–20: Last Case for Current Check

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Exhibit 7-21: Print Endorsement (multiple Receipt Numbers)



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7.1.1.1.3 MULTIPLE PAYMENTS FOR ONE CASE

Perform the following steps to process multiple checks with a single application/petition:

7.1.1.2 Other Fee Options

Perform the following steps to perform the Other Fee Options functions:

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See Exhibit 7–8. The following fields are also found on the CLAIMS Data Entry screen sample:

- <u>Signature</u>
- **Concurrent With** This function allows you to schedule related case filings for group interviews, schedule interviews associated with the same attorney so the attorney can attend consecutive interviews, and list related receipt numbers and names on the interview notice.

7.1.1.3 Concurrent Information

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Exhibit 7–24: Concurrent With Example Screen





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7.2 Case Status Inquiry

Case Status Inquiry is a data inquiry function that allows you to identify the status, the receipt and A-File location, and the case's history in CLAIMS 2 LAN

7.2.1 Variable Criteria and Soundex Searches

In Case Status Inquiry, you can perform two types of searches: variable criteria and Soundex. The greater the number of search criteria, the shorter the list of receipts will be. The following is a list of possible search variables:

- Receipt number
- Alien number (A-Number) of Applicant/Beneficiary
- A-Number of Petitioner
- Applicant/Beneficiary last name
- Applicant/Beneficiary last and first name
- Petitioner last name
- Petitioner last and first name
- Petitioner and Beneficiary last names
- Petitioner and Beneficiary last and first names
- A-Number and Applicant/Beneficiary last name
- A-Number and Applicant/Beneficiary first and last names
- A-Number and Petitioner last name
- A-Number and Petitioner last and first name
- A-Number, Petitioner last name, and Beneficiary last name
- A-Number, Petitioner first and last names, and Beneficiary first and last names
- Applicant/Beneficiary last name and DOB/date range
- Applicant/Beneficiary last and first names, and DOB/date range
- Petitioner last name and DOB/date range
- Petitioner last and first names, and DOB/date range
- Applicant/Beneficiary last name and city
- Applicant/Beneficiary last and first names, and city
- Petitioner last name and city
- Petitioner last and first names, and city
- Applicant/Beneficiary last name and form type
- Applicant/Beneficiary last and first names, and form type
- Petitioner last name and form type
- Petitioner last and first names, and form type
- Beneficiary and Petitioner last names and form type
- Beneficiary and Petitioner first and last names, and form type
- Applicant/Beneficiary last name, DOB/date range, and form type
- Applicant/Beneficiary last and first names, DOB/date range, and form type
- Petitioner last name, DOB/date range, and form type

- Petitioner last and first names, DOB/date range, and form type
- Beneficiary and Petitioner last names, DOBs/date range, and form type
- Beneficiary and Petitioner first and last names, DOBs/date range, and form type
- Firm name

7.2.1.1 Variable Search

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Exhibit 7-29: Status Inquiry Screen

Exhibit 7-30: Status Inquiry DOB Range Screen

A DOB must include not only the DOB but also an A-Number, receipt number, Applicant/Beneficiary name, or Petitioner name.

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7.2.1.2 Soundex Search A Soundex search looks for names that sound like the last name of the applicant in question. This type of search is useful for locating cases where the name might have been spelled incorrectly at the time of data entry, such as "Li" for "Lee." Soundex searches can be performed only for names of individuals or firms.

7.2.2 Search Results

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	Exhibit 7–33: Retrieved Receipt Information List	
	Exhibit 7–34: Restore a Case Prompt	

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(b)(2) Exhibit 7–35: Status Information Screen

action dates and types, and the individuals responsible for those actions.

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Exhibit 7-36: Case History Screen



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7.2.3 Viewing Case Information

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	Exhibit 7–38: Case Status Inquiry Approval Data Screen	
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Exhibit 7-40: Batch Status Update Menu

7.3.1 Information Received

Select the Information Received option, and CLAIMS 3 LAN displays the menu depicted in Exhibit 7-41, Information Received Menu.

Exhibit 7-41: Information Received Menu





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Exhibit 7-44, Transfer Out Location Screen.



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7.3.3.2 Service Centers

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Exhibit 7-45: Case Movement-Relocate Out Menu-Service Centers

7.3.4 Batch Scheduler

Exhibit 7-46: Scheduler Options

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7.3.4.2 Force Schedule an Interview

The Force Schedule an Interview option enables you to force an interview in a time slot not otherwise available





(b)(2) (b)(6) (b)(2) (b)(2) Exhibit 7–57: Rescheduling Prompt Screen (b)(2)





Exhibit 7-60: Print Cancellation Notice Screen

(b)(2) Exhibit 7-62: Review/Change Group Receipt Request Prompt Screen (b)(2) Exhibit 7-63: Review/Change Group Delete Case Screen (b)(2) (b)(6)

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7,3.4.8 Remove Case from Queue

Use the Remove Case from Queue option to remove cases from the scheduling queue.

7.3.5 Batch Off-System Notice Sent Update

Use the Batch Off-System Notice Sent Update option to update History Files to indicate that a notice was generated separately from CLAIMS 3 LAN and mailed to the applicant or petitioner. This update occurs when the notice is mailed.

Select the Batch Off-System Notice Sent Update option, and CLAIMS 3 LAN displays the screens shown in Exhibit 7–64, Batch Off-System Notice Sent Update Screen (Screen 1 of 2), and Exhibit 7–65, Batch Off-System Notice Sent Update Screen (Screen 2 of 2).



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7.3.6.1.1	PRINT I-89 COVER SHE	ET		
	Exhibit 7–68:	I-89 Cover Sheet Ge	neration Screen	



7.3.6.1.2.1 Create New Shipping Manifests

To create a new shipping manifest, perform the following steps:





7.3.6.1.3 PRINT EXISTING MANIFEST

To print an existing manifest, perform the following steps:

Exhibit 7-74: Manifest Reprint Select Screen

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Exhibit 7–75: Date Range Options



(b)(2) 7.3.6.2 Other Document Produced Off-System (b)(2) Exhibit 7–76: Other Document Produced Off-System Menu (b)(2)

Exhibit 7	-77. Other D	ocument Mai	ed Menu	

Exhibit 7–7	B: Other Document D	estroved or Return	Undeliverable M
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	Exhibit 7–79: Fingerprint/Agency Checks Ordered Update Screen
This opt	tion is used only to record that fingerprint checks, which caused the case to be place
suspense	c. were semi-
738 (Case Management
	Exhibit 7–80: Case Management Menu

7.3.9 Derivative Action

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Exhibit 7-81: Derivative Action Menu





Exhibit 7-83: Status Inquiry Screen

7.4.1 Case Status Inquiry Without Exiting

You use the Modify Address Information option to perform Case Status Inquiry functions without returning to the CLAIMS Main menu

7.5 Printing Menu

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7.5.1 Print CLAIMS Reports


7.5.1.1 Individual Fee Register Report

The Individual Fee Register Report option prints the total fees receipted by remittance type to assist you in closing out the register drawer. You can request a detailed report that lists each receipt processed.





Exhibit 7-89: Action Selection Menu





7.5.1.3 Data Entry Production Report Day by Day

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Exhibit 7-93: Action Selection Screen

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7.5.2 Print Amended Notices

Use the Print Amended Notices function to generate amended notices. To print these notices, perform the following steps:

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Exhibit 7–94: Print Amended Notices Receipt Queue















Exhibit 7–106: Exit Correct Bounced Checks Prompt

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7.9 Bounced Check Not Corrected

The Bounced Check Not Corrected selection allows you to place a hold on a case that is being processed and subsequently the check bounces. This feature generates a revocation notice informing the applicant the case can no longer be processed and will be terminated for lack of fee.

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Exhibit 7–107: Supervisor Authorization Screen





7.10 Modify New Case

Use the Modify New Case option to change new receipts and previously rejected receipts on CLAIMS 3 LAN. Adding additional remittances for forms may be accomplished in this module.



Exhibit 7–112: Inquiry/Modify Interface Screen

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7.10.2 Case Status Inquiry Functions



7.10.3 Void Case

7.12 Exit

CLAIMS 3 LAN allows you, if you have proper authorization, to void cases. Cases can only be voided on the same day they are created and only by the user who initially receipted them. To void a case, perform the following steps:

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7.11 Review Release Notes

7.13 Data Entry Supervisor Functions

Data Entry supervisors have the same CLAIMS 3 LAN functions and menus as nonsupervisory personnel, with the following exceptions:

- Print Receipt Notices is a separate Data Entry menu option.
- Print CLAIMS Reports has three additional report selections:
 - Print Office Fee Register Report
 - Print Data Entry Section Production Report-Data
 - Print Office Production Report

Accessing the CLAIMS 3 LAN Data Entry Supervisor menu displays the screen depicted in Exhibit 7–113, Data Entry Supervisor Menu.

Exhibit 7–113: Data Entry Supervisor Menu

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7.13.1 Print Receipt Notices

The Print Receipt Notices option, which is identical to Print Receipt Notices for ADP, is described in Section 7.1.3, Print Receipt Notices.

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7 12 2 Print Supervisor Reports



the same as the Individual Production Report. Refer to Section 7.5.1.2, Individual Production Report, for details on the report's operation and functionality.

7.14 Form Library

Exhibit 7–115, CLAIMS 3 LAN DOS Forms, lists all forms presently being processed in the CLAIMS 3 LAN DOS Receipting System. The library includes each form's individual processing procedures.

Feorm Number	Form Name
I-102	Application for Initial/Replacement I-94 Arrival Document
I-126	Nonimmigrant Treaty Trader/Investor Report
I-129	Petition for a Nonimmigrant Worker
I-129F	Petition for Fiance(e)
I-129S	Nonimmigrant Petition Based on Blanket L Petition
I-130	Immigrant Petition for Relative, Fiance(e), or Orphan
I-131	Application for USCIS Travel Document
I-140	Immigrant Petition for Alien Worker
I-191	Application for Permission to Return
I-192	Application for Permission to Enter as Nonimmigrant
I-212	Application to Reenter after Deportation
I-246	Application for Stay After Deportation
I-256A	Application to Suspend Deportation
I-290A	Appeal, Motion to Reopen or Reconsider
I-290AA	Notice of Appeal to the Board of Immigration Appeals
I-290AP	Notice of Appeal to the Board of Immigration Appeals
I-290B	Notice of Appeal to the Commissioner
I-290BA	Notice of Appeal to the Commissioner - Applicant
I-290BP	Notice of Appeal to the Commissioner - Petitioner
I-290C	Certified Appeal, Motion to Reopen or Reconsider
I-290M	Motion to Reopen or Reconsider
I-352	Immigration Bond
I-360	Petition for Amerasian, Widower, or Special Immigrant
I-506	Application to Change Nonimmigrant Status
I-508	Waiver of Rights, Privileges, and Immunities
I-512	Authorization for Parole of an Alien into the U.S. (Generic Application)
I-515	Deficiency Notice to Arriving F-1, M-1, or J-1

Exhibit	7-115:	CLAIMS	3 LAN	DOS	Forms
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Form Number	Form Name
I-526	Immigrant Petition by Alien Entrepreneur
I-526O	Request Determination that Prospective Immigrant is an Investor
I-538	Application by Foreign Student
I-539	Application to Extend/Change Nonimmigrant Status
I-539O	Application to Extend Temporary Stay
I-570	Application for Refugee Travel Document
I-589	Application for Asylum
I-612	Application to Waive Foreign Residence Requirements
I-687	Application for Status as a Temporary Resident
I-690	Application for Waiver of Grounds of Excludability
I-694	Notice of Appeal of Decision under Section 210 or 245A
I-695	Application for Replacement of Form I-688A or I-688
I-698	Application to Adjust Status from Temporary to Permanent Resident
I-724	Application to Waive Exclusion Grounds
I-730	Refugee Asylee Relative Petition
I-821	Application for Temporary Protected Status
I-824	Application for Action on an Approved Application or Petition
EOIR26	Notice of Appeal from Decision of Immigration Judge
EOIR29	Notice of Appeal from Decision of District Director
FTA	Application for Classification - FTA (Free Trade Agreement)
I-AP66	Certificate of Eligibility for Exchange Visitor
MOTIC	Motion to Reopen Before the Commissioner
MOTIJ	Motion to Reopen Before Immigration Judge

Exhibit 7–115: CLAIMS 3 LAN DOS Forms (continued)

7.14.1 Form I-102: Application for Initial/Replacement I-94 Arrival Document

Exhibit 7–116, I-102 Data Entry Screen, is an example of the screen used to apply for a replacement alien registration card.



Exhibit 7–116: 1-102 Data Entry Screen

To receipt an I-102, complete the following steps:

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7.14.2 Form I-126: Nonimmigrant Treaty Trader/Investor Report

Exhibit 7–117, I-126 Data Entry Screen, is an example of the screen used to report a nonimmigrant treaty for a trader or investor.

Exhibit 7-117: I-126 Data Entry Screen

7.14.3 Form I-129: Petition for a Non-Immigrant Worker

Exhibit 7–118, I-129 Data Entry Screen, is an example of the screen used to petition for a nonimmigrant worker.

Exhibit 7-118: 1-129 Data Entry Screen

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Exhibit 7–121: Updated I-129 Fee Info Screen

7.14.4 Form I-129F: Petition for Fiance(e)

Exhibit 7–122, I-129F Data Entry Screen, is an example of the screen used to petition for a fiance(e).

Exhibit 7–122: I-129F Data Entry Screen

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7.14.5 Form I-129S: Non-Immigrant Petition Based on Blanket L Petition

Exhibit 7–123, I-129S Data Entry Screen, is an example of the screen used to petition for a nonimmigrant based on a Blanket L petition.

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Exhibit 7-123: I-129S Data Entry Screen

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7.14.6 Form I-130: Immigrant Petition for Relative, Fiance(e), or Orphan

Exhibit 7–124, I-130 Data Entry Screen, is an example of the screen used to petition for an immigrant relative, fiance(e), or orphan.

Exhibit 7–124: I-130 Data Entry Screen
7.14.7 Form I-131: Application for USCIS Travel Document

The subsequent section describes a CLAIMS 3 LAN receipting function that is available only at the Lincoln, Nebraska, Service Center.

CLAIMS 3 LAN fully supports processing the I-131, Application for USCIS Travel Document. Exhibit 7–125, I-131 Data Entry Screen, is an example of the screen used to apply for an USCIS travel document.

Exhibit 7-125: I-131 Data Entry Screen





	Exhibit 7–127: I-131 Type A Processing Screen
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7.14.8 Form I-140: Immigrant Petition for Alien Worker

Exhibit 7–128, I-140 Data Entry Screen, is an example of the screen used to petition for an alien worker.





7.14.9 Form I-191: Application for Permission to Return

Exhibit 7–129, I-191 Data Entry Screen, is an example of the screen used to apply for permission to return.

Exhibit 7-129: I-191 Data Entry Screen

7.14.10 Form I-192: Application for Permission to Enter as Nonimmigrant

Exhibit 7–130, I-192 Data Entry Screen, is an example of the screen used to apply for permission to enter as a nonimmigrant.



Exhibit 7–130: I-192 Data Entry Screen

7.14.11 Form I-212: Application to Reenter after Deportation

Exhibit 7–131, I-212 Data Entry Screen, is an example of the screen used to apply to reenter after deportation.



Exhibit 7–131: I-212 Data Entry Screen

7.14.12 Form I-246: Application for Stay of Deportation

Exhibit 7–132, I-246 Data Entry Screen, is an example of the screen used to apply for a stay of deportation.

Exhibit 7–132: I-246 Data Entry Screen

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7.14.13 Form I-256A: Application to Suspend Deportation

Exhibit 7–133, I-256A Data Entry Screen, is an example of the screen used to apply to suspend deportation.

Exhibit 7–133: I-256A Data Entry Screen

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7.14.14 Form I-290A: Appeal, Motion to Reopen or Reconsider

Exhibit 7–134, I-290A Data Entry Screen, is an example of the screen used to apply for an appeal or motion to reopen or reconsider.

Exhibit 7–134: I-290A Data Entry Screen

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Project No. 4.2.0.1, CLAIMS 3

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7.14.15 Form I-290AA: Notice of Appeal to the Board of Immigration Appeals

Exhibit 7–135, I-290AA Data Entry Screen, is an example of the screen used to generate a notice of appeal to the board of immigration appeals.



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7.14.16 Form I-290AP: Notice of Appeal to the Board of Immigration Appeals

Exhibit 7–136, I-290AP Data Entry Screen, is an example of the screen used to generate a notice of appeal to the board of immigration appeals.

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Exhibit 7–136: I-290AP Data Entry Screen

7.14.17 Form I-290B: Notice of Appeal to the Commissioner

Exhibit 7–137, I-290B Data Entry Screen, is an example of the screen used to generate a notice of appeal to the commissioner.

Exhibit 7-137: I-290B Data Entry Screen

7.14.18 Form I-290BA: Notice of Appeal to the Commissioner - Applicant

Exhibit 7–138, I-290B Data Entry Screen, is an example of the screen used to generate a notice of appeal to the commissioner by an applicant.



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7.14.19 Form I-290BP: Notice of Appeal to the Commissioner-Petitioner

Exhibit 7–139, I-290BP Data Entry Screen, is an example of the screen used to generate a notice of appeal to the commissioner by a petitioner.

Exhibit 7-139: I-290BP Data Entry Screen

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7.14.20 Form I-290C: Certified Appeal, Motion to Reopen or Reconsider

Exhibit 7–140, I-290C Data Entry Screen, is an example of the screen used to make a certified appeal for a motion to reopen or reconsider.

Exhibit 7-140: I-290C Data Entry Screen

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7.14.21 Form I-290M: Motion to Reopen or Reconsider

Exhibit 7–141, I-290M Data Entry Screen, is an example of the screen used to apply for a motion to reopen or reconsider.



Exhibit 7–141: I-290M Data Entry Screen

7.14.22 Form I-352: Immigration Bond

Exhibit 7–142, I-352 Data Entry Screen, is an example of the screen used to apply for an immigration bond.

Exhibit 7–142: I-352 Data Entry Screen

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7.14.23 Form I-360: Petition for Amerasian, Widower, or Special Immigrant

Exhibit 7–143, I-360 Data Entry Screen, is an example of the screen used to petition for an Amerasian, widower, or special immigrant.

Exhibit 7-143: 1-360 Data Entry Screen

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7.14.24 Form I-506: Application to Change Nonimmigrant Status

Exhibit 7–144, I-506 Data Entry Screen, is an example of the screen used to apply for a change in nonimmigrant status.



7.14.25 Form I-508: Waiver of Rights, Privileges, and Immunities

Exhibit 7–145, I-508 Data Entry Screen, is an example of the screen used to waive rights, privileges, and immunities.

Exhibit 7–145: I-508 Data Entry Screen

7.14.26 Form I-512: Authorization for Parole of an Alien into the U.S.

Exhibit 7–146, I-512 Data Entry Screen, is an example of the screen used to authorize the parole of an alien into the U.S..

Exhibit 7-146: I-512 Data Entry Screen

7.14.27 Form I-515: Deficiency Notice to Arriving F-1, M-1, or J-1

Exhibit 7–147, I-515 Data Entry Screen, is an example of the screen used to generate a notice of deficiency to arriving F-1, M-1, or J-1 visa holders.



7.14.28 Form I-526: Immigrant Petition by Alien Entrepreneur

Exhibit 7–148, I-526 Data Entry Screen, is an example of the screen used to petition for an immigrant by an alien entrepreneur.



7.14.29 Form I-526O: Request Determination that Prospective Immigrant is an Investor

Exhibit 7–149, I-5260 Data Entry Screen, is an example of the screen used to request a determination that the prospective immigrant is an investor.

Exhibit 7–149: I-5260 Data Entry Screen

7.14.30 Form I-538: Application by Foreign Student

Exhibit 7–150, I-538 Data Entry Screen, is an example of the screen used to apply as a Foreign Student.

Exhibit 7-150: 1-538 Data Entry Screen



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7.14.31 Form I-539: Application to Extend/Change Nonimmigrant Status

Exhibit 7–151, I-539 Data Entry Screen, is an example of the screen used to apply to extend or change nonimmigrant status.

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Exhibit 7-151: I-539 Data Entry Screen



7.14.32 Form I-539O: Application to Extend Temporary Stay

Exhibit 7–153, I-539 Data Entry Screen, is an example of the screen used to apply to extend a temporary stay.



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7.14.33 Form I-570: Application for Refugee Travel Document

Exhibit 7–154, I-570 Data Entry Screen, is an example of the screen used to apply for a refugee travel document.

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Exhibit 7–154: I-570 Data Entry Screen

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7.14.34 Form I-589: Application for Asylum

Exhibit 7–155, I-589 Data Entry Screen, is an example of the screen used to apply for asylum.

Exhibit 7-155: I-589 Data Entry Screen

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7.14.35 Form I-612: Application to Waive Foreign Residence Requirements

Exhibit 7–156, I-612 Data Entry Screen, is an example of the screen used to apply to waive foreign residence requirements.



7.14.36 Form I-687: Application for Status as a Temporary Resident

Exhibit 7–157, I-687 Data Entry Screen, is an example of the screen used to apply for temporary resident status.



Exhibit 7-157: I-687 Data Entry Screen
7.14.37 Form I-690: Application for Waiver of Grounds of Excludability

Exhibit 7–158, I-690 Data Entry Screen, is an example of the screen used to apply to waive grounds of excludability.

Exhibit 7-158: I-690 Data Entry Screen



7.14.38 Form I-694: Notice of Appeal of Decision Under Sec 210 or 245A

Exhibit 7–159, I-694 Data Entry Screen, is an example of the screen used to generate a notice of appeal decision under sections 210 or 245A.

Exhibit 7–159: I-694 Data Entry Screen

7.14.39 Form I-695: Application for Replacement of Form I-688A or I-688

Exhibit 7–160, I-695 Data Entry Screen, is an example of the screen used to apply for a replacement of form I-688A or I-688.



7.14.40 Form I-698: Application to Adjust Status from Temporary to Permanent Resident

Exhibit 7–161, I-698 Data Entry Screen, is an example of the screen used to apply to adjust status from temporary to permanent resident.

Exhibit 7-161: I-698 Data Entry Screen



Exhibit 7-164: Other Fingerprint Field Codes (b)(2)

7.14.41 Form I-724: Application to Waive Exclusion Grounds

Exhibit 7–165, I-724 Data Entry Screen, is an example of the screen used to apply to waive exclusion grounds.

Exhibit 7-165: I-724 Data Entry Screen

7.14.42 Form I-730: Refugee Asylee Relative Petition

Exhibit 7–166, 1-730 Data Entry Screen, is an example of the screen used to petition for a refugee relative asylee.

Exhibit 7–166: I-730 Data Entry Screen

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7.14.43 Form I-821: Application for Temporary Protected Status

Exhibit 7–167, I-821 Data Entry Screen, is an example of the screen used to apply for temporary protected status.

Exhibit 7–167: I-821 Data Entry Screen

Exhibit 7-168: Denial Data

7.14.44 Form I-824: Application for Action on an Approved Application or Petition

Exhibit 7-169, I-824 Data Entry Screen, is an example of the screen used to apply for action on an approved application or petition.

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Exhibit 7-169: I-824 Data Entry Screen

7.14.45 Form EOIR26: Notice of Appeal from Decision of Immigration Judge

Exhibit 7–170, EOIR26 Data Entry Screen, is an example of the screen used to generate a notice of appeal based on the decision of an immigration judge.

Exhibit 7-170: EOIR26 Data Entry Screen

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7.14.46 Form EOIR29: Notice of Appeal from Decision of District Director

Exhibit 7–171, EOIR29 Data Entry Screen, is an example of the screen used to generate a notice of appeal based on the decision of a district director.

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7.14.47 Form FTA: Application for Classification - FTA

Exhibit 7–172, FTA Data Entry Screen, is an example of the screen used to apply for FTA classification.

Exhibit 7–172: FTA Data Entry Screen



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7.14.48 Form IAP66: Certificate of Eligibility for Exchange Visitor

Exhibit 7–173, IAP66 Data Entry Screen, is an example of the screen used to generate a certificate of eligibility for an exchange visitor.

Exhibit 7–173: IAP66 Data Entry Screen



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Exhibit 7–174, MOTIC Data Entry Screen, is an example of the screen used to motion to reopen a case before the commissioner.

Exhibit 7–174 MOTIC Data Entry Screen

7.14.50 Form MOTIJ: Motion to Reopen Before Immigration Judge

Exhibit 7–175, MOTIJ Data Entry Screen, is an example of the screen used to motion to reopen a case before an immigration judge.

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8. CASE ANALYSIS SUBSYSTEM

The Case Analysis Subsystem provides examination users, including supervisors, with automated support for processing cases receipted in CLAIMS 3 LAN.

Select the CLAIMS Exams Main Menu from the CLAIMS 3 LAN System Menu, and the menu depicted in Exhibit 8–1, Case Analysis Menu, appears.

Exhibit 8-1: Case Analysis Menu



8.1 Adjudicate a Case

Selecting the Adjudicate a Case option from the Case Analysis menu displays the prompt depicted in Exhibit 8–2, Enter a Receipt or A-Number Prompt.


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b)(2)	Exhibit 8-6: Example Adjudicate a Case Status Information Screen
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	Exhibit 8–7: Example Adjudications Case History Screen
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8.1.1 Case Review

Selecting the Case Review option displays the menu depicted in Exhibit 8-9, Case Review Menu.

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Exhibit 8-9: Case Review Menu

8.1.1.1 Place in Suspense

Select the Place in Suspense option from the Case Review menu. CLAIMS 3 LAN displays the screen depicted in Exhibit 8–10, Place in Suspense Screen.

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CLAIMS 3 LAN displays the Change Case Status prompt for each of the actions, as depicted in Exhibit 8–11, Place in Suspense Change Case Status Prompt.



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8.1.1.2 Lift Suspense

Select the Lift Suspense option from the Case Review menu. The system displays the menu depicted in Exhibit 8–12, Lift Suspense Screen.

Exhibit 8–12: Lift Suspense Screen

8.1.1.3 Other Case Review

Selecting the Other Case Review option displays the menu depicted in Exhibit 8–13, Other Case Review Screen.

Exhibit 8–13: Other Case Review Screen

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8.1.1.4.1 D	OS SCHEDULER				
·	Exhibit 8–1	4: Scheduler Op	otions Menu Scre	en	

Exhibit 8–15, A-File Warning, is an example of the warning displayed if the physical A-File is not recorded as being in the office.

Exhibit 8-15: A-File Warning





Exhibit 8–18: Save Changes Screen

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Should CLAIMS 3 LAN locate a receipt number already in the Ready to Schedule queue, the warning screen depicted in Exhibit 8–20, Receipt Previously Placed in Schedule Queue Screen, appears.





Exhibit 8–22:	Available Section	s Screen	



Exhibit 8-23: Force Schedule an Interview Print Notice Screen

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8.1.1.4.1.4 Cancel Based on Request

The Cancel Based on Request option allows you to cancel cases scheduled for interview. CLAIMS 3 LAN prompts you for a receipt number

Exhibit 8–25: Cancel an Interview Rescheduling Prompt

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 Exhibit 8–29	: Review/Cha	nge Group A	dd Case Scre	en
Exhibit 8_30	Paviow/Chang			
	Reviewonang	le Group Den		en

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8.1.1.4.1.8 Remove Case From Queue

The Remove Case From Queue option allows you to remove cases from the scheduling queue. CLAIMS 3 LAN prompts you for a receipt number.

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8.1.1.5 Review CI Data and Processing Screens

If the data are stored in the Central Index System (CIS), CLAIMS 3 LAN displays the relevant fields.



8.1.1.6 Case Resubmitted

Selecting the Case Resubmitted option displays the Change Case Status prompt, depicted in Exhibit 8-33, Change Case Status Prompt.

	Exhibit 8–33: Change Case Status Prompt
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8.1.1.7 Status Termination Actions

Selecting the Status Termination Actions option displays the menu depicted in Exhibit 8-34, Status Terminations Actions Screen.



Exhibit 8-34: Status Terminations Actions Screen

8.1.1.8 English and Civics Proficiency Update

Selecting the English and Civics Proficiency Update option displays the menu depicted in Exhibit 8–35, English and Civics Proficiency Update Screen.

Exhibit 8–35: English and Civics Proficiency Opdate Screen				

8.1.2 Approve the Case

Select the Approve the Case function to display the menu depicted in Exhibit 8–36, Approvals Menu.

Exhibit	8-36:	Approvals	Menu
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Exhibit 8–37: Approval Text Menu

Select the copy to be viewed, and CLAIMS 3 LAN displays the appropriate text, as depicted in Exhibit 8–38, Approval Paragraph View Example. This example of displayed approval text is for an I-90 Petitioner Copy.

Exhibit 8–38: Approval Paragraph View Example

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The above petition has been approved, and forwarded to the listed consulate. Please contact the consulate with any questions about visa issuance, or if you would now like them to forward the petition to a different consulate. The petitioner can also file Form 1-824, &JApplication for Action on an Approved Application or Petition&U, with this office to request that we notify another consulate of the petition approval for visa processing purposes. THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA. ~~When the person this petition is for enters the U.S. based on this visa, he or she will be admitted for ninety (90) days in order to marry the petitioner, and based on that marriage file for adjustment to permanent residence status on form I-485. The marriage and filing of the adjustment application must occur within these 90 days. The form to apply for adjustment can be obtained at any local INS office ot INS form center. Please attach a copy of this notice to the adjustment application when you file it. ~~ If the petitioner and the fiance(e) do not marry within these 90 days, status will expire, and he or she will be in violation of the Immigration and Nationality Act if he or she does not depart. An extension cannot be granted. If it is requested that the petitioner inform his or her local INS office if he or she determines that the marriage will not take place within the 90 day period. Please attach a copy of this notice to any correspondence about this case.

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Exhibit 8–39: Approval Data Screen					

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 Exhibit 8–4	3: General Denial	Text Screen	
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\	 Exhibit 8–44:	: Denial Data	Screen	
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Exhibit 8-46: Denial Paragraph View Example

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You have failed to establish eligibility for employment authorization under 8 CFR 274a.12(a) or (c).

Accordingly, your application for employment authorization has been denied. There is no appeal to this decision. This decision is without prejudice to consideration of subsequent applications filed with INS.

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Exhibit 8–47:	Denial Data Scre	en	

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E	Exhibit 8–49: Mu	Itibeneficiary Sel	ection Screen	

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Exhibit 8–50:	Multibeneficia	ary Approve/D	eny Menu	

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Exhibit 8–52: Split Decision Approval Data Screen

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 Exhibit 8–53:	Information Receive	ed Menu	

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8.1.6 Case Movement

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Exhibit 8-55: Transfer Out Location Screen



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Exhibit 8–57:	Case Movemen	t-Relocate In	Menu

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8.1.7 Appeal and Motion Decisions

Selecting the Appeal and Motion Decisions option displays the menu depicted in Exhibit 8–58, Appellate Office Decisions Menu.

	Exhibit 8–58: Appellate Office Decisions Menu
(b)(2)	

8.1.8 Case Management

Selecting the Case Management option displays the menu depicted in Exhibit 8–59, Case Management Menu.

Exhibit 8–59: Case Management Menu

8.1.9 Derivative Action

Selecting the Derivative Action option displays the menu depicted in Exhibit 8–60, Derivative Action Menu.

Exhibit 8–60:	Derivative	Action	Menu
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8.2 Case Status Inquiry

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Case Status Inquiry is a data inquiry function. It allows you to identify the status, the receipt or A-File location, and the history of a case in CLAIMS 3 LAN

8.2.1 Variable Criteria and Soundex Searches

In Case Status Inquiry, you can perform two types of searches: variable criteria and Soundex. The greater the number of search criteria, the shorter the list of receipts. The following is a list of possible search variables:

- Receipt number
- A-Number of Applicant/Beneficiary
- A-Number of Petitioner
- Applicant/Beneficiary last name
- Applicant/Beneficiary last and first name
- Petitioner last name
- Petitioner last and first name
- Petitioner and Beneficiary last names
- Petitioner and Beneficiary last and first names
- A-Number and Applicant/Beneficiary last name
- A-Number and Applicant/Beneficiary first and last names
- A-Number and Petitioner last name
- A-Number and Petitioner last and first name
- A-Number, Petitioner last name, and Beneficiary last name
- A-Number, Petitioner first and last names, and Beneficiary first and last names
- Applicant/Beneficiary last name and DOB/date range
- Applicant/Beneficiary last and first names, and DOB/date range
- Petitioner last name and DOB/date range
- Petitioner last and first names, and DOB/date range
- Applicant/Beneficiary last name and city
- Applicant/Beneficiary last and first names, and city
- Petitioner last name and city
- Petitioner last and first names, and city
- Applicant/Beneficiary last name and form type
- Applicant/Beneficiary last and first names, and form type
- Petitioner last name and form type
- Petitioner last and first names, and form type
- Beneficiary and Petitioner last names and form type
- Beneficiary and Petitioner first and last names, and form type
- Applicant/Beneficiary last name, DOB/date range, and form type
- Applicant/Beneficiary last and first names, DOB/date range, and form type
- Petitioner last name, DOB/date range, and form type
- Petitioner last and first names, DOB/date range, and form type
- Beneficiary and Petitioner last names, DOBs/date range, and form type

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- Beneficiary and Petitioner first and last names, DOBs/date range, and form type
- Firm name

8.2.1.1 Variable Search

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Exhibit 8-61: Status Inquiry Screen

Exhibit 8–62: Status Inquiry DOB Range Screen

(b)(2)

8.2.1.2 Soundex Search

A Soundex search looks for names that sound like the last name of the applicant in question and is useful for locating cases in which the name might have been spelled incorrectly at the time of data entry, such as "Li" for "Lee." Soundex searches can be performed only for names of individuals or firms.

8.2.2 Search Results

After initiating a search, CLAIMS 3 LAN displays one of several search results. Search results vary because more than one case can meet search criteria, such as a search that was conducted on a common last name, the case searched for may have been archived, or perhaps no case was found to match the search criteria.

If only one receipt is located, CLAIMS 3 LAN displays the sample screen depicted in Exhibit 8–63, Retrieved Receipt Information Screen.

** * * *



If there is more than one receipt that meets the search criteria, CLAIMS 3 LAN displays a list of receipts. This list contains information such as receipt number, form type, name of Beneficiary, name of Petitioner, and date of birth; an example of this list is shown in Exhibit 8–65, Retrieved Receipt Information List.

 Exhibit 8–65: Retrieved Receipt Information List	
Exhibit 8–66: Restore a Case Prompt	
Exhibit 8–66: Restore	a Case Prompt

Exhibit 8-67, Status Information Screen, reveals the last action taken on the case and the location of the case in RAFACS.

Exhibit 8-67: Status Information Screen



Exhibit 8-68: Case History Screen



8.2.3 Viewing Case Information

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the Case Status Inquiry screen, to view case approval and denial information. CLAIMS 3 LAN displays the screen depicted in Exhibit 8–70, Approval Data Screen.

	Exhibit 8–70: Approval Data Screen	
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(b)(6)		

(b)(2) Cases with multiple beneficiaries may have split decisions, as denicted in Exhibit 8–71. Case
Status Inquiry Multibeneficiary Inquiry Screen.

Exhibit 8–71: Case Status Inquiry Multibeneficiary Inquiry Screen

(b)(2) (b)(6)

8.3 Batch Case Status Update

The Batch Case Status Update function enables you to update the status of a case. When a status action is selected for a particular case, the history for that case is updated to reflect this action. The updated history can be viewed in Case Status Inquiry. To access the Batch Status Update menu, perform the following steps:

8.3.1 Information Received

Select the Information Received option, and CLAIMS 3 LAN displays the menu depicted in Exhibit 8–73, Information Received Menu.

Exhibit 8–73: Information Received Menu



8.3.2 Case Movement-Relocate In

Select the Case Movement—Relocate In option, and CLAIMS 3 LAN displays the screen depicted in Exhibit 8–74, Case Movement—Relocate In Menu.

Exhibit 8–74: Case Movement-Relocate In Menu



-	8.3.3 Case Movement—Relocate Out
	Exhibit 8–75: Case Movement—Relocate Out Menu—District and Suboffice

(0)	Exhibi	t 8–76: Transfer	Out Location So	creen	
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	Exhibit 8–77: Case Movement—Relocate Out Menu—Service Centers
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8.3.4 Batch Scheduler

Select the Batch Scheduler option to display the menu depicted in Exhibit 8–78, Scheduler Options.

Exhibit 8-78: Scheduler Options



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Exhibit 8-81: Related and Selected Receipts Screen



Exhibit 8-82: Group Receipts Placed in Scheduling Queue


Should CLAIMS 3 LAN detect a requested receipt number already in the Ready to Schedule queue, the warning screen depicted in Exhibit 8–85, Receipt Previously Placed in Schedule Queue Screen, appears.



(b)(2) (b)(6)

Exhibit 8–86: For	ce Schedule an li	nterview Screen	

Exhibit 8–88: Force Schedule an Interview Print Notice Screen	Exhibit	8-87 · Avail	able Section	s Screen	
Exhibit 8–88: Force Schedule an Interview Print Notice Screen					
Exhibit 8–88: Force Schedule an Interview Print Notice Screen					
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Exhibit 8–88: Force Schedule an Interview Print Notice Screen					
	Exhibit 8-88: For	rce Schedule	e an Interviev	v Print Notice	Screen

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8.3.4.3 Descheduling

The Descheduling option allows you to remove interviews from the schedule. CLAIMS 3 LAN prompts you for a receipt number. Refer to Exhibit 8–79. CLAIMS 3 LAN seeks the matching record and checks for a group. All or part of the group may be deleted from the schedule. Unless the whole group is descheduled, the time slot selected for the group case is not available. CLAIMS 3 LAN prompts you to reschedule at another time; this prompt is depicted in Exhibit 8–89, Rescheduling Prompt Screen.

Exhibit 8-89: Rescheduling Prompt Screen

(b)(2)

CLAIMS 3 LAN prompts for the generation of descheduling notices, as depicted in Exhibit 8–90, Print Deschedule Notices Screen.

Exhibit 8-90: Print Deschedule Notices Screen











8.3.4.8 Remove Case From Queue

т	e Remove Case From Oueue option allows you	to remove cases from the scheduling queue.
Ċ	ATMS 2 I AN prompts you for a receipt numb	
	A WIS STRAIN DITURTING VOID TO A READING	

Exhibit 8–96: Batch Off-System Notice Sent Update Screen (Screen 1 of 2)

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Exhibit 8–97: Batch Off-System Notice Sent Update Screen (Screen 2 of 2)

(b)(2) Exhibit 8–98: Document Production Menu (b)(2)

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8.3.6.1 Alien Registration Card

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(b)(2)

Exhibit 8–99: Alien Registration Card Menu

Project No. 4.2.0.1, CLAIMS 3

An example of a completed I-89 Cover Sheet screen is shown in Exhibit 8–101, Completed I-89 Cover Sheet Screen.

	Exhibit 8–101: Completed 1-89 Cover Sheet Screen	
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b)(6)		

Exhibit 8-101: Completed I-89 Cover Sheet Screen

8.3.6.1.2 PRINT SHIPPING MANIFESTS

Select the Print Shipping Manifests option from the Alien Registration Card menu and press **Enter**. The screen displays two options, depicted in Exhibit 8–102, Manifest Select Menu.

Exhibit 8–102: Manifest Select Menu

8.3.6.1.2.1 Create New Shipping Manifests

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To create a new shipping manifest, perform the following steps:

Exhibit 8–103: Manifest Generation Screen



Exhibit 8–105: Co	ompleted Manifest (Generation Screen	

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Exhibit 8–107: Date Range Options

Option	Result
First date entered	Manifests listed from the date specified through today
Both dates entered	Manifests listed for the date range entered (inclusive)
Last date entered	Manifests listed up through the date specified

8.3.6.2 Other Document Produced Off-System (b)(2) Exhibit 8–108: Other Document Produced Off-System Menu (b)(2)

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8.3.6.3 Other Document Maile	d	



8.3.7 Fingerprint/Agency Checks Ordered

Select the Fingerprint/Agency Checks Ordered option, and CLAIMS 3 LAN displays the update screen depicted in Exhibit 8–111, Fingerprint/Agency Checks Ordered Screen.



8.3.8 Case Management

Select the Case Management option, and CLAIMS 3 LAN displays the screen depicted in Exhibit 8–112, Case Management Menu.

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Exhibit 8-112: Case Management Menu

8.3.9 Derivative Action

Select the Derivative Action option, and CLAIMS 3 LAN displays the screen depicted in Exhibit 8–113, Derivative Action Menu.

8.3.10 Update With Decision of Appellate Office

Select the Update with decision of Appellate Office option, and CLAIMS 3 LAN displays the screen depicted in Exhibit 8–114, Update With Decision of Appellate Office Menu.

Exhibit 8-114: Update With Decision of Appellate Office Menu

(b)(2)

8.4 Printing Menu



 Exhibit 8–116:	Print CLAIMS Re	ports Menu	



8.4.2 Print Amended Notices

The Print Amended Notices function allows you to print notices for cases that have been modified, such as an address change, since the notice was initially printed. To print Amended Notices, perform the following steps:

	Exhibit 8–	119: Distributio	on Selection S	Screen
F actor		lotod Amonded	Notification	Generation Scr
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8.4.3 Print Notices

The Print Notices function releases approval notices to the batch queue. These notices are produced by the ADP staff responsible for the I-797 Print Server function. The Print Notices function produces certain denial notices at your local printer. Denial notices are produced by CLAIMS 3 LAN for the following form types: I-90, I-102, I-765, and I-817. Denial notices for other form types are printed outside CLAIMS 3 LAN, such as printing them in WordPerfect.

(b)(2)

Exhibit 8–121: Notification Generation Screen

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Exhibit 8–12	2: Distribution	Selection Scree	n

For more information on printing denial notices, refer to Section 8.4.5, Print Duplicate Notices.

E	xhibit 8–123: Con	npleted Notificati	on Generation S	Screen	
		-			

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8.4.4 Print Duplicate Notices

The Print Duplicate Notices function allows you to reprint notices when required. To print duplicate notices, perform the following steps:

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Exhibit 8–126: Duplicate Notification Generation Screen

	select the distribution to be reprinted.	
	Exhibit 8–127: Completed Duplicate Notification Generation Screen	
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8.7 Case Analysis Supervisor Functions

This section discusses additional functions that CLAIMS 3 LAN supports for Case Analysis supervisors:

- Remove supervisor hold is an additional selection on the CLAIMS Main menu.
- Print CLAIMS Reports has the following six additional report selections:
 - Print TPS Reports
 - Print Office G-22 Report—Exams
 - Print Office Production Report
 - Print Occupational Report
 - Print ICF Card Production Report

- Print ADIT Processing Report
- Print Case Transfer Exception Report

When not supporting the previously mentioned functions, CLAIMS 3 LAN supports the same functions for Case Analysis supervisors that are supported for Case Analysis users.

Logging on to CLAIMS Case Analysis as a supervisor produces the menu depicted in Exhibit 8–128, Case Analysis Supervisor Main Menu.

Exhibit 8–128: Case Analysis Supervisor Main Menu

(b)(2)

8.7.1 Remove Supervisor Hold

The Remove Supervisor Hold option allows you to remove the supervisor hold on cases. Selecting this option produces the screen depicted in Exhibit 8–129, Supervisor Authorization Screen.



Exhibit 8–131: Receipt Number Prompt

Exhibit 8–132: Exit Supervisor Hold Removed Prompt Screen

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8.7.2 Printing Menu

Select the Printing Menu option to produce the screen depicted in Exhibit 8–133, Case Analysis Supervisor Printing Submenu.



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CLAIMS 3 LAN displays the reports menu depicted in Exhibit 8–134, Case Analysis Supervisor CLAIMS Reports Submenu.







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8.7.2.4 Print Office Production Report

Print Office G-22.22 Report—EXAMS

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The Office Production report functions the same as the

Individual Production report. Refer to Section 8.7.2.2, Print Individual Production Report, for details on this report's operation and functionality.

8.7.2.5 Print Occupational Report

The Occupational Code report allows you to generate occupational statistics for approved I-129, I-129S, and I-140 applications.

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Exhibit 8–138: Occupational Report Request Screen





Exhibit 8–1	41: Sort Selecti	on Menu	



Exhibit 8–142: Occupational Report Processing Screen

8.7.2.6 Print ICF Card Production Report

The ICF Card Production report allows you to print a report that tallies the number of ICF cards produced per month.





Exhibit 8-	-146: Summary IC	CF Report View	

8.7.2.7 Print ADIT Processing Report

The ADIT Processing report provides information for scheduling personnel to process approved Phase II Legalization applicants who have not yet completed ADIT processing.





 Exhibit 8–15	U: ADII Report	Processing Scr	een

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 Exhibit 8–151: View ADIT Processing Report

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8.7.2.8 Print Case Transfer Exception Report

The Case Transfer Exception report provides information regarding cases transferred out of the SC or District Office for which the physical A-File has not yet been acknowledged as being received at the transferred to location. The Case Transfer Exception report also provides information about cases transferred into the SC or District Office for which the physical A-File has not yet been acknowledged as being received from the transferred out location.



Exhibit 8–153: Case Transfer Exception Report Screen

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(b)(2) (b)(6)

Exhibit 8–154: Case Transfer Exception Report Printout

8.8 Nebraska Service Center: I-131 Form

While most USCIS form types are approved in the fashion described in Section 8.1.2, Approve the Case, the I-131 form is unique because an I-131 requires a number of additional screens to be completed before a case can be approved. I-131 processing is restricted to the Nebraska Service Center in Lincoln, Nebraska.

Project No. 4.2.0.1, CLAIMS 3

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8.8.2 Approve I-131

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ſ	Exhibit 8	3–156: I-131 Appr	oval Text Menu	

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	Exhibit 9, 157: 1 121 Approval Deveryonh View Many
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(b)(6)	
	Exhibit 8–158: I-131 Approval Paragraph View Example
(b)(2)	

Exhibit 8–159	: I-131 Approval [Data Screen	

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	Exhibit 8	-160: 1-327 L	abel Review	Screen	

9. PROCESSING SUPPORT

Processing Support provides users, including supervisors, with automated support to process notices, change addresses, and produce manifests, cover sheets, and signature cards for cases receipted in CLAIMS 3 LAN.

9.1 Case Status Inquiry

Case Status Inquiry, a data inquiry function, allows you to identify the status, the receipt or A-File locations, and a case's history in CLAIMS 3 LAN.

9.1.1 Variable Criteria and Soundex Searches

In Case Status Inquiry, you can perform two types of searches: variable criteria and Soundex. The greater the number of search criteria, the shorter the list of receipts will be. The following is a list of possible search variables:

- Receipt number
- A-Number of Applicant/Beneficiary
- A-Number of Petitioner
- Applicant/Beneficiary last name
- Applicant/Beneficiary last and first name
- Petitioner last name
- Petitioner last and first name
- Petitioner and Beneficiary last names
- Petitioner and Beneficiary last and first names
- A-Number and Applicant/Beneficiary last name
- A-Number and Applicant/Beneficiary first and last names
- A-Number and Petitioner last name
- A-Number and Petitioner last and first name
- A-Number, Petitioner last name, and Beneficiary last name
- A-Number, Petitioner first and last names, and Beneficiary first and last names

- Applicant/Beneficiary last name and DOB/date range
- Applicant/Beneficiary last and first names, and DOB/date range
- Petitioner last name and DOB/date range
- Petitioner last and first names, and DOB/date range
- Applicant/Beneficiary last name and city
- Applicant/Beneficiary last and first names, and city
- Petitioner last name and city
- Petitioner last and first names, and city
- Applicant/Beneficiary last name and form type
- · Applicant/Beneficiary last and first names, and form type
- Petitioner last name and form type
- Petitioner last and first names, and form type
- Beneficiary and Petitioner last names and form type
- Beneficiary and Petitioner first and last names, and form type
- Applicant/Beneficiary last name, DOB/date range, and form type
- Applicant/Beneficiary last and first names, DOB/date range, and form type
- Petitioner last name, DOB/date range, and form type
- Petitioner last and first names, DOB/date range, and form type
- Beneficiary and Petitioner last names, DOBs/date range, and form type
- Beneficiary and Petitioner first and last names, DOBs/date range, and form type
- Firm name

9.1.1.1 Variable Search



CLAIMS 3 LAN displays the screen depicted in Exhibit 9-2, Status

Inquiry Screen.

Exhibit 9-2: Status Inquiry Screen







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Exhibit 9–9: Case F	listory Screen	
	Exhibit 9–9: Case H	Exhibit 9–9: Case History Screen

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Exhibit 9-10: Case Status Inquiry Invalid Data Message




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-16. Caso Mover			
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This section discusses two types of processing centers: (1) District and Suboffices, and (2) SCs.

9.3.3.1 District and Suboffices

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9.3.3.2 Service Centers

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(b)(2)

Exhibit 9–19: Case Movement—Relocate Out Menu—Service Centers

9.3.4 Batch Scheduler

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9.3.4.1 Place Case in Queue

Exhibit 9–22, A-File Warning Prompt, shows the warning prompt displayed if the physical A-File is not recorded as being in the office.





Exhibit 9-26: Select Site Number Screen (b)(2)

If CLAIMS 3 LAN detects a receipt number already in the Ready to Schedule queue, the system displays the warning screen depicted in Exhibit 9–27, Receipt Previously Placed in Schedule Queue Screen.

0342	Earon Schodule an Interview
The Ford	ce Schedule an Interview option enables you to force an interview in a time slot not
	Co Schoudhe ha and the owned warded to be averaged and and and and and and and and and an
otherwis	se available.
otherwis	se available.
otherwis	se available.
otherwis	Exhibit 9–28: Force Schedule an Interview Screen
otherwis	Exhibit 9–28: Force Schedule an Interview Screen
otherwis	Exhibit 9–28: Force Schedule an Interview Screen
	Exhibit 9–28: Force Schedule an Interview Screen
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	Exhibit 9–28: Force Schedule an Interview Screen
	Exhibit 9–28: Force Schedule an Interview Screen
	Exhibit 9–28: Force Schedule an Interview Screen

	Exhibit	9–29: Availabl	e Sections Sc	reen	
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9.3.4.4 Cancel Based on Request



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	Exhibit 9–34: Pron	npt to Print Cance	Ilation Notice Scree	en
9.3.4.5 Inte	rview Conducted			
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3.5.4.0 Acc				
	Exhibit 9-	-35: Record No-S	how Screen	

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9.3.4.7 Review/Change Interview Group Members

The Review/Change Interview Group Members option allows you to manipulate existing groups and create new groups. CLAIMS 3 LAN permits you to add or remove claimants to or from the group.

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Exhibit 9–36: Review/Change Group Receipt Request Prompt Screen



9	.3.4.9 Exit
9	.3.5 Batch Off-System Notice Sent Update
T th	The Batch Off-System Notice Sent update option allows you to update History Files that a notice was generated separately from CLAIMS 3 LAN and mailed to the applicate transformer. This update occurs when the notice is mailed.
p	etitioner. This update occurs when the notice is mailed.
	Nation Cart Undete Sereen /Sereen
	Exhibit 9–38: Batch Off-System Notice Sent Opdate Screen (Screen



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9.3.6.1 Alien Registration Card

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Exhibit 9-41: Alien Registration Card Menu



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An example of a completed Cover Sheet screen is shown in Exhibit 9–43, Completed I-89 Cover Sheet Screen.

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Exhibit 9-43: Completed I-89 Cover Sheet Screen



9.3.6.2 Create New Shipping Manifests

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Exhibit 9-45: Manifest Generation Screen

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Exhibit 9–46: Man	ifest Not Found	Message Scre	en

Exhibit 9–47: Completed Manifest Generation Screen					



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9.3.6.3	Other Document I	Produced Off-S	ystem		
	Exhibit 9–50:	Other Docume	ent Produced Of	f-System Menu	

Evhihit 9	-51: Other D	ocument Mai	ed Menu	
Exilibit 5		oounone mar		

Exhibit 9–52: C	ither Document De	estroyed or Retu	rned as Onderive	

Exhibit 9	-53. Eingernr	int/Agency Ch	ecks Ordered	Screen
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Evhibi	t 9_54: Case M	anagement Ma	nu	
	1 3-34. Gase n	anagement me	inu	

Eshibit O ESt	Derivative Action Mar	
EXHIBIT 9-55:		10
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Exhibit	9–56 [,] Undate With	Decision of Annal	lata Office Manu
		Decision of Appel	Tate Office Menu

9.4 Printing Menu





9.4.1.1 Print Clerical Production Report by Day





(b)(2)

(b)(2)

9412 Print Individual Production Report

Exhibit 9-62: Individual Production Report Request Screen

9.4.2 Print Amended Notices

Use the Print Amended Notices function to print notices for cases that have been modified since the initial notice was printed. For example, the applicant's address may have been changed. To print an Amended Notice, perform the following steps:

(b)(2)

Exhibit 9–63: Amended Notification Generation Screen

	Exhibit 9–64: Distribution Selection Box Screen
	Exhibit 9–65: Completed Amended Notification Generation Screen
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9.4.3 Print Notices

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The Print Notices function produces notices for approved cases that have been routed to Processing Support for printing

CLAIMS 3 LAN prints denial notices only for the following form types: I-90, I-102, I-765, and I-817. Denial notices for other form types must be printed outside CLAIMS 3 LAN, such as in WordPerfect.

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Exhibit 9-66: Notification Generation Screen

Project No. 4.2.0.1, CLAIMS 3

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(b)(2)	Exhibit 9–67: Distribution Selection Screen

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	Exhibit 9–68: Notification Generation Screen
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9.4.4 Print Duplicate Notices

The Print Duplicate Notices function allows you to reprint notices when requested. To print duplicate notices, perform the following steps:

Exhibit 9–70: Completed Duplicate Notification Generation Screen

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9.4.5 Print Shipping Manifests

This function allows you to prepare a shipping manifest of I-698 forms to be sent to the ICF.

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CLAIMS 3 LAN allows you to print new manifests and reprint old manifests for up to 1 year.

Exhibit 9-71: Manifest Select Menu

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9.4.5.1 Create New Shipping Manifests

 Exhibit 9-7	2. Manifest Ge	neration Screen	
Exhibit 9–73: N	lanifest Not For	und Message Sc	reen

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 Exhibit 9–74:	: Completed Ma	nifest Generati	on Screen	

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9.4.5.2 Print	Existing Manifest	{		
	Exhibit 9–75	5: Manifest Rep	rint Select Screen	
	Exhibi	it 9–76. Date Ra	unde Ontions	

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		This function allows user	s to view an electro
copy of the current VDI process flow or software	D. The VDD describes s	significant changes to the	CLAIMS 3 LAN
9.6 Resend Card	Order to ICF		
Use the Resend Card Or	der to ICF function to re	esend or delete card orde	rs to or from the IC
0.6.1. Becand as Del	oto Cand Order		
9.6.1 Resend of Del	ete Card Order		

9.8 CLAIMS WP Interface

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Exhibit 9–78:	AAO WordPerfect I	nformation Screen	
	Exhibit 9–78:	Exhibit 9–78: AAO WordPerfect I	Exhibit 9–78: AAO WordPerfect Information Screen

10. AUTOMATIC DATA PROCESSING (ADP)



This section discusses each ADP Menu option. The ADP subsystem provides network strative and maintenance functions.

10.1 Printing Menu

(b)(2)

10.1.1 Print CLAIMS Reports

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10.1.1.1 Print Automatic Approval Production Report

The Automatic Approval Production report contains information about the I-131 applications that the system approved automatically.

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10.1.1.2 Print Individual Production Report

(b)(2) (b)(2)

Exhibit 10-6: Print Individual Production Report Screen

Exhibit 10-	-7: Individual Prod	uction Report Rec	cords Processed S	Screen

 Exhibit 10_8	Office Production	Report Screen	
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v	J	۱Z	·)

Exhibit 10–9:	Office Production Report Records Processed Screen	
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10.1.1.4 Print Suspense and Aging Reports

The Print Suspense and Aging Reports option allows you to prepare a report listing cases that are either in suspense or are inactive. Before executing the report, you specify a range for the case's age and a length of time since the case was active.

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10.1.1.5 Print Occupational Report

The Print Occupational Report option allows you to generate occupational statistics for approved I-129, I-129S, and I-140.

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Exhibit 10-12: Print Occupational Report Screen

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Exhibit 10–13: Print Occupational Report Period Menu

Project No. 4.2.0.1, CLAIMS 3

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	Exhibit 10-	-14: Form Type Se	election Menu	
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	Exhibit 10–15: Sort Selection Menu
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ſ	Exhibit 1	0–18: ICF Proc	luction Repor	t Screen	



Exhibit 10–19: ICF Production Report Period Menu

Exhibit 10–20: ICF Production Report Action Selection Menu

Exhibit 10-21: ICF Status Report View

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Exhibit 10-22: Sample ICF Card Production Report

10.1.1.7 Print ADIT Processing Report

The ADIT Processing report provides information to schedule applicants who have not yet completed ADIT processing.

Exhibit 10-23: Office ADIT Report Screen



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Exhibit 10-26: Office ADIT Report Processing Screen

Exhibit 10-27: View Office ADIT Report Processing

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 Exhibit 1	0–28: Print ADI	T Report Prom	pt	



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Exhibit 10	–30: Case Trai	nsfer Exception	n Report Screer	

Exhibit 10–3	1: Case Transfe	er Exception F	Report Printout	t

10.1.1.9 Document Destruction Report

The Print Document Destruction report is generated to track quality control by counting the incidents of spoilage and other causes of destruction during a given period.

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Exhibit 10-32: Document Destruction Report Screen

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10.1.2 Print Receipt Notices

The Print Receipt Notices option is provided for data entry supervisors and ADP users to print new or previously printed receipt notices and selected approval notices in batch.

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Exhibit 10-35: Print Batch Notice Selection Screen



10.1.2.1 Print New Notices

Exhibit 10-36: Notices Are Queued for Printing and Process Batch Queue Screen

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 Exhibit 10–3	9: Prompt to E	xit Print Batch	Notices	



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Exhibit 10-41: Notices Are Queued and Process Batch Queue

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10.2.1 Variable Criteria and Soundex Searches ex. Ting is

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10.2.1.2 Soundex Search

A Soundex search looks for names that sound like the last name of the applicant in question. This type of search is useful for locating cases in which the name might have been spelled incorrectly during data entry, such as "Li" for "Lee." Soundex searches can be performed for names of individuals or firms only.

(b)(2)

(b)(2)

10.2.2 Search Results



Exhibit 10-47: Retrieved Receipt Information Screen



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Exhibit 10-	–51: Status Inforr	nation Screen	

Exhibit 10-52: Case History Screen (b)(2)

If an invalid search is attempted, such as trying to locate a case by form type only, CLAIMS 3 LAN displays the screen depicted in Exhibit 10–53, Case Status Inquiry Invalid Data Message.

Exhibit 10-53: Case Status Inquiry Invalid Data Message

(b)(2) 10.2.3 Case Approval/Denial

This function allows you to see the approval or denial status of a particular case. CLAIMS 3 LAN

displays Exhibit 10-54, Case Status Inquiry Approval Data Screen.

Exhibit 10-54: Case Status Inquiry Approval Data Screen

Exhibit 10–55: Case Status Inquiry Multibeneficiary Inquiry Screen

10.3 Run Archive Procedure

This function moves older cases from the active database to the archive database. Rejected cases are deleted 180 days after being created. Receipted cases are archived 180 days after the case is adjudicated and the notice (or card) is mailed to the applicant or the local USCIS office. The only exception is I-90 cases that are not archived.

(b)(2)



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10.5 System Table Maintenance

This function is used to maintain, inquire, and report on the various CLAIMS 3 LAN tables.

10 5 1 View

Exhibit 10–67: V	iew Menu Options	

10.5.1.2 Field



Exhibit 10-70: Field Menu Options









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	Use this option to modify how records in the view are sorted	
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	10.5.1.8	Print
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10.5.7 Dictionary

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10.7 Review Release Notes

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Use the Review Release Notes ontion to view the release notes in electronic format

10.9 FD-258 Management, Tracking, and Reporting System

10.9.1 Background

The FD-258 Management, Tracking, and Reporting System's objective is to create an FD-258 tracking and accountability system and prevent awarding benefits to ineligible applicants. The system provides the ability to track fingerprints from the time the Service Centers receive them until the Federal Bureau of Investigation (FBI) response is received and recorded. In addition to tracking FD-258 records, the USCIS can reduce the cost of FBI criminal background investigations and processing by submitting data in machine-readable data (MRD) format.

The subsequent sections detail the system and personnel actions.

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11. PREMIUM PROCESSING

Premium Processing guarantees that upon the receipt of a \$1000 service fee, whether paid by an applicant, petitioner or other representative, certain cases (DOS forms I-129, I-140, and I-539, and GUI form I-765) are processed within fifteen (15) calendar days.

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11.1

Premium Processing Data Entry



11.2 CLAIMS 3 LAN Batch Status Update

11.5 Premium Processing Reports

The Premium Processing reports are accessed through the CLAIMS Main Menu as depicted in Exhibit 11-7, CLAIMS Main Menu – Reports. The Premium Processing system produces four reports (Exhibit 11-8) – the Daily Aging Report, the Summary Report, the Critical Aging Report, and the Request for Evidence Report.

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Paragraphs 11.5.1 through 11.5.4 provide a brief description of these

reports.



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11.5.1 The Daily Aging Report (Exhibit 11-9)

This report provides a summary of activity up to the last complete day of processing. That is, if the report were generated on Tuesday June 5th it would report on activity that occurred up to and including Monday June 4th.

Exhibit 11-9: Daily Aging Report

11.5.2 Critical Aging Report (Exhibit 11-10)

This report provides a listing of receipts, which have not completed processing in the Premium Processing system for eight days or longer.

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11.5.3 Request for Evidence Report (Exhibit 11-11)

This report provides a listing of receipts that have a request for evidence requested.



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ATTACHMENT A—ACRONYMS

AAO	Administrative Appeals Office
ADIT	Alien Documentation Information Technology
ADP	automatic data processing
A-File	Alien File
A-Number	Alien Number
ASCII	American Standard Code for Information Interchange
BDO	Baltimore District Office
CIDN	Contributor-Assigned Identification Number
CIS	Central Index System
CLAIMS	Computer-Linked Application Information Management System
CPU	central processing unit
DOJ	Department of Justice
EAD	Employment Authorization Document
EBCDIC	Extended
EOIR	Executive Office of Immigration Reform
ELMS	Electronic Library Management System
FARES	Fee and Application Receipt and Entry System
FBI	Federal Bureau of Investigation
FTA	Free Trade Agreement
GUI	graphical user interface
ICF	Immigration Card Facility
ID	Identification
INS	Immigration and Naturalization Service
IRCA	Immigration Reform and Control Act
LAN	local area network
MRD	machine-readable data
NOS	Novell NetWare 486 Operating System
OR	Outright™
PC	personal computer
POE	port of entry
RAFACS	Receipt and Alien-File Accountability and Control System
SCSI	Small Computer System Interface
TIERS	Telephone Inquiry Enhancement to RAFACS II
USCIS	United States Citizenship and Immigration Services
USPS	United States Postal Service
VDD	version description document
WP	WordPerfect

ATTACHMENT B-GLOSSARY

Adjudication—The official judgment made by the examiner who is processing an application or petition. Standard adjudications include approval, denial, and transferring a case.

Alien File (A-File)—Paper file containing all the information about a person who has applied for benefits

Alien Registration Card—Identification card for aliens legally residing in the United States

Alien Number (A-Number)—Number assigned by INS facilities to aliens applying for benefits or status

Applicant—A person who is applying to the INS for benefits or status

Archive—Function that moves older cases from the active database to the archive database. Receipted cases are archived 180 days after the case is adjudicated and the notice or card is mailed to the applicant or local INS office. Rejected cases are deleted 180 days after their creation.

Associated Receipts—Receipts that are concurrent with one another

Bar-Code Label—Label attached to an A-File that, when scanned by a wand, provides the particular case's Receipt Number

Bar-Code Printer—Printer that prints bar-code labels. CLAIMS 3 LAN will verify a bar-code printer connection before receipting new cases. A bar-code printer is not necessary to receipt cases.

Beneficiary-The person who receives the benefits of the form being filed

Biographic Data—Information that identifies a person, such as address, height, weight, and gender

Biometric Data—Digital photographs, fingerprints, and signatures permanently stored in CLAIMS

Bounced Check Not Corrected—The Bounced Check Not Corrected function places a hold on a case being processed and the remittance check subsequently bounces. This function generates a revocation notice informing the applicant the case can no longer be processed and will be terminated for lack of fee.

Btrieve—A Novell-compatible file management system that is sometimes used as a database management system. CLAIMS 3 LAN uses Btrieve as a database management system.

Buttons—Buttons are rectangular gray boxes containing a command word, such as OK or Cancel. Buttons can initiate or carry out actions.

Case Status Inquiry—Function that allows you to identify the status, the receipt and A-File locations, and a case's history in CLAIMS

Central Index System (CIS)—The centralized ADP system containing information on aliens that is gathered by interacting with other INS systems

Choose—To choose in WindowsTM is to carry out an action, such as activate a menu item or a command button.

Class of Admission (COA)—An individual's current INS status. On some INS forms, the current status is also called the current class.

Click—To click an item means to mark it with the cursor. Marking can be via a highlight, a dotted rectangle, or both. Selecting does not start an action.

Computer-Linked Application Information Management System (CLAIMS)—ADP system that supports the receipt, adjudication, and notification processes of the Examinations program of the INS

Concurrent—related. Cases that are concurrent are grouped together to allow you to schedule related cases for group interviews and any other appointments that you may need to attend.

Correct Bounced Check—A function that allows you to remove the bounced check hold on a case and enter new remittance data, including the bounced check fee

Dialogue Box—A dialog box is a special WindowsTM feature that supplies or requests information about the task being performed. Usually, information will have to be typed into a dialog box. **Click** on **OK** or **Cancel** to exit a dialog box.

Direct Mail Program—INS-created program that allows the public to mail applications and petitions directly to INS Service Centers

Download—The transfer of data from a larger computer to a smaller one via a modem. The CLAIMS mainframe downloads information to the CLAIMS 3 LAN on a nightly basis.

EAD Card—Employment Authorization Document card; allows immigrants to seek employment in the United States

FARE Number—The receipt number issued by the original mainframe fee tracking system, Fee and Application Receipt and Entry System (FARES)

Fee and Application Receipt and Entry System (FARES)—ADP system that provides fee receipt, accounting activities, and management support

Fee in Suspense—Fee that has been put on hold. Occurs when there is a question about the proper fee amount or if the fee should be waived. A case can be receipted using this option, but any further processing is placed on hold until the fee issue is resolved.

Field—One item of information in a record

File Server—A computer that provides file storage for workstations on the network. The workstations can use the disks on the file server as though the disks were attached to the workstation.

Force Schedule—Function that allows you to schedule an interview for any time regardless of what is available in the automatic scheduler

Gateway—A hardware and software combination that allows two different networks to be attached to each other

Graphical User Interface (GUI)—A user-friendly, Windows-based version of a software package

Groups—People whose applications are concurrent with each other

History File—File in CLAIMS that records all the actions that have been taken on a case and the name of the user who processed those actions.

Hotkey—A shortcut key or sequence of keys used to execute a command

I-89 Cover Sheet—Provides a synopsis of applicant information for various forms. This sheet accompanies requests for additional documentation (such as identification cards).

Icons—Icons are small pictures or symbols with names under them. Icons represent programs not currently open.

Image—An electronically stored photograph, fingerprint, or signature

Jukebox—A hardware device containing multiple optical disk platters

Local Area Network (LAN)—A network system that provides a relatively small area with high-speed data transmission at low error rate. This network may include PCs, printers,

minicomputers, and mainframes linked by a transmission medium, such as a coaxial cable or twisted-pair wiring. Examples of a LAN are Ethernet and token ring.

Menu Bar—Located directly below the title bar, the menu bar presents menu choices for each window.

Modify Address Information—Function that allows you to change addresses for applicants, petitioners, and attorneys in CLAIMS

Modify Case—Function that allows you to change data of previously rejected or receipted cases

Mouse—The mouse is a hand-held device connected to the central processing unit (CPU) that allows you to manipulate items on a screen. The bottom of the mouse contains a mouse traction ball that is rolled on a desk. As the mouse is moved, the mouse pointer on the screen responds. The mouse has two or three buttons. The buttons are **clicked** and released. The left button is the primary button used for CLAIMS 3 LAN GUI applications. To hold the mouse correctly, wrap the thumb and fourth and fifth fingers around the body of the mouse. Leave the index finger loose over the left mouse button.

Mouse Pointer—The mouse pointer represents the movement of the mouse and takes on a different appearance depending on the operation being performed. It will change to an arrow, hour glass, I-beam, and other shapes.

Output Device—A hardware device for which the CPU can produce information such as a printer or screen

Petitioner—A person applying for benefits for another person. Petitioners are usually family members or attorneys of the beneficiary.

Primary Receipt Number-Receipt number of a group leader

Print Queue—A list of cases ready to be printed

Print Server—A computer that provides printer controls for workstations on the network

Production Hold Queue—Those cases in the I-765 card production queue that have been placed on hold for supervisor review

Query-Search or question

Queue-A series of jobs awaiting processing

Recapture Queue-Those cases in the I-765 card production queue that need to be recaptured

Receipt Alien File Accountability and Control System (RAFACS)—ADP system that tracks A-Files and receipt files in INS Files Control Offices; uses a wand and bar codes to track the files

Receipting—The procedure of processing an application or petition in CLAIMS

Receipt Number—A number generated by CLAIMS 3 LAN and mainframe that is assigned to a particular application or petition. The format for receipt numbers is XXXYYDDDNNNNN. XXX represents the three-letter code for the office that receipted the case. YY represents the fiscal year the case was processed. DDD represents the system operations day the application was receipted. The first N represents the kind of site that receipted the case (for example, LAN sites are represented by the number 5; mainframe sites are represented by the number 4 or lower). NNNN represents the chronological system number assigned to that specific case.

Record Bounced Check—Function that allows you to record that an applicant's or petitioner's payment invalid

Rejected Cases—Receipts that are no longer able to be processed because some information on the receipt is incorrect or blank. Standard reasons for Rejected Cases include an incorrect fee, a missing signature on the remittance or application, or a blank required field.

Release Notes—Documentation about system changes since the last software release

Remittance—A sum of money sent in payment

Remove Fee Suspense—Function that allows you to remove a fee suspense hold on a case and enter new remittance data

Restoring a Case—Bringing an archived case back to the CLAIMS 3 LAN active database

Review Release Notes—Function that allows you to view the release notes for the software version they are running

Routing—Determining where the case should go to next in Card Production

Scanner—A hardware device used to capture static images

Signature Card—The I-688 card that applicants sign and return to the INS. That signature is then electronically captured and placed on the applicant's EAD card.

Soundex Search—A database search that looks for names that sound like the name in question. Soundex searches are useful in locating cases where the names are spelled incorrectly. In CLAIMS, Soundex searches can be performed only on names of individuals or firms. **Status Inquiry**—Function that retrieves the history and I-765 care production status for the current case and, therefore, can only be executed when a case has been retrieved and is displayed on the screen.

Supervisory Hold—Status assigned to denied cases. The supervisor's ID and password are needed to release a supervisory hold.

Teslin-A tamper-proof plastic paper used in EAD and I-327 production

Upload—The transfer of data from a small computer to a larger one. CLAIMS 3 LAN uploads information to the CLAIMS mainframe on a nightly basis.

User ID—Code that identifies you to the system

V

Variable Search—A database search that searches on specific user-provided information. Standard search variables include name, date of birth, and address.

Version Description Document (VDD)—Text that characterizes a particular software version. VDDs are usually rewritten with each software update.

Voided Receipts—Receipts that are entered incorrectly must be voided. Receipts can only be voided on the day they were created and only by the user who created them.

Wand—Device used to read bar-code labels. The wand tip must be scanned over the label to read the information.

Wide Area Network (WAN)—Includes nodes distributed over a larger geographic area than a LAN can serve; typically refers to networks that include telecommunications trunks from common carriers, satellite links, or other long-distance communications links.

Xtrieve—The program that enables you to maintain and inquire about the database tables.

Action Code	
AA	Received
AA0	Attorney Attached
ABA	Received—Fee Waived
ABB	Received—Fee Collected Elsewhere
ACA	Received—Fee In Suspense
ACB	Fee Suspense Action—Determined That Fee Required
ACC	Fee Suspense Removed—Rejected Since Fee Not Paid
ADA	Fee Suspense Removed—Fee Accepted
ADB	Fee Suspense Removed—Fee Waived
ADC	Fee Suspense Removed—No Fee Required
AE	Case Resubmitted
AF	Rejected
AFAA	Rejected—Check/Mo Not Signed
AFAB	Rejected—Application/Petition Not Signed
AFAC	Rejected—Incorrect or No Fee
AFAD	Rejected—Not Current Version Of Form
AFAE	Rejected—Case Improperly Appealed
AFAI	Rejected—Form Not Signed/Incorrect Fee
AFBA	Rejected—Check/Mo & Application/Petition Not Signed
AFBB	Rejected—Check/Mo Not Signed and Incorrect or No Fee
AFBC	Rejected—Check/Mo Not Signed & Not Current Version Of Form
AFBD	Rejected-Check/Mo Not Signed & Case Improperly Appealed
AFBE	RejectedApplication/Petition Not Signed and Incorrect or No Fee
AFBF	Rejected—App/Pet Not Signed & Not Current Version Of Form
AFBG	Rejected—Application/Petition Not Signed & Case Improperly
	Appealed
AFBH	Rejected—Incorrect or No Fee & Not Current Version Of Form
AFBI	Rejected—Incorrect or No Fee & Case Improperly Appealed
AFBJ	Rejected—Not Current Version Of Form & Case Improperly
	Appealed
AFCA	Rejected-Check/Mo & App/Pet Not Signed and Incorrect or No Fee
AFCB	Rejected—Check/Mo & App/Pet Not Signed & Not Current Form
AFCC	Rejected—Check/Mo & App/Pet Not Signed & Case Improperly
	Appealed

ATTACHMENT C—ACTION CODE TABLE

· · · · · · · · · · · · · · · · · · ·	ACTION	CODE	TABLE ((continued)
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Action Code	Definition
AFCD	Rejected-Check/Mo Not Signed, Incorrect Fee, Not Current Form
AFCE	Rejected-Check/Mo Not Signed, Incorrect Fee, Improper Appeal
AFCF	Rejected—Check/Mo Not Signed, Not Current Form, Improper
	Appeal
AFCG	Rejected—App/Pet Not Signed, Incorrect Fee, Not Current Form
AFCH	Rejected—App/Pet Not Signed, Incorrect Fee, Improper Appeal
AFCI	Rejected-App/Pet Not Signed, Not Current Form, Improper Appeal
AFCJ	Rejected—Incorrect Fee, Not Current Form, Improper Appeal
AFDA	Rejected—Check/Mo & App/Pet Not Signed, Incorr Fee, Not Curr
	Form
AFDB	Rejected—Check/Mo & App/Pet Not Signed, Incorr Fee, Improp
	Appeal
AFDC	Rejected—Check/Mo & App/Pet Not Signed, Not Curr Form,
	Ітргор Арр
AFDD	RejectedCheck/Mo Not Signed, No Fee, Not Curr Form, Improp
	Арр
AFDE	Rejected—App/Pet Not Signed, No Fee, Not Curr Form, Improp
	Appeal
AFEA	Rejected—Nothing Signed, Incorrect Fee, Not Curr Form, Improp
	App
AFFA	Rejected—Filed Too Early
AFZZ	Rejected—Other
AGA	Reopened or Reconsidered on Service Motion Without Appeal
AGB	Reopened or Reconsidered on INS Motion Based on Appeal
AH	Reopened By Court Remand
AI	Terminated Case Reopened
AJA	Check Bounced—Case Not Yet Completed
AJB	Check Bounced—Case Already Approved
AJC	Check Bounced—Case Already Denied, Revoked, or Abandoned
AKA	Bounced Check Corrected on Case Not Yet Completed
AKB	Bounced Check Corrected on Case Already Approved
AKC	Bounced Check Corrected on Case Already Denied
ALA	Bounced Check Not Corrected—Rejected
ALB	Bounced Check Not Corrected—Revoked
ALC	Bounced Check Not Corrected on Prior Denial
ALD	Bounced Check Correction Deficient
AMA	Credit Card Verification Suspense

ACTION	CODE	TABLE ((continued)
			[•• •• • • • • • • • • • • • • • • • •

Action Gode	Definition
AMB	Credit Card Payment Approved
AMC	Credit Card Payment Rejected
AMD	Credit Card Verification Unsuccessful
ANA	Refund Ordered
ANB	Fee Refund Sent
BA	Relocated For Processing
BAA	Relocated For Processing
BB	Relocated To New Jurisdiction
BC	Relocated From Sc To Local Office For Standard Interview
BD	Relocated From Sc For Field Review or Investigation
BE	Appeal/Motion/Certification Sent To AAO
BF	Appeal/Motion/Certification Sent To EOIR
BG	Relocated To Originating Office By AAO
BH	Relocated To Originating Office By EOIR
BI	Relocated To Originating Office By DOS For Review
BJ	Relocate To Asylum Office
ВК	Relocated To MFAS
BK0	Motion To Appellate Body
CA	Relocated Received From Other INS Center or Office
СВ	Relocated Received From AAO
CC	Relocated Received From EOIR
CD	Case Relocated Received From State Department For Review
DA	Approved/Notice Ordered
DAEA	Split Decision/Notice Ordered
DB	Approved & Certified/Notice Ordered
DC	Approved In Part/Notice Ordered
DD	Approved In Part & Certified/Notice Ordered
DE	Case Ordered Approved By AAO/Notice Ordered
DF	Case Ordered Approved By EOIR/Notice Ordered
DG	Case Ordered Approved By Court/Notice Ordered
DH	Approved on Service Motion/Notice Ordered
DI	Approval Reaffirmed After DOS Return/Notice Ordered
DJ	Visa Issued By DOS
EA	Denial Notice Ordered
EA0	Local Office Final Decision
EAA	Deny For Some Order Notice
EB	Denial & Certification Notice Ordered

Action Code	Definition
EBA	Deny For Some and Certify Order Notice
EC	Denial Notice With Finding Of Fraud Ordered
ED	Denial & Certification Notice With Finding Of Fraud Ordered
EE	Case Ordered Denied By AAO
EF	Case Ordered Denied By EOIR
EGA	Revocation Notice Ordered
EGB	Revocation Notice With Finding Of Fraud Ordered
EGC	Revocation & Certification Notice Ordered
EGD	Revocation & Certification Notice w/Finding Of Fraud Ordered
EH0	Rescission
EHA	Rescission Notice Ordered
EHAO	Rescission Filed
EHB	Rescission Notice With Finding Of Fraud Ordered
EHC	Rescission & Certification Notice Ordered
EHD	Rescission & Certification w/Finding Of Fraud Ordered
EI	Denial Of Motion Notice Ordered
EJ	Motion Granted—Denial Of Renewed Case Notice Ordered
EK	Withdrawal Acknowledgment Notice Ordered
EL	Abandonment Denial Notice Ordered
EM	Automatic Termination Per Oi 103.2(O) Notice Ordered
EN	Case Terminated—Status Acquired Through Other Means
EO	Visa Denied By DOS
EP	Petition Terminated By DOS
EQ	Petition Revoked By DOS
ER	Service Denial Upheld By Court
ERA0	Court Appeal Filed
ERB0	Svc Directed Let Prior Appvl Stand
ES0	Deny Other
EW0	Automatically Revoke
EX0	Appeal Withdrawn—Administrative
EY2	Phase I Decision Changed To 'T'
FA	Case Return For Additional Evidence Notice Ordered
FAA	Litigation Case Loaded
FAB	CIS Add Confirmed
FB0	Request Evidence
FBA	Initial Evidence Request Notice Ordered
FBB	Additional Evidence Request Notice Ordered

Action Gode	Definition
FBC	Initial and Additional Evidence Requested Notice Ordered
FC	Intent To Revoke Notice Ordered
FCA0	Intent To Revoke—Fraud
FCB0	Intent To Revoke—Other
FD	Intent To Rescind Notice Ordered
FE	Intent To Deny Notice Ordered
FF0	To Fraud Unit For Analysis
FFA	Overseas Investigation Requested
FFB	Domestic Investigation Requested
FG	Non-INS Advisory Opinion Requested
FG0	Forwarded For Service Brief
FH	Place In Interview Que
FHA	Schedule Case For Asylum Interview
FI	Force Schedule Interview
FJ	Interview Scheduled/Notice Ordered
FKA	Deschedule
FKB	Cancel Interview Based on Request
FL	Failed To Appear For Interview or ADIT Processing
FM	Reschedule Interview
FN	Fingerprint/Agency Checks Ordered
FO0	Request File
FOA	File Transfer Request Ordered—Processing Not Suspended
FOB	File Transfer Request Ordered—Processing Suspended
FP	ADIT Processing Requested After Approval
FQ	Request ADIT Re-Processing-Notice Ordered
FR	Suspense Lifted
FS	Processing Hold Placed
FSA0	Request Database Checks
FT	Processing Hold Lifted
FT0	Officer Processing Begun
FTA0	Database Checks Received
FU	Eligible To File Supplemental Waiver or App.—Notice Ordered
FV	Continued For Civics and/or English Retest—Case on Hold
FWA	Terminate Action To Revoke
FWB	Terminate Action To Rescind
FX0	Extension For Brief Granted
FXA	Terminate Placement In Interview Que

A	CTI	ON	CODE	TABLE	(continued)	į
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Action Goder	Definition
FXX0	Extension For Brief Denied
FY0	Treat As Motion
FYD	Legalization Phase 1 L.O. Recommendation Of Denial
FYG	Legalization Phase 1 L.O. Recommendation Of Grant
HA	Response To Request Notice To Application/Petition Received
HA0	Waiver Request
HB	Notice Returned As Undeliverable
HC	Investigative Report/Agency Checks Received
HCB0	Ret From Fraud Unit Normal Process
HCC0	Ret From Fraud Unit With Results
HD	Correspondence Received
HE	Request To Re-Schedule Interview Received
HF	ADIT Processing Completed
HG	Interview Conducted
HH	Investigation or Field Review Not Accepted
HI	I-89 Received
HJO	File Received
HK0	Confirmed Dau Results Received
IAO	Proyesto San Pablo/ INS Note Sent
IAA	Receipt Notice Sent
IAAA	Receipt Notice w/Request For I-89 Processing Sent
IAB	Modified Receipt Notice 1 Sent
IAC	Modified Receipt Notice 2 Sent
IAD	Fee Collected Elsewhere Receipt Notice Sent
IBA	Fee Suspense Receipt Notice Sent
IBB	Fee Suspense—Fee Now Required Notice Sent
IBC	Fee Suspense Rejection Notice Sent
IBD	Fee Suspense Removal Notice Sent
IC	Rejection Notice Sent
D	Resubmission Acknowledgment Notice Sent
IEA	Approval Notice Sent
IEB	Certification Approval Notice Sent
IFA	Denial Notice Sent
IFB	Certification Denial Notice Sent
IG	Duplicate Notice Sent
IH	Amended Notice Sent
II	Notice Of Intent To Deny Sent

Action Code	Definition
IJ	Independent Cable Sent or POE Telephoned
IK	Request For Additional Evidence Sent
IL	Return Notice + Case Sent
IM	Interview Notice Sent
IN	ADIT Notice Sent
IO	Reopening Notice Sent
IP	Transfer Notice Sent
IQ	Affirmation Notice
IR	Revocation Notice Sent
IS	Rescission Notice Sent
IT	Withdrawal Acknowledgment Notice Sent
IU	Notice Of Intent To Rescind Sent
IV	Notice Of Intent To Revoke Sent
IWA	Check Deficiency Notice 1 Sent
IWB	Check Deficiency Notice 2 Sent
IWC	Check Deficiency Notice 3 Sent
IWD	Check Deficiency Rejection Notice Sent
IWE	Check Deficiency Revocation Notice Sent
IWF	Check Deficiency on Denial Notice Sent
IWG	Bounced Check Correction Not Accepted—Notice Sent
IXAA	Interview Cancellation By INS—Notice Sent
IXAB	Interview Cancellation Per Request—Notice Sent
IXB	Continuation Notice Sent
IYA	Intent To Terminate Status Notice Sent
IYB	Status Termination Notice Sent
IYC	Status Termination Certification Notice Sent
IZ	Litigation Notice Sent
IZB	Litigation Terminate Mailer Sent
JA	Eligibility Notice Sent
JB	Fee Refund Invitation Sent
JZ	Notice Generated
JZA	I-90 Attorney Notice Sent
KA	Supervisory Hold Placed
KB0	Hold Otherwise Removed

Action Code	Definition
KBA	Supervisory Hold Cleared—Action Confirmed
KBB	Supervisory Hold Cleared—Action Cancelled
KC	Quality Review Hold Placed
KDA	Quality Review Hold Cleared—Action Confirmed
KDB	Quality Review Hold Cleared—Action Cancelled
KE	Data Changed In Record
KEA	Address Change
KF	Case Profile Hold Placed
KF0	Execute Profile
KG	Case Profile Hold Cleared
KH	Pending Litigation Hold Placed
KI	Litigation Hold Cleared
KJ	Optical Record Created
KK	Previous Action Canceled
KL	Previous Action Canceled—Fee To Be Returned
KM	Paper Record Destroyed
KN	Paper Record Archived
КО	Petition Shipped To DOS After Approval or Reaffirmation
KP	Petition Shipped By DOS To Consulate
KQ	Prior Action Voided
KR0	AAO Conversion Record
LAA	Card Order Sent To ICF
LAB	Card Order Corrected or Verified and Resent To ICF
LBA	Card Order Received At ICF
LC	Card Order Returned To Ordering Office For Verification/Correct.
LDA	Card Produced
LDB	Card Destroyed; Did Not Meet Specifications
LEA	Card Mailed To Applicant
LEB	Card Mailed To AMC
LEC	Card Personally Given To Applicant
LFA	Card Returned As Undeliverable
LFB	Card Destroyed Since Undeliverable
LIC	Fingerprint Not Readable
LLBB	I-89 Received No Companion Electronic Record
LLBC	Electronic Record Received, No Companion I-89
LLBD	Visa or Adj. Record Received, No Companion I-89
LLBE	ICF Does Not Process SB1 Visas

Action Code	Definition	
LLGA	Applicant Signature Does Not Meet Specifications	
LLGB	No Applicant Signature on I-89 and Not Shown As Waived	
LLH	Photographs Do Not Meet Specifications	
LLIA	Fingerprint Not Readable	
LLIB	Fingerprint Missing and Not Under Age or Waived	
LLJA	I-89 Damaged and Cannot Be Used	
LLJB	Photographs Damaged and Cannot Be Used	
LLKA	Card Order Data Inconsistent With Other Records	
LLKB	Other Records Indicate Applicant Has Naturalized	
LLKC	A# Previously Used on Card Issued To Someone Else	
LLKD	Discrepancy In A# on Material Submitted	
LLKE	DOB and Adj/Admission Date Incompatible	
LLKF	Wrong Side Of I-89 Completed For This Transaction	
LLKG	Necessary Data For This Type Card Order Missing or Illegible	
LLKH	Subject's Conditional Period Has Expired	
LLKI	Removal Of Conditional Status Appears Premature	
LLKJ	Admission Code and Date Of Admission Incompatible	
LLKK	Data and Photo Clearly Incompatible	
LLLA	Verifying Signature and Data Missing, Incomplete or Illegible	
LLLB	Admission Data or Admission Stamp Illegible on Visa	
LLLC	Wrong Issue Of Card Returned With Card Order	
LLM	Card Order Appears To Be Duplicate	
LM	Duplicate Card Order	
LN	Fingerprint Determined To Be Best Available	
LO	Card Not Produced Since Conditional Status Expires Within 60 Days	
LPA	Card Order Withdrawn	
M01	No Photo Available	
M01F	Fingerprint Not Waived	
M01S	Signature Not Waived	
M02	Improper Photo	
M02S	Improper Signature	
M03	Photo Mismatch	
M03S	Signature Mismatch	
M04	Data Mismatch	
M05	Bad Scan	
M06	Bad Card Print	
M07	Bad Diecut	

Action Code	Definition
M08	Bad Lamination
M09	Bad Stock
M10	Book Number Mismatch
M11	Mrz Not Readable
M201	Scan Successful
M202	Sent To Printer
M203	Under Supervisor Review
M207	Good Card Quality
MA	EAD Card Produced
MA0	EAD Signature Card Printed
MBA	Reentry Permit Produced
MBB	Refugee Travel Document Produced
MBC	Advance Parole Document Produced
MCA	Naturalization Certificate Produced
MCB	Citizenship Certificate Produced
MCC	Repatriation Certificate Produced
MCD	Declaration Of Intent Produced
MCE	Special Certificate Of Naturalization Produced
MDB	Document Destroyed—Did Not Meet Specifications
MEA	Document Mailed To Applicant
MEBA	Document Mailed To Domestic Office For Distribution
MEBB	Document Mailed To Overseas Office or DOS For Distribution
MEC	Document Personally Given To Applicant
MFA	Document Returned As Undeliverable
MFB	Document Destroyed Since Undeliverable
MFC	Document Filed Since Undeliverable
MO	EAD Not Produced Since Adjustment Granted
NĀ	OSC Ordered
NB	OSC Produced
NC	OSC Served
ND	OSC Returned As Undeliverable
NE	OSC Canceled
NF	Bond Posted
NG	Bond Canceled
NHA	English Proficiency Demonstrated For Natz. Purposes
NHB	Civics Proficiency Demonstrated For Natz. Purposes
NHC	English and Civics Proficiency Both Demonstrated For Natz. Purp.

ACTION	CODE	TABLE	(continued)
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Action Code	Definition
NI	Intention To Terminate Status Notice Ordered
NJA	Status Termination Notice Ordered
NJB	Status Termination Certification Notice Ordered
NK	Automatic Invitation To File For Next Step Of Staged Benefit No
OA	Appeal Sustained
OB	Appeal Dismissed
OC	Case Remanded
OD	Extension For Brief Granted
OD0	Decision Affirmed on Appeal/Cert.
ODD0	Decision Reversed on Appeal/Cert.
OE	Extension For Brief Denied
OF	Appeal Terminated
OG .	Appeal Withdrawn
ОН	Certified Decision Affirmed
OHA	Certified Approval Affirmed
OHB	Certified Denial Affirmed
OI	Certified Decision Reversed
OIA	Certified Approval Reversed/Case Denied
OIB	Certified Denial Reversed/Case Approved
WK	Appeal Filed
WL	I-698 Appeal Filed
MA80	Card Request Sent to ICPS
MA90	Bad/Missing Data in Card Request (e.g., Address Missing)
MA91	Bad/Missing Data File During Card Production
MA92	Bad/Missing Data in Stream
MA93	Duplicate Application ID in Same PRODREQ.DAT
MA94	Duplicate Application ID Received While Card in Production
MA95	Unknown Return Address
MA96	OCR-B Field Missing (Blank)
MA97	Missing Card Media or Card Format in PRODREQ.DAT
MA98	Reserved for Future ICPS Use
MA99	Reserved for Future ICPS Use
KAA	Supervisory Hold/No Inspector Stamp
KAB	Supervisory Hold/No Inspector Signature
KAC	Supervisory Hold/No Applicant Signature
KAD	Supervisory Hold/I89 Not Attached
KAE	Supervisory Hold/Missing Biometric Data
KAF	Supervisory Hold/Missing Biographic Data

Action Code	Definition
LSP	Stop Card Production
KAG	Supervisory Hold/No Adjudicator Stamp
KSB	Class SB1 - Processing Complete
MI	Interim 13(d) EAD Card Produced Off-System

ATTACHMENT D—NONROUTINE PROCEDURES

D1 NONROUTINE PROCEDURES

D1.1 Error/Recovery From System Failure

In the event of a system crash (CPU failure), power loss at the terminal, or excessive response time, contact the system administrator for information and instruction on how to proceed. In the event of a network or application error, record all error message information displayed by the application/network and a brief description of the scenario. Follow the suggested instruction included in the error message. If this action is not successful, contact the system administrator. Always report all incidents, including those that appear to be resolved, to the system administrator.

D1.2 Corrective Action for Restart

Contact the local system administrator for instructions regarding corrective action procedures.
ATTACHMENT E—SAMPLE OUTPUTS

E1 SAMPLE OUTPUTS

All system output samples have been included in the body of the user manual. Screens are recreated in the logical sequence with your progression through the system. Sample reports and system outputs are included in their respective manual sections. Refer to these sections for additional information.

A Deliverable to the U.S. Citizenship and Immigration Services

Information Technology Legacy Operations and Maintenance Bridge



User Manual CLAIMS 3 LAN GUI

ITDL Number: 164932

September 16, 2008

Final

Contract No. HSHQDC-06-D-00021: Benefits Bridge Task Order: HSHDQDC-08-J-00072



CONTENTS

1-1 1-1 1-1 1-2 1-3 1-3 1-4 1-4
1-1 1-1 1-2 1-3 1-3 1-4 1-4
11 12 13 13 1-4 1-4
1-2 1-3 1-3 1-4 1-4
1-3 1-3 1-4 1-4
1–3 1–4 1–4
1-4 1-4
1-4
! 1 21
2-1
2-1
!2
!2
!2
3
6
-6
-6
-6
-7
-7
-7
-7
-7
-7
-7

i

CLAIMS 3.	LAN	User Manual Release 6.16
3.4	Integr	ated Card Production System
• • •	3.4.1	Detailed Description of Integrated Card Production System Function 3–7
	3.4.2	Preparation of Integrated Card Production System Function Inputs 3–8
	3.4.3	Integrated Card Production System Function Results
3.5	Sched	Juler
	3.5.1	Detailed Description of Scheduler
	3.5.2	Preparation of Scheduler Inputs
	3.5.3	Scheduler Results
3.6	GUI P	Processing Support
	3.6.1	Detailed Description of GUI Processing Support
	3.6.2	Preparation of GUI Processing Support Inputs
	3.6.3	GUI Processing Support Results
3.7	Case 1	Transfer
	3.7.1	Detailed Description of Case Transfer
	3.7.2	Preparation of Case Transfer Inputs
	3.7.3	Case Transfer Results
3.8	C3I/B	RU
	3.8.1	Detailed Description of C3I/BRU 3-9
	3.8.2	Preparation of C3I Function Inputs
	3.8.3	C3I Function Results
3.9	Adjud	ications
	3.9.1	Detailed Description of Adjudications
	3.9.2	Preparation of C3I Function Inputs
	3.9.3	C3I Function Results
3.10	Premiu	um Processing
	3.10.1	Detailed Description of Premium Processing
	3.10.2	Preparation of Premium Processing Inputs
	3.10.3	Premium Processing Results
3.11	Printin	g
	3.11.1	Detailed Description of Printing
	3.11.2	Preparation of Printing Inputs
	3.11.3	Printing Results

ù

,

•

CLA	IMS 3	, LAN	User Man Release 6.	ual 16
4.0	OF	PERATI	ING INSTRUCTIONS4	1
	4.1	Initia	te Operation	1
		4.1.1	Login Procedures 4	1
		4.1.2	Accessing Windows and CLAIMS LAN GUI 4	~1
	4.2	Main	tain Operation	2
	4.3	Term	inate and Restart Operations 4	-2
		4.3.1	Exiting CLAIMS 3 LAN GUI 4	2
		4.3.2	Exiting Windows 4	-2
		4.3.3	Logout	-2
		4.3.4	Restart	2
	4.4	User	Convention	2
		4.4.1	Windows Terms Used in CLAIMS 3 LAN GUI	2
		4.4.2	Windows Operations	-4
		4.4.3	Form Specific	-5
		4.4.4	Validation Tables	-5
		4.4.5	Standard Key Strokes	-5
		4.4.6	Foreign Addresses	-6
		4.4.7	Fees	-6
		4.4.8	Supervisory Override—Blanket Authorization	-6
		4.4.9	Applicant or Petitioner Name and Standard Abbreviations	-6
5.0	ERI	ror H	ANDLING	-1
6.0	HE	LP FAC	CILITIES	·1
7.0	R2I 7.1	REC32 File D	Prop-Down Menu	. 1 -6
		7.1.1	System Administration	-6
		7.1.2	Image Utilities	0
		7.1.3	Exit	2
	7.2	Receir	pt/Modify	3
		7.2.1	Data Entry	3
		722	Processing Standards for Common Data Entry Fields 7–1	4
		772	Automated Return Check Handling 7-2	1
		· · · · · · · · · · · · · · · · · · ·		**

CLAIMS	3, LAN	User Manual Release 6.16
7.	3 Inquiry/Modify	
	7.3.1 Inquiry/Modify a Case	
7.	4 Financial Update	
	7.4.1 Remove Fee Suspense	
	7.4.2 Record Bounced Check	
	7.4.3 Bounced Check Corrected	
	7.4.4 Bounced Check Not Corrected	
7.:	5 Help	
	7.5.1 Contents	
	7.5.2 Topics	
	7.5.3 About	
7.0	6 System Termination Procedures	
7.1	7 Form Library	
	7.7.1 Receipt NACS Forms	
	7.7.2 Receipt Immigration Forms	
	7.7.3 FD-258 Fingerprint Card	
	7.7.4 I-485 Fingerprint Check	
7.8	8 Reports	
8.0	RECEIPTING File Drop-Down Menu	8–1
	8.1.1 System Administration	
	8.1.2 Image Utilities	
	8.1.3 Exit	
8.2	2 Receipt/Modify	
	8.2.1 Data Entry	
	8.2.2 Processing Standards for Common Data Entry Fields	
	8.2.3 Supervisor Hold	
8.3	Inquiry/Modify	
8.4	Other Services	
	Card Recovered/Not Recovered	8–29
	8.4.1 Stop Card Production	
8.5	ICF GUI Form Library	8–33
	* · · · · · · · · · · · · · · · · · · ·	

iv

(b)(2)

		8.5.1	Supervisor Hold	8–33
		8.5.2	Form CR I-89: Conditional Residency I-89	8–34
		8.5.3	Form I-181: Creation of Record of Lawful Permanent Residence	839
		8.5.4	Form I-190: Application for Border Crossing Card	846
		8.5.5	Form I-407: Abandonment of Lawful Permanent Resident Status	8–50
		8.5.6	Form I-865: Sponsor Change of Address	8–52
		8.5.7	Form LV-189: Low Volume I-89	8–55
		8.5.8	Form OS-155A: Immigrant Visa and Alien Registration	858
		8.5.9	Form I-914: Application for T Nonimmigrant Status	. 865
		8.5.10	Form I-131: Application for USCIS Travel Document	. 874
		8.5.11	Form I-817: Application for Voluntary Departure Under Family Unity Program.	7
				. 8–78
9.0	l-76 9.1	5 EAD Function	CARD PRODUCTION	. 9–1 9–1
		9.1.1	File	9–1
		9.1.2	Card Production	9–7
		9.1.3	Modify Data	. 9–19
		9.1.4	Options	. 9–19
		9.1.5	Help	. 9–23
		9.1.6	EAD Duplicate Card Request	. 9–24
	9.2	System	Termination Procedures	. 9–26
10.0	INTI	EGRAT	ED CARD PRODUCTION SYSTEM	10–1
11.0	SCH 11.1	File	ER	11–1
	11.2	Intervie	2W	11-1
		11.2.1	Interview Scheduler	11–2
		11.2.2	Deschedule	11-19
		11.2.3	Cancel Based on Request	1-21
		11.2.4	Record No-Show	1-25
		11.2.5	Review/Change Group1	1–27

v

ITDL No.: 164932 September 16, 2008

CLAI	MS 3, LAN	User Manual Release 6.16
	11.3 Scheduler Administrator	
	11.3.1 Interview Administrator	
	11.4 In-Person Generic Processing Hours	
	11.5 Office Close Calendar	
	11.6 Schedule Report	
	11.6.1 Interview Schedule Report	
	11.6.2 Available Appointment Slots	
	11.6.3 Ready to Schedule Queue	
	11.6.4 Cancel/No-Show Report	
	11.7 Help	
	11.7.1 Contents	
	11.7.2 Topics	11–49
	11.7.3 About CLAIMS Scheduler	11–49
12.0	GUI PROCESSING SUPPORT	12–1
	12.2 FBI Processing Drop-Down Menu	
	12.2.1 Immediate Reject	
	12.2.2 CIDN Wanding	126
13.0	CASE TRANSFER	13–1 13–2
	13.2 Add New Requests	
	13.2.1 Case Transfer Resend—Add function—Preparation	
	13.2.2 Case Transfer Resend-Add FunctionNormal Operation	
	13.3 Delete Existing Requests	13–8
	13.4 Exit	
14.0	C3I/BRU	14–1 14–1
	14.1.1 Processing Overview	
	14.1.2 Communications Overview	
	14.1.3 DESCRIPTION OF RUNS	
	14.2 Run Sequence	

Vi

CLAI	IMS 3, LAN	User Manual Release 6.16
4	14.3 Diagnostic Procedures	
	14.4 Error Messages	
	14.1.1 Control Inputs	
	14.4.2 Primary User Contact	
	14.4.3 Output Reports	
	14.4.4 Restart/Recovery Procedures	
	14.5 BRU DESCRIPTION	
	14.1.1 Oracle Extract	
	14.1.2 LIFE_BMTRCS_IN Table Structure:	
	14.1.3 Image File Creation and Storage	
	14.1.4 Btrieve Table Insertion	
	14.1.5 Copy Images for Related Records	
	14.1.6 Oracle Cleanup	
15.0	ADJUDICATIONS	15-1 15-1
	15.1.1 Case Review	
	15.1.2 Approve the Case	
	15.1.3 Deny the Case	
	15.1.4 Case Movement	
	15.1.5 Appeal and Motion Decisions	15-21
	15.1.6 Case Management	
	15.2 Inquiry/Modify	
	15.3 Card Menu (I-89)	
16.0	PREMIUM PROCESSING 16.1 I-907 Data Entry – Designating Cases for Premium Processing	16-1
	16.2 Premium Processing Clock	
	16.3 Clock Rules	
	16.4 Manual Clock Operation	
	16.5 Premium processing reports	
17.0	PRINTING. 17.1 Batch Queue Program	17-1 17-1
·····	vii	

CLAII	MS 3, LAN	User Manual Release 6.16
	17.1.1 Printing All Notices	
	17.1.2 Printing Notices in Ranges	
	17.2 Individual Notice Generation	
	17.3 I-797 Print Server	
	17.3.1 Mailing Machine Menu	
18.0	SECURITY ADMINISTRATION	18-1
ΑΤΤΑ	CHMENT A-ACRONYMS	A-1
ΑΤΤΑ	CHMENT B-GLOSSARY	B-1
ΑΤΤΑ	CHMENT C—ACTION CODE TABLE	C-1
ΑΤΤΑ	CHMENT D-NONROUTINE PROCEDURES	D-1
ΑΤΤΑ	CHMENT E-SAMPLE OUTPUTS	E-1
ΑΤΤΑ	CHMENT F-FBI COUNTRY CODES	F-1
ATTA	CHMENT G—FBI ORI CODES	G-1

EXHIBITS

12.111.1.1.1		1 0
Exmont 1-1:	Key Project Personnel	13
Exhibit 3-1:	CLAIMS 3 LAN GUI User Functionality	3–3
Exhibit 4-1:	Windows Terms	4-3
Exhibit 4-2:	Windows Operations	4-4
Exhibit 4-3:	Standard Key Strokes	4-6
Exhibit 4-4:	Standard Abbreviations for Business Names	4-7
Exhibit 7-1:	R2IREC32 Login Dialog Box	7–1
Exhibit 7-2:	Login Unsuccessful Message Box	71
Exhibit 7-3:	Change Password Message Box	7–2
Exhibit 7-4:	Change Password Dialog Box	72
Exhibit 7-5:	Password Change Unsuccessful Dialog Box	7-2
Exhibit 7-6:	Login Unsuccessful Message Box	7–3
Exhibit 7-7:	Change Password Option	7–3
Exhibit 7-8:	UMAX Error Message	74
Exhibit 7-9:	Bar Code Printer Error Message	7-4
Exhibit 7-10	2D Scanner Error Message	7-4
		-

viii

Exhibit 7-11	: No Endorsement Printer Warning	7–5
Exhibit 7-12	: CLAIMS Main Menu Screen	7–5
Exhibit 7-13	: File Drop-Down Menu	7–6
Exhibit 7-14	: System Administration Drop-Down Menu	7–6
Exhibit 7-15	: Set User Permissions Table	77
Exhibit 7-16	: Permissions Definitions	7–7
Exhibit 7-17	: Supervisor Authorization	79
Exhibit 7-18:	: Image Utilities Drop-Down Menu	7–10
Exhibit 7-19:	: Image File Utility	7–10
Exhibit 7-20:	: JukeBox Retrieval	7–11
Exhibit 7-21:	: File Drop-Down Menu	7–12
Exhibit 7-22:	Exit Button	7-12
Exhibit 7-23:	Windows Termination Warning Message	7–12
Exhibit 7-24:	Receipt/Modify Drop-Down Menu	713
Exhibit 7-25:	Receipt/Modify a Case	7–13
Exhibit 7-26:	G-28	7–15
Exhibit 7-27:	Fee Field Pop-Up Menu	7–15
Exhibit 7-28:	Remittance Information	7–16
Exhibit 7-29:	Original FARE Number Screen	7–17
Exhibit 7-30:	Suspension Message	7–17
Exhibit 7-31:	Case Not in Suspense Message	7-18
Exhibit 7-32:	Concurrent Field Pop-Up Menu	7–18
Exhibit 7-33:	Clear All Button.	7–19
Exhibit 7-34:	Clear R# Button	7–19
Exhibit 7-35:	Cancel Button	7–19
Exhibit 7-36:	History Icon	720
Exhibit 7-37:	Void Drop-Down Menu	720
Exhibit 7-38:	Void OK Message	720
Exhibit 7-39:	Remove Hold Drop-Down Menu	7–21
Exhibit 7-40:	Reprint Bar Codes Drop-Down Menu	721
Exhibit 7-41:	Options Drop-Down Menu	7–22
Exhibit 7-42:	One Case or More?	7–23
Exhibit 7-43:	Print Endorsement (Single Receipt Number)	7–24
Exhibit 7-44:	No check in printer	7–24
Exhibit 7-45:	Check Deposit Endorsement	7–25
Exhibit 7-46:	Check for Multiple Cases	7–25
Exhibit 7-47:	Print Endorsement (Multiple Receipt Numbers)	726
Exhibit 7-48:	No check in printer	7-26
Exhibit 7-49:	Check Deposit Endorsement	727
Exhibit 7-50:	Inquiry/Modify Drop-Down Menu	7-27
Exhibit 7-51:	Inquiry	7–28
Exhibit 7-52:	Financial Update Drop-Down Menu	7–29
Exhibit 7-53:	Remove Fee Suspense	7–29
Exhibit 7-54:	Record Bounced Check	730
Exhibit 7-55:	Record Bounced Check Retrieved Receipt Screen	7–31
Exhibit 7-56:	Remittance Status Changes to Y	7–31

Release 6.16 CLAIMS 3, LAN

х

User Manual

Exhibit 7-103:	Other Button Screen
Exhibit 7-104:	Finger Identification Screen
Exhibit 7-105:	I-485 FD-258 Data Entry Screen
Exhibit 7-106:	I-600 Data Entry
Exhibit 7-107:	I-600A Data Entry
Exhibit 7-108:	I-601 Data Entry
Exhibit 7-109:	I-765 Data Entry
Exhibit 7-110:	Biometrics Information Screen
Exhibit 7-111:	Blank I-765 Image Acquisition Screen
Exhibit 7-112:	PreScan Preview Screen
Exhibit 7-113:	Photograph PreScan Screen
Exhibit 7-114:	Fingerprint PreScan Screen
Exhibit 7-115:	Signature PreScan Screen
Exhibit 7-116:	I-765 Image Acquisition Screen 7–107
Exhibit 7-117:	Image Improvement Tools 7–108
Exhibit 7-118	Grav Scale Fingemrint Screen 7–109
Exhibit 7-119	Other Button Screen 7–110
Exhibit 7-120	Finger Identification Screen 7–111
Exhibit 7-120.	I-90 Data Entry 7–112
Exhibit 7-1221	I-90 Eata Entry
Exhibit 7-123	I-90A Data Entry 7–116
Exhibit 7-120.	I-901 Data Lini y
Exhibit 7-125	FD-258 Data Entry Screen 7-120
Exhibit 7-125.	FD-258 Reprint CIDN Labels Option 7-123
Exhibit 7-127.	L485 Data Entry Screen 7–124
Exhibit 7-127.	LA85 Fingerprint Activities Screen 7–124
Exhibit 7.120.	Property Dron-Down Menu 7-124
Exhibit 8.1. IN	MAY Error Message g_{-1}
Exhibit 8.2. Ba	r-Code Printer Error Message
Exhibit 8-2. CI	a TMS ICE CUI Main Manu Screen
Exhibit 8.4: Fil	a Drop Down Menu 8 2
Exhibit 9 5. Su	stem Administration Dron Down Monu
Exhibit 8.6. Se	t User Dermissions Table 8-3
Exhibit 8-7. De	rmissions Definitions
Exhibit 9.9. Cu	nonvisor Authorization 9.6
Exhibit 8.0. Jun	age Utilities Drop Down Menu 8.7
Exhibit 8.10. Ir	age Othines Drop-Down Menu
Exhibit 8-10. h	hage the Othity
Exhibit 8-12. E	ile Dron Down Menu 9 10
Exhibit 9 12. F	vit Dutten 8 10
EAMOR 0-13. E	All Dullomination Warning Massaga 9 10
DAHDIL OF 14. W	nuows I chininauon wanning wicssage
DALIDIL 6-13. K	computerioutry prop-pown menu
CAMDIL 8-10: K	eccipi/iviouity a Case
EXHIDIT 8-17: K	eccipt Preview Screen
EXHIBIT 8-18: BI	iometrics information Screen
exhibit 8-19: Sa	ave Button

Exhibit 8-20: Clear All Button	8.13
Exhibit 8-20: Clear R# Button	. 0–15 8_14
Exhibit 8-22: Cancel Button	8_14
Exhibit 8-23. Print Button	8_14 8_14
Exhibit 8-24: History Icon	. 0-1- 8_14
Exhibit 8-25' Reprint Bar Codes Dron-Down Menu	.0
Exhibit 8-26: Reprint Natices Drop-Down Menu	8_15
Exhibit 8-20. Reprint Poteces Drop-Down Menu	8_15
Exhibit 8-28: Canture Icon	8_16
Exhibit 8-29: Blank Image Acquisition Screen	8_16
Exhibit 8-30: Scan Preview Screen	8_18
Exhibit 8-31: Photograph Scan Preview Screen	R_10
Exhibit 8-37: Fingermint Scan Preview Screen	8_20
Exhibit 8-33. Signature Scan Preview Screen	8
Exhibit 8-34. Image Acquisition Screen	8_27
Exhibit 8-35. Image Improvement Tools	8_23
Exhibit 8-36. Other Button Screen	8_25
Exhibit 8-37. Finger Identification Screen	8.25
Exhibit 8-38. Inquiry/Modify Dron-Down Menu	8 26
Exhibit 8-30. Inquiry prop-2000 menu	8-27
Exhibit 8-40: Inquiry/Modify Dron-Down Menu	8-28
Exhibit 8-41. Recover Card	8_20
Exhibit 8-47: Stop Card Production	8-31
Exhibit 8-42. Stop Card Production Status Bar	8 27
Exhibit 8-44: Stop Card Production Current Status Field Information	8.22
Exhibit 8-45. CLAIMS LANICE GUI Forme	8 22
Exhibit 8-45. CEALING EAN ICF GOT Follins	0-35
Exhibit 8-40. CK 1-89 Data Entry Soleen	0-27
Exhibit 8-48. L181 Data Entry	0-37 9 40
Exhibit 8 10. L20 Data Entry Screen	0~~+10 9 /11
Exhibit 8-50: 1-864 Data Entry	Q //
Exhibit 8-50. 1-004 Data Entry Screen	044 8 . 17
Exhibit 8-57: 1-150 Data Ehity Scient	8.40
Exhibit 8-53: 1-407 Data Entry Screen	0+7 8_51
Exhibit 8-55: 1-407 Data Diny Scient	8.57
Exhibit 8-54: Calibaneation Monu-	853
Exhibit 8-56: 1 V-189 Data Entry Screen	8
Exhibit 8-57: OS-155A Data Entry Screen	0-55 8-50
Exhibit 8-58: 1-89 Form	8-62
Exhibit 8-59: 1-864 Data Entry Screen	8-63
Exhibit 8-60: I-914 Main screen	8_66
Exhibit 8-61. L914 Part C screen	8_68
Exhibit $8-67$. $1-914$ A Screen	0-00 8_60
Exhibit 2-63. 1-917A Devel	ບ—ບຯ ຊຸ71
Exhibit 8 64: 1 014 Supplement D Sereen	0/1 0/1
Exhibit 9 65, 1 014D Supplement D Dart D Second	0/1 0
Exhibit 0-05. 1-9145 Supplement B rat B Screen	0-13

xii

CLAIMS 3, LAN

User Manual

Release 6.16

Exhibit 8-66: I-914 Safe Mailing Address	. 8–73
Exhibit 8-67: I-131 Data Entry Screen	. 8–74
Exhibit 8-68: Questions and Responses	. 8–76
Exhibit 8-69: I-131 Part C Processing Screen	. 8–76
Exhibit 8-70: I-817 Data Entry Screen	. 8–79
Exhibit 9-1: UMAX Error Message	9–1
Exhibit 9-2: File Drop-Down Menu	9–1
Exhibit 9-3: System Administration Submenu	9–2
Exhibit 9-4: Reset Production Queue Message	9–2
Exhibit 9-5: Set Permissions Screen	93
Exhibit 9-6: Supervisor Authorization Screen	9-4
Exhibit 9-7: Image File Utility Screen	9–5
Exhibit 9-8: Jukebox Retrieval Screen	9–7
Exhibit 9-9: Card Production Drop-Down Menu	9–8
Exhibit 9-10: Employment Authorization (Print Mode) Screen	9–8
Exhibit 9-11: Fail (Print Mode) Screen	9-9
Exhibit 9-12: Modify Image Screen	. 9–10
Exhibit 9-13: Image Improvement Tools	9-11
Exhibit 9-14: Gray Scale Fingerprint Screen	.9-12
Exhibit 9-15: Other Button Screen	.9–13
Exhibit 9-16: Finger Identification Screen	9-14
Exhibit 9-17: Employment Authorization (Quality Assurance Mode) Screen	9-15
Exhibit 9-18: Fail (Quality Assurance Mode) Screen.	9-16
Exhibit 9-19: Marking Cases For Supervisor Review Screen	9-16
Exhibit 9-20: Number of Cases Put Into Supervisor Review Screen	9-17
Exhibit 9-21: Employment Authorization (Supervisor Review Mode) Screen	9-17
Exhibit 9-22: Case Destination Screen	9-18
Exhibit 9-23: Update Status Screen	9-18
Exhibit 9-24: Modify Menu with Modify Data Graved-Out Screen	9-19
Exhibit 9-25: Options Menu	9-19
Exhibit 9-26: Insert Label Screen	9-20
Exhibit 9-27: Destroy Labels Screen	9-21
Exhibit 9-28: Resubmit Case Screen	9-21
Exhibit 9-29: Where should the case go? Screen	9-22
Exhibit 9-30: Supervisory Resolution Update Screen	9–23
Exhibit 9-31: Help Menu	9-24
Exhibit 9-32: EADS Card Production Main Screen	9-24
Exhibit 9-33: Duplicate Card Request Form	9-25
Exhibit 9-34: Level One Approval Form	925
Exhibit 9-35: Level Two Approval Form	9–26
Exhibit 11-1: Scheduler Main Menu Screen.	11-1
Exhibit 11-2: Interview Drop-Down Menu	11-2
Exhibit 11-3: Interview Scheduler Submenu.	11-2
Exhibit 11-4: Place Case in Oueue	11-3

CLAIMS 3, LAN

User Manual Release 6.16

Exhibit 11-7: Ren	nove Case from Queue11	l5
Exhibit 11-8: Ren	nove Case from Queue Prompt 11	1-6
Exhibit 11-9: Case	e Removed from Queue Message11	l-7
Exhibit 11-10: Vie	ew/Print Daily Interview Schedule11	l8
Exhibit 11-11: Da	ily Interview Schedule	l-9
Exhibit 11-12: Vie	ew/Print Examiner Schedule	-10
Exhibit 11-13: Vie	ew/Print Examiner Schedule11-	-11
Exhibit 11-14: Scl	hedule Inquiry Screen	-12
Exhibit 11-15: Sch	edule Inquiry Screen	-13
Exhibit 11-16: Sar	mple Case History Screen	-14
Exhibit 11-17: For	rce Schedule an Interview	-15
Exhibit 11-18: Inte	erview Force Schedule Screen	-16
Exhibit 11-19: For	rce Schedule Completed	-17
Exhibit 11-20: Cas	ses Past Interview Date w/No Action	-18
Exhibit 11-21: De	schedule Prompt	.19
Exhibit 11-22: Ch	eck Group Screen	20
Exhibit 11-23: Des	schedule Screen	20
Exhibit 11-24: Cor	mmand Menu Options	21
Exhibit 11-25: Car	ncel Interview Screen 11–	22
Exhibit 11-26: Che	eck Group Screen	22
Exhibit 11-27: Car	ncel Interview Screen 11–	23
Exhibit 11-28: Cor	mmand Menn Options	24
Exhibit 11-29: Inte	erviews Canceled Successfully Message Screen 11-	24
Exhibit 11-30: Rec	cord No-Show Frror Message	25
Exhibit 11-31: Rec	corded as No-Show Message Screen	26
Exhibit 11-32: Rev	view Change Screen	27
Exhibit 11-33: Del	lete Member Box	28
Exhibit 11-34: Reg	rouping Deschedule Box	28
Exhibit 11-35: Sch	peduler Administrator Drop-Down Men	29
Exhibit 11-36: Inte	erview Administrator Submenu	29
Exhibit 11-37: Set	Office Profile Screen 11–	30
Exhibit 11-38: Set	Section Profile Screen	32
Exhibit 11-39: Set	Section Profile/Interview Hours Screen 11-	33
Exhibit 11-40: Set	Section Profiles/Case Types Screen11-	34
Exhibit 11-41: Set	Case Type Interview Profile Screen 11-	35
Exhibit 11-42: Set	Scheduling Exceptions Screen.	36
Exhibit 11-43: Sch	eduling Status Selection Screen	37
Exhibit 11-44: Sch	eduling Status by Section Screen	38
Exhibit 11-45: Sch	eduling Status by Case Screen	39
Exhibit 11-46: Sch	eduling Status by Case Report Screen	39
Exhibit 11-47: Gen	neric In-Person Processing Screen 11-4	40
Exhibit 11-48: Offi	ice Closing Calendar Screen 11-4	42
Exhibit 11-49: Add	1 Office Close Screen 11-4	43
Exhibit 11-50: Offi	ice Closing Day Message Example	13
Exhibit 11-51: Dele	ete Office Close Message 11-4	14
Exhibit 11-52. Sch	edule Report Submenu	15
	AMARY AND AL PROPERTY AND A CONTRACT	· •

Exhibit 11-53: Interview Schedule Report Screen	-45
Exhibit 11-54: Available Appointment Slots Report Screen	-46
Exhibit 11-55: Ready to Schedule Queue Report Screen 11-	-47
Exhibit 11-56: Cancel/No Show Report Screen 11-	-48
Exhibit 12-1: Processing Support Main Menu Screen	21
Exhibit 12-2: FBI Processing Drop-Down Menu	2-1
Exhibit 12-3: FBI Processing Drop-Down Menu	22
Exhibit 12-4: FD-258 Immediate Reject Data Entry Screen	2-2
Exhibit 12-5: FD-258 Immediate Reject Confirmation Screen	2-3
Exhibit 12-6: Immediate Reject Status Screen #1	2-4
Exhibit 12-7: Immediate Reject Message #1	2-4
Exhibit 12-8: Immediate Reject Status Screen #2 12	2-5
Exhibit 12-9: Immediate Reject Warning Screen #1	2–5
Exhibit 12-10: Immediate Reject Warning Screen #2	26
Exhibit 12-11: Immediate Reject Warning Screen #3	2-6
Exhibit 12-12: FD-258 CIDN Wanding Screen	2-7
Exhibit 12-13: FBI Send Message Screen #1	2-8
Exhibit 12-14: FBI Send Message Screen #2	28
Exhibit 12-15: FBI Send Message Screen #3	2-8
Exhibit 13-1: Transfer Status and Error Codes and Explanations	<u>3–1</u>
Exhibit 13-2: Case Transfer Resend Main Menu	<u> _2</u>
Exhibit 13-3: Case Transfer Resend—Add	<u>–3</u>
Exhibit 13-4: Receipt Number Warning	j_4
Exhibit 13-5: Office Site	<u>-4</u>
Exhibit 13-6: Case Resend Request Error—X Transfer Status	4
Exhibit 13-7: Case Resend Request—Y Transfer Status	-5
Exhibit 13-8: Case Resend Request—Z Transfer Status	-5
Exhibit 13-9: Case Resend Request—D Transfer Status	-5
Exhibit 13-10: Case Resend Request—W Transfer Status	6
Exhibit 13-11: Case Resend Request—T Transfer Status	<u>–6</u>
Exhibit 13-12: Case Resend Request—* Transfer Status	-6
Exhibit 13-13: Case Resend Request—S Transfer Status	⊢7
Exhibit 13-14: Case Resend Request—R Transfer Status	-7
Exhibit 13-15: Case Resend Request-Invalid Transfer Status	; - 7
Exhibit 13-16: Case Transfer Resend—Delete	-8
Exhibit 13-17: Case Resend Request	9
Exhibit 13-18: Case Resend Request-No Receipt	-9
Exhibit 14-1 - Main window for C3I.exe	2
Exhibit 15-1: Adjudicate Menu	5-1
Exhibit 15-2: Please enter a Receipt # to retrieve Case Prompt	5-2
Exhibit 15-3: Preview Screen	5-3
Exhibit 15-4: I-485 Data Entry Screen	5-3
Exhibit 15-5: I-765 Data Entry Screen	5-4
Exhibit 15-6: I-817 Data Entry Screen	5-4
Exhibit 15-7: I-914 Data Entry Screen	5-5
Exhibit 15-8: CI Data Review Screen	5-5

xv

CLAIMS	З,	LAN
--------	----	-----

Exhibit 15-9: Adjudicate a Case Actions Menu	.15-6
Exhibit 15-10: Case Review Submenu	. 15-6
Exhibit 15-11: Suspense Options	.15-7
Exhibit 15-12: Suspense Options, Cont'd	.15-7
Exhibit 15-13: Lift Suspense	.15-8
Exhibit 15-14: Other Case Review Screen	.15-9
Exhibit 15-15: Status Terminations Actions Screen	15-10
Exhibit 15-16: English and Civics Proficiency Update Screen	15-11
Exhibit 15-17: Approvals Menu	15-12
Exhibit 15-18: I-485 Approval Screen	15-13
Exhibit 15-19: I-765 Approval Screen	15-14
Exhibit 15-20: I-817 Approval Screen	15-15
Exhibit 15-21: I-914 Approval Screen	15-16
Exhibit 15-22: Deny a Case Menu	15-17
Exhibit 15-23: Denv a Case Menu, Cont'd	15-17
Exhibit 15-24: Denv a Case Menu. Cont'd 2	15-18
Exhibit 15-25: Case Movement—Relocate Out Menu—Service Centers	15-19
Exhibit 15-26: Case Movement—Relocate In Menu	15-20
Exhibit 15-27: Appellate Office Decisions Menu	15-21
Exhibit 15-28: Appellate Office Decisions Menu Cont'd	15_21
Exhibit 15-29: Appellate Office Decisions Menu, Cont'd 2	15-21
Exhibit 15-20: Case Management Menu	15-22
Exhibit 15-30. Case Management Menu Cont'd	15 72
Exhibit 15-31. Case Management Menu, Cont d	15-25
Exhibit 15-32. Inquiry Scienting	15-24
Exhibit 15-33. Seatch Results	15-23
Exhibit 15-54. 1-69 Solection Dropogning Data Entry Screen	16.0
Exhibit 16.2. Dramium Dragoning Data Entry Screen Dian's L 007 Data Eight	10-2
Exhibit 16-2: Premium Processing Data Entry Screen – Blank 1-907 Data Fields	.10-3
Exhibit 16-5: Premium Processing Data Entry Screen – Entered 1-907 Data	10-3
Exhibit 10-4: Blank Remittance Information Screen	.16-4
Exhibit 16-5: Type of Remittance Field Drop-Down List	.16-4
Exhibit 16-6: Applicant's Remittance Added	16-5
Exhibit 16-7: Applicant's Premium Processing Request Submitted	16-6
Exhibit 16-8: Clock Stopping Actions	. 16-7
Exhibit 16-9: Clock Starting Actions.	. 16-7
Exhibit 16-10: Opened Premium Processing Case With Started Clock	. 16-8
Exhibit 16-11: Supervisor Login Dialog Box Displayed to Stop Clock	.16-9
Exhibit 16-12: Clock Status Changed to Stopped	.16-9
Exhibit 16-13: Case With Premium Processing Clock Stopped	6-10
Exhibit 16-14: Reports Menu – Premium Processing Option	6-10
Exhibit 16-15: Critical Aging Report Selected	6-11
Exhibit 16-16: Form Selection Window1	6-11
Exhibit 16-17: Report Accuracy Reminder Message 1	6-12
Exhibit 16-18: Critical Aging Report Displayed 1	6-12
Exhibit 17-1: Batch Queue Main Menu	17-1
Exhibit 17-2: New Notices Batch Queue Screen	.17-2

Exhibit 17-3: New Notices Batch Queue Screen
Exhibit 17-4: Batch Queue Option Menu Selections
Exhibit 17-5: ZIP Code Range and Date Range Dialog Boxes
Exhibit 17-6: New Notices Set for ZIP Code Range or Date Range
Exhibit 17-7: Notice Generation Program
Exhibit 17-8: Receipt Number Entered into Notice Generation Main Screen
Exhibit 17-9: Queued Notice(s) Ready to be Printed
Exhibit 17-10: Notice Generation Program (Submitted)
Exhibit 17-11: I-797 Print Server Screen
Exhibit 17-12: I-797 Sample List of Available Printers
Exhibit 17-13: Print Server With Notices Ready to Print
Exhibit 17-14: Print Server With Notices Printing
Exhibit 17-15: Print Server with All Notices Printed
Exhibit 18-1: Security Admin Tool Login
Exhibit 18-2: Security Admin Tool Incorrect Login Message
Exhibit 18-3: Security Admin Tool Lockout Message
Exhibit 18-4: Security Admin Tool Change Password Box
Exhibit 18-5: Security Admin Tool Password Change Message
Exhibit 18-6: Security Admin Tool Password Change Message
Exhibit 18-7: Main Admin Screen
Exhibit 18-8: Main Admin Screen – All Users
Exhibit 18-9: Main Admin Screen – Multiple Selected Users
Exhibit 18-10: Main Admin Screen – User Menu
Exhibit 18-11: Create New User
Exhibit 18-12: Add Application User Role
Exhibit 18-13: Search User
Exhibit 18-14: Security Admin Tool File menu
Exhibit 18-15: Security Admin Tool Report
Exhibit 18-16: Security Admin Tools Menu
Exhibit 18-17: General Tab of the Settings Box
Exhibit 18-18: Default Password Tab of the Settings Box
Exhibit 18-19: Applications List
Exhibit 18-20: Create New Application Box
Exhibit 18-21: Application Roles Box
Exhibit 18-22: Create New Role Box
Exhibit 18-23: Help Menu
Exhibit 18-24: Password Rules Box

1.0 INTRODUCTION

1.1 Purpose

This User Manual provides an overview of the Computer-Linked Application Information Management System (CLAIMS) 3 and its workflow process. It provides general information regarding CLAIMS 3, as well as detailed instruction on how to use CLAIMS 3 Local Area Network (LAN) Graphical User Interface (GUI) functions, referred to as CLAIMS 3 LAN GUI. This manual also serves as a reference guide to the system functionality of CLAIMS 3 LAN to aid the United States Citizenship and Immigration Services (USCIS) representatives responsible for handling naturalization cases.

1.2 Scope

The USCIS developed CLAIMS 3 LAN to assist in the processing of applications related to benefits and visas. Designed to meet the sharp increase in applications, CLAIMS 3 provides a more efficient and effective process for handling these cases. In addition to a Disk Operating System (DOS) computerized handling of forms and receipts, CLAIMS 3 also uses a faster, more efficient technology based on a GUI. CLAIMS 3 enables the USCIS to process cases more efficiently by tracking each case through all aspects of the naturalization and citizenship process, from application submission to close out.

1.2.1 Organization

This manual is organized into 18 sections. Sections 1 through 4 contain overall system, subsystem, and operating information. This information includes, but is not limited to, system summaries, conventions, and system initiation.

- Section 1: Introduction
- Section 2: System Capabilities
- Section 3: Description Of System Functions
- Section 4: Operating Instructions

Sections 5 and 6 describe error handling procedures and available help facilities.

- Section 5: Error Handling
- Section 6: Help Facilities

Sections 7 through 18 detail the specific instructions to perform each subsystem's functions. The subsystem's functions include the following:

b)(2)

- Section 7: Receipting
- Section 8: Receipting
- Section 9: EAD Card Production
- Section 10: Integrated Card Production System
- Section 11: Scheduler

- Section 12: GUI Processing Support
- Section 13: Case Transfer
- Section 14: C3I/BRU
- Section 15: Adjudications
- Section 16: Premium Processing
- Section 17: Printing
- Section 18: Security Administration

Appendices A through G provide additional information for reference while using CLAIMS 3 LAN GUI. The appendices are as follows:

- Attachment A: Acronyms
- Attachment B: Glossary
- Attachment C: Action Code Table
- Attachment D: Non-routine Procedures
- Attachment E: Sample Outputs
- Attachment F: FBI Country Codes
- Attachment G: FBI ORI Codes

1.3 System Description

o)(2)

CLAIMS 3 LAN provides the USCIS with a decentralized, geographically dispersed LAN-based mission support case management system, with participation in the centralized CLAIMS Mainframe data repository. CLAIMS 3 LAN supports the requirements of the Direct Mail Phase I and II, Immigration Act of 1990 (IMMACT 90) and USCIS Forms Improvement projects.

Originally developed to track the receipting of applicant/petitioner remittances and to produce notices documenting the remittance, CLAIMS 3 LAN functionality now includes adjudication, archive, card production, case history, case transfer, on-demand reports, electronic file tracking, image capture, production statistics, status update and electronic ingest of applicant data captured through the Efiling web application and the BankOne Lockboxes.

The CLAIMS 3 LAN application architecture contains a set of tightly coupled, interconnected subsystems of moderate to high complexity

1.4 Key Project Personnel

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If users experience a problem while attempting to access or use CLAIMS 3 LAN that the local CLAIMS 3 LAN system administrator cannot resolve, the system administrator should phone the USCIS Help Desk or ______ or via the Federal Telecommunications System on
```

Exhibit 1-1 lists the key project personnel for this release.

Exhibit 1-1: Key Project Personnel

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(b)(2)

(b)(2)

(b)(2)

System Owner	USCIS OIT	
CLAIMS 3 OIT	USCIS OIT	
Program Manager	(·	
CLAIMS 3 Project	CSC	
Manager		

1.5 Document References

The following documents were referenced when developing this manual:

- System Development Life Cycle Manual, Version 6.0, Electronic Library Control Number (ELCN): SMI-0039-IRM-307-MAH-30147A, July 1, 2002
- Enterprise Systems Assurance Plan, Version 1.2, Electronic Library Management System (ELMS) Number: 158615, December 30, 2004
- Software Engineering Process (SEP), ELCN: ZTY00.90001-01.F*0
- INS ITP Software Engineering Policy, ELCN: MAY00.90010-00.F*0, January 12, 1998
- ICPS Guide, ELCN: CLY00.50012-00.F*0-EDS, April 20, 2000
- USCIS WAN Redesign document, ELCN: SMI-0039-SID-306-HJS-40073A, July 31, 2002
- Requirements Traceability Matrix, CLAIMS 3 LAN, Release 6.16, ITDL Number: 176823, September 16, 2008
- Test Plan, CLAIMS 3 LAN, Release 6.16, ITDL Number: 176785, September 16, 2008

• Version Description Document, CLAIMS 3 LAN Release 6.16, ITDL Number: 177722, September 16, 2008

1.6 Primary Business Functions

CLAIMS 3 is an umbrella system that incorporates casework-oriented software subsystems and supports the USCIS application receipt, adjudication, and notification processes. It also provides automated support for the full range of benefits functions and processes. CLAIMS 3 resides on two platforms: a LAN and a mainframe system. This User Manual is intended to aid in the application of the CLAIMS 3 LAN portion of the system. The LAN component is implemented at the four USCIS Regional Service Centers, the Administrative Appeals Office (AAO), and the Baltimore District Office (BDO). The mainframe system provides batch process interconnectivity between the four Service Centers, the AAO, and BDO.

1.7 Glossary

A list defining acronyms used in this document is provided in Attachment A, Acronyms. Attachment B, Glossary, contains a list of terms and definitions used in this document.

2.0 SYSTEM CAPABILITIES

CLAIMS 3 LAN tracks cases and assists in processing applications for naturalization visa and other benefits. The system is capable of tracking a case from the time it enters the mailroom until the naturalization certificate is printed and given to the applicant and the case is closed out.

2.1 Overview

CLAIMS 3 LAN, a receipt-tracking system by which USCIS operators receipt and adjudicate alien applications and petitions, supports the Direct Mail Program. The USCIS instituted this program to allow the public to mail applications and petitions directly to USCIS Service Centers and other locations. CLAIMS 3 LAN supports supervisory personnel and other users when they receipt fees; adjudicate cases; process various notices; and produce manifests, cover sheets, and signature cards for CLAIMS 3 LAN cases. Automated support includes interview and workload scheduling and other administrative and maintenance functions. This system also supports case and file tracking, inquiry, update, case history, and status and notice reporting.

2.2 General Description



The following CLAIMS 3 LAN subsystems contain various processing functions: Data Entry, Case Analysis (Adjudication), Processing Support (Clerical), and Automatic Data Processing (ADP). CLAIMS 3 LAN also has special applications operating in a Windows 3.1 program environment. These special applications include data entry and capture of biometric images, Employment Authorization Document (EAD) Card Production, the Integrated Card Production System (ICPS) Printer Server, and Windows Scheduler.

Through CLAIMS 3 mainframe and the Department of Justice (DoJ) mainframe interface, CLAIMS 3 LAN interfaces with the Central Index System (CIS) and other USCIS mainframe systems. The CLAIMS Mainframe replaced the Fee and Application Receipt and Entry System (FARES). CLAIMS 3 LAN also interfaces with other LAN systems, such as the Receipt and Alien-File Accountability and Control System (RAFACS II) and Telephonic Inquiry Enhancement to RAFACS II (TIERS).

2.2.1 Operating Environment

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User Manual Release 6.16

CLAIMS 3, LAN

(b)(2)



Computer Environment 2.2.2

CLAIMS 3 LAN consists of a physical medium (cables) to allow PCs to share system resources such as hard drives and printers. The network allows users to share common files stored on a common hard drive and to print to common printers. The common hard drive is called a file server.

(b)(2)

Privacy Act Considerations 2.3

The CLAIMS 3 ADP system captures and processes non-U.S. citizen data that are sensitive but unclassified information about individuals. This information is covered by the Privacy Act and, therefore, must be protected against disclosure and tampering. Any loss of, misuse of, modification to, or unauthorized access to this sensitive information could affect the national interest, the conduct of Federal programs, or sensitive USCIS ADP systems. Accordingly, the CLAIMS 3 system is equipped with minimum levels of security integrity control. Users must access the CLAIMS 3 system with a user ID and a unique password.

3.0 DESCRIPTION OF SYSTEM FUNCTIONS

CLAIMS 3 LAN GUI consists of a set of programs for IBM-compatible computers. Windows 98/95 or Windows 3.1-DOS are operating systems that provide computer startup instructions and control the information flow to peripheral devices such as printers and image scanners. The set of GUI programs enhances DOS by enabling users to perform DOS functions in a user-friendly, graphical environment through menus, icons, and dialog boxes. Users can employ a mouse instead of keyboard commands. The following modules comprise CLAIMS 3 LAN GUI processing functions:

- Receipting: Provides automated support for data entry and receipting, for fee-based forms, and a means to capture biometric data
- Receipting: Provides automated support for data entry, card production, and receipting, for Immigration Card Facility (ICF) forms, as well as a means to capture biometric data
- EAD Card Production: Performs Quality Assurance (QA) form processing for approved EADs
- ICPS: Supports processing I-327 travel documents for DOS-based I-131 forms
- Scheduler: Provides examiners with automated support to schedule casework
- Case Transfer: Enables ADP staff to transfer (and repeat case transfers) from one USCIS office to another
- Printing: Allows users to print notices and access the I-797 print server

Exhibit 3-1, CLAIMS 3 LAN GUI User Functionality, summarizes user functions in CLAIMS 3 LAN GUI. Note: ICPS is not included in this table, as this functionality is covered in the *ICPS Guide*, which is referenced in Section 1.5 of this document.

			STRAIN COMPANY	Schedule	Cases Fransferr	Stamours
	A Seconding	Recommen	Production	学生 计 计	的现在分词 中的	
Bounced	X]		
Check		}	}	1		1
Corrected						
Bounced	X					
Check Not						
Corrected						[
Case Status	X	X	X	X		
Inquiry		l 				
Fee	X					
Authorizatio						
n						
EAD Card	······································		X			
Production						I
Insert New			X			······································
Control						
Documents	1					

3-3

Exhibit 3-1: CLAIMS 3 LAN GUI User Functionality

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Task J J			EAD Card	Selfeduler	Case Iransfer	Section 1
a factor and	Respuin	B REAL MARK	Production		· 是自己 17 世纪世	HANANA
Modify	X	X	X			
Address				}		(
Information						
Modify Data	X		x			
Modify	X	X	X			
Image			ļ		[
Modify New	X	X				
Case						
Print EAD			X	······································		
Cards	}	1				
Quality		······	X			
Assurance						
Receipt New	X	X			······································	
Case)					
Record	X					
Bounced						
Check			(
Remove Fee	X					
Suspense	-				,	
Remove	x	X	X			
Hold						
Restore	x	X				
Archived						
Cases					·	
Scan	X	X	X			
Schedule an				x		
Interview	(
Supervisor			x		······································	
Resolution						
Update	ľ	1				
Void Receipt	X				······································	
Order Card		x				
Production	Í	}	·			
Stop Card		x			·····	
Production						
Cash	··· <u></u> _	X				
Recovered/	1		ļ			(
Not	ļ	ł	ļ	ļ		ĺ
Recovered				.)		
Transfer					x	
Cases						
Case					X	
Transfer	ł		ļ	j	(
Resend					[
Printing	·····					X
I-797 Print						X
Server	1)				1

The following describes the various CLAIMS 3 GUI functions:

- Bounced Check Corrected removes the hold placed on a case when a check bounces and allows you to enter the new remittance data
- Bounced Check Not Corrected places a hold upon a case that is being processed and the remittance check subsequently bounces. This feature generates a revocation notice informing the applicant that the application will be terminated for a lack of fee
- History allows users to view the status, the receipt and alien file (A-File) locations, and the history of a case in CLAIMS
- Fee Authorization allows users to determine fee actions
- Card Production allows users to print EAD cards and view and modify biometrics data
- Insert New Control Documents allows users to sign out a block of controlled forms
- Modify Data allows users to modify name, address alien number (A-Number), and other information
- Modify Image allows users access to the toolbars required to darken, lighten, or crop images
- Modify a Case allows users to modify the data of previously receipted or rejected cases
- Print EAD Cards allows users to send requests for EAD cards from the Card Production Module to the EAD print server
- Quality Assurance allows users to accept or fail final EAD cards
- Receipt/Modify allows users to receipt and reject new cases in CLAIMS and facilitates modifying previously receipted case information
- Receipting allows users access to data entry functions
- Record Bounced Check allows users to record that a check has bounced
- Remove Fee Suspense removes the fee suspense hold and allows remittance data to be entered
- Remove Hold allows authorized users to remove a supervisor hold from a case
- Restore Archived Cases allows users to work in a case that has been dormant more than 180 days
- Scan allows users to capture biometric images
- Schedule an Interview allows users to schedule an interview
- Supervisor Resolution Update allows supervisors to confirm or remand actions on cases examiners have routed to them
- Void Receipt allows users to void a receipt on the day it was created

- Order Card Production allows users to order card production for auto-adjudicated cases
- Stop Card Production allows users to cancel card production for cases where card production was previously ordered
- Card Recovered/Not Recovered allows users to record recovery of cards that are no longer valid and lost cards
- Transfer Cases allows users to relocate a CLAIMS 3 case from one USCIS office to another electronically
- Case Transfer Resend allows users to relocate a CLAIMS 3 case from one USCIS office to another electronically, subsequent to the initial attempt to transfer the case
- Printing allows users to print forms, notices and reports
- I-797 Print Server loads the CLAIMS print server for network printing

(b)(2) 3.1 Receipting

(b)(2) The Receipting function provides automated support for data entry and receipting, for fee-based forms, and a means to capture biometric data. It provides users, including supervisors, with automated support for the Direct Mail Program's Data Entry and Receipting processes.

The system automatically verifies the connection of a UMAX scanner used for image capture. To avoid an error message, power on the scanner before powering on the PC and logging in to CLAIMS 3 LAN.

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3.2

Receipting

The ______ receipting function provides automated support for data entry, card production, and receipting for ICF forms, as well as a means to capture biometric data. It provides users, including supervisors, with automated support for the data entry and receipting processes for ICF forms.

	User Manual
CLAIMS 3, LAN	Release 6.16

The system automatically verifies the connection of a UMAX scanner used for image capture. To avoid an error message, power on the scanner before powering on the PC and logging in to CLAIMS LAN.

(b)(2) Note: The functionality has been combined with (b)(2)**Detailed Description of** Function 3.2.1 (b)(2)Please refer to Section 8. Receipting. (b)(2)Preparation of unction Inputs 3.2.2 Please refer to Section 8. (b)(2)Function Results 3.2.3

Function Resu

Please refer to Section 8.

b)(2)

(b)(2) **3.3 EAD Card Production**

This function performs QA form processing for approved EADs. It provides users, including supervisors, with automated support to verify and modify biographic and biometric applicant information and to print EAD cards.

The system automatically verifies the connection of a UMAX scanner used for image capture. To avoid an error message, power on the scanner before powering on the PC and logging in to CLAIMS LAN.

3.3.1 Detailed Description of EAD Card Production Function

Please refer to Section 9, EAD Card Production.

3.3.2 Preparation of EAD Card Production Function Inputs

Please refer to Section 9.

3.3.3 EAD Card Production Function Results

Please refer to Section 9.

3.4 Integrated Card Production System

The CLAIMS I-131/I-327 Production System is used only at the Nebraska Service Center. Instructions for using this application were developed in a separate document, which can be found in Attachment A—-CLAIMS I-131/I-327 Users Manual (CMY90.70012-00.F*0, September 16, 1993).

3.4.1 Detailed Description of Integrated Card Production System Function

Please refer to Attachment A-CLAIMS I-131/I-327 Users Manual (CMY90.70012-00.F*0, September 16, 1993).

3.4.2 Preparation of Integrated Card Production System Function Inputs

Please refer to Attachment A---CLAIMS I-131/I-327 Users Manual (CMY90.70012-00.F*0, September 16, 1993).

3.4.3 Integrated Card Production System Function Results

Please refer to Attachment A—CLAIMS I-131/I-327 Users Manual (CMY90.70012-00.F*0, September 16, 1993).

3.5 Scheduler

CLAIMS LAN GUI Scheduler gives users, including supervisors, automated support for scheduling interviews, reflecting interview status (conducted, no-show, canceled), viewing and printing schedules for offices and individuals, and viewing and printing four separate schedule reports. Users with scheduler administrator rights have access to scheduler configuration and maintenance functions such as determining the local office profiles, generic office hours, and when the office is closed.

3.5.1 Detailed Description of Scheduler

Please refer to Section 11, Scheduler.

3.5.2 **Preparation of Scheduler Inputs**

Please refer to Section 11.

3.5.3 Scheduler Results

Please refer to Section 11.

3.6 GUI Processing Support

GUI Processing Support is a separate module that provides CLAIMS LAN users with access to the FD-258 Immediate Reject and Contributor-Assigned Identification Number (CIDN) Wanding functions. Both functions support the FD-258 Reporting, Management, and Tracking System.

3.6.1 Detailed Description of GUI Processing Support

Please refer to Section 12, GUI Processing Support.

3.6.2 **Preparation of GUI Processing Support Inputs**

Please refer to Section 12.

3.6.3 GUI Processing Support Results

Please refer to Section 12.

3.7 Case Transfer

USCIS personnel use the CLAIMS LAN Case Transfer function to electronically relocate a CLAIMS case from one USCIS office to other USCIS offices. The Case Transfer Resend application builds on this.

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3.7.1 Detailed Description of Case Transfer

Please refer to Section 13, Case Transfer.

3.7.2 Preparation of Case Transfer Inputs

Please refer to Section 13.

3.7.3 Case Transfer Results

Please refer to Section 13.

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3.9 Adjudications

The Adjudicate Menu options allow users to adjudicate, view data, and enter I-89 card information for the following USCIS Benefits forms:

- I-485, Application to Adjust to Permanent Resident Status
- I-765, Application for Employment Authorization
- I-817, Application for Family Unity Benefits
- I-914, Application for T Nonimmigrant Status

3.9.1 **Detailed Description of Adjudications**

Please refer to Section 15, Adjudications.

3.9.2 **Preparation of C3I Function Inputs**

Please refer to Section 15.

3.9.3 C3I Function Results

Please refer to Section 15.

3.10 Premium Processing

Premium Processing guarantees that upon the receipt of a \$1000 service fee, whether paid by an applicant, petitioner or other representative, certain cases (DOS forms I-129, I-140, and I-539, and GUI form I-765) are processed within fifteen (15) calendar days.

3.10.1 Detailed Description of Premium Processing

Please refer to Section 16, Premium Processing.

3.10.2 **Preparation of Premium Processing Inputs**

Please refer to Section 16.

3.10.3 **Premium Processing Results**

Please refer to Section 16.

3.11 Printing

Printing functionality allows users to print forms, notices, and reports. Prior to CLAIMS 3 LAN Release 5.14, this functionality was performed on the DOS side. With Release 5.14, it moves to the GUI.

3.11.1 Detailed Description of Printing

Please Refer to Section 17, Printing

User Manual Release 6.16

3.11.2 **Preparation of Printing Inputs**

Please refer to Section 17.

3.11.3 Printing Results

Please refer to Section 17.

4.0 OPERATING INSTRUCTIONS

CLAIMS 3 LAN provides menu-driven programs to accomplish CLAIMS 3 LAN GUI Receipting, Card Production, Scheduler, and ICPS processing functions. Users interact with the system through menu selection and data entry. In some cases, the system's security features allow users to select only a subset of functions.

CLAIMS 3 LAN provides a descriptive message for each possible error, including program-identified errors that result from errors in handling files and records and in data entry. Log in to the file server before accessing CLAIMS LAN.

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4.1 Initiate Operation

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CLAIMS 3, LAN

User Manual Release 6.16

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4.2 Maintain Operation

Refer to Sections 7 through 13 to maintain the operation of the following functions:

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Receipting

- Receipting
- EAD Card Production
- ICPS

.

- Scheduler
- GUI Processing Support
- Case Transfer

4.3 Terminate and Restart Operations

The following subsections describe the procedures for terminating and restarting CLAIMS 3 LAN GUI.
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Exhibit 4-1: Windows Terms

Term				
Buttons	Buttons are rectangular gray boxes containing a command, such as OK or			
	Cancel. Pressing buttons initiates or carries out actions.			
Choose	To choose in Windows is to carry out an action, such as activating a menu			
	item or a command button. Choose an item by placing the mouse pointer on			
	the item and clicking once, or highlight the appropriate option using the up			
	or down arrow keys and press Enter.			
Dialog Box	A dialog box is a special Windows feature that supplies or requests			
	information about the task being performed. Usually information will have			
	to be typed into a dialog box. Click on OK or Cancel to exit a dialog box.			
Icons	Icons are small pictures or symbols with names under them. Icons represent			
·	programs not currently open.			
Menu Bar	Located directly below the title bar, the menu bar presents menu choices for			
······································	each window.			
Mouse	The mouse is a hand-held device connected to the CPU that allows users to			
	manipulate items on a screen. The bottom of the mouse contains a mouse			
	traction ball that is rolled on a desk or mouse pad. As the mouse is moved,			
	the mouse pointer on the screen responds. The mouse has two or three			
	buttons. The user clicks and releases the buttons. The left button is the			
	primary button and is used for CLAIMS 3 LAN GUI applications. To hold			
	the mouse correctly, wrap the thumb and fourth and fifth fingers around the			
<u></u>	mouse's body. Hold the index finger loosely over the left mouse button.			
Click	To click an item means to mark it with the cursor. This mark can be a			
	highlight, a dotted rectangle, or both. Selecting does not start an action.			
Mouse	The mouse pointer represents the mouse's movement. The pointer takes on			
Pointer	a different appearance, such as an arrow, hourglass, I-beam, and other			
	shapes, depending on the operation being performed.			
Title Bar	Located at the top of the screen, the title bar displays the active program.			
Select	To highlight or activate an item; does not carry out an action.			
Task Bar	Windows 95/98: Located at the edge of the screen, with a START button –			
·	Task Bar sows all open.			

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4.4.2 Windows Operations

Exhibit 4-2, Windows Operations, describes the new navigational methods to operate Windows graphical environment programs and displayed screens.

Exhibit 4-2: W	indows O	perations
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Function	Navigation Technique
Mouse Operation	 Click: To click on an item or choose a menu command, point at the item or command with the mouse pointer and quickly press and release the left mouse button. Double-click: To access an item and bypass the menu, point to the desired item and quickly press the left mouse button twice in rapid succession. The double-click speed is relatively fast. Click and Drag: Point at the item and click and hold the left mouse button. Without releasing the button, move the pointer to the desired location and release the button.
Menu Operation	Menu items consist of commands or the names of menus that list additional commands.
	 To open a menu, click on it with the mouse. To choose an item from the drop-down menu, click on the highlighted entry or press Enter. To close a menu without choosing an item, click anywhere outside the menu.
Button Operation	Buttons are used in the data entry screens and within dialog boxes and have the following characteristics:
	 Unavailable buttons have gray instead of black type. The currently selected button has a border darker than the borders on the other buttons. To choose a command button, click the button with the mouse or press Tab until the button is selected and press Enter. To close a dialog box without carrying out a command, click the Cancel button or press Esc.
Keyboard Operation	Windows operations can be performed with the keyboard if a mouse is not available. Keyboard navigation conventions appear in the following format:
	 A plus (+) sign between keyboard names means to press and hold down the first key while pressing the second key. Example: Shift+Tab means to press and hold down the Shift key and press the Tab key and then release both keys.

4.4.3 Form Specific

Each section of the application or petition form to be entered into the CLAIMS 3 LAN database is numbered in the same way that it appears on the computer screen. These numbers help locate data when keying in information.

4.4.4 Validation Tables

The fields listed below have validation tables assigned to them. Any field with three ellipses (three consecutive dots) appearing at the end also has a validation table.

- COB (Country of Birth)
- Country of Citizenship
- Consulate
- Country
- Form Number
- POE (port of entry or arrival)
- State
- Status
- Eligibility
- Place of Last Entry
- Manner of Last Entry
- County

If data entered in a field does not appear within the field's validation table, the system beens and displays an error message.

Exhibit 4-3: Standard Key Strokes

Function	Kaystroke Internet and Description
HELP	
Quit HELP	
Choose a menu	
Retrieve USCIS	
Field right	
Field left	
Choose an item	
Home	
End	

4.4.6 Foreign Addresses

Some application and petition forms have foreign address fields. Use the Country and Postal Code fields when entering a foreign address. Do not use the State and ZIP code fields.

4.4.7 **Fees**

Various forms, such as the I-129S, retain a set fee, while other forms, such as the I-724, accommodate requests for multiple benefits. The fee varies depending upon specific form criteria. CLAIMS 3 LAN automatically verifies that the fee is entered correctly before it allows the case to be processed.

4.4.8 Supervisory Override—Blanket Authorization

There are several instances, such as waiving a fee, when an authorized supervisor must override a system hold. To avoid the need for a supervisor to override a hold, users may be given preauthorized permission to allow blanket overrides.

4.4.9 Applicant or Petitioner Name and Standard Abbreviations

When the applicant/petitioner is an individual, type only the last name in the Last Name field and the first name in the First Name field. If the petitioner is a company, type the name of the company only in the Last Name field.

The following words and abbreviations can be omitted from the name of the petitioner, employer, firm name, beneficiary, and employee during fee receipting: "and, Assoc., Co., LTD., of, and the." Standard abbreviations can be used for business names. These abbreviations are used when entering applicant/petitioner, employer, beneficiary, and employee data, as shown in Exhibit 4-4, Standard Abbreviations for Business Names.

Term	Abbreviation
Administration	Admin
Attorney	Atty
Boulevard	Blvd
Building	Bldg
Center	Ctr
Chairman	Chm
College	Col
Construction	Constr
Department	Dept
Doctor	Dr
Education	Ed
Engineer	Engr
Executive	Exec/Ex
Foundation	Fdn
General	Gen
General Electric	GE
Government	Govt
Group	Gr
Hospital	Hosp
Information	Inf
Institution	Inst
International	Intl
International Business Machines	IBM
Management	Mgt
National	Nat'l
North America	NA
Products	Prod
Rehabilitation	Rehab
Roman Catholic	RC
Saint	St
School	Sch
Service	Serv
South America	SA
State University of New York	SUNY
United States	US
University	Univ

Exhibit 4-4: Standard Abbreviations for Business Names

User Manual Release 6.16

5.0 **ERROR HANDLING**

Refer to Sections 7 through 13 to view the error messages and error handling procedures that may be required to maintain the operation of the following functions:



- Receipting
- EAD Card Production •
- **ICPS** .

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- Scheduler .
- **GUI Processing Support** •
- Case Transfer .

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6.0 HELP FACILITIES

The system displays a brief message describing what type of data relates to the field, the number of characters available for input, and how to enter the data.

If further help is required, refer to the personnel listed in Exhibit 1-1.

RECEIPTING

7.0 Receipting provides users, including supervisors, with automated support for the Direct Mail Program's Data Entry and Receipting processes.

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CLAINIS 3, LAIV	A C. Set User Permissions	Table
	Exhibit 7-15: Set Oser Permissions	a an

Exhibit 7-16: Permissions Definitions

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User Manual Release 6.16

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Exhibit 7-17: Supervisor Authorization

CLAIMS 3. LAN	User Manual Release 6.16
7.1.2 Image Utilities The Image Utilities function allows users to display and view stored images.	
Exhibit 7-18: Image Utilities Drop-Down Menu	
Exhibit 7-19: Image File Utility	

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Receipt/Modify (b)(2)

The Receipt/Modify drop-down menu, shown in Exhibit 7-24, Receipt/Modify Drop-Down Menu, provides access to the Data Entry option.

Exhibit 7-24: Receipt/Modify Drop-Down Menu

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Data Entry

The Data Entry option allows users to create a new receipt or to modify existing receipts.

Exhibit 7-25: Receipt/Modify a Case

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CLAIMS 3, LAN 722 Processing Standards for Common	Data Entry Fields	ADDC23

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Exhibit 7-28: Ren	nittance Information

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7.3 Inquiry/Modify

Exhibit 7-51: Inquiry

Financial Update 7.4

Exhibit 7-52, Financial Update Drop-Down Menu, illustrates the menu that provides access to several remittance management options.

Exhibit 7-52: Financial Update Drop-Down Menu
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7.5 Hel Exhibit 7-64	p H. Help Drop-Down Menu	. shows the menu th	nat gives users access	to an extensive h
system				
	Exhibit	7-64: Help Drop	-Down Menu	

7.7 Form Library

Exhibit 7-65, CLAIMS LAN GUI Forms, lists all forms presently being processed in the CLAIMS LAN GUI Receipting System. As more forms are added to the system, the library will include their individual processing procedures.

Form Number	Rorta Name
I-17	Application by a School to Accept Foreign Students
I-131	Application for USCIS Travel Document
I-193	Application to Waive the Passport/Visa Requirements
I-485	Application to Adjust to Permanent Resident Status
I-600	Immigrant Petition for Orphan
I-600A	Immigrant Petition for Orphan (Advance Processing)
I-601	Application to Waive Excludability
I-765	Application for Employment Authorization
I-817	Application for Voluntary Departure Under Family Unity Program
I-914	Application for T Non-Immigrant Status
I-90	Application to Replace Alien Registration Card
I-90A	Application to Replace Special Agricultural Worker (SAW) Alien Registration
	Card
FD-258	FBI Fingerprint Card
N-400	Application to File Petition for Naturalization
N-470	Application to Preserve Residence-Naturalization
N-565	Application for a New NATZ/Citizenship Certificate
N-600	Application for a Certificate of Citizenship
N-643	Application for Certificate of Citizenship for an Adopted Child
N-644	Application for Posthumous Citizenship

Exhibit 7-65	CLAIMS	LAN	GUI Forms
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7.7.1 Receipt NACS Forms

Specific Naturalization Casework System (NACS) forms have been identified for incorporation into the CLAIMS LAN system. The initial NACS data are captured in CLAIMS LAN and uploaded through the CLAIMS LAN/Mainframe Interface to NACS. All subsequent processing of these cases occurs through NACS.

7.7.1.1 Form N-400: Application to File Petition for Naturalization

7.7.1.1.1 MANUAL ENTRY OF N-400 INFORMATION

The following steps are the form-specific procedures to complete the data entry process for an N-400 form, shown in Exhibit 7-66, N-400 Data Entry.

Exhibit 7-66: N-400 Data Entry

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		User Manual Release 6.16
<u>CLAIMS 3, LAN</u>	Exhibit 7-88: 1-193 Data Entry	

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77228Assign A RECEIPT NUMBER	The system will genera
Earm L485: Application to Adjust to Per	manent Resident Status
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7.7.2.3.6 PART 2: APPLICATION TYPE





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7.7.2.3.8 IRS-9003 Perform the following steps to input data into IRS-9003:	
Exhibit 7-91: IRS-9003	
	an a

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TAIMS 3 I AN	
7.2.3.9 ENTER 1-89 INFORMATION	
Exhibit 7-92: 1-89 Form	
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7.7.2.3.10	SUPPLEMENT A TO FORM 1-485	
	Exhibit 7-93: 1-485 Suppleme	ent A Screen
		





Exhibit 7-95: Blank I-485 Image Acquisition Screen

USE SCAN 7.7.2.3.16

Use the Scan function when an I-89 is provided with the application. The scanner automatically scans a predetermined area of the scanning bed. Perform the following steps to use the Scan function:

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7.7.2.3.17 If a scan is u the PreScan following st	USE PRESCAN insuccessful, the images are unsatisfactory, or the in function to identify the area of the scanning bed to teps:	mages to be captured are loose, use be captured by performing the
	Exhibit 7-96: PreScan Previe	w Screen

CLAIMS 3, LAN	User Man Release (
Exhibit 7-97: Photog	raph PreScan Screen

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Note: Make the smallest box possible, which surrounds as much of the fingerprint as possible, without missing any important features.

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				ox,
				nt
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gernrint PreScan Screen

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Exhibit 7-99 Signature PreScan Screen

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Exhibit 7-101: Image Improvement Tools

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(b)(6)	Exhibit 7-102: Gray Scale Fingerprint Screen



Exhibit 7-104: Finger Identification Screen

7.7.2.3.22 **FD-258 PROCEDURES**

The following fields will be populated with

information from the I-485 application, if entered:

- Last Name
- First Name

- Middle Name
- Alias
- Reason Fingerprinted
- A-Number
- SSN
- Sex
- Date of Birth

Exhibit 7-105: I-485 FD-258 Data Entry Screen-

FD-258

<u>CLAIMS 3, LAN</u>

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7.7.2.4 Form I-600: Immigrant Petition for Orphan

The following steps are the specific procedures to complete the Data Entry process for an I-600 form, shown in Exhibit 7-106, I-600 Data Entry. Refer to Section 7.2 for standard data entry information.

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Exhibit 7-106: 1-600 Data Entry

7.7.2.5 Form I-600A: Immigrant Petition for Orphan (Advance Processing)

The following steps are the specific procedures to complete the Data Entry process for an I-600A form, shown in Exhibit 7-107, 1-600A Data Entry. Refer to Section 7.2 for standard data entry information.

Exhibit 7-107: I-600A Data Entry

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7.7.2.7 Form I-765: Application for Employment Authorization

The following steps are the specific procedures to complete the Data Entry process for an I-765 form, shown in Exhibit 7-109, I-765 Data Entry. Refer to Section 7.2 for standard data entry information.

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Exhibit 7-109: I-765 Data Entry
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(b)(2) (b)(6) Exhibit 7-113: Photograph PreScan Screen

 Exhibit 7-11	4: Fingerprint	PreScan Screen	





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Exhibit 7-116: I-765 Image Acquisition Screen

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(b)(2) (b)(6)

Exhibit 7-120: Finger Identification Screen



7.7.2.8 Form I-90: Application to Replace Alien Registration Card

The following steps are the specific procedures to complete the Data Entry process for an I-90 form, shown in Exhibit 7-121, I-90 Data Entry. Refer to Section 7.2 for standard data entry information.

Exhibit 7-121: 1-90 Data Entry

User Manual Release 6.16

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7.7.2.6 Form I-601: Application to Waive Excludability

The following steps are the specific procedures to complete the Data Entry process for an I-601 form, shown in Exhibit 7-108, I-601 Data Entry. Refer to Section 7.2 for standard data entry information.



Exhibit 7-108: I-601 Data Entry



User Manual Release 6.16

CLAIMS 3, LAN

7.7.2.9 Form I-90A: Application to Replace Special Agricultural Worker (SAW) Alien Registration Card

The following steps are the specific procedures to complete the Data Entry process for an I-90A form, shown in Exhibit 7-123, I-90A Data Entry. Refer to Section 7.2 for standard data entry information.

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Exhibit 7-123: I-90A Data Entry

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User Manual Release 6.16 LAN GUI Receipting module. Exhibit 7-125, FD-258 Data Entry Screen, displays the FD-258 electronic format.

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CLAIMS 3. LAN	User Manua Release 6.1
Exhibit 7-126: FD-258	Reprint CIDN Labels Option

CT 4D4C 2 J 4M			User Manue Release 6.1
CLAIMS 3, LAN Exhibit 7-12	27: I-485 Data Ent	ry Screen	
Exhibit 7-128:	-485 Fingerprint A	ctivities Screen	I

Reports 7.8

Exhibit 7-129, Reports Drop-Down Menu, illustrates the menu feature that provides access to National Benefits Center reports, Premium Processing reports, or Others reports inquiry. Refer to the appropriate Quick Reference Guide for further details.





	CLAIMS 3 LAN Release (ual 5.16
(b)(2)	8.0 RECEIPTING	
(b)(2)	The module provides users, including supervisors, with automated support for the data entry and receipting processes for Immigration Card Facility (ICF) forms. The system automatically verifies the connection of a UMAX scanner used for image capture Exhibit 8-1, UMAX Error Message, illustrates the system message that displays if a UMAX scanner is not located. To avoid this message, power on the scanner before powering on the and logging in to CLAIMS LAN.	н. РС
	Exhibit 8-1: UMAX Error Message	
(b)(2)]
	The system automatically verifies the connection of a bar-code printer. Exhibit 8-2, Bar-Con- Brinter Error Message, illustrates the system message that displays if a bar-code printer	de

Printer Error Message, in connection is not located.





CLAIMS 3, LAN	User Manua Release 6.10
Exhibit 8-3: CLAIMS ICF GUI Main N	lenu Screen
e 4 Eile Dron-Down Menu	
The File drop-down menu provides access to several file main Exhibit 8-4, File Drop-Down Menu.	ntenance options, as shown in
Exhibit 8-4: File Drop-Dowr	n Menu

System Administration 8.1.1

Exhibit 8-5, System Administration Drop-Down Menu, shows how to access the Set Permissions option.

Exhibit 8-5: System Administration Drop-Down Menu
8.1.1.1 Set Permissions The Set Permissions option allows users with system administration privileges to give or take a permissions from other users and to set or change permission levels. Permissions should be set accordance with management-established workflow practices. Exhibit 8-6, Set User Permission Table, depicts this option.
Exhibit 8-6: Set User Permissions Table
 Users with system administrative privileges employ this option to add, delete, or update user
permissions.
Exhibit X-7 Permissions Definitions, explains the permi

CLAIMS 2 LAN			User Ma Release
CLAIMS 5, LAIV	Exhibit 8-7: Permissio	ns Definitions	





8.1.2 Image Utiliti	ilities es function allows users to	o display and view	stored images.	

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User Manual Release 6.16





CLAIMS 3, LAN				
Exhibit 8-10: Image File Utility				

User Manual Release 6.16

CLAIMS 3, LAN

8.2.1 Data Ent The Data Entry op	ry ption allows users to crea	ate a new receipt or to	modify existing receipts.
	Exhibit 8-1	6: Receipt/Modify	a Case

Exhibit 8-17: Receipt Preview Screen

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Exhibit 8-18: Biometrics Information Screen

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(b)(2) (b)(6) Exhibit 8-30: Scan Preview Screen

Exhibit 8-31: Photograph Scan Preview Screen



Exhibit 8-32: Fingerprint Scan Preview Screen

(b)(2) (b)(6)

Exhibit 8-33: Signature Scan Preview Screen



(6)

	Exhibit 8-34: Image Acquisition Screen
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Exhibit 8-35: Image Improvement Tools

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Exhibit 8-37: Finger Id	entification Screen

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The Supervisor Hold function is used in this module to keep a case from being sent to the ICPS Print Server for processing prior to being completed. There is a series of system edits that a case must comply with prior to the print request being generated.

There is a specific order that required information is presented as missing for the forms processed through the module.

8.3 Inquiry/Modify

Supervisor Hold

The Inquiry/Modify Drop-Down Menu, shown in Exhibit 8-38, Inquiry/Modify Drop-Down Menu, provides access to the Inquiry/Modify a Case function.

Exhibit 8-38: Inquiry/Modify Drop-Down Menu

	Exhibit 8-39 In	auirv	
		1 internet and data associat	ed with a case
The Inquiry function allows u	isers to review the status, ion in RAFACS. This or	nistory, and uata association allows users to mod	fy certain data
check the physical the stocal			

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Other Services

The Other Services Drop-Down Menu, shown in Exhibit 8-40, Inquiry/Modify Drop-Down Menu, provides access to the Card Recovered/Not Recovered and Stop Card Production functions.

Exhibit 8-40: Inquiry/Modify Drop-Down Menu

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Exhibit 8-4	41: Recover Card	
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Exhibit 8-42: Stop Card Production

EXHIBIT 0-42.	Stop vara i	Toulous	

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ICF GUI Form Library 8.5

Exhibit 8-45, CLAIMS LAN ICF GUI Forms, lists all the forms being processed in the CLAIMS LAN ICF module. Each form's individual processing procedures are included in this library section.

Form Number	Form Name
CR-189	Conditional Residency Card
I-181	Creation of Record of Lawful Permanent Residence
I-190	Application for Border Crossing Card
1-407	Abandonment of Lawful Permanent Resident Status
I-865	Sponsor Change of Address
LV-189	Low Volume Replacement for Citizenship Card
 OS-155A	Immigrant Visa and Alien Registration

Exhibit 8-45: CLAIMS LAN ICF GUI Forms

Supervisor Hold 8.5.1

The ICF GUI module uses a Supervisor Hold function to restrict print request generation for cases missing required card production information. Required system information includes the following:

- An I-89 attached .
- Biometric images attached or waived .

- Required biographic information, such as Last Name, Address, and DOB
- Adjudicator or officer stamp

When a case is placed on Supervisor Hold and subsequent processing is required, it is not necessary for a supervisor to release the Supervisor hold. It is the responsibility of the data entry clerk to determine why the hold has been placed on the case. This hold determination is conducted by viewing the case history screen. The following sections describe the various Supervisor Hold actions in detail.

- KAA SUPERVISORY HOLD/NO INSPECTOR STAMP
- KAB SUPERVISORY HOLD/NO INSPECTOR SIGNATURE
- KAC SUPERVISORY HOLD/NO APPLICANT SIGNATURE
- KAD SUPERVISORY HOLD/I-89 NOT ATTACHED
- KAE SUPERVISORY HOLD/MISSING BIOMETRIC DATA
- KAF SUPERVISORY HOLD/MISSING BIOGRAPHIC DATA
- KAG SUPERVISORY HOLD/NO ADJUDICATOR STAMP

Once all required information is provided to the system, all Supervisor Hold reasons are removed from a case. The case is ready for the verification step prior to generating the print request.

8.5.2 Form CR I-89: Conditional Residency I-89

Conditional Residency I-89 forms are used for conditional residents who are eligible to change their status to permanent residents. The Form I-89 is completed with a Code 1 in the Card Type field.

CLAIMS LAN ICF GUI provides a screen to capture the CR I-89 biographic form information and generates a Receipt Number and five bar-code labels. If all the required fields are not supplied on the Conditional Residency I-89 form, or the Conditional Residency I-89 data does not pass the CLAIMS LAN online edits, CLAIMS LAN places the case on supervisor hold. A data entry supervisor is responsible for removing the supervisor hold and supplying missing data or correcting the errors.

If the photograph is not attached, CLAIMS LAN provides a notice and the case is placed on supervisor hold. According to the notice, the alien is advised that an ARC cannot be produced until the alien goes to the Local Office to complete the photograph for the I-89 Form. When the Local Office forwards the completed I-89 to the Service Center, a data entry supervisor is responsible for removing the supervisor hold.

Exhibit 8-46, CR 1-89 Data Entry Screen, depicts the CR 1-89 screen.

Exhibit 8-46: CR I-89 Data Entry Screen

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-		Exhibit 8-47: 1-864 Affidavit Screen	

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8.5.3 Form I-181: Creation of Record of Lawful Permanent Residence

8.5.3.1 Initial Processing

Adjustment of Status (I-485) forms are presently receipted and adjudicated at the Service Centers and District Offices. District Offices will forward their Copy 2 I-181s to the Service Centers.

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Exhibit 8-49	: I-89 Data Entry Screen

Exhibit 8-50: I-864 Data Entry

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8.5.4 Form I-190: Application for Border Crossing Card

8.5.4 Form Fise, Application for Mexicans and Canadians who reside and work in Border Crossing Cards (BCC) are issued to Mexicans and Canadians who reside and work in their respective countries but frequently travel to the United States. BCC holders are restricted to traveling no more than 25 miles from the border, and they cannot stay more than 3 days without additional permission.

Completed BCC applications are received in batches from the POEs. BCCs should be sorted in the mailroom based on the transaction type for the card. Transaction 1 will be grouped as initial card applications; Transactions 2, 3, 4, and 7 will be grouped as replacement card applications. CIS must be checked to determine if the card is an initial issue or a replacement BCC.

For Transaction 1, clerks must ensure that an A-Number does not exist for the alien in CIS. When the clerk determines, CIS that no A-Number exits for the alien, the CIS generates an A-Number for the new BCC application. Clerks write this number on the I-190 application and forward the application for data entry.

For Transactions 2, 3, 4, and 7, clerks must ensure that the A-Number listed on the I-190 corresponds to the A-number, name, and date of birth in CIS. If there are no discrepancies, the I-190 will be forwarded for data entry.

CLAIMS LAN ICF GUI provides a screen to capture the I-190 biographic form information and generates a Receipt Number and five bar-code labels. If all the required fields are not supplied in the BCC packet or, if the BCC packet does not pass the CLAIMS LAN online edits, CLAIMS LAN places the case on supervisor hold. A data entry supervisor is responsible for removing the supervisor hold and supplying missing data or correcting the errors.

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If the I-89 is missing from the packet or the photograph is not attached, CLAIMS LAN provides a notice to the POE advising the POE that a BCC cannot be produced until an I-89 is provided. The case will be placed on supervisor hold to prevent the production of a card. When the POE forwards the 1-89 to the Service Center, a data entry supervisor is responsible for removing the supervisor hold.

Exhibit 8-51, I-190 Data Entry Screen, depicts the I-190 screen.

Exhibit 8-51: I-190 Data Entry Screen
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	Exhibit 8-52: 1-89 Fo	orm
		e an

8.5.5 Form I-407: Abandonment of Lawful Permanent Resident Status

The purpose of the I-407 is to update records of applications and petitions that have been withdrawn or otherwise dropped. Abandonment of status may be instigated by an applicant as a result of the following:

- Changing personal circumstances (such as an applicant's decision to remain in the native country and cancel a proposed visit to the Untied States)
- USCIS action (for example, a ruling of ineligibility)
- Results of a U.S. law-enforcement investigation (such as a decision to deport an applicant for conditional residence)

Exhibit 8-53, I-407 Data Entry Screen, depicts the I-407 screen.

Exhibit 8-53: I-407 Data Entry Screen

(b)(2)

8.5.6 Form I-865: Sponsor Change of Address

The I-865 form is used to submit a change of address for an I-864 Affidavit of Support. CLAIMS LAN generates a Receipt Number and a notice to the sponsor acknowledging the receipt of the change of address information.

Exhibit 8-55, I-865 Data Entry Screen, is an example of the screen used for a Sponsor's Notice

of Change of Address.



(b)(2)

8.5.7 Form LV-I89: Low Volume I-89

Low Volume I-89 forms are used for Replacement Citizenship Cards for Kickapoo Indians and inhabitants of the Northern Marianas Islands. The Form I-89 is completed with a Code 5 or 7 in the Card Type field.

CLAIMS LAN ICF GUI provides a screen to capture the LV-I89 biographic form information and generates a Receipt Number and five bar-code labels. If all the required fields are not supplied on the Low Volume I-89 form, or the Low Volume I-89 data does not pass the CLAIMS LAN online edits, CLAIMS LAN places the case on supervisor hold. A data entry supervisor is responsible for removing the supervisor hold and supplying missing data or correcting the errors.

If the photograph is not attached, CLAIMS LAN provides a notice and the case is placed on supervisor hold. According to the notice, the alien is advised that an ARC cannot be produced until the alien goes to the Local Office to complete the photograph for the I-89 Form. When the Local Office forwards the completed I-89 to the Service Center, a data entry supervisor is responsible for removing the supervisor hold.

Exhibit 8-56, LV-I89 Data Entry Screen, depicts the LV-I89 screen.

Exhibit 8-56: LV-I89 Data Entry Screen

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33. If required biographic or biometric information is missing from the application, the Receipt Number is placed on Supervisor Hold. Check the history record to see what information is missing.

8.5.8 Form OS-155A: Immigrant Visa and Alien Registration

The process a new immigrant follows to gain access to the United States may begin with the filing of a petition (for example, an I-130 or I-140 form), which is submitted to a Service Center. The information from the petition is entered in CLAIMS and adjudicated, and the eligibility date is established. The USCIS processes the packet and forwards it to the Department of State (DoS) National Visa Center. The DoS consular office interviews the alien and, if eligible, the alien is provided with a sealed visa packet. When the alien arrives in the United States and is processed at an USCIS POE, the USCIS Inspectors stamp the Immigrant Visa (IV) form with the Admission stamp and complete the I-89 form. The Inspector then sends the IV packet to the SC for card production. The IV packet from the POE becomes the initial input for the ARC card production request. The packet may also include the I-864, Affidavit of Support form.

Before data entry, a CIS check verifies the IV number and/or the USCIS file number. A shell record for the IV number exists in CIS if the IV packet has been processed as a record in the IV Data Share Project. Otherwise, the IV number will not exist in CIS.

If the IV packet is a SB-1 packet, CIS is checked to verify the SB-1 number (IV number) and the A-Number (USCIS File number). With the exception of classification SB1, the IV number contained on the packet is used as the A-Number. IV packet SB1classifications of use the USCIS file number as the A number. For SB-1 cases, a new card is produced only if the alien has a lost/stolen ARC, and submitted the I-90 application. The I-90 application is processed in CLAIMS LAN GUI Receipting.

If an IV packet is received by the SC without the Inspector's stamp, the IV packet is receipted into CLAIMS LAN and placed on supervisor hold. A notice is generated and sent to the applicant, requesting that applicant appear at the local District Office for further processing. An off-line notice is produced and sent with the IV packet to the local District Office to complete processing.

If all the required fields are not supplied on the IV packet or the IV packet does not pass the CLAIMS LAN online edits, CLAIMS LAN places the case on supervisor hold. A data entry supervisor is responsible for removing the supervisor hold. If any biometric data is missing, the case is placed on supervisor hold. CLAIMS LAN provides a notice to the applicant, advising that an ARC cannot be produced until the missing biometrics are provided. When the local office forwards the I-89 form to the Service Center, a data entry supervisor is responsible for removing the supervisor hold.

The following steps are the form-specific procedures to complete the data entry process for an OS-155A.

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	Exhibit 8-57: OS-155A D	ata Entry Screen	

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	Exhibit 8-58: I-89 Form	

 Exhibit 8-59: 1-864 Data En	try Screen

8.5.9 Form I-914: Application for T Nonimmigrant Status

The USCIS has established the I-914 form - Application for T Nonimmigrant Status. The purpose of Form I-914 is to provide temporary immigration benefits to aliens who are victims of severe forms of trafficking, and to their immediate family members, as appropriate. Form I-914 shall be filed initially by the victims themselves, who may also include eligible family members on their application at that time. The form may also be filed subsequently, to petition for eligible family members whom the victim did not include in the original application, but for whom the victim subsequently wishes to file.

Every I-914 applicant, primary or derivative, must be fingerprinted. The fingerprint result must be valid at the time of final case approval.

Every application will have a picture attached. The picture and the applicant's signature will be scanned and stored in the system.

The USCIS may only approve 5000 I-914 T Nonimmigrant Status applications per fiscal year. The USCIS may, however, place an unlimited number of cases on the T-1 Waiting List that will then wait until they can receive final case approval in following fiscal years.

For the primary applicant an Employment Authorization Document (EAD) will be produced when the case is approved. All associated derivative applicants must submit an 1-765 form in order to receive a work authorization (EAD card).

All approved applicants present in the United States will receive an 1-94 form that will serve as their proof that they have been granted T Nonimmigrant Status.

(b)(2)

8.5.9.1 I-914 - Receipting

To receipt an I-914 (Exhibit 8-60, I-914 Main screen) perform the following steps:

Exhibit 8-60: I-914 Main screen

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8.5.9.3 I-914 - Data Entry

To enter information on an I-914 Part C Form (Exhibit 8-61, I-914 Part C screen), perform the following steps:

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Exhibit 8-61: I-914 Part C screen

Exhibit 8-62: I-914A Screen	
Exhibit 8-62: I-914A Screen	

(b)(2)

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		Exhibit 8-63: I-914A Part C Screen
(b)(2)		
		Exhibit 8-64: I-914 Supplement B Screen
(b)(2)		



8.5.10 Form I-131: Application for USCIS Travel Document

The subsequent section describes a CLAIMS LAN receipting function that is available only at the Lincoln, Nebraska, Service Center.

CLAIMS LAN fully supports processing the I-131, Application for USCIS Travel Document. Exhibit 8–67, I-131 Data Entry Screen, is an example of the screen used to apply for an USCIS travel document.

Exhibit 8-67: I-131 Data Entry Screen



CLAIMS 3, LAN

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Exhibit 8-68: Questions and Responses (b)(2) Exhibit 8-69: I-131 Part C Processing Screen (b)(2)

8.5.11 Form I-817: Application for Voluntary Departure Under Family Unity Program

Exhibit 8-70, I-817 Data Entry Screen, is an example of the screen used to apply for voluntary departure under the family unity program.

Exhibit 8-70: I-817 Data Entry Screen

9.0 I-765 EAD CARD PRODUCTION

I-765 EAD Card Production functions provide users, including supervisors, with automated support to verify and modify biographic and biometric applicant information and to print EAD cards.

(b)(2)

9.1 Function Descriptions and Procedures

(b)(2)

Exhibit 9-3: System Administration Submenu

Exhibit 9-5: Set Permissions Screen
(b)(2)

Exhibit 9-6: Supervisor Authorization Screen

9.1.1.2 Image File Utility

The Image File Utility function allows users to display and view images on the screen and to list the associated image files for valid receipt numbers. Exhibit 9-7, Image File Utility Screen, presents this screen.

Exhibit 9-7: Image File Utility Screen

Exhibit 9-8: Jukebox Retrieval Screen

9.1.2 Card Production

The Card Production drop-down menu, depicted in Exhibit 9-9, Card Production Drop-Down Menu, includes the following functions: Print Card, Quality Assurance, Marking Cases for Supervisor Review, and Supervisor Case Review.

Exhibit 9-9: Card Production Drop-Down Menu

(b)(2)

9.1.2.1 Print Card

The Print Card function allows users with print permissions to review the biographic data and biometric images associated with a Receipt Number and to perform limited adjustments to either the data or images before sending the case to print. Exhibit 9-10, Employment Authorization (Print Mode) Screen, depicts this function.

Exhibit 9-10: Employment Authorization (Print Mode) Screen

Exhibit 9-12: Modify Image Screen



Exhibit 9-13: Image Improvement Tools

9.1.2.1.2 FINGERPRINT ADJUSTMENT

The fingerprint on the EAD card helps users in the field identify the person presenting the card.

Exhibit 9-14: Gray Scale Fingerprint Screen

(b)(2)

Exhibit 9-16: Finger Identification Screen (b)(2)

9.1.2.2 Quality Assurance

The Quality Assurance function allows users to review the biographic data and biometric images associated with a Receipt Number before marking the case for supervisor review. Exhibit 9-17, Employment Authorization (Quality Assurance Mode) Screen, depicts this function.

Exhibit 9-17: Employment Authorization (Quality Assurance Mode) Screen



Exhibit 9-20: Number of Cases Put Into Supervisor Review Screen

9.1.2.4 Supervisor Case Review

The supervisor functions are enabled for users with supervisor permissions. These permissions allow supervisors to view and modify cases, update case status, reroute cases to the document production module, or instruct that documents be mailed to the applicant.

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			-	
E	xhibit 9-22: C	ase Destinatio	on Screen	
	Exhibit 9-23:	Update Statu	is Screen	

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Exhibit 9-31: Help Menu

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10.0 INTEGRATED CARD PRODUCTION SYSTEM

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11.0 SCHEDULER

CLAIMS LAN GUI Scheduler gives users, including supervisors, automated support for scheduling interviews, reflecting interview status (conducted, no-show, canceled); viewing and printing schedules for offices and individuals; and viewing and printing four separate schedule reports. Users with scheduler administrator rights have access to scheduler configuration and maintenance functions such as determining the local office profiles, generic office hours, and when the office is closed.

The system displays the Scheduler Main Menu screen, as depicted in Exhibit 11–1, Scheduler Main Menu Screen. The system displays active menus in bold type and disabled menus in gray.

Exhibit 11-1: Scheduler Main Menu Screen

Exhibit 11-2. Intonviour Dron Down Man

11.2.1 Interview Scheduler

The Interview Scheduler submenu provides access to additional CLAIMS Scheduler functions as depicted in Exhibit 11–3, Interview Scheduler Submenu.





Exhibit 11-5: Example of Warning Message

Exhibit 11-6: Assigned Site Number for Place in Queue



CLAIMS 3, LAN	User Manua Release 6.1
Exhibit 11-12: View/Prin	t Examiner Schedule

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Exhibit 11-13: View/Print Examiner Schedule

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	Exhibit 11-15: Schedule Inquiry Screen
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(b)(6)	
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	Exhibit 1	1-16: Sample Case	e History Screen	
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11.2.1.6 Force Schedule an Interview

The Force Schedule an Interview function allows users to schedule an interview on a specific date and time regardless of whether a time slot and/or examiner is available.





(b)(2)



Exhibit 11-18: Interview Force Schedule Screen

(b)(2)

Once the action is complete, the system displays the Force Schedule Completed message depicted in Exhibit 11-19, Force Schedule Completed.

Exhibit 11-19: Force Schedule Completed

11.2.1.7 Cases Past Interview Date w/No Action

The Cases Past Interview Date w/No Action function allows the user to track cases for which an interview was scheduled, but no interview results have been posted. The Cases Past Interview Date w/No Action function retrieves this information in report form, depicted in Exhibit 11–20, Cases Past Interview Date w/No Action.

Exhibit 11-20: Cases Past Interview Date w/No Action

11.2.2 Deschedule

The Deschedule function allows the user to remove a previously scheduled interview from that Site/Office's Interview schedule, making that particular time slot available for another case. The system allows users to choose this option when the decision to change or remove the appointment did not originate with the applicant or petitioner.

Exhibit 11-22: Check Group Screen

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Exhibit 11-23: Deschedule Screen	
Exhibit 11-23: Deschedule Screen	
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Exhibit 11-23: Deschedule Screen	
Exhibit 11-23: Deschedule Screen	
Exhibit 11-23: Deschedule Screen	
Exhibit 11-23: Deschedule Screen	

11.2.3 Cancel Based on Request

The Cancel Based on Request function allows users to cancel a previously scheduled interview at the applicant's or petitioner's request. This option will allow users to place the applicant(s) or petitioner(s) in the batch scheduling queue for rescheduling.

Exhibit 11-27: Cancel Interview Screen

Exhibit 11-28: Command Menu Options

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When the action is complete, the system displays the message Interviews Canceled Successfully, depicted in Exhibit 11–29, Interviews Canceled Successfully Message Screen.



CLAIMS 3. LAN	User Mo Release
11.2.4 Record No-Show The Record No-Show function allows users to record the nterviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee has failed to show up for a scheduled interviewee.	he case as a No Show, indicating that view without giving prior notice.
Exhibit 11-30: Record No-Sh	ow Error Message

If the Receipt Number entered has a scheduled interview, the system displays the following message box, depicted in Exhibit 11–31, Recorded as No-Show Message Screen.

Exhibit 11-31: Recorded as No-Show Message Screen



11.2.5 Review/Change Group

The Review/Change Group function allows users to add, delete, or change concurrent group members and regroup them as necessary.

(b)(2)

Exhibit 11-32: Review Change Screen

CLAIMS 3, LAN

11.3 Scheduler Administrator

The Scheduler Administrator drop-down menu, shown in Exhibit 11-35, Scheduler Administrator Drop-Down Menu, provides access to Scheduler configuration and maintenance functions

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Exhibit 11-35: Scheduler Administrator Drop-Down Men

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11.3.1 Interview Administrator

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The Interview Administrator submenu, shown in Exhibit 11-36, Interview Administrator Submenu, allows the administrator to define the profiles for the local office.

Exhibit 11-36: Interview Administrator Submenu

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11.3.1.1 Set Office Profile

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The Set Office Profiles function enables the Schedule Administrator to establish an interview site

at the main office and at satellite offices and to include their mailing addresses

Exhibit 11-37: Set Office Profile Screen

11.3.1.2 Set Section Profiles

The Set Section Profiles option enables the Schedule Administrator to establish section profiles



Exhibit 11-38: Set Section Profile Screen



Exhibit 11-39: Set Section Profile/Interview Hours Screen



Exhibit 11-40: Set Section Profiles/Case Types Screen



Exhibit 11-41: Set Case Type Interview Profile Screen

11.3.1.4 Set Scheduling Exceptions

(b)(2)

) The Set Scheduling Exceptions option allows the administrator to create a deviation from the standard working hours and manpower established with the Set Section Profiles option

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11.3.1.5 Scheduling Status

This option allows Scheduler administrators to produce reports to reconcile the status and capacity of the interview workload using the existing interview profiles and appointment records.

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Exhibit 11-43: Scheduling Status Selection Screen

SCHEDULING STATUS BY SECTION 11.3.1.5.1 This option allows users to view and print data concerning the current scheduling status sectionby-section (b)(2) Exhibit 11-44: Scheduling Status by Section Screen (b)(2)

11.3.1.5.2 SCHEDULING STATUS BY CASE

This option allows users to view and print data concerning the current scheduling status on a case-type basis.

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ITDL No.: 164932 September 16, 2008



CLAIMS 3. LAN	User Manu Release 6.
	3
11.4 In-Person Generic Processing Hours	maintain the office's generic in-perso
processing hours	
Exhibit 11-47, Generic In-Person Processing Screen, der	picts the In-Person Generic Processing
Hours option.	Processing Screen
Exhibit 11-47: Generic M-Person	

11-40



Exhibit 11-25: Cancel Interview Screen

Exhibit 11-26: Check Group Screen

CLAIMS 3, LAN

11.5 Office Close Calendar

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The Office Close Calendar option enables the Schedule Administrator to establish all office closing days, including the government or local holidays and closings because of unusual eircumstances.

Exhibit 11-48, Office Closing Calendar Screen, illustrates the Office Close Calendar option.

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Exhibit 11-48: Office Closing Calendar Screen

11.6 Schedule Report

Click on the Schedule Report option from the Scheduler Main Menu screen to display the following menu, depicted in Exhibit 11-52, Schedule Report Submenu:

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Interview Schedule Report

The Interview Schedule Report screen, depicted in Exhibit 11-53, Interview Schedule Report Screen, can be compiled monthly, quarterly, or annually. This screen allows users to access data about the interviews scheduled, interviews conducted, interviewee no-shows, and cases in the queue.

Exhibit 11-53: Interview Schedule Report Screen

CLARAS 2 LAN	User Man Release 6
CLAIMS 3, LAN	
The Available Appointment Slots option allow available appointment times for sites/sections	ws users to generate a report containing the
Exhibit 11-54: Available A	ppointment Slots Report Screen
1000年10月1日1月1日1日1日1日1日1日1日1日1日1日1日1日1日1日1日1日1	

CLAIMS 3, LA	N		User Manual Release 6.16
11.6.3 Read	ty to Schedule Queue	n the Ready to Schedule Oncue	
This option c			
	Exhibit 11-55: Ready to Sch	nedule Queue Report Screen	
		and an	
4			

11-47

<u></u>	AIMS 3, LAN			<u> </u>
Γ				
11 דו	6.4 Cancel/No-Show Re	eport ed report for canceled a	nd no show appointments	
	hibit 11-56 Cancel/No Sho	ow Report Screen:		
E.	Exhibit	11-56: Cancel/No S	Show Report Screen	
CLAIMS	3,	LAN		
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12.0 GUI PROCESSING SUPPORT



ITDL No.: 164932 September 16, 2008

CLAIMS	3, LAN			Release 6.1
42.2.4.1	mmadiate Reject			
The Imm	nediate Reject function allows	users to record the physic	cal FBI Immediate	Reject
response	es for returned FD-258 cards			
		9 Immodiate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
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	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	
	Exhibit 12-4: FD-25	8 Immediate Reject D	ata Entry Screen	

Exhibit 12-5: FD-258 Immediate Reject Confirmation Screen



Exhibit 12-6: Immediate Reject Status Screen #1



CIDN RECORD NOT LOCATED 12.2.1.1.2

If the entered CIDN record cannot be located on the database, the screen depicted in Exhibit 12-10, Immediate Reject Warning Screen #2, appears.

Exhibit 12-10: Immediate Reject Warning Screen #2

(b)(2)

RECORD STATUS CONFLICT 12.2.1.1.3

If the entered CIDN record status conflicts with the immediate reject status record, the screen depicted in Exhibit 12-11, Immediate Reject Warning Screen #3, appears.



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12.2.2 CIDN Wanding

(b)(2)

The CIDN Wanding function creates an electronic batch file of FD-258 card information that the USCIS submits to the EBI for processing

Exhibit 12-12: FD-258 CIDN Wanding Screen

(b)(2)

CLAIMS 3, LAN

If a receipt number, A-Number, or CIDN that does not exist in the FD-258 database is wanded or keyed into the CIDN Number field, the system warning message depicted in Exhibit 12-14, FBI Send Message Screen #2, appears.



If a CIDN is being resubmitted to the FBI, the screen depicted in Exhibit 12-15, FBI Send Message Screen #3, appears. This feature records whether the resubmission has the original FD-258 card attached to it.

Exhibit 12-15: FBI Send Message Screen #3



13.0 CASE TRANSFER

USCIS personnel use the CLAIMS LAN Case Transfer function to electronically relocate a CLAIMS case from one USCIS office to other USCIS offices. The Case Transfer Resend application builds on this.

CLAIMS 3, LAN	User Man Release 6
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Exhibit 13-3: Case Transfer Resend—Add

13.2.2 Case Transfer Resend-Add Function--Normal Operation

The series comprising Exhibit 13-4, Receipt Number Warning, through Exhibit 13-15, Case Resend Request—Invalid Transfer Status, depicts miscellaneous system messages seen for various status and error conditions while the user employs the Case Transfer Resend-





User Manual Release 6.16



ITDL No.: 164932 September 16, 2008



13.3 Delete Existing Requests



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CLAIMS 3, LAN

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15.0 ADJUDICATIONS

The Adjudicate Menu options allow users to adjudicate, view data, and enter I-89 card information for the following USCIS Benefits forms:

- I-485, Application to Adjust to Permanent Resident Status ٠
- I-765, Application for Employment Authorization ٠
- I-817, Application for Family Unity Benefits .
- I-914, Application for T Nonimmigrant Status .

(b)(2)

Exhibit 15-1: Adjudicate Menu

(b)(2)

15.1 Adjudicate a Case

To adjudicate a case:

Exhibit	15-2: Please enter a	a Receipt # to re	trieve Case Pror	uhr





Exhibit 15-7: I-914 Data Entry Screen



	Exhibit 15-9: Adjudicate a Case Actions Menu	
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L	A CACA POVIOW	
(b)(2)		
(b)(2)	Exhibit 15-10: Case Review Submenu	
(5)(2)		

15-6







Exhibit 15-14: Other Case Review Screen

15.1.1.4 Status Termination Actions





Exhibit 15-16: English and Civics Proficiency Update Screen

15.1.2 Approve the Case

(b)(2)

15.1.2.1 Approve I-485 Exhibit 15-18 displays the I-485 Approval screen.
Exhibit 15-18: I-485 Approval Screen

15.1.2.2 Approve I-765

Exhibit 15-19 displays the I-765 Approval screen.

Exhibit 15-19: I-765 Approval Screen

15.1.2.3 Approve I-817

Exhibit 15-20 displays the I-817 Approval screen.

Exhibit 15-20: I-817 Approval Screen

15.1.2.4 Approve I-914

Exhibit 15-21 displays the I-914 Approval screen.

Exhibit 15-21: I-914 Approval Screen

Exhibit 15-22: Deny a Case Menu		.3 Deny the Case	15.1.3
Exhibit 15-22: Deny a Case Menu			
Exhibit 15-22: Deny a Case Menu			
	15-22: Deny a Case Menu	E	

User Manual Release 6.16

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Exhibit 15-24: Deny a Case Menu, Cont'd 2

15.1.4 Case Movement

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Exhibit 15-25: Case Movement—Relocate Out Menu—Service Centers

15.1.4.2 Case Movement-Relocate In



(b)(2)

Exhibit 15-26: Case Movement—Relocate In Menu





Exhibit 15-29: Appellate Office Decisions Menu, Cont'd 2

Case Management				
Exhi	bit 15-30: Case I	Management Mo	enu	
 		energian en energian e energian esta esta esta esta esta esta esta esta		

15.2 Inquiry/Modify

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	Exhibit 15-33 Search Results	
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o)(6)		

15.3 Card Menu (I-89)

The I-89 screen (Exhibit 15-34, I-89 Screen) allows user to request cards for approved cases.

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(b)(2)

Exhibit 15-34: I-89 Screen

16.0 PREMIUM PROCESSING

This section discusses the Premium Processing Module developed in the CLAIMS 3 LAN Release 6.13. For information on Premium Processing for existing DOS-based forms I-129 and I-140, see the *User Manual CLAIMS 3 LAN DOS Release 6.13*.

Premium Processing guarantees that upon the receipt of a \$1000 service fee, whether paid by an applicant, petitioner or other representative, certain cases (DOS forms I-129, I-140, and I-539, and GUI form I-765) are processed within fifteen (15) calendar days.

	16.1	I-907 Data	Entry – De	esignating	Cases for	Premium P	rocessing
)(2)							

EXHIDIT 10-2:	Premium Processing Data Entry Screen – Blank I	907 Data Fields

Note: Premium Processing remittance functionality parallels that of regular CLAIMS 3 remittance processing.

Exhibit 16-4: Blank Remittance Information	i Screen
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CLAIMS 3, LAN

	CLAIMS 3, LAN	User Manual Release 6.16
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16.2 Premium Processing Clock



16.4 Manual Clock Operation

Release 6.16 allows supervisors to stop and start the Premium Processing clock manually when required.

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	Exhibit 16-13: Case With Premium Processing Clock Stopped
)	
16.5	Premium processing reports
10.5	



• CLAIMS 3 LAN Reports	的名称在今期间的建筑的 和新花带的合体研究;从于101×
Report Name	Description and the second of the second
Critical Agine Report Critical Error Report	Reports cases that have been pending for 8 days or more Reports all cases for which the Stop Clock Date is NULL ht
	in the second
	Carce

3. Double-click the desired form to execute the desired Premium Processing report. See Exhibit 16-16, Form Selection Window.



Exhibit 16-16: Form Selection Window



PRINTING 17.0

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Effective with CLAIMS 3 LAN Release 6.14, all printing functions were changed to be conducted in the GUI portion of the system.

User Manual Release 6.16

17.1.2 Printing Notices in Ranges

CLAIMS 3, LAN

Notices can be printed in either ZIP Code or date ranges.

17.2 Individual Notice Generation

The second printing function in CLAIMS 3 GUI is Individual Notice Generation. This function allows you to select and submit a notice or notices manually for distribution to appropriate

parties.

(b)(2)

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I-797 Print Server 17.3

The I-797 Print Server option allows you to print CLAIMS 3 notices, as well as select printer queue names and the contents of paper trays.





 Exhibit 17-14: Print Se	erver With Notices Printin	g
Exhibit 17-15: Print Se	erver with All Notices Pri	nted

User Manual

18.0 SECURITY ADMINISTRATION
CLAIMS 3, LAN

<u>CLAIMS 3, LAN</u>

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ATTACHMENT A-ACRONYMS

AAO	Administrative Appeals Office
ADIT	Alien Documentation Information Technology
ADP	Automatic Data Processing
A-File	Alien File
A-Number	Alien Number
BDO	Baltimore District Office
BRU	Biometrics Retriever Utility
C3I	Computer-Linked Application Information Management Systems 3 Interface
CBO	Community-Based Organization
CI	Central Index
CIDN	Contributor-Assigned Identification Number
CIS	Central Index System
CLAIMS	Computer-Linked Application Information Management System
COA	Class of Admission
COB	Country of Birth
CPU	Central Processing Unit
CSC	Computer Sciences Corporation
DFS	Designated Fingerprint Service
DOB	Date of Birth
DoJ	Department of Justice
DoS	Department of State
DOS	Disk Operating System
EAD	Employment Authorization Document
EAD	Employment Authorization Document
ELCN	Electronic Library Control Number
ELMS	Electronic Library Management System
EOIR	Executive Office of Immigration Review
FARES	Fee and Application Receipt and Entry System
FBI	Federal Bureau of Investigation
FTP	File Transfer Protocol
GUI	Graphical User Interface
ICF	Immigration Card Facility
ICF	Immigration Card Facility
ICPS	Integrated Card Production System
IMMACT90	Immigration Act of 1990
ITDL	Information Technology Document Library
IV	Immigrant Visa
LAN	Local Area Network
LIFE Act	Legalization and Family Equity Act
MSC	Missouri Service Center
NACS	Naturalization Casework System
NACS	Naturalization Casework System

NBC	National Benefits Center
NSC	Nebraska Service Center
O&M	Operation and Maintenance
OIT	Office of Information Technology
ORI	Originating Agency Identification
POE	Port of Entry
QA	Quality Assurance
RAFACS	Receipt and Alien-File Accountability and Control System
RFE	Request for Evidence
SAW	Special Agricultural Worker
SEP	Software Engineering Process
SSN	Social Security number
TIERS	Telephonic Inquiry Enhancement to RAFACS II
TSC	Texas Service Center
USCIS	US Citizenship and Immigration Services
USPS	U.S. Postal Service
VDD	Version Description Document
VSC	Vermont Service Center
WAN	Wide Area Network

ATTACHMENT B-GLOSSARY

A

Adjudication—The official judgment made by the examiner who is processing an application or petition. Standard adjudications include approval, denial, and transferring a case.

Alien File (A-File)—Paper file containing all the information about a person who has applied for benefits

Alien Registration Card—Identification card for aliens legally residing in the United States

Alien Number (A-Number)—Number assigned by USCIS facilities to aliens applying for benefits or status

Applicant—A person who is applying to the USCIS for benefits or status

Archive—Function that moves older cases from the active database to the archive database. Receipted cases are archived 180 days after the case is adjudicated and the notice or card is mailed to the applicant or local USCIS office. Rejected cases are deleted 180 days after their creation.

Associated Receipts—Receipts that are concurrent with one another

B

Bar Code Label—Label attached to an A-File that, when scanned by a wand, provides the particular case's Receipt Number

Bar Code Printer—Printer that prints bar code labels. CLAIMS LAN will verify a bar code printer connection before receipting new cases. A bar code printer is not necessary to receipt cases.

Beneficiary—The person who receives the benefits of the form being filed

Biographic Data—Information that identifies a person, such as address, height, weight, and gender

Biometric Data—Digital photographs, fingerprints, and signatures permanently stored in CLAIMS

Bounced Check Not Corrected—The Bounced Check Not Corrected function places a hold on a case being processed and the remittance check subsequently bounces. This function generates

a revocation notice informing the applicant the case can no longer be processed and will be terminated for lack of fee.

Btrieve—A Novell-compatible file management system that is sometimes used as a database management system. CLAIMS LAN uses Btrieve as a database management system.

Buttons—Buttons are rectangular gray boxes containing a command word, such as OK or Cancel. Buttons can initiate or carry out actions.

С

Case Status Inquiry—Function that allows users to identify the status, the receipt and A-File locations, and a case's history in CLAIMS

Central Index System (CIS)—The centralized ADP system containing information on aliens that is gathered by interacting with other USCIS systems

Choose—To choose in WindowsTM is to carry out an action, such as activate a menu item or a command button.

Class of Admission (COA)—An individual's current USCIS status. On some USCIS forms, the current status is also called the current class.

Click—To click an item means to mark it with the cursor. Marking can be via a highlight, a dotted rectangle, or both. Selecting does not start an action.

Computer-Linked Application Information Management System (CLAIMS)—ADP system that supports the receipt, adjudication, and notification processes of the Examinations program of the USCIS.

Concurrent—related. Cases that are concurrent are grouped together to allow users to schedule related cases for group interviews and any other appointments that they may need to attend.

Correct Bounced Check—A function that allows users to remove the bounced check hold on a case and enter new remittance data, including the bounced check fee

D

Dialogue Box—A dialog box is a special WindowsTM feature that supplies or requests information about the task being performed. Usually, information will have to be typed into a dialog box. Click on OK or Cancel to exit a dialog box.

Direct Mail Program—USCIS-created program that allows the public to mail applications and petitions directly to USCIS service centers.

Download—The transfer of data from a larger computer to a smaller one via a modem. The CLAIMS Mainframe downloads information to the CLAIMS LAN on a nightly basis.

E

EAD Card—Employment Authorization Document Card; allows immigrants to seek employment in the United States.

\mathbf{F}

FARE Number—The Receipt Number issued by the original mainframe fee tracking system, Fec and Application Receipt and Entry System (FARES)

Fee and Application Receipt and Entry System (FARES)—ADP system that provides fee receipt, accounting activities, and management support

Fee in Suspense—Fee that has been put on hold. Occurs when there is a question about the proper fee amount or if the fee should be waived. A case can be receipted using this option, but any further processing is placed on hold until the fee issue is resolved.

Field—One item of information in a record

File Server—A computer that provides file storage for workstations on the network. The workstations can use the disks on the file server as though the disks were attached to the workstation.

Force Schedule—Function that allows users to schedule an interview for any time regardless of what is available in the automatic scheduler

G

Gateway—A hardware and software combination that allows two different networks to be attached to each other

Graphical User Interface (GUI)--A user-friendly, Windows-based version of a software package

Groups-People whose applications are concurrent with each other

H

History File—File in CLAIMS that records all the actions that have been taken on a case and the name of the user who processed those actions.

Hotkey-A shortcut key or sequence of keys used to execute a command

I

I-89 Cover Sheet—Provides a synopsis of applicant information for various forms. This sheet accompanies requests for additional documentation (such as identification cards).

Icons—Icons are small pictures or symbols with names under them. Icons represent programs not currently open.

Image—An electronically stored photograph, fingerprint, or signature

J

Joint Photographic Experts Group (JPEG)—An image storage format that includes a compression ratio.

Jukebox—A hardware device containing multiple optical disk platters

L

Local Area Network (LAN)—A network system that provides a relatively small area with highspeed data transmission at low error rate. This network may include PCs, printers, minicomputers, and mainframes linked by a transmission medium, such as a coaxial cable or twisted-pair wiring. Examples of a LAN are Ethernet and token ring.

Μ

Menu Bar—Located directly below the title bar, the menu bar presents menu choices for each window.

Modify Address Information—Function that allows users to change addresses for applicants, petitioners, and attorneys in CLAIMS

Modify Case—Function that allows users to change data of previously rejected or receipted cases

Mouse—The mouse is a hand-held device connected to the central processing unit (CPU) that allows users to manipulate items on a screen. The bottom of the mouse contains a mouse traction ball that is rolled on a desk. As the mouse is moved, the mouse pointer on the screen responds. The mouse has two or three buttons. The buttons are **clicked** and released. The left button is the primary button used for CLAIMS LAN GUI applications. To hold the mouse correctly, wrap the thumb and fourth and fifth fingers around the body of the mouse. Leave the index finger loose over the left mouse button.

Mouse Pointer—The mouse pointer represents the movement of the mouse and takes on a different appearance depending on the operation being performed. It will change to an arrow, hour glass, I-beam, and other shapes.

0

Output Device—A hardware device for which the CPU can produce information such as a printer or screen

P

Petitioner—A person applying for benefits for another person. Petitioners are usually family members or attorneys of the beneficiary.

Primary Receipt Number—Receipt Number of a group leader

Print Queue—A list of cases ready to be printed

Print Server—A computer that provides printer controls for workstations on the network

Production Hold Queue—Those cases in the I-765 card production queue that have been placed on hold for supervisor review

Q

Query-Search or question

Queue—A series of jobs awaiting processing

R

Recapture Queue—Those cases in the I-765 card production queue that need to be recaptured

Receipt Alien File Accountability and Control System (RAFACS)—ADP system that tracks A-Files and receipt files in USCIS Files Control Offices; uses a wand and bar codes to track the files

Receipting—The procedure of processing an application or petition in CLAIMS

Receipt Number—A number generated by CLAIMS LAN and Mainframe that is assigned to a particular application or petition. The format for Receipt Numbers is XXXYYDDDNNNNN. XXX represents the three-letter code for the office that receipted the case. YY represents the fiscal year the case was processed. DDD represents the system operations day the application was receipted. The first N represents the kind of site that receipted the case (for example, LAN)

sites are represented by the number 5; Mainframe sites are represented by the number 4 or lower). NNNN represents the chronological system number assigned to that specific case.

Record Bounced Check—Function that allows users to record that an applicant's or petitioner's payment invalid

Rejected Cases—Receipts that are no longer able to be processed because some information on the receipt is incorrect or blank. Standard reasons for Rejected Cases include an incorrect fee, a missing signature on the remittance or application, or a blank required field.

Release Notes—Documentation about system changes since the last software release

Remittance—A sum of money sent in payment

Remove Fee Suspense—Function that allows users to remove a fee suspense hold on a case and enter new remittance data

Restoring a Case—Bringing an archived case back to the CLAIMS LAN active database

Review Release Notes—Function that allows users to view the release notes for the software version they are running

Routing—Determining where the case should go to next in Card Production

S

Scanner—A hardware device used to capture static images

Signature Card—The I-688 card that applicants sign and return to USCIS. That signature is then electronically captured and placed on the applicant's EAD card.

Soundex Search—A database search that looks for names that sound like the name in question. Soundex searches are useful in locating cases where the names are spelled incorrectly. In CLAIMS, Soundex searches can be performed only on names of individuals or firms.

Status Inquiry—Function that retrieves the history and I-765 care production status for the current case and, therefore, can only be executed when a case has been retrieved and is displayed on the screen

Supervisory Hold—Status assigned to denied cases. The supervisor's ID and password are needed to release a supervisory hold.

Т

Teslin—A tamper-proof plastic paper used in EAD and I-327 production

U

Upload—The transfer of data from a small computer to a larger one. CLAIMS LAN uploads information to the CLAIMS Mainframe on a nightly basis.

User ID—Code that identifies a user to the system

V

Variable Search—A database search that searches on specific user-provided information. Standard search variables include name, date of birth, and address.

Version Description Document (VDD)—Text that characterizes a particular software version. VDDs are usually rewritten with each software update.

Voided Receipts—Receipts that are entered incorrectly must be voided. Receipts can only be voided on the day they were created and only by the user who created them.

W

Wand—Device used to read bar code labels. The wand tip must be scanned over the label to read the information.

Wide Area Network (WAN)—Includes nodes distributed over a larger geographic area than a LAN can serve; typically refers to networks that include telecommunications trunks from common carriers, satellite links, or other long-distance communications links.

Х

Xtrieve—The program that enables the user to maintain and inquire about the database tables.

ATTACHMENT C—ACTION CODE TABLE

Action code	Definition
AA	RECEIVED
ΔΑ0	ATTORNEY ATTACHED
AAB	RECEIVED - FINGERPRINT FEE
ABA	RECEIVED, FEE WAIVED
ABB	RECEIVED - FEE COLLECTED ELSEWHERE
ACA	RECEIVED, FEE IN SUSPENSE
ACB	FEE SUSPENSE ACTION - DETERMINED THAT FEE REQUIRED
ACC	FEE SUSPENSE REMOVED - REJECTED SINCE FEE NOT PAID
ADA	FEE SUSPENSE REMOVED - FEE ACCEPTED
ADB	FEE SUSPENSE REMOVED - FEE WAIVED
ADC	FEE SUSPENSE REMOVED - NO FEE REQUIRED
AE	CASE RESUBMITTED
AF	REJECTED
AFAA	REJECTED/CHECK/MO NOT SIGNED
AFAB	REJECTED/APPLICATION/PETITION NOT SIGNED
AFAC	REJECTED/INCORRECT OR NO FEE
AFAD	REJECTED/NOT CURRENT VERSION OF FORM
AFAE	REJECTED/CASE IMPROPERLY APPEALED
AFAI	REJECT/FORM NOT SIGNED/INCORRECT FEE
AFBA	REJECTED/CHECK/MO & APPLICATION/PETITION NOT SIGNED
AFBB	REJECTED/CHECK/MO NOT SIGNED AND INCORRECT OR NO FEE
AFBC	REJECTED/CHECK/MO NOT SIGNED & NOT CURRENT VERSION OF FORM
AFBD	REJECTED/CHECK/MO NOT SIGNED & CASE IMPROPERLY APPEALED
AFBE	REJECTED/APPLICATION/PETITION NOT SIGNED AND INCORRECT OR NO FEE
AFBF	REJECTED/APP/PET NOT SIGNED & NOT CURRENT VERSION OF FORM
AFBG	REJECTED/APPLICATION/PETITION NOT SIGNED & CASE IMPROPERLY APPEALED
AFBH	REJECTED/INCORRECT OR NO FEE & NOT CURRENT VERSION OF FORM
AFBI	REJECTED/INCORRECT OR NO FEE & CASE IMPROPERLY APPEALED
AFBJ	REJECTED/NOT CURRENT VERSION OF FORM & CASE IMPROPERLY APPEALED
AFCA	REJECTED/CHECK/MO & APP/PET NOT SIGNED AND INCORRECT OR NO FEE
AFCB	REJECTED/CHECK/MO & APP/PET NOT SIGNED & NOT CURRENT FORM
AFCC	REJECTED/CHECK/MO & APP/PET NOT SIGNED & CASE IMPROPERLY APPEALED
AFCD	REJECTED/CHECK/MO NOT SIGNED, INCORRECT FEE, NOT CURRENT FORM
AFCE	REJECTED/CHECK/MO NOT SIGNED, INCORRECT FEE, IMPROPER APPEAL
AFCF	REJECTED/CHECK/MO NOT SIGNED, NOT CURRENT FORM, IMPROPER APPEAL
AFCG	REJECTED/APP/PET NOT SIGNED, INCORRECT FEE, NOT CURRENT FORM
AFCH	REJECTED/APP/PET NOT SIGNED, INCORRECT FEE, IMPROPER APPEAL
AFCI	REJECTED/APP/PET NOT SIGNED, NOT CURRENT FORM, IMPROPER APPEAL
AFCJ	REJECTED/INCORRECT FEE, NOT CURRENT FORM, IMPROPER APPEAL
AFDA	REJECTED/CHECK/MO & APP/PET NOT SIGNED, INCORR FEE, NOT CURR FORM
AFDB	REJECTED/CHECK/MO & APP/PET NOT SIGNED, INCORR FEE, IMPROP APPEAL
AFDC	REJECTED/CHECK/MO & APP/PET NOT SIGNED, NOT CURR FORM, IMPROP APP

Action code	Definition
AFDD	REJECTED/CHECK/MO NOT SIGNED, NO FEE, NOT CURR FORM, IMPROP APP
AFDE	REJECTED/APP/PET NOT SIGNED, NO FEE, NOT CURR FORM, IMPROP APPEAL
AFEA	REJECTED/NOTHING SIGNED, INCORRECT FEE, NOT CURR FORM, IMPROP APP
AFFA	REJECTED/FILED TOO EARLY
AFZZ	REJECTED/OTHER
AGA	REOPENED OR RECONSIDERED ON SERVICE MOTION WITHOUT APPEAL
AGB	REOPENED/RECONSIDERED ON INS MOTION BASED ON APPEAL
AH	REOPENED BY COURT REMAND
AI	TERMINATED CASE REOPENED
AJA	CHECK BOUNCED, CASE NOT YET COMPLETED
AJB	CHECK BOUNCED, CASE ALREADY APPROVED
AJC	CHECK BOUNCED, CASE ALREADY DENIED, REVOKED, OR ABANDONED
AKA	BOUNCED CHECK CORRECTED ON CASE NOT YET COMPLETED
AKB	BOUNCED CHECK CORRECTED ON CASE ALREADY APPROVED
AKC	BOUNCED CHECK CORRECTED ON CASE ALREADY DENIED
ALA	BOUNCED CHECK NOT CORRECTED. REJECTED
ALB	BOUNCED CHECK NOT CORRECTED, REVOKED
ALC	BOUNCED CHECK NOT CORRECTED ON PREVIOUS DENIAL
ALD	BOUNCED CHECK CORRECTION DEFICIENT
AMA	CREDIT CARD VERIFICATION SUSPENSE
AMB	CREDIT CARD PAYMENT APPROVED
AMC	CREDIT CARD PAYMENT REJECTED
AMD	CREDIT CARD VERIFICATION UNSUCCESSFUL
ANA	FEE REFUNDED
ANB	FEE REFUND SENT
AOA	FPF DEFICIENCY - INCORRECT AMOUNT
AOB	FPF DEFICIENCY - REMITTANCE NOT SIGNED
AOC	FPF DEFICIENCY - REMITTANCE NOT SIGNED AND INCORRECT AMOUNT
BA	RELOCATED FOR PROCESSING
BAA	REMOTED FOR PROCESSING
BB	RELOCATED TO NEW JURISDICTION
BC	RELOCATED FROM SC TO LOCAL OFFICE FOR STANDARD INTERVIEW
BD	RELOCATED FROM SC FOR FIELD REVIEW OR INVESTIGATION
BE	APPEAL/MOTION/CERTIFICATION SENT TO AAO
BF	APPEAL/MOTION/CERTIFICATION SENT TO EOIR
BG	RELOCATED TO ORIGINATING OFFICE BY AAO
BH	RELOCATED TO ORIGINATING OFFICE BY EOIR
BI	RELOCATED TO ORIGINATION OFFICE BY DOS FOR REVIEW
BJ	RELOCATE TO ASYLUM OFFICE
BK	RELOCATED TO MFAS
BK0	MOTION TO APPELLATE BODY
CA	RELOCATED RECEIVED FROM OTHER INS CENTER OR OFFICE
СВ	RELOCATED RECEIVED FROM AAO
CC	RELOCATED RECEIVED FROM EOIR
CD	CASE RELOCATED RECEIVED FROM STATE DEPARTMENT FOR REVIEW
DA	APPROVED/NOTICE ORDERED

Action code	Definition
DAEA	SPLIT DECISION/NOTICE ORDERED
DB	APPROVED & CERTIFIED/NOTICE ORDERED
DC	APPROVED IN PART/NOTICE ORDERED
DD	APPROVED IN PART & CERTIFIED/NOTICE ORDERED
DE	CASE ORDERED APPROVED BY AAO/NOTICE ORDERED
DF	CASE ORDERED APPROVED BY EOIR/NOTICE ORDERED
DG	CASE ORDERED APPROVED BY COURT/NOTICE ORDERED
DH	APPROVED ON SERVICE MOTION/NOTICE ORDERED
DI	APPROVAL REAFFIRMED AFTER DOS RETURN/NOTICE ORDERED
DJ	VISA ISSUED BY DOS
EA	DENIAL NOTICE ORDERED
EA0	LOCAL OFFICE FINAL DECISION
EAA	DENY FOR SOME - ORDER NOTICE
EB	DENIAL & CERTIFICATION NOTICE ORDERED
EBA	DENY FOR SOME AND CERTIFY - ORDER NOTICE
EC	DENIAL NOTICE WITH FINDING OF FRAUD ORDERED
ED	DENIAL & CERTIFICATION NOTICE WITH FINDING OF FRAUD ORDERED
EE	CASE ORDERED DENIED BY AAO
EF	CASE ORDERED DENIED BY EOIR
EGA	REVOCATION NOTICE ORDERED
EGB	REVOCATION NOTICE WITH FINDING OF FRAUD ORDERED
EGC	REVOCATION & CERTIFICATION NOTICE ORDERED
EGD	REVOCATION & CERTIFICATION NOTICE W/FINDING OF FRAUD ORDERED
EH0	RESCISSION
EHA	RESCISSION NOTICE ORDERED
EHA0	RESCISSION FILED
EHB	RESCISSION NOTICE WITH FINDING OF FRAUD ORDERED
EHC	RESCISSION & CERTIFICATION NOTICE ORDERED
EHD	RESCISSION & CERTIFICATION W/FINDING OF FRAUD ORDERED
EI	DENIAL OF MOTION NOTICE ORDERED
EJ	MOTION GRANTED - DENIAL OF RENEWED CASE NOTICE ORDERED
EK	WITHDRAWAL ACKNOWLEDGMENT NOTICE ORDERED
EL	ABANDONMENT DENIAL NOTICE ORDERED
EM	AUTOMATIC TERMINATION PER OI 103.2(0) NOTICE ORDERED
EN	CASE TERMINATED; STATUS ACQUIRED THROUGH OTHER MEANS
EO	VISA DENIED BY DOS
EP	PETITION TERMINATED BY DOS
EQ	PETITION REVOKED BY DOS
ER	SERVICE DENIAL UPHELD BY COURT
ERA0	COURT APPEAL FILED
ERBO	SVC DIRECTED LET PREVIOUS APPVL STAND
ESO	DENY OTHER
EW0	AUTOMATICALLY REVOKE
EX0	APPEAL WITHDRAWN - ADMINISTRATIVE
EY2	PHASE I DECISION CHANGED TO 'T'
FA	CASE RETURN FOR ADDITIONAL EVIDENCE NOTICE ORDERED

Action code	Definition
FAA	LITIGATION CASE LOADED
FAB	CIS ADD CONFIRMED
FB0	REQUEST EVIDENCE
FBA	INITIAL EVIDENCE REQUEST NOTICE ORDERED
FBB	ADDITIONAL EVIDENCE REQUEST NOTICE ORDERED
FBC	INITIAL AND ADDITIONAL EVIDENCE REQUESTED NOTICE ORDERED
FC	INTENT TO REVOKE NOTICE ORDERED
FCA0	INTENT TO REVOKE - FRAUD
FCB0	INTENT TO REVOKE - OTHER
FD	INTENT TO RESCIND NOTICE ORDERED
FE	INTENT TO DENY NOTICE ORDERED
FF0	TO FRAUD UNIT FOR ANALYSIS
FFA	OVERSEAS INVESTIGATION REQUESTED
FFB	DOMESTIC INVESTIGATION REQUESTED
FG	NON-INS ADVISORY OPINION REQUESTED
FG0	FORWARDED FOR SERVICE BRIEF
FH	PLACE IN INTERVIEW QUE
FHA	SCHEDULE CASE FOR ASYLUM INTERVIEW
FI	FORCE SCHEDULE INTERVIEW
FJ	INTERVIEW SCHEDULED/NOTICE ORDERED
FKA	DESCHEDULE
FKB	CANCEL INTERVIEW BASED ON REQUEST
FL	FAILED TO APPEAR FOR INTERVIEW OR ADIT PROCESSING
FM	RESCHEDULE INTERVIEW
FN	FINGERPRINT/AGENCY CHECKS ORDERED
FNA	FINGERPRINT APPOINTMENT NOTICE ORDERED
FNB	FINGERPRINTS TAKEN
FNC	FD-258 SENT TO FBI
FND	FD-258 REJECTED BY FBI-IMMEDIATE REJECT
FNE	FD-258 REJECTED BY FBI-UNCLASSIFIABLE
FNF	FD-258 RESENT TO FBI
FNG	FINGERPRINT PROCESSING COMPLETE-IDENT
FNH	FINGERPRINT PROCESSING COMPLETE-NON-IDENT
FO0	REQUEST FILE
FOA	FILE TRANSFER REQUEST ORDERED - PROCESSING NOT SUSPENDED
FOR	FILE TRANSFER REQUEST ORDERED - PROCESSING SUSPENDED
FP	ADIT PROCESSING REQUESTED AFTER APPROVAL
IFQ	REQUEST ADIT RE-PROCESSING/NOTICE ORDERED
FR	SUSPENSE LIFTED
IFS	PROCESSING HOLD PLACED
FSA0	REQUEST DATABASE CHECKS
<u>F1</u>	PROCESSING HOLD LIFTED
F10	OFFICER PROCESSING BEGUN
FTA0	DATABASE CHECKS RECEIVED
FU	ELIGIBLE TO FILE SUPPLEMENTAL WAIVER OR APP.; NOTICE ORDERED
FV	CONTINUED FOR CIVICS AND/OR ENGLISH RETEST; CASE ON HOLD

C-4

Action code	Definition
IFAE	ABANDONMENT DENIAL NOTICE SENT, SUBJ. ABROAD NOT SUBMITTED FP
IFAF	ABANDONMENT DENIAL NOTICE SENT, SUBJ. NOT SUPPL. DEFICIENCY DATA
IFB	CERTIFICATION DENIAL NOTICE SENT
IG	DUPLICATE NOTICE SENT
IH	AMENDED NOTICE SENT
II	NOTICE OF INTENT TO DENY SENT
IJ	INDEPENDENT CABLE SENT OR POE TELEPHONED
IK	REQUEST FOR ADDITIONAL EVIDENCE SENT
IKP	STOP PREMIUM PROC. CLOCK - REQUEST FOR EVIDENCE SENT
IL	RETURN NOTICE + CASE SENT
IM	INTERVIEW NOTICE SENT
IMAF	FINGERPRINT APPOINTMENT NOTICE SENT
IN	ADIT NOTICE SENT
IO	REOPENING NOTICE SENT
IP	TRANSFER NOTICE SENT
IQ	AFFIRMATION NOTICE
IR	REVOCATION NOTICE SENT
IS	RESCISSION NOTICE SENT
IT	WITHDRAWAL ACKNOWLEDGMENT NOTICE SENT
IU	NOTICE OF INTENT TO RESCIND SENT
IV	NOTICE OF INTENT TO REVOKE SENT
IWA	CHECK DEFICIENCY NOTICE 1 SENT
IWB	CHECK DEFICIENCY NOTICE 2 SENT
IWC	CHECK DEFICIENCY NOTICE 3 SENT
IWD	CHECK DEFICIENCY REJECTION NOTICE SENT
IWE	CHECK DEFICIENCY REVOCATION NOTICE SENT
IWF	CHECK DEFICIENCY ON DENIAL NOTICE SENT
IWG	BOUNCED CHECK CORRECTION NOT ACCEPTED NOTICE SENT
IXAA	INTERVIEW CANCELLATION BY INS - NOTICE SENT
IXAB	INTERVIEW CANCELLATION PER REQUEST - NOTICE SENT
IXB	CONTINUATION NOTICE SENT
IYA	INTENT TO TERMINATE STATUS NOTICE SENT
IYB	STATUS TERMINATION NOTICE SENT
IYC	STATUS TERMINATION CERTIFICATION NOTICE SENT
IZ	LITIGATION NOTICE SENT
IZB	LITIGATION TERMINATE MAILER SENT
JA	ELIGIBILITY NOTICE SENT
JB	FEE REFUND INVITATION SENT
JZ	NOTICE GENERATED
JZA	I-90 ATTORNEY NOTICE SENT
KA	SUPERVISORY HOLD PLACED
KAA	SUPERVISORY HOLD/NO INSPECTOR STAMP
KAB	SUPERVISORY HOLD/NO INSPECTOR SIGNATURE
KAC	SUPERVISORY HOLD/NO APPLICANT SIGNATURE
KAD	SUPERVISORY HOLD/I89 NOT ATTACHED
KAE	SUPERVISORY HOLD/MISSING BIOMETRIC DATA

Action code	Definition
KAF	SUPERVISORY HOLD/MISSING BIOGRAPHIC DATA
KAG	SUPERVISORY HOLD/NO ADJUDICATOR STAMP
KB0	HOLD OTHERWISE REMOVED
KBA	SUPERVISORY HOLD CLEARED - ACTION CONFIRMED
KBB	SUPERVISORY HOLD CLEARED - ACTION CANCELLED
KC	QUALITY REVIEW HOLD PLACED
KDA	QUALITY REVIEW HOLD CLEARED - ACTION CONFIRMED
KDB	QUALITY REVIEW HOLD CLEARED - ACTION CANCELLED
KE	DATA CHANGED IN RECORD
KEA	ADDRESS CHANGE
KF	CASE PROFILE HOLD PLACED
KF0	EXECUTE PROFILE
KG	CASE PROFILE HOLD CLEARED
КН	PENDING LITIGATION HOLD PLACED
KI	LITIGATION HOLD CLEARED
KJ	OPTICAL RECORD CREATED
KK	PREVIOUS ACTION CANCELLED
KL	PREVIOUS ACTION CANCELLED - FEE TO BE RETURNED
KM	PAPER RECORD DESTROYED
KN	PAPER RECORD ARCHIVED
KO	PETITION SHIPPED TO DOS AFTER APPROVAL OR REAFFIRMATION
KP	PETITION SHIPPED BY DOS TO CONSULATE
KQ	PREVIOUS ACTION VOIDED
KKU	
KSB	CLASS SBI - PROCESSING COMPLETE
	CARD REQUEST SENT TO ICPS PRINT SERVER
	CARD ORDER CORRECTED OR VERIFIED AND RESENT TO ICF
	CARD ORDER RECEIVED AT ICF
	CARD ORDER RETURNED TO ORDERING OFFICE FOR VERIFICATION/CORRECT.
	CARD DESTROVED: DID NOT MEET SPECIFICATIONS
	CARD MAILED TO APPLICANT
LEA	
LEC	CARD PERSONALLY GIVEN TO APPLICANT
LFA	CARD RETURNED AS UNDELIVERABLE
LFB	CARD DESTROYED SINCE UNDELIVERABLE
	FINGERPRINT NOT READABLE
LLBB	I-89 RECEIVED NO COMPANION ELECTRONIC RECORD
LLBC	ELECTRONIC RECORD RECEIVED, NO COMPANION I-89
LLBD	VISA OR ADJ. RECORD RECEIVED, NO COMPANION 1-89
LLBE	ICF DOES NOT PROCESS SB1 VISAS
LLGA	APPLICANT SIGNATURE DOES NOT MEET SPECIFICATIONS
LLGB	NO APPLICANT SIGNATURE ON I-89 AND NOT SHOWN AS WAIVED
LLH	PHOTOGRAPHS DO NOT MEET SPECIFICATIONS
LLIA	FINGERPRINT NOT READABLE
LLIB	FINGERPRINT MISSING AND NOT UNDER AGE OR WAIVED

C-7

Action code	Definition
LLJA	I-89 DAMAGED AND CANNOT BE USED
LLJB	PHOTOGRAPHS DAMAGED AND CANNOT BE USED
LLKA	CARD ORDER DATA INCONSISTENT WITH OTHER RECORDS
LLKB	OTHER RECORDS INDICATE APPLICANT HAS NATURALIZED
LLKC	A# PREVIOUSLY USED ON CARD ISSUED TO SOMEONE ELSE
LLKD	DISCREPANCY IN A# ON MATERIAL SUBMITTED
LLKE	DOB AND ADJ/ADMISSION DATE INCOMPATIBLE
LLKF	WRONG SIDE OF I-89 COMPLETED FOR THIS TRANSACTION
LLKG	NECESSARY DATA FOR THIS TYPE CARD ORDER MISSING OR ILLEGIBLE
LLKH	SUBJECT'S CONDITIONAL PERIOD HAS EXPIRED
LLKI	REMOVAL OF CONDITIONAL STATUS APPEARS PREMATURE
LLKJ	ADMISSION CODE AND DATE OF ADMISSION INCOMPATIBLE
LLKK	DATA AND PHOTO CLEARLY INCOMPATIBLE
LLLA	VERIFYING SIGNATURE AND DATA MISSING, INCOMPLETE OR ILLEGIBLE
ILLB	ADMISSION DATA OR ADMISSION STAMP ILLEGIBLE ON VISA
LLLC	WRONG ISSUE OF CARD RETURNED WITH CARD ORDER
LLM	CARD ORDER APPEARS TO BE DUPLICATE
LM	DUPLICATE CARD ORDER
LN	FINGERPRINT DETERMINED TO BE BEST AVAILABLE
LO	CARD NOT PRODUCED SINCE CONDITIONAL STATUS EXPIRES WITHIN 60 DAYS
LPA	CARD ORDER WITHDRAWN
LSP	STOP CARD PRODUCTION
MOI	NO PHOTO AVAILABLE
MOIF	FINGERPRINT NOT WAIVED
MUIS	
MO2S	
M025	PHOTO MISMATCH
M03S	SIGNATURE MISMATCH
M035	DATA MISMATCH
M05	BAD SCAN
M06	BAD CARD PRINT
M07	BAD DIECUT
M08	BAD LAMINATION
M09	BAD STOCK
M10	BOOK NUMBER MISMATCH
M11	MRZ NOT READABLE
M201	SCAN SUCCESSFUL
M202	SENT TO PRINTER
M203	UNDER SUPERVISOR REVIEW
M207	GOOD CARD QUALITY
MA	CARD COMPLETED WITHOUT ERRORS
MA0	EAD SIGNATURE CARD PRINTED
MA80	CARD REQUEST SENT TO ICPS
MA90	BAD/MISSING DATA IN CARD REQUEST(E.G., ADDRESS MISSING)
MA91	BAD/MISSING DATA FILE DURING CARD PRODUCTION

C-8

Action code	Definition
MA92	BAD/MISSING DATA IN STREAM
MA93	DUPLICATE APPLICATION ID IN SAME PRODREQ.DAT
MA94	DUPLICATE APPLICATION ID RECEIVED WHILE CARD IN PRODUCTION
MA95	UNKNOWN RETURN ADDRESS
MA96	OCR-B FIELD MISSING(BLANK)
MA97	MISSING CARD MEDIA OR CARD FORMAT IN PRODREQ.DAT
MA98	RESERVED FOR FUTURE ICPS USE
MA99	RESERVED FOR FUTURE ICPS USE
MBA	REENTRY PERMIT PRODUCED
MBB	REFUGEE TRAVEL DOCUMENT PRODUCED
MBC	ADVANCE PAROLE DOCUMENT PRODUCED
MCA	NATURALIZATION CERTIFICATE PRODUCED
MCB	CITIZENSHIP CERTIFICATE PRODUCED
MCC	REPATRIATION CERTIFICATE PRODUCED
MCD	DECLARATION OF INTENT PRODUCED
MCE	SPECIAL CERTIFICATE OF NATURALIZATION PRODUCED
MDB	DOCUMENT DESTROYED, DID NOT MEET SPECIFICATIONS
MEA	DOCUMENT MAILED TO APPLICANT
MEBA	DOCUMENT MAILED TO DOMESTIC OFFICE FOR DISTRIBUTION
MEBB	DOCUMENT MAILED TO OVERSEAS OFFICE OR DOS FOR DISTRIBUTION
MEC	DOCUMENT PERSONALLY GIVEN TO APPLICANT
MFA	DOCUMENT RETURNED AS UNDELIVERABLE
MFB	DOCUMENT DESTROYED SINCE UNDELIVERABLE
MFC	DOCUMENT FILED SINCE UNDELIVERABLE
MI	INTERIM 13(d) EAD CARD PRODUCED OFF-SYSTEM
MO	EAD NOT PRODUCED SINCE ADJUSTMENT GRANTED
NA	OSC ORDERED
NB	OSC PRODUCED
NC	OSC SERVED
ND	OSC RETURNED AS UNDELIVERABLE
NE	OSC CANCELLED
NF	BOND POSTED
NG	BOND CANCELLED
NHA	ENGLISH PROFICIENCY DEMONSTRATED FOR NATZ, PURPOSES
NHB	CIVICS PROFICIENCY DEMONSTRATED FOR NATZ, PURPOSES
NHC	ENGLISH AND CIVICS PROFICIENCY BOTH DEMONSTRATED FOR NATZ, PURP.
	INTENTION TO TERMINATE STATUS NOTICE ORDERED
NJA	STATUS TERMINATION NOTICE ORDERED
	ALTOMATIC INVITATION TO ELLE FOR NEVT CTUD OF CTACUD DENEET NO
	ADDEAL SUSTAINED
OR	
	EXTENSION FOR RRIEF GRANTED
	DECISION A FEIRMED ON APPEAL /OFD/T
	DECISION AFTINNED ON AFTEAL/CENT.
IODD0	DECISION REVERSED ON APPEAL/CERT.

Action code	Definition
OE	EXTENSION FOR BRIEF DENIED
OF	APPEAL TERMINATED
OG	APPEAL WITHDRAWN
OH	CERTIFIED DECISION AFFIRMED
OHA	CERTIFIED APPROVAL AFFIRMED
OHB	CERTIFIED DENIAL AFFIRMED
OI	CERTIFIED DECISION REVERSED
OIA	CERTIFIED APPROVAL REVERSED/CASE DENIED
OIB	CERTIFIED DENIAL REVERSED/CASE APPROVED
WK	APPEAL FILED
WL	I-698 APPEAL FILED

ATTACHMENT D-NONROUTINE PROCEDURES

D.1 Error/Recovery From System Failure

In the event of a system crash (CPU failure), power loss at the terminal, or excessive response time, contact the system administrator for information and instruction on how to proceed. In the event of a network or application error, record all error message information displayed by the application/network and a brief description of the scenario. Follow the suggested instruction included in the error message. If this action is not successful, contact the system administrator. Always report all incidents, including those that appear to be resolved, to the system administrator.

D.2 Corrective Action for Restart

Contact the local system administrator for instructions regarding corrective action procedures.

ATTACHMENT E—SAMPLE OUTPUTS

All system output samples have been included in the body of the user manual. Screens are recreated in the logical sequence with a user's progression through the system. Sample reports and system outputs are included in their respective manual sections. Refer to these sections for additional information.

ATTACHMENT F—FBI COUNTRY CODES

Code	Country
AA	Albania
AB	Alberta (Canada Province.)
AC	Africa
AD	Andorra
AE	Anguilla
AF	Afghanistan
AG	Aguascalientes (Mexican State)
АН	Ashmore/Cartier Islands
AI	Antigua and Barbuda
AJ	Aruba
AM	American Samoa
AN	Algeria
AO	Angola
AP	Armenia
AQ	Azores Islands
AS	Australia
AT	Argentina
AU	Austria
AV	Azerbaijan
AW	St Kitts/Nevis/Anguilla
BA	Baja Calif Norte (Mexican State)
BB	Barbados
BC	British Columbia (Canada. Province)
BD	Bahamas, The
BE	Bahrain
BF	Bassas Da India
BG	Belgium
BH	Belize
BI	Burundi
BJ	Baja California Sur
BK	Baker Island
BL	Bangladesh
BM	Bermuda
BN	Bhutan
BO	British Indian Ocean Territory
BP	Bosnia (OR) Herzegovina
BQ	Bouvet Island
BR	Burma
BS	British Solomon Islands

ITDL No.: 164932 September 16, 2008

Code	Country
BT	Botswana
BU	Bulgaria
BV	Bolivia
BW	Balcaric Islands
BX	Brunei
BY	Byelarus
BZ	Brazil
СВ	Colombia
CC	Cuba
CD	Canada
CE	Campeche (Mexican State)
CF	Chad
CG	Caroline Islands
СН	Chihuahua
Cl	Chiapas
CJ	Cambodia (Kampuchea)
СК	Czechoslovakia
CL	Colima (Mexican State)
СМ	Cameroon
CN	China
СР	Cayman Islands
CQ	Chile
CR	Costa Ríca
CS	Cyprus
CU	Coahuila (Mexican State)
CV	Cape Verde
CW	Cntrl Afrean Rep
CX	Congo (Congo Republic or Zaire)
<u> </u>	Sri Lanka (Ceylon)
CZ	Canal Zone (United States)
DD	Cocos (Keeling) Islands
DF	Distrito Federal (Mexico, D.F.)
DG	Comoros, Fed Islamic Rep
DH	Benin (formerly Dahomey)
	Cook Islands
<u>D.I</u>	Coral Sea Islands
	Denmark
	Dominica
	Djibouti
	Durango (Mexican State)
	Dominican Rep
<u> </u>	Equatorial Guinea
EL	El Salvador

Code	Country	
EM	East Germany	
EN	England	
EO	Ethiopia	
ER	Europa Island	
ES	Estonia	
EU	Ecuador	
EY	Egypt	
EZ	Czech Republic	
FA	Falkland Islands	
FD	Finland	
FG	French Guiana	
	Fiji Islands	
FN	France	
FO	Faroe Islands	
FP	French Polynesia	
FR	Fr Southern/Antarctic Land	
FS	Fed States of Micronesia	
GB	Gabon	
GC	Greece	
GD	Georgia/Gruzinskaya	
GE	Germany (Also see EM and WG)	
GF	Guernsey	
GG	Ghana	
GI	Guinea	
GJ	Grenada	
GK	Gambia	
GL	Gilbert and Ellice Islands	
GM	Guam	
GN	Greenland	
GO	Glorioso Islands	
GP	Guadeloupe	
GR	Guerrero (Mexican State)	
GT	Guatemala	
GU	Guanajuato (Mexican State)	
GY	Guyana (Includes French Guiana)	
HC	Hercegovena	
HD	Honduras	
HK	Hong Kong	
HL	Hidalgo (Mexican State)	
HN	Vanuata, Rep/New Hebrides	
HR	Christmas Island	
HS	Saint Helena	
HT	Haiti	
Code	Country Country	
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HU	Hungary	
IB	Man, Isle of	
IC	Iceland	
IE	Ireland	
II	India	
IM	Madeira Islands	
ΙΟ	Indonesia	
IQ	Iraq	
IR	Iran	
IS	Israel	
IT	Italy	
IU	Niue	
IY	Ivory Coast	
JA	Japan	
JE	Jersey	
JI	Johnston Atoll	
JL	Jalisco (Mexican State)	
JM	Jamaica	
JO	Jordan	
JU	Juan de Nova Island	
KB	Kiribati	
КС	Croatia	
KE	Kenya	
KH	Manahiki Island	
KI	Kingman Reef	
KN	Korea (North)	
КО	Korea (South)	
KR	Korea (North or South)	
KT	Kazakhstan	
KU	Kuwait	
KW	Kiowa	
KZ	Kyrgyzstan	
LB	Liberia	
LD	Moldova	
LE	Lesotho	
LF	Slovakia	
LH	Lithuania (Republic of the USSR)	
<u>LI</u>	Liechtenstein	
LN	Lebanon	
LO	Slovenia	
LS	Laos	
LT	Latvia (Rep of the USSR)	
LU	Saint Lucia	

F-4

Code	Country
LX	Luxembourg
LY	Libya
MB	Manitoba (Canadian Province)
MC	Michoacan (Mexican State)
MF	Malawi
MG	Mongolia
MH	Marshall Islands
MJ	Monaco
MK	Mariana Islands (U.S. Trust Territory)
ML	Mali
MM	Mexico
MP	Malagasy Rep (Madagascar)
MQ	Morocco
MR	Morelos (Mexican State)
MU	Mauritania
MV	Maldives
MW	Midway Islands
MX	Mexico
MY	Malta
MZ	Malaysia
NA	Nayarit (Mexican State)
NE	Netherlands (Holland)
NF	Newfoundland (Includes Labrador; Canadian Province)
NG	Nigeria
NI	Northern Ircland
NK	New Brunswick (Canadian Province)
NL	Nuevo Lcon (Mexican State)
NN	Niger
NO	Papua New Guinea
NP	Nepal
NR	Nauru
NS	Nova Scotia (Canadian Province)
NT	Northwest Territories (Canadian Admin. Division)
NU	Nicaragua
NW	Norway
NX	Netherland Antilles/Bonaire
NZ	New Zealand
OA	Oaxaca (Mexican State)
OC	Macao (Macau)
OF	Norfolk Island
OI	Okinawa
OM	Oman
ON	Ontario (Canadian Province)
OF OI OM ON	Norfolk Island Okinawa Oman Ontario (Canadian Province)

Code	Country	
PB	Puebla (Mexican State)	
PC	Pitcairn Island	
PD	Republic of Palau	
PE	Prince Edward Island (Canadian Province)	
PG	Guinea-Bissau	
PI	Philippines	
РК	Pakistan	
PM	Panama	
PO	Poland	
PQ	Quebec (Canadian Province)	
<u> PR</u>	Puerto Rico	
PS	Saint Pierre/Miquelon	
<u>PT</u>	Portugal	
PU	Peru	
PV PV	Paraguay	
QA	Qatar	
QR	Quintana Roo (Mexican State)	
QU	Queretaro (Mexican State)	
RA	Russia	
RB	Republic of Congo, Brazzaville	
RC	People's Republic of China	
RE	Reunion	
RF	Russian Federation	
RGRG	Gibraltar	
RH	Zimbabwe-Rhodesia	
RR	Montserrat	
RS	Western Sahara	
<u>RU</u>	Rumania	
RV	Socialist Republic of Vietnam	
RW	Rwanda	
<u> </u>	Republic of Yemen	
SA	Sierra Leone	
SB OF	Saudi Arabia	
	South Africa	
	Schegal	
	San Marino	
	Sinaloa (Mexican State)	
<u></u>	South-west Africa (Namibia)	
	Sikkim	
<u>SL</u>	San Luis Potosi (Mexican State)	
<u>SM</u>	Somalia	
SN	Saskatchewan (Canadian Province)	

Action code	Definition
FWA	TERMINATE ACTION TO REVOKE
FWB	TERMINATE ACTION TO RESCIND
FX0	EXTENSION FOR BRIEF GRANTED
FXA	TERMINATE PLACEMENT IN INTERVIEW QUE
FXX0	EXTENSION FOR BRIEF DENIED
FY0	TREAT AS MOTION
FYD	LEGALIZATION PHASE 1 L.O. RECOMMENDATION OF DENIAL
FYG	LEGALIZATION PHASE 1 L.O. RECOMMENDATION OF GRANT
HA	RESPONSE TO REQUEST NOTICE TO APPLICATION/PETITION RECEIVED
HA0	WAIVER REQUEST
HAP	RESET PREMIUM PROC. CLOCK - EVIDENCE RECEIVED
HB	NOTICE RETURNED AS UNDELIVERABLE
HC	INVESTIGATIVE REPORT/AGENCY CHECKS RECEIVED
HCB0	RET FROM FRAUD UNIT NORMAL PROCESS
HCC0	RET FROM FRAUD UNIT WITH RESULTS
HD	CORRESPONDENCE RECEIVED
HE	REQUEST TO RE-SCHEDULE INTERVIEW RECEIVED
HF	ADIT PROCESSING COMPLETED
HG	INTERVIEW CONDUCTED
нн	INVESTIGATION OR FIELD REVIEW NOT ACCEPTED
Н	1-89 RECEIVED
HIO	FILERECEIVED
НКО	CONFIRMED DAU RESULTS RECEIVED
IAO	PROYESTO SAN PABLO/ INS NOTE SENT
ΙΑΛ	RECEIPT NOTICE SENT
ΙΑΑΛ	RECEIPT NOTICE W/REQUEST FOR L-89 PROCESSING SENT
IAB	MODIFIED RECEIPT NOTICE 1 SENT
IAC	MODIFIED RECEIPT NOTICE 2 SENT
	FEF COLLECTED ELSEWHERE RECEIPT NOTICE SENT
IAF	FINGERPRINT FEE RECEIPT NOTICE SENT
IRA	FEE SUSPENSE RECEIPT NOTICE SENT
IBB	FEE SUSPENSE - FEE NOW REQUIRED NOTICE SENT
IBC	FEE SUSPENSE REJECTION NOTICE SENT
IBD	FEE SUSPENSE REMOVAL NOTICE SENT
IBE	FINGERPRINT BILLING NOTICE SENT
IC	REJECTION NOTICE SENT
	FINGERPRINT FFF DEFICIENCY NOTICE SENT
ID I	RESUBMISSION ACKNOWLEDGMENT NOTICE SENT
ĪĒĀ	APPROVAL NOTICE SENT
IEB	CERTIFICATION APPROVAL NOTICE SENT
IEC	WELCOME NOTICE SENT
IFA	DENIAL NOTICE SENT
IFAA	ABANDONMENT DENIAL NOTICE SENT INCORRECT EP FEF
IFAR	ABANDONMENT DENIAL NOTICE SENT, EXCOLACE OF THE
IFAC	ABANDONMENT DENIAL NOTICE SENT EP APPEAR REGUESTS LINDELIVED ARTE
	ABANDONMENT DENIAL NOTICE SENT, IT ATTEAK, REQUESTS ONDELLVERADDE
1 / 11/	ADATIONING TIDENAL NOTICE SEAT, TINGERTRATTED NOT RECEIVED

Code	Country
SO	Sonora (Mexican State)
SP	Spain
SQ	Sweden
SR	Singapore
SS	Scotland
ST	Yemen (See also YE)
SU	Sudan
SV	Svalbard
SW	Swaziland
SX	Soviet Union (USSR/Russia)
SY	Syria
SZ	Switzerland
TA	Tamaulipas (Mexican State)
ТВ	Tabasco (Mexican State)
TC	United Arab Emirates
TG	Tonga
TH	Thailand
TI	Portuguese Timor
TJ	Tajikistan
ТК	Tokelau
TL	Tlaxcala (Mexican State)
TO	Тодо
TP	Sao Tome and Principe
TQ	Tongareva
TR	Turks and Caicos Islands
TS	St. Christopher (or St. Kitts) and Nevis
TT	Trinidad/Tobago
TU	Tunisia
TV	Tuvalu
TW	Taiwan, Republic of China
TY	Turkey
TZ	Tanzania
UA	United Arab Rep
ŪG	Uganda
UK	Ukraine
UM	Mauritius
UR	Turkmenistan
US	United States
ŪV	Burkina Faso/Upper Volta
UY	Uruguay
UZ	Uzbekistan
VB	British Virgin Islands
VC	Veracruz (Mexican State)

F-7

Code	Country
VI	U.S. Virgin Islands
VM	Vietnam
VN	North Vietnam
VS	South Vietnam
VV	St. Vincent and the Grenadines
VZ	Venezuela
WF	Wallis and Futuna
WG	West Germany
WK	Wake Island
WL	Wales
WS	Western Samoa
XX	Unknown
YE	Yemen Arab Republic (See also ST)
YG	Yugoslavia
YT	Yukon (Canadian Territory)
YU	Yucatan (Mexican State)
YY	Unlisted (Any foreign country not included in list)
ZA	Zacatecas (Mexican State)
ZB	Martinique
ZC	Surinam
ZI	Canary Islands
ZM	Zambia
ZO	Mozambique
ZR	Congo Kinshasa (now Zaire)

User Manual Release 6.16

ATTACHMENT G-FBI ORI CODES

Office Name

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CCO Local ORI Service Center ORI

AGANA, GM (GUAM INTL ARPRT) AGUADILLA, PR (BORDER PATROL) AGUADILLA, PR (SPC AGUADILLA) ALAMOGORDO, NM (BORDER PATROL) ALEXANDRIA BAY, NY (USCIS) ALEXANDRIA BAY, NY-1000 ISLAND BRDGE ALEXANDRIA, VA (ARLINGTON DIST OFF) ALEXANDRIA, VA (WASH DO INV DIV) ALGONAC, MI (ALGONAC POE) AMBROSE, ND (AMBROSE POE) ANAHEIM, CA (USCIS) ANCHORAGE, AK (USCIS) ANCHORAGE, AK (INTL AIRPORT) ANTLER, ND (ANTLER POE) APO AE, NY (ROME, ITALY) APO NEW YORK, NY (AM CONSULATE GEN) APO NEW YORK, NY-D/D AM EMBSY ROME APO NEW YORK, NY-D/D AM EMBSY ROME APO, AA -OIC, AMERICAN EMBSY-PANAMA APO, AE (AMERICAN EMBASSY-ROME) APO, AE (AMER EMBASSY MOSCOW) APO, AE (AMER EMBASSY ROME) ARLINGTON, DC (N. FAIRFAX DR) ARLINGTON, VA (USCIS) ARLINGTON, VA (N. FAIRFAX DR) ARLINGTON, VA (NATIONAL FINES OFF) ARTESIA, NM (USCIS) AURORA, CO (AURORA DETEN FACLTY) AUSTIN, TX (OIC)Agana Sub Office Albany Sub Office Albuquerque Sub Office Amer. Consulate-General Anchorage District Office Arlington Asylum Office Athens, Greece Office Atlanta District Office BAKERSFIELD, CA (BORDER PATROL) BAKERSFIELD, CA (USCIS) BALTIMORE, MD (BALTIMORE DIST OFF)

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BALTIMORE, MD (USCIS)
BATAVIA, NY (BUFFALO DETENTION CTR)
BLAINE, OR
            (BLAINE INTL ARPRT)
BLAINE, OR (BLAINE PACIFIC HWY POE)
BLAINE, OR (BLAINE PEACH ARCH)
BLAINE, WA
           (I-5)
BLAINE, WA
           (PEACE ARCH POE)
BLAINE, WA (SECTOR HQ BP)
BLYTHE, CA
           (BORDER PATROL)
BOISE, ID
           (USCIS)
BOSTON, MA
            (FEDERAL BLDG)
BOSTON, MA (USCG COMMAND/SUP CTR)
BRADENTON, FL
              (USCIS)
              (BROOKLYN SUB OFFICE)
BROOKLYN, NY
BROWNSVILLE, TX (BORDER PATROL)
BROWNSVILLE, TX (BROWNSVILLE POE)
BROWNSVILLE, TX (BROWNSVILLE POE)
BUFFALO, NY
             (USCIS)
BUFFALO, NY
             (PEACE BRIDGE PLAZA)
BUFFALO, NY-PORTPASS ENROLLMENT CTR
BURLINGTON, VT (EASTERN REG OFFICE)
Baltimore District Office
Bangkok, Thailand Office
Boston District Office
Buffalo Sub Office
CALAIS, ME (BORDER INSPECTION STA)
CALEXICO, CA
             (CALEXICO EAST POE)
CALEXICO, CA
              (CALEXICO OLD POE)
CALEXICO, CA
             (USCIS)
CALIPATRIA, CA (STATE PRISON)
CAMARILLO, CA
               (BORDER PATROL)
CAMDEN, NJ (USCIS)
CAPE CANAVERAL, FL
                    (USCIS)
CHAMPLAIN, NY (USCIS)
CHARLESTON, SC (USCIS)
CHARLESTON, SC (CHARLESTON DO)
CHICAGO, IL (USCIS)
CINCINNATI, OH
                (USCIS)
CLEARWATER, FL (ST PETE INTL ARPT)
CLEVELAND, OH
               (USCIS)
COLEVILLE, WA
               (BOUNDARY POE)
COLUMBUS, OH
              (USCIS)
COPENHAGEN, DK (AMER EMBASSY)
California Service Center
Charlotte Sub Office
Chicago Asylum Office
Chicago District Office
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Cincinnati Sub Office Cleveland District Office (SOUTHERN REG OFFICE) DALLAS, TX DALLAS, TX (ADP OFFICE) DALLAS, TX (AM AIRLINE DFW ARPT) DALLAS, TX (DALLAS DIST OFFICE) DALLAS, TX (DALLAS DO) DALLAS, TX (DIRECTOR WAN PROGRAM) DALLAS, TX (REG PROCESS FAC-XPS) DALLAS, TX (SOUTHERN REG OFFICE) DALLAS, TX-DALLAS/FT WORTH AIRPORT DEL RIO, TX (BORDER PATROL) DEL RIO, TX (DEL RIO INTL ARPRT) DEL RIO, TX (LOOP RD INTL BRIDGE) DENVER, CO (DENVER INTL ARPRT) DENVER, CO-RESIDENT AGNT IN CHARGE DERBY LINE, VT (USCIS) DETROIT, MI (DETROIT BRIDGE POE) DETROIT, MI (DETROIT CITY ARPRT) DETROIT, MI (DETROIT TUNNEL POE) DETROIT, MI (WINDSOR TUNNEL POE) DOUGLAS, AZ (USCIS) DUBLIN, CA (SAIC BORDER PATROL) Dallas District Office Denver District Office Detroit Sub Office Detroit, MI-Portpass Enrollment Ctr EAGLE PASS, TX (BORDER PATROL) EAGLE PASS, TX (USCIS) EASTPORT, ID (AT THE BORDER) EASTPORT, ID (EASTPORT POE) EDMONTON ALBERTA, CD (INTL ARPRT) EL CENTRO, CA (CENTRL PROCESS CTR) EL CENTRO, CA (CENTRL PROCESS CTR) EL CENTRO, CA (SECTOR HQ BP) EL CENTRO, CA (SVC PROCESSING CTR) EL PASO, TX (BORDER PATROL) EL PASO, TX (USCIS) EL PASO, TX (SERVICE PROCESS CTR) EL PASO, TX (USCIS) ELOY, AZ (DEPORT/DETENTION CTR) ELOY, AZ (USCIS) ELOY, AZ (USCIS) ELOY, AZ (INVESTIGATION UNIT) El Paso District Office El Paso, TX-Portpass Enrollment Ctr FALFURRIAS, TX (BORDER PATROL)

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FLORENCE, AZ (USCIS) (SERVICE PROCESS CTR) FLORENCE, AZ (SAIC) FORT FAIRFIELD, ME FORT LAUDERDALE, FL (HOLLYWOOD IA) FORT LAUDERDALE, FL (INTL APT) FORT LAUDERDALE, FL-EVRGLADS PT STA FORT LAUDERDALE, FL-EVRGLADS SEAPT FORT MYERS, FL -FT MYERS INTL ARPRT (AMER CONSULATE GENERAL) FPO, AP FRESNO, CA (BORDER PATROL) FT SNELLING, MN-TWIN CITIES ADM CTR Frankfurt, Germany Fresno Sub Office GLOUCESTER, ON (OTTAWA INTL ARPRT) (USBP ACADEMY) GLYNCO, GA (SECTOR HQ BP) GRAND FORKS, ND GRAND PORTAGE, MN (USCIS) HABANA, CC (USCIS) HAINES, AK (DALTON CACHE BC) HANSBORO, ND (HANSBORO POE) HARTFORD, CT (DIST OFF) HATO REY, PR (ANTI-SMUGGLING UNIT) HATO REY, PR (USCIS) HATO REY, PR (USCIS) HATO REY, PR (SAN JUAN INVEST) HAVRE, MT (SECTOR HQ BORDER PATROL) HEBRONVILLE, TX (BORDER PATROL) HIDALGO, TX (HIDALGO POE) HOULTON, ME (SECTOR HQ BP) HOUSTON, TX (DIRECTOR) HOUSTON, TX (HOUSTON DISTRICT OFF) HOUSTON, TX (HOUSTON SEAPORT) HOUSTON, TX (USCIS) HUNTSVILLE, TX (USCIS) Harlingen District Office Hartford Sub Office Helena District Office Honolulu District Office Houston Asylum Office Houston District Office (IDAHO SUB OFFICE) IDAHO FALLS, ID INDIANAPOLIS, IN (USCIS) INDIANAPOLIS, IN (INTL ARPRT) INDIO, CA (BORDER PATROL) INTERNATIONAL FALLS, MN (USCIS) INTERNATIONAL FALLS, MN (INTL BRDG) Indianapolis Sub Office

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JACKMAN, ME (USCIS) (BORDER PATROL) JACKSONVILLE, FL JACKSONVILLE, FL (USCIS) JAMAICA, NY (JFK INTL ARPRT) JAMAICA, NY-ENFORC UNT JFK INTL APRT JOHANNESBURG, SF (US CONSULATE GEN) JOHNSTOWN, PA-NATL DRUG INTEL CTR JUNEAU, AK (JUNEAU POE) Jacksonville Sub Office KAILUA KONA, HI-DIR KEAHOLE-KONA IA (USCIS) KETCHIKAN, AK (KEY WEST POE) KEY WEST, FL Kansas City District Office Karachi, Pakistan (INS) LAGUNA NIGUEL, CA LAGUNA NIGUEL, CA (ADP OFFICE) LAGUNA NIGUEL, CA (CA SVC CTR) LAGUNA NIGUEL, CA-REG PRO FAC(XPW) LAGUNA NIGUEL, CA-SC DIR-WAN PROG LAREDO, TX (AM EMBASSY MEXICO) LAREDO, TX (ANTI SMUGGLING OFF) LAREDO, TX (ANTI SMUGGLING OFF) LAREDO, TX (BRIDGE 2 ADMIN BLDG) LAREDO, TX (LAREDO INTL ARPRT) LAREDO, TX (LAREDO POINT OF ENTRY) LAREDO, TX (OIC GUADALAJARA) LAREDO, TX (OLD POE INTL BRIDGE) LAREDO, TX (SECTOR HQ BP) LAS CRUCES, NM (BORDER PATROL) (LAS VEGAS ARPRT) LAS VEGAS, NV LAS VEGAS, NV (LAS VEGAS SUB OFF) (QUEENSTON BRIDGE) LEWISTON, NY (DIRECTOR WAN PROGRAM) LINCOLN, NB (INS) LINCOLN, NB (NEBRASKA SERVICE CTR) LINCOLN, NB (NOTHERN SERVICE CTR) LINCOLN, NB LINCOLN, NB-REG PRO FAC(XPN)FED BLD LONDON, KY (CENTRAL PROCESSING FAC) LONDON, KY-REGIONAL PROCESSING FAC (LONG BEACH POE) LONG BEACH, CA (USCIS) LORING, MT LOS ANGELES, CA (USCIS) LOS ANGELES, CA (LA INTL APT SAT 5) LOS ANGELES, CA (LA INTL APT SAT 7) LOS ANGELES, CA-DEPORTATION BRANCH LOS EBANOS, TX (LOS EBANOS POE) LOS FRESNOS, TX (BUENA VISTA ROAD)

G-5

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LOS FRESNOS, TX (SECTOR HQ BP) LOS FRESNOS, TX-SERVICE PROCESS CTR LOS INDIOS, TX (FTM 509 ADMIN BLD) LOUISVILLE, KY (USCIS) (LUKEVILLE POE) LUKEVILLE, AZ LYNDEN, WA (LYNDEN POE) LYNDHURST, NJ (USCIS) Las Vegas Sub Office London, England Office Los Angeles District Office Los Angeles, CA Asylum Louisville Sub Office Lyndhurst, NJ (Newark Asylum Off) (USCIS) MADAWASKA, ME (FEDERAL BLDG) MANCHESTER, NH MARFA, TX (BORDER PATROL) (MARINE CITY POE) MARINE CITY, MI MAYAGUEZ, PR (MAYAGUEZ SUB OFF) MCALLEN, TX (SECTOR HQ BP) (USCIS) MEDFORD, OR MEMPHIS, TN-INV SUB OFF NEW ORLEANS (USCIS) MIAMI, FL (MIAMI INTL ARPRT) MIAMI, FL (MIAMI SUB OFF) MIAMI, FL MIAMI, FL (INTL ARPRT SATELLITE) MIAMI, FL (KROME N SVC PROC CTR) MIAMI, FL (KROME SVC PROC CTR) MIAMI, FL (MIAMI DISTRICT OFFICE) (OIC)MILWAUKEE, WI MISSOURI SERVICE CENTER MOBILE, AL (OFFICER IN CHARGE) Manila, Phillippines Memphis Sub Office Mexico City, Mexico Miami Asylum Office Miami District Office Milwaukee Sub Office Moscow, Russia (ACO BORDER CROSSING) NACO, AZ NEW ORLEANS, LA (USCIS) NEW ORLEANS, LA (INTL ARPRT) NEW ORLEANS, LA (MOISANT APRT) NEW ORLEANS, LA (SECTOR HQ BP) NEWARK, NJ (NEWARK INTL ARPRT) (RAINBOW BRIDGE) NIAGARA FALLS, NY (RAINBOW BRIDGE) NIAGARA FALLS, NY NOGALES, AZ (BORDER INSPECTN STN)

User Manual Release 6.16

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(BORDER INSPECTN STN) NOGALES, AZ NORTH LITTLE ROCK, AR (BP) (USCIS) NORTON, VT (NOYES POE) NOYES, MN Nairobi, Kenya Office Nebraska Service Center Nebraska Service Ctr-Orphans New Delhi, India New Orleans District Office New York City Asylum Office New York City District Office Newark Asylum Office Newark District Office Norfolk Sub Office (USCIS) OAKDALE, LA (INVEST FED INST) OAKDALE, LA OGDENSBURG, NY (BRIDGE PLAZA) OGDENSBURG, NY (SECTOR HQ BP) (USCIS) OMAHA, NB OMAHA, NB (USCIS) OMAHA, NB (USCIS) (USCIS) OPHEIM, MT ORLANDO, FL (BORDER PATROL) ORLANDO, FL (ORLANDO EXAMS) ORLANDO, FL (ORLANDO SUB OFF) (USCIS) OROVILLE, WA OROVILLE, WA (BORDER CROSSING) OTAY MESA, CA (USCIS) (PORTPASS) OTAY MESA, CA Oklahoma District Office Omaha Sub Office Orlando Sub Office (BORDER PATROL) PEMBROKE PINES, FL (ANTI-SMUGGLING UNIT) PHOENIX, AZ PHOENIX, AZ (USCIS) (PHOENIX INTL ARPRT) PHOENIX, AZ PHOENIX, AZ-DEPORT/DETENTN BRANCH PITTSBURGH, PA-INTL APRT INTL ARVL PITTSBURGH, PA-INTL APRT INTL TRML C POINT ROBERTS, WA-BORDER CROSSING POINT ROBERTS, WA-POINT ROBERTS POE POINT ROBERTS, WA-POINT ROBERTS POE (PORT HURON POE) PORT HURON, MI (PORTAL POE) PORTAL, ND PORTLAND, OR (PORTLAND ARPRT) PROGRESSO, TX (PROGRESSO INTL BRDG) Philadelphia District Office

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CLAIMS 3, LAN

Phoenix District Office Pittsburgh District Office Portland District Office Portland District Office Providence District Office RALEIGH, NC (USCIS) RAMEY, PR (RAMEY BPSH) RAPID CITY, SD (USCIS) RENO, NV (RENO INTL ARPRT) RENO, NV (RENO SUB OFF) RICHFORD, VT (USCIS) (BORDER PATROL) RIVERSIDE, CA (BORDER PATROL) RIVIERA BEACH, FL RIVIERA BEACH, FL-OFFICER IN CHARGE RIVIERA BEACH, FL-W PALM BEACH SEAP ROMA, TX (FALCON HEIGHTS POE) ROMULUS, MI-METRPLTN APRT INTL TMNL ROOSEVELTOWN, NY (MASSENA POE) ROSEBURG, OR (BORDER PATROL) ROSEDALE, NY-SAIC NY OFF OF ASYLUM ROSENDALE, NY (USCIS) Reno Sub Office Rome, Italy Office SAINT ALBANS, VT (DIR WAN PROG) SAINT ALBANS, VT (INS) SAINT ALBANS, VT-REG PROCES FAC-XPE SAINT CROIX, VI-CHRISTNSTED SUB OFF SAINT JOHN, ND (ST JOHN POE) SAINT LOUIS, MO-SAIC LMBRT INT ARPT SAINT PAUL, MN (LINDBERGH TERMINAL) SAINT THOMAS, VI-ST THOMAS SUB OFF SALINAS, CA (BORDER PATROL) SALT LAKE CITY, UT-SLC SUB OFF SAN ANTONIO, TX (INTL ARPT POE T-1) SAN CLEMENTE, CA (BORDER PATROL) SAN CLEMENTE, CA (PAL ENROLL) SAN CLEMENTE, CA-INSLANE ENROL CTR (USCIS) SAN DIEGO, CA SAN DIEGO, CA (USCIS) (OTAY MESA POE) SAN DIEGO, CA SAN DIEGO, CA (BORDER PATROL) SAN DIEGO, CA (CH AGENT BP) (USCIS) SAN FRANCISCO, CA SAN FRANCISCO, CA (SF INTL ARPRT) SAN JOSE, CA (USCIS) (SAN JOSE SUB OFF) SAN JOSE, CA SAN LUIS OBISPO, CA (BP)

(6)(2)	CLAIMS 5, DAIN		
(0)(2)	SAN PEDRO, CA (USCIS)		
	SAN PEDRO, CA (WEST REGIONAL OFF)		
	SANDUSKY, OH (SHERIFF'S OFFICE)		
	SANFORD, FL (SANFORD ARPRT)		
	SARLES ND (SARLES POE)		
	CASABE AZ (BORDER CROSSING)		
	CALLT CAINTE MARIE, MI (USCIS)		
	CAVANNAH CA (SAVANNAH SUB OFF)		
	CODEV MT (SCOBEY POE)		
	CENTTLE WA (USCIS)		
	SEATTLE, WA (OBCLE) SET FRIDGE ANGE MI (SECTOR HO BP)		
	GUERWOOD ND (SHERWOOD POE)		
	STATION)		
	STOCK FAILDS, OD (RECENCE)		
	COUDIC ND (CARBURY POE)		
	CONTR PUBLINGTON VT (USCIS)		
	CONTREMA (USCIS)		
	SPOKANE WA (OIC BORDER PATROL)		
	CODINCETELD VA (USCIS)		
	ST CROIX VI (HAMILTON TERMINAL)		
	GTOCKTON CA (BORDER PATROL)		
	SIOCKION, CA (BORDER INTER)		
	SUMAS, WA (INC) SWANTON VT (USCIS)		
	SWANTON, VI (USCID) SWANTON VI-SECTOR HO BORDER PATROL		
	SWARTON, VI DECION IL DIVINI		
	SWEETGRASS, MI (105 1 10) SWEETGRASS, MT-CH AGENT BRDR PATROL		
(b)(2)	Sacramento Sub Office		
· / /	galt Lake City Sub Office		
	San Antonio District Office		
	San Diego District Office		
	San Francisco District Office		
	San Francisco Asylum Office		
	San Jose Sub Office		
	San Juan District Office		
	San Juis, AZ (INS)		
	Seattle District Office		
	Seoul, Korea Office		
	Shannon, Ireland		
	Singapore Office		
	Spokane District Office		
	St Albans Service Center		
	St Louis Sub Office		
	st Paul Sub Office		
	gt Thomas District Office		
	TAMDA FL. (RORDER PATROL)		I
	TAMPA, FL (CONTAMPA SUR OFFICE)		
	TAMPA, FL (CLEARWATER ARPRT)		
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User Manual Release 6.16

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CLAIMS 3, LAN

TAMPA, FL (TAMPA INTL ARPRT) TECATE, CA (TECATE POE)	
TOK, AK (ALCAN BORDER CROSSING)	
TONAWANDA, NI-SECTOR HQ BRDR HILLES TOPONTO ONTARIO CD-PEARSON INT APT	
TRENTON, MI (BORDER PATROL)	
TUCSON, AZ (TUCSON EXAMS)	
TUCSON, AZ (SECTOR HQ BORDER PATROL)	
TWIN FALLS, ID (BORDER PATROL)	
Tampa Sub Office	
Tegucigalpa, Honduras Office	
Texas Service Center	
INVALDE TX (INVALDA BP CHECKPT)	
VANCOUVER, BC (PACIFIC CENTRAL STN)	
VICTORIA, BC (USCIS)	
Vermont Service Center	
Vienna, Austria Office	
WASHINGTON, DC (ASYLUM PROGRAM)	
WASHINGTON, DC (DULLES INTL ARPRI)	
WASHINGTON, DC (HQ CORAF)	
WASHINGTON, DC (HQ ERNKFRT GER OFF)	
WASHINGTON, DC (HQ INTELLIGENCE)	
WASHINGTON, DC (HQ INTELLIGENCE)	
WASHINGTON, DC (HQ INTERNAL INVTGT)	
WASHINGTON, DC (HQ LONDON, ENGLAND)	
WASHINGTON, DC (HQ MOSCOW OFFICE)	
WASHINGTON, DC (HQ SECURITY)	
WASHINGTON, DC (HQ SECORITI)	
WASHINGTON, DC (HQ/REC)	
WASHINGTON, DC (USCIS)	
WASHINGTON, DC (MRD NAME SEARCH)	
WASHINGTON, DC (MRD NAME SEARCH)	
WASHINGTON, DC (SECURITY OFFICE)	
WASHINGTON, DC (SECURITY OFFICE)	
WASHINGTON, DC (SECURITY OFFICE)	
WASHINGTON DC (SECURITY OFFICE)	
WASHINGTON, DC (ULLICO BLDG)	
WASHINGTON, DC (HQ MEXICO CITY, MEX)
WASHINGTON, DC(ST ELIZABETH HOSPTL)
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WASHINGTON, DC-SPEC REPRODUCED RES	1

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User Manual Release 6.16

CLAIMS 3, LAN

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WEST PALM BEACH, FL (INT ARPRT) WHITETAIL, MT (USCIS) WICHITA, KS (USCIS) WILD HORSE, MT (USCIS) WINNEPEG, MB (INTL ARPRT) WINTERHAVEN, CA (USCIS) WINTERHAVEN, CA-ANDRADE BORDER XING Washington District Office YAKIMA, WA (USCIS) YAKIMA, WA (YAKIMA SUB OFFICE) YUMA, AZ (BORDER PATROL) YUMA, AZ (BORDER PATROL)