

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Operations	16,795	527.00
R Files Received	108,307	2,694.00
R Files Transfer	47,394	806.00
R Refiles	5,187,352	13,461.50
Requested from FRC	2,999	25.50
Retired to FRC	202,251	412.23
Route to Requestor	1,413,792	3,711.75
Searches (Databases)	956,401	10,147.25
Searches (Places)	561,729	0.00
Special Searches	236,707	8,981.50
T Files Create	308,237	3,393.00
T Files Received	44,717	161.75
T Files Transfer	33,267	583.50
T Refiles	998,499	4,919.75
T/R Files Requested	10,823	264.50
Updates	159,382	2,596.25
Subtotal for <i>Fileroom Operations</i>	21,771,298	171,939.50

Subtotal for 1997	103,686,921	310,546.00
--------------------------	--------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

California Service Center 1998

Mailroom/File Assembly

	Count	Hours
Driver/Messenger	336	1,754.00
FBI Idents	785	34.50
ICF	227	19.75
Internal	24,740	5,984.50
Mail Incoming	949,194	27,507.50
Mail Outgoing	2,932,542	26,409.50
Motions	2,350	117.50
Other Mail	962,337	15,289.25
Rejects (Manual)	61,407	3,821.00
Subtotal for Mailroom/Files Assembly	4,954,118	80,547.50

Data Entry/Doc Production

	Count	Hours
AmCons	2,638	155.00
Data Changes	498,933	10,316.25
Deposit	76,533,651	13,446.01
FBI Idents	662	5.75
Internal	61,621	263.75
Motions	3,450	449.75
Other Mail	561,058	2,834.25
Rejects (CLAIMS)	42,354	4,024.25
Rejects (Manual)	21,994	1,629.50
Searches (Databases)	1,992,309	40,058.75
Searches (Pieces)	695,432	0.00
Updates	658,660	18,146.50
Verify/Sort	0	15,251.25
Subtotal for Data Entry/Doc Production	81,072,762	106,381.01

Fileroom Operations

	Count	Hours
A Consolidation	118,101	4,639.00
A Files Create	318,985	13,394.25
A Files Transfer	1,244,862	23,653.50
A/S Files Received	706,887	5,062.25
A/S Files Requested	340,964	5,177.25
A/S Refiles	3,950,404	28,340.25
A/S/T Files Connections	1,737,547	23,262.75
A/S/T Files Operations	310,363	9,429.50
Data Changes	111,345	2,730.50
FBI Idents	66,748	1,095.00
File Audits	4,937,601	9,401.50
Internal	558,212	6,840.25

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Connections	1,322,378	12,027.25
R Files Consolidation	831,328	31,050.50
R Files Operations	77,175	1,885.75
R Files Received	54,085	1,350.75
R Files Transfer	34,603	1,493.25
R Refiles	5,640,073	16,363.25
Requested from FRC	2,032	69.00
Retired to FRC	5,221	36.50
Route to Requestor	235,295	2,698.50
Searches (Databases)	1,551,197	22,177.25
Searches (Pieces)	771,766	0.00
Special Searches	297,025	13,596.25
T Files Create	434,219	4,841.25
T Files Received	4,933	65.00
T Files Transfer	45,099	794.25
T Refiles	2,194,124	7,402.50
T/R Files Requested	9,701	282.75
Updates	317,413	6,536.00
Subtotal for <i>Fileroom Operations</i>	28,441,596	255,136.00
Subtotal for 1998	114,468,476	442,264.51

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

California Service Center 1999

<i>Mailroom/File Assembly</i>	Count	Hours
AssCons	3	6.00
Driver/Messenger	1,187	2,197.75
ICF	35	15.00
Internal	29,453	5,192.25
Mail Incoming	982,379	25,460.25
Mail Outgoing	4,067,873	18,133.75
Motions	2,899	128.50
Other Mail	325,101	19,000.00
Rejects (Manual)	78,882	6,217.75
Subtotal for Mailroom/File Assembly	5,486,812	76,365.25

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	1,484	83.25
AssCons	2,184	136.75
Booklet	18	0.25
Data Changes	504,191	9,588.25
Deposit	127,290,891	11,769.25
FOCC	0	5.00
Internal	42,745	452.50
Motions	2,726	301.50
Other Mail	379,613	1,935.25
Rejects (CLAIMS)	30,405	2,938.50
Rejects (Manual)	14,198	1,085.50
Searches (Databases)	1,671,591	34,001.00
Searches (Files)	614,426	0.00
Updates	494,629	11,812.00
Verify/Sort	0	9,486.00
Subtotal for Data Entry/Doc Production	131,049,101	83,615.00

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	146,617	5,592.75
A Files Create	197,052	13,011.25
A Files Transfer	1,630,651	40,714.26
A/S Files Received	544,417	4,782.50
A/S Files Requested	478,400	3,834.25
A/S Raffles	4,928,632	25,887.50
A/S/T Files Connections	2,121,950	27,368.50
A/S/T Files Operations	296,310	10,834.25
Data Changes	161,466	4,250.25
FBI Idents	215,846	3,047.25

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

File Audit	5,861,989	10,196.25
Internal	153,995	5,381.50
R Files Connections	1,634,794	6,612.75
R Files Consolidation	766,281	27,363.25
R Files Operations	56,687	1,791.75
R Files Received	28,650	872.00
R Files Transfer	78,056	1,843.50
R Refiles	5,184,465	15,313.00
Requested from FRC	1,798	54.25
Retired to FRC	12,340	34.00
Route to Requestor	100,017	2,132.25
Searches (Databases)	2,249,525	33,762.75
Searches (Pieces)	870,483	0.00
Special Searches	181,409	9,038.75
T Files Create	339,740	4,193.75
T Files Received	4,828	68.00
T Files Transfer	30,013	772.25
T Refiles	1,760,444	4,735.00
T/R Files Requested	17,080	397.75
Updates	98,229	3,172.00
Subtotal for Fileroom Operations	29,974,144	267,049.51

Subtotal for 1999	166,510,057	427,029.76
--------------------------	--------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

California Service Center 2000

<i>Mailroom/File Assembly</i>	Count	Hours
Driver/Messenger	319	790.50
Internal	10,585	2,122.25
Mail Incoming	392,326	12,341.25
Mail Outgoing	1,266,498	7,346.50
Motions	405	25.50
Other Mail	139,217	6,767.25
Rejects (Manual)	18,646	2,780.75
Subtotal for Mailroom/File Assembly	1,827,996	32,174.00

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	404	17.50
AmCons	1,115	71.75
Data Changes	35,103	1,349.00
Deposit	51,963,821	4,440.00
FBI Idents	0	3.50
Internal	2,145	86.25
Motions	629	99.00
Other Mail	213	10.75
Rejects (CLAIMS)	7,467	848.25
Rejects (Manual)	3,469	383.25
Searches (Databases)	637,580	12,978.50
Searches (Phone)	259,348	0.00
Updates	18,959	655.75
Verify/Sort	0	1,287.75
Subtotal for Data Entry/Doc Production	52,930,253	22,231.25

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	45,834	2,029.50
A Files Create	64,002	4,090.00
A Files Transfer	669,124	16,350.00
A/S Files Received	105,192	1,542.25
A/S Files Requested	123,960	1,302.50
A/S Refiles	1,429,906	9,973.50
A/S/T Files Connections	513,127	9,153.25
A/S/T Files Operations	63,436	2,282.75
Data Changes	49,193	1,189.00
FBI Idents	50,131	601.50
File Audits	1,509,128	2,604.00
Internal	82,479	2,511.00
R Files Connections	478,090	1,461.75

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Consolidation	212,148	8,477.80
R Files Operations	8,823	307.25
R Files Received	9,399	288.75
R Files Transfer	71,687	667.00
R Refiles	2,062,891	5,255.75
Requested from FRC	121	5.25
Route to Requestor	37,511	561.75
Searches (Databases)	742,388	9,344.25
Searches (Pieces)	280,454	0.00
Special Searches	37,084	2,583.50
T Files Create	96,877	1,463.25
T Files Received	4,514	86.75
T Files Transfer	17,211	320.75
T Refiles	252,543	634.50
T/R Files Requested	1,737	66.00
Updates	34,055	781.25
Subtotal for Fileroom Operations	9,030,815	85,896.00
Subtotal for 2000	63,809,064	140,301.25

*Immigration and
Naturalization Service*

**Service Center Operations Support Services
Draft Statement of Work
Attachment 9**

Immigration Services Division
RFQ HQ-0-Q-0044

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

California Service Center Totals

528,371,461

1,582,651.42

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Nebraska Service Center 1996

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	162	574.50
Driver/Messenger	3,153	249.25
ICF	49,265	1,093.25
Internal	3,038	2,441.00
Mail Incoming	866,748	12,966.50
Mail Outgoing	2,234,019	15,961.00
Motions	2,396	121.50
Other Mail	219,849	5,791.25
Rejects (Manual)	23,683	1,243.00
Subtotal for Mailroom/File Assembly	3,404,335	40,043.25

<i>Data Entry/Doc Production</i>	Count	Hours
AmCons	238	19.00
Booklet	862,338	23,337.25
Data Changes	37,040	1,231.50
Deposit	43,108,892	7,573.25
Motions	947	76.25
Other Mail	5,450	325.25
Rejects (CLAIMS)	54,286	3,638.25
Rejects (Manual)	10,296	441.00
Searches (Database)	52,171	3,483.00
Searches (Pieces)	7,238	0.00
Updates	362,344	5,564.75
Verify/Sort	0	2,625.50
Subtotal for Data Entry/Doc Production	44,491,040	48,315.00

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	7,166	383.50
A Files Create	66,896	9,548.00
A Files Transfer	174,129	4,450.75
A/S Files Received	100,156	1,749.50
A/S Files Requested	45,117	956.75
A/S Refiles	167,059	1,695.25
A/S/T Files Connections	94,062	3,460.50
A/S/T Files Operations	120,761	4,575.50
Data Changes	37,596	1,920.25
File Audits	2,293,569	4,844.00
Internal	82,122	3,806.25
R Files Connections	329,514	8,258.00
R Files Consolidation	19,181	89.75

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Operations	39,189	1,337.50
R Files Received	3,838	36.75
R Files Transfer	23,304	241.50
R Refiles	941,538	6,607.00
Requested from FRC	23,689	692.75
Retired to FRC	228,491	2,217.25
Route to Requestor	706,730	8,743.75
Searches (Database)	372,975	10,154.75
Searches (Pieces)	183,643	0.00
Special Searches	35,488	3,013.00
T Files Create	30,097	2,174.75
T Files Received	1,012	14.25
T Files Transfer	16,851	376.25
T Refiles	64,480	615.00
T/R Files Requested	4,128	79.50
Upóms	21,397	1,137.00
Subtotal for <i>Fileroom Operations</i>	6,224,508	83,119.00
Subtotal for 1996	54,119,883	171,477.25

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Nebraska Service Center 1997

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	431	466.00
Driver/Messenger	489	279.25
ICF	23,113	536.75
Internal	2,589	2,849.50
Mail Incoming	1,025,734	18,406.25
Mail Outgoing	2,133,547	17,796.00
Motions	2,483	143.75
Other Mail	320,084	12,238.75
Rejects (Manual)	36,877	1,713.50
Subtotal for Mailroom/File Assembly	3,995,347	54,410.75

<i>Data Entry/Doc Production</i>	Count	Hours
AmCons	538	37.50
Booklet	204,009	20,736.50
Data Changes	31,482	1,344.25
Deposit	54,329,345	8,894.25
Motions	1,029	125.00
Other Mail	73,662	2,446.50
Rejects (CLAIMS)	51,908	3,967.50
Rejects (Manual)	6,724	413.25
Searches (Database)	287,284	8,383.75
Searches (Pinot)	74,269	0.00
Updates	306,687	6,734.75
Verify/Sort	0	8,941.00
Subtotal for Data Entry/Doc Production	55,366,957	62,026.25

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	19,430	3,291.00
A Files Create	63,783	19,587.00
A Files Transfer	77,066	5,557.50
A/B Files Received	161,324	2,364.25
A/B Files Requested	85,438	2,580.00
A/B Refiles	376,682	2,872.50
A/S/T Files Connections	190,429	10,458.75
A/S/T Files Operations	70,831	2,956.25
Data Changes	7,801	805.25
File Audits	2,318,010	4,719.75
Internal	946	197.50
R Files Connections	256,865	9,957.50
R Files Consolidation	4,990	302.50

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Operations	22,671	1,094.50
R Files Received	74,110	283.50
R Files Transfer	9,316	181.50
R Refiles	1,037,700	7,562.75
Requested from FRC	19,035	487.50
Retired to FRC	1,875	32.50
Route to Requestor	1,479,171	14,410.50
Searches (Databases)	231,827	6,502.75
Searches (Pieces)	178,509	0.00
Special Searches	40,756	3,162.50
T Files Create	46,140	3,120.25
T Files Received	246	2.75
T Files Transfer	14,528	136.75
T Refiles	31,864	485.00
T/R Files Requested	7,080	156.00
Updates	104,235	1,141.75
Subtotal for <i>Fileroom Operations</i>	6,832,658	104,210.25

Subtotal for	1997	65,794,962	220,647.25
---------------------	-------------	-------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Nebraska Service Center 1998

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	883	97.25
Driver/Messenger	948	933.00
FBI Idents	9,185	84.25
FOCC	476,418	1,151.25
ICF	2,073	17.50
Internal	5,708	4,370.00
Mail Incoming	1,172,945	21,028.25
Mail Outgoing	3,278,378	25,385.00
Motions	2,932	122.00
Other Mail	401,166	13,963.50
Rejects (Manual)	31,519	1,707.00
Subtotal for Mailroom/File Assembly	5,382,155	68,859.00

<i>Data Entry/Doc Production</i>	Count	Hours
AmCons	309	25.90
Booklet	262,818	30,510.00
Data Changes	97,080	4,087.75
Deposit	64,730,845	10,067.00
FBI Idents	590	18.00
FOCC	127,073	3,290.50
Motions	1,354	105.75
Other Mail	141,618	3,606.00
Rejects (CLAMER)	70,140	5,931.50
Rejects (Manual)	12,752	813.50
Searches (Datamats)	441,869	11,615.50
Searches (Pieces)	123,919	0.00
Updates	449,535	9,895.25
Verify/Sort	0	5,711.00
Subtotal for Data Entry/Doc Production	66,499,902	85,677.25

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	91,810	13,635.00
A Files Create	32,636	17,935.00
A Files Transfer	108,168	11,243.00
A/S Files Received	338,483	3,350.50
A/S Files Requested	104,862	3,128.25
A/S ReFiles	368,242	5,322.25
A/S/T Files Connections	117,192	11,143.75
A/S/T Files Operations	197,690	4,392.25
Data Changes	11,308	608.00

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

FBI Mentis	4,004	198.50
File Audits	2,492,250	4,723.00
Internal	5,626	642.50
R Files Connections	182,412	6,574.50
R Files Consolidation	12,318	1,387.75
R Files Operations	54,447	1,395.75
R Files Received	127,542	422.75
R Files Transfer	4,766	157.75
R Profiles	1,347,471	12,997.50
Requested from FRC	7,730	541.50
Retired to FRC	371	2.50
Route to Requestor	2,915,332	20,361.50
Searches (Database)	125,585	12,618.00
Searches (Pipes)	604,947	0.00
Special Searches	21,430	2,789.00
T Files Create	89,507	4,346.50
T Files Received	1,444	5.00
T Files Transfer	20,355	167.75
T Profiles	199,309	1,924.50
T/R Files Requested	3,602	110.75
Updates	258,023	1,565.50
Subtotal for <i>Fileroom Operations</i>	9,868,692	143,285.50

Subtotal for 1998	81,710,749	297,821.75
--------------------------	-------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Nebraska Service Center 1999

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	10	0.90
Driver/Messenger	9,364	1,248.75
FBI Idents	25,796	204.25
FOCC	333,811	474.25
Internal	248,599	3,264.90
Mail Incoming	1,122,378	17,741.25
Mail Outgoing	3,005,768	19,986.25
Motions	3,210	134.50
Other Mail	484,858	8,530.25
Rejects (Manual)	37,181	2,436.50
Subtotal for Mailroom/File Assembly	5,272,975	56,021.00

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	23,075	845.75
Booklet	698,415	22,203.26
Data Changes	150,201	3,184.00
Deposit	108,819,032	10,382.25
FBI Idents	1,003	17.50
FOCC	75,489	1,184.25
Internal	713,913	4,492.25
Motions	1,207	95.25
Other Mail	4,025	136.50
Rejects (CLAIMS)	57,842	4,563.50
Rejects (Manual)	4,431	304.00
Searches (Database)	780,760	16,516.75
Searches (Pieces)	538,553	0.00
Updates	375,017	4,867.50
Verify/Sort	0	3,063.75
Subtotal for Data Entry/Doc Production	112,242,153	74,058.51

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	308,439	15,904.90
A Files Create	157,917	12,537.50
A Files Transfer	478,819	21,219.50
A/S Files Received	412,540	2,413.00
A/S Files Requested	108,538	1,832.00
A/S Refiles	1,004,884	7,044.75
A/S/T Files Connections	360,056	10,983.75
A/S/T Files Operations	72,830	817.50
Data Changes	34,111	1,066.00

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

FBI Idents	13,336	283.90
File Audits	4,258,866	4,123.00
Internal	85,682	2,740.75
R Files Connections	132,181	4,436.90
R Files Consolidation	24,468	1,048.90
R Files Operations	123,424	1,097.00
R Files Received	88,188	293.00
R Files Transfer	448,867	1,046.75
R Refiles	2,604,243	10,393.25
Requested from FRC	10,128	509.25
Retired to FRC	13,964	50.75
Route to Requestor	2,281,553	14,965.25
Searches (Database)	854,679	12,682.90
Searches (Piconet)	1,090,723	0.00
Special Searches	29,950	2,249.00
T Files Create	56,239	3,263.90
T Files Received	2,183	28.00
T Files Transfer	46,441	868.25
T Refiles	91,392	666.75
T/R Files Requested	4,122	165.75
Updates	243,553	1,793.25
Subtotal for <i>Fileroom Operations</i>	15,404,316	136,323.00

Subtotal for 1999	132,919,444	366,402.51
--------------------------	--------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Nebraska Service Center 2000

<i>Mailroom/File Assembly</i>	Count	Hours
Driver/Messenger	1,124	333.00
FBI Idents	9,253	91.25
FOOC	57,971	179.50
Internal	411,615	2,547.25
Mail Incoming	463,905	7,220.50
Mail Outgoing	1,310,120	7,248.50
Motions	1,899	54.75
Other Mail	194,431	1,439.50
Rejects (Manual)	10,984	762.25
Subtotal for Mailroom/File Assembly	2,660,302	19,876.50

<i>Data Entry/Doc Production</i>	Count	Hours
325 Fees	5,030	353.75
Booklet	598,373	9,608.50
Data Changes	89,541	2,208.75
Deposit	48,140,662	4,201.00
FBI Idents	164	5.00
FOOC	127,528	2,044.00
Internal	742,697	3,561.90
Motions	478	29.75
Other Mail	217	12.00
Rejects (CLAIMER)	18,659	1,544.25
Rejects (Manual)	347	35.00
Searches (Databases)	393,139	6,627.75
Searches (Pleas)	299,478	0.00
Updates	39,614	2,438.50
Verify/Sort	0	1,892.25
Subtotal for Data Entry/Doc Production	50,465,926	34,562.00

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	83,461	2,880.75
A Files Create	145,129	4,852.00
A Files Transfer	233,096	5,298.50
A/S Files Received	145,146	534.25
A/S Files Requested	43,448	630.75
A/S Raffles	480,723	1,987.50
A/S/T Files Connections	245,249	2,878.00
A/S/T Files Operations	17,703	326.75
Data Changes	14,394	352.00
FBI Idents	4,302	143.00

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

File Audits	1,094,127	1,820.75
Internal	142,114	1,963.00
R Files Connections	44,722	357.00
R Files Consolidation	41,167	1,692.50
R Files Operations	52,287	538.00
R Files Received	19,229	102.75
R Files Transfer	117,681	396.50
R Refiles	2,109,402	4,798.75
Requested from FRC	2,326	79.50
Retired to FRC	483	3.25
Route to Requestor	1,349,101	6,550.00
Searches (Databases)	625,531	5,993.00
Searches (Phones)	492,184	0.00
Special Searches	18,438	735.00
T Files Create	42,243	1,538.00
T Files Received	179	1.50
T Files Transfer	9,291	143.00
T Refiles	99,895	180.75
T/R Files Requested	2,019	76.25
Updates	125,216	807.25
Subtotal for <i>Fileroom Operations</i>	7,751,490	47,562.25

Subtotal for	2000	40,877,918	102,000.75
---------------------	-------------	-------------------	-------------------

*Immigration and
Naturalization Service*

**Service Center Operations Support Services
Draft Statement of Work
Attachment 9**

*Immigration Services Division
RFQ HQ-0-Q-0044*

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Nebraska Service Center Totals

395,422,956

1,058,349.51

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Texas Service Center

1996

Mailroom/File Assembly

	Count	Hours
AmCons	1,260	21.00
Driver/Messenger	478	2,585.10
ICF	2,602	17.90
Internal	11,856	1,739.90
Mail Incoming	900,348	5,108.90
Mail Outgoing	3,254,779	11,221.35
Motions	2,073	90.30
Other Mail	379,433	5,110.30
Rejects (Manual)	17,233	254.10
Subtotal for Mailroom/Files Assembly	4,170,062	26,149.05

Data Entry/Doc Production

	Count	Hours
AmCons	1,324	40.50
Booklet	13,189	344.60
Data Changes	39,937	2,009.10
Deposit	33,238,824	6,997.90
Motions	1,694	102.60
Other Mail	193,894	2,614.10
Rejects (CLAD/IS)	65,252	3,315.90
Rejects (Manual)	15,114	861.10
Searches (Databases)	184,136	4,836.30
Searches (Pieces)	1,176	0.00
Updates	54,714	1,169.10
Verify/Sort	0	11,117.40
Subtotal for Data Entry/Doc Production	35,829,254	33,408.80

Fileroom Operations

	Count	Hours
A Consolidation	195,747	7,034.45
A Files Create	140,476	6,854.30
A Files Transfer	153,334	6,543.20
A/S Files Received	209,828	1,991.15
A/S Files Requested	58,984	669.15
A/S Refiles	493,076	2,938.75
A/S/T Files Connections	463,290	7,906.30
A/S/T Files Operations	78,527	2,343.90
Data Changes	18,532	544.55
File Audits	1,308,186	2,561.70
Internal	18,627	158.40
R Files Connections	621,693	3,761.90
R Files Consolidation	56,663	828.40

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Operations	12,786	384.65
R Files Received	1,089,918	2,853.90
R Files Transfer	10,814	57.40
R Refiles	1,187,494	3,351.70
Requested from FRC	804	21.90
Retired to FRC	20,027	351.00
Route to Requestor	322,965	1,316.40
Searches (Database)	383,306	5,490.40
Searches (Pieces)	16,731	0.00
Special Searches	36,786	567.85
T Files Create	146,803	1,637.85
T Files Received	31,374	115.90
T Files Transfer	17,908	524.00
T Refiles	191,575	1,707.20
T/R Files Requested	8,493	110.90
Updates	18,271	257.50
Subtotal for Fileroom Operations	7,308,318	62,356.60

Subtotal for	1996	47,307,654	121,914.45
---------------------	-------------	-------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Texas Service Center

1997

Mailroom/File Assembly

	Count	Hours
AmCons	17,462	519.90
Driver/Messenger	4,727	4,722.00
ICF	2,432	66.20
Internal	28,212	2,226.90
Mail Incoming	1,236,991	10,535.90
Mail Outgoing	2,862,358	11,968.10
Motions	1,439	93.60
Other Mail	441,151	6,447.80
Rejects (Manual)	30,908	1,094.90
Subtotal for Mailroom/File Assembly	4,617,880	37,674.20

Data Entry/Doc Production

	Count	Hours
AmCons	16,516	512.60
Booklet	804	63.00
Data Changes	45,051	1,908.90
Deposit	46,842,440	10,463.65
Motions	1,254	151.10
Other Mail	95,942	3,897.80
Rejects (CLAIMS)	48,012	2,976.90
Rejects (Manual)	12,091	871.30
Searches (Databases)	168,334	4,911.70
Searches (Files)	207	0.00
Updates	61,596	1,609.30
Verify/Sort	0	12,475.00
Subtotal for Data Entry/Doc Production	47,292,247	39,041.05

Fileroom Operations

	Count	Hours
A Consolidation	218,810	10,084.00
A Files Counts	80,772	15,971.90
A Files Transfer	264,125	9,814.80
A/S Files Received	308,484	2,835.10
A/S Files Requested	50,667	789.90
A/S Files Refiles	1,066,805	8,858.15
A/S/T Files Connections	670,234	13,680.00
A/S/T Files Operations	135,829	5,045.10
Data Changes	46,616	1,281.80
File Audits	1,451,404	2,876.90
Internal	10,009	391.10
R Files Connections	765,838	5,910.60
R Files Consolidation	33,742	1,265.05

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Operations	34,680	545.40
R Files Received	2,240,513	6,985.60
R Files Transfer	20,870	341.60
R Refiles	291,458	2,195.40
Requested from FRC	373	36.60
Retired to FRC	685,228	925.40
Route to Requestor	82,824	1,486.30
Searches (Database)	966,709	13,837.40
Searches (Files)	5,154	0.00
Special Searches	75,792	1,730.20
T Files Create	123,046	1,800.10
T Files Received	7,760	85.60
T Files Transfer	6,841	176.80
T Refiles	169,701	2,092.40
T/R Files Requested	9,393	158.60
Updates	19,856	214.50
Subtotal for Fileroom Operations	9,843,713	110,924.70

Subtotal for 1997	61,753,840	187,639.95
--------------------------	-------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Texas Service Center 1998

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	370	6.40
Driver/Messenger	4,619	5,097.60
FBI Mails	1,122	15.80
KCF	21,287	523.30
Internal	25,642	2,949.60
Mail Incoming	1,734,342	18,899.35
Mail Outgoing	2,891,225	10,964.00
Motions	2,498	172.20
Other Mail	411,839	6,476.00
Rejects (Manual)	57,539	1,739.80
Subtotal for Mailroom/File Assembly	5,134,803	46,864.05

<i>Data Entry/Doc Production</i>	Count	Hours
AmCons	64	0.40
Booklet	34	20.30
Data Changes	142,139	6,570.40
Deposit	61,688,083	12,804.50
FBI Mails	250	6.70
FOCC	95	2.90
Internal	993	18.70
Motions	2,409	462.40
Other Mail	62,925	3,654.80
Rejects (CLAIMS)	56,739	4,574.80
Rejects (Manual)	46,087	2,594.90
Searches (Databases)	312,645	10,849.24
Searches (Pisces)	853	0.80
Updates	19,132	546.10
Verify/Sort	0	26,009.10
Subtotal for Data Entry/Doc Production	62,332,448	68,113.24

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	414,914	16,000.80
A Files Create	84,093	7,638.40
A Files Transfer	1,022,140	39,536.80
A/S Files Received	399,696	3,822.60
A/S Files Requested	37,780	1,133.90
A/S Refiles	1,592,432	9,673.40
A/S/T Files Connections	596,141	17,089.60
A/S/T Files Operations	68,682	1,524.30
Data Changes	74,488	747.80

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

FBI Idents	12,346	158.30
File Audits	626,006	1,924.90
Internal	65,275	617.80
R Files Connections	344,629	5,428.80
R Files Consolidation	58,576	1,092.60
R Files Operations	6,049	149.60
R Files Received	1,970,830	5,297.30
R Files Transfer	184,291	998.80
R Rofiles	238,557	1,383.50
Requested from FRC	3,014	90.00
Retired to FRC	64,529	448.10
Route to Requestor	89,710	2,044.50
Searches (Databases)	835,924	9,932.90
Searches (Papers)	60,714	0.00
Special Searches	125,993	1,300.10
T Files Create	42,281	1,202.90
T Files Received	4,204	75.00
T Files Transfer	3,417	89.80
T Rofiles	151,770	2,959.50
T/R Files Requested	800	42.60
Updates	4,644	114.80
Subtotal for Fileroom Operations	9,208,124	132,318.00

Subtotal for 1998	76,695,375	247,295.29
--------------------------	-------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Texas Service Center 1999

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	8,226	36.30
Driver/Messenger	5,457	4,430.40
FOOC	1,960	7.20
Internal	16,883	2,251.90
Mail Incoming	2,286,825	30,206.20
Mail Outgoing	2,785,933	3,375.40
Motions	1,733	94.70
Other Mail	622,421	7,823.10
Rejects (Manual)	123,970	2,877.10
Subtotal for Mailroom/File Assembly	8,833,208	53,122.30

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	3,025	82.80
AmCons	9	0.30
Booklet	0	9.40
Data Changes	317,372	9,062.20
Deposit	106,894,533	10,820.40
FOOC	675	26.10
Internal	4,594	83.70
Motions	4,368	700.40
Other Mail	96,411	2,523.90
Rejects (CLAIMS)	52,817	3,616.70
Rejects (Manual)	22,641	1,115.30
Searches (Database)	333,997	12,068.30
Searches (Forms)	28,703	0.00
Updates	207	16.80
Verify/Sort	0	18,369.45
Subtotal for Data Entry/Doc Production	107,749,292	58,299.75

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	590,882	26,596.30
A File Create	148,747	7,586.30
A File Transfer	404,814	13,139.80
A/S Files Received	543,686	3,973.30
A/S Files Requested	263,413	3,391.30
A/S Refiles	685,837	8,102.70
A/S/T File Connections	332,124	30,730.40
A/S/T File Operations	128,398	2,810.50
Data Changes	116,096	1,357.10
FBI Idents	60,514	1,148.10

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

PBe Audits	1,310,451	5,187.10
Internal	190,307	1,589.70
R Files Connections	357,989	3,531.00
R Files Consolidation	242,698	2,730.30
R Files Operations	9,817	135.30
R Files Received	1,328,362	6,658.30
R Files Transfer	365,635	1,130.50
R Refiles	82,582	705.70
Requested from FRC	823	51.80
Retired to FRC	8,977	53.90
Route to Requestor	385,175	4,486.40
Searches (Databases)	816,240	14,279.85
Searches (Pieces)	144,422	0.00
Special Searches	163,991	2,360.50
T Files Create	164,465	2,995.80
T Files Received	34,953	348.40
T Files Transfer	5,660	146.90
T Refiler	304,522	4,720.00
T/R Files Requested	3,067	62.40
Updates	299	5.50
Subtotal for <i>Fillroom Operations</i>	10,097,146	149,894.95

Subtotal for 1999	123,699,646	261,317.00
--------------------------	--------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Texas Service Center 2000

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	25	0.30
Driver/Messenger	678	2,824.40
FBI Idents	559	5.70
Internal	839	441.30
Mail Incoming	859,793	12,151.45
Mail Outgoing	938,222	1,041.90
Motions	763	39.90
Other Mail	233,453	3,659.65
Rejects (Manual)	43,247	1,862.90
Subtotal for Mailroom/File Assembly	2,071,579	20,427.80

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	1,985	61.80
Data Changes	99,538	2,811.80
Deposit	44,209,786	3,082.00
FBI Idents	0	7.30
Internal	179	13.30
Motions	861	140.00
Other Mail	8,841	305.90
Rejects (CLAIMS)	15,039	889.20
Rejects (Manual)	9,208	490.90
Searches (Databases)	138,908	3,941.30
Searches (Floors)	13,296	0.00
Updates	14	0.30
Verify/Sort	0	5,899.50
Subtotal for Data Entry/Doc Production	44,497,655	17,641.80

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	153,414	7,149.00
A Files Create	21,979	1,983.70
A Files Transfer	153,493	7,327.30
A/S Files Received	144,155	1,216.40
A/S Files Requested	42,667	633.90
A/S Radfiles	248,763	3,047.10
A/S/T Files Connections	54,769	8,390.70
A/S/T Files Operations	88,596	2,775.90
Data Changes	11,201	152.90
FBI Idents	10,947	206.10
File Audits	349,258	1,286.00
Internal	59,075	884.40

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Connections	147,883	970.90
R Files Consolidation	41,619	464.30
R Files Operations	4,692	55.90
R Files Received	411,096	2,468.40
R Files Transfer	139,991	432.40
R Refiles	24,239	299.20
Requested from FRC	901	45.00
Retired to FRC	1,050	7.30
Routes to Requestor	84,744	1,825.30
Searches (Databases)	214,952	3,349.30
Searches (Pieces)	12,613	0.00
Special Searches	34,667	567.10
T Files Create	86,326	1,097.80
T Files Received	6,930	86.40
T Files Transfer	3,998	117.70
T Refiles	70,899	1,405.40
T/R Files Requested	1,097	24.30
Subtotal for <i>Fileroom Operations</i>	2,628,034	48,249.60

Subtotal for 2000	49,203,268	86,319.20
--------------------------	-------------------	------------------

*Immigration and
Naturalization Service*

*Service Center Operations Support Services
Draft Statement of Work
Attachment 9*

*Immigration Services Division
RPQ HQ-0-Q-0044*

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Texas Service Center Totals	358,639,783	904,485.89
------------------------------------	-------------	------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center 1995

<i>Mailroom/File Assembly</i>	Count	Hours
Driver/Messenger	201	590.00
ICF	21,637	27.00
Internal	63	0.00
Mail Incoming	142,703	0.00
Mail Outgoing	637,323	2,972.00
Rejects (Manual)	4,000	178.00
Subtotal for Mailroom/File Assembly	805,929	3,727.00

<i>Data Entry/Doc Production</i>	Count	Hours
Data Changes	2,407	190.00
Deposit	14,753,495	2,714.00
Rejects (CLAIMS)	11,741	861.00
Rejects (Manual)	8,000	1,100.00
Searches (Dataless)	212,289	3,312.00
Updates	75,038	2,911.00
Subtotal for Data Entry/Doc Production	15,062,990	11,048.00

<i>File Room Operations</i>	Count	Hours
A Consolidation	4,583	402.00
A Files Create	11,089	1,379.00
A Files Transfer	27,983	481.00
A/S Files Received	5,790	920.00
A/S Files Requested	10,895	308.00
A/S Refiles	34,126	327.00
A/S/T Files Connections	87,322	2,346.00
A/S/T Files Operations	309,707	3,242.00
File Audits	1,872,130	2,128.00
Internal	124	0.00
R Files Connections	14,890	437.00
R Files Consolidation	2,934	108.00
R Files Operations	62,870	1,411.00
R Files Received	107	6.00
R Files Transfer	27,588	80.00
R Refiles	160,419	954.00
Requested from FRC	15,783	178.00
Route to Requestor	73,194	2,713.00
T Files Create	26,588	1,337.00
T Files Received	13,281	69.00
T Files Transfer	1,039	58.00
T Refiles	5,478	59.00

*Immigration and
Naturalization Service*

**Service Center Operations Support Services
Draft Statement of Work
Attachment 9**

*Immigration Services Division
RFQ HQ-0-Q-0044*

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

	T/R Files Requested	263	11.00
Subtotal for	<i>Fileroom Operations</i>	2,767,363	18,854.00
Subtotal for	1995	18,636,282	33,629.00

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center 1996

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	9,847	343.30
Driver/Messenger	913	1,909.90
ICF	120,009	110.00
Internal	912	1,890.90
Mail Incoming	938,464	27,149.13
Mail Outgoing	2,997,773	8,167.75
Motions	2,570	138.70
Other Mail	2,906	39.30
Rejects (Manual)	28,337	1,575.50
Subtotal for Mailroom/Files Assembly	4,101,811	41,375.10

<i>Data Entry/Doc Production</i>	Count	Hours
AmCons	5,865	350.85
Booklet	295	30.25
Data Changes	6,468	441.25
Deposit	75,557,275	8,746.65
Motions	148	6.80
Other Mail	5,644	306.80
Rejects (CLAIMS)	63,461	4,341.25
Rejects (Manual)	23,879	1,909.65
Searches (Database)	291,814	9,592.15
Searches (Pieces)	43,713	0.00
Updates	73,547	3,148.85
Verify/Sort	0	2,895.95
Subtotal for Data Entry/Doc Production	76,071,069	31,770.45

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	265,778	8,904.65
A Files Create	73,688	10,278.85
A Files Transfer	216,683	2,452.80
A/S Files Received	221,879	1,897.65
A/S Files Requested	181,125	1,829.95
A/S Redies	221,941	973.20
A/S/T Files Connections	803,214	13,068.13
A/S/T Files Operations	104,136	3,341.80
Data Changes	57,459	2,443.50
File Audits	4,132,933	4,261.25
Internal	410	7.10
R Files Connections	376,446	8,020.10
R Files Consolidation	120,248	2,168.80

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Operations	31,177	777.57
R Files Received	12,125	96.95
R Files Transfer	35,332	383.40
R Refiles	1,987,610	4,822.30
Requested from FRC	70,647	940.15
Retired to FRC	190	7.00
Route to Requestor	2,144,907	11,552.91
Searches (Database)	300,960	5,852.45
Searches (Pieces)	74,414	0.00
Special Searches	113	46.80
T Files Create	995,153	16,016.91
T Files Received	2,450	82.50
T Files Transfer	21,765	265.45
T Refiles	333,339	961.85
T/R Files Requested	1,331	48.60
Updates	256,926	7,394.80
Subtotal for <i>Fileroom Operations</i>	12,643,081	109,007.44

Subtotal for 1996	92,815,961	182,152.99
--------------------------	-------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center 1997

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	8,655	280.10
Driver/Messenger	924	1,988.60
ICF	30,826	28.50
Internal	1,139	1,944.20
Mail Incoming	1,467,878	30,897.31
Mail Outgoing	3,371,887	6,233.30
Motions	4,072	165.30
Other Mail	35,107	946.50
Rejects (Manual)	149	1.00
Subtotal for Mailroom/File Assembly	4,920,657	41,766.81

<i>Data Entry/Doc Production</i>	Count	Hours
AmCons	8,234	380.20
Data Changes	3,128	190.50
Deposit	100,143,378	6,735.60
Motions	362	24.10
Other Mail	4,213	127.00
Rejects (CLAIMS)	61,014	4,190.20
Rejects (Manual)	66,197	4,475.80
Searches (Database)	520,148	20,987.30
Searches (Pieces)	3,473	0.00
Updates	11,370	734.00
Verify/Sort	0	902.40
Subtotal for Data Entry/Doc Production	100,821,517	38,747.30

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	279,283	11,431.00
A Files Create	121,268	13,101.80
A Files Transfer	156,368	3,246.80
A/S Files Received	392,368	4,044.80
A/S Files Requested	218,823	3,514.80
A/S Refiles	475,159	2,177.30
A/S/T Files Connections	822,865	16,104.30
A/S/T Files Operations	74,358	2,144.60
Data Changes	77,296	1,837.30
File Audits	3,767,467	3,623.80
R Files Connections	368,100	6,747.80
R Files Consolidation	84,573	2,084.30
R Files Operations	29,768	535.20
R Files Received	12,823	67.30

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Transfer	63,666	597.20
R Refiles	1,706,542	3,886.30
Requested from FRC	43,002	663.90
Retired to FRC	0	0.90
Route to Requestor	2,878,812	13,286.40
Searches (Database)	221,433	5,335.20
Searches (Pieces)	45,760	0.00
T Files Create	907,535	12,926.90
T Files Received	609	4.70
T Files Transfer	36,308	444.10
T Refiles	278,265	1,054.20
T/R Files Requested	13,648	350.40
Updates	211,931	5,483.80
Subtotal for <i>FBareem Operations</i>	12,887,490	114,705.00
Subtotal for 1997	118,629,664	195,219.11

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center 1998

Mailroom/File Assembly

	Count	Hours
AmCons	19,334	1,600.90
Driver/Messenger	2,704	2,967.20
FBI Idents	1	0.10
Internal	1,962	3,330.50
Mail Incoming	1,287,388	37,042.10
Mail Outgoing	4,536,535	11,192.90
Motions	4,569	247.70
Other Mail	59,322	3,928.00
Rejects (Manual)	17,992	1,899.20

Subtotal for *Mailroom/File Assembly*

5,929,907 61,998.60

Data Entry/Doc Production

	Count	Hours
AmCons	6,335	418.60
Data Changes	5,945	394.80
Deposit	97,727,573	13,383.20
FBI Idents	1	0.10
Internal	0	1.00
Motions	600	46.80
Other Mail	1,533	121.10
Rejects (CLAIMER)	67,823	5,483.00
Rejects (Manual)	37,419	3,870.00
Searches (Databases)	343,655	12,836.40
Searches (Pieces)	3,469	0.00
Updates	281,109	14,755.40
Verify/Sort	0	5,717.40

Subtotal for *Data Entry/Doc Production*

98,475,902 57,027.80

Fileroom Operations

	Count	Hours
A Consolidation	692,140	34,938.50
A Files Create	151,233	18,573.50
A Files Transfer	157,286	8,834.30
A/S Files Received	587,820	4,144.40
A/S Files Requested	358,407	5,746.30
A/S Raffles	983,418	6,179.30
A/S/T Files Connections	550,091	18,723.80
A/S/T Files Operations	67,820	2,815.80
Data Changes	117,354	1,859.90
FBI Idents	26,317	1,124.90
File Audits	917,767	1,804.00
Internal	3	1,429.30

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

R Files Connections	243,338	5,872.30
R Files Consolidation	123,331	5,341.50
R Files Operations	8,671	391.40
R Files Received	37,498	313.00
R Files Transfer	509,248	1,369.80
R Refiles	848,519	3,330.00
Requested from FRC	16,459	386.80
Route to Requester	3,128,296	18,680.40
Searches (Databases)	208,816	9,806.20
Searches (Pieces)	402,885	0.00
T Files Create	429,917	13,482.30
T Files Received	472	4.70
T Files Transfer	31,969	388.00
T Refiles	395,300	2,446.90
T/R Files Requested	33,827	963.30
Updates	180,444	4,157.30
Subtotal for Fileroom Operations	11,232,436	171,708.10
Subtotal for 1998	115,637,845	290,334.50

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center 1999

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	9,705	738.30
Driver/Messenger	11,574	4,270.60
FBI Idents	28,533	56.30
Internal	3,284	4,115.30
Mail Incoming	1,616,720	38,753.20
Mail Outgoing	4,178,258	11,874.90
Motions	4,734	199.60
Other Mail	283,922	3,151.90
Rejects (Manual)	15,764	1,576.40
Subtotal for Mailroom/File Assembly	6,154,794	64,736.50

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	10,653	491.90
AmCons	5,621	344.70
Data Changes	3,793	194.20
Deposit	180,877,901	10,084.20
FBI Idents	225	5.20
FOOC	189	7.50
Internal	4,412	5,377.90
Motions	363	38.90
Other Mail	2,127	342.60
Rejects (CLAIMS)	59,894	5,158.70
Rejects (Manual)	43,821	4,549.10
Searches (Databases)	487,751	16,468.30
Searches (Floors)	258,545	0.00
Updates	128,738	5,253.80
Verify/Sort	0	4,371.60
Subtotal for Data Entry/Doc Production	181,883,733	52,687.80

<i>Fileroom Operations</i>	Count	Hours
A Conciliation	561,594	42,605.00
A Files Create	109,758	13,543.30
A Files Transfer	330,495	22,256.30
A/S Files Received	298,362	3,577.70
A/S Files Requested	319,740	6,475.20
A/S Replies	1,053,057	6,285.30
A/S/T Files Connections	533,324	20,907.90
A/S/T Files Operations	128,846	4,131.70
Data Changes	160,696	2,340.30
FBI Idents	44,913	6,076.30

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

File Audits	1,303,742	3,528.60
Internal	1,414	8,277.10
R Files Connections	107,642	3,463.00
R Files Consolidation	94,831	3,579.40
R Files Operations	1,803	84.50
R Files Received	24,800	254.60
R Files Transfer	534,176	840.30
R Refiles	608,468	4,438.40
Requested from FRC	10,298	148.40
Route to Requestor	2,965,772	22,003.25
Searches (Database)	917,517	17,140.60
Searches (Pieces)	1,276,997	0.00
T Files Create	242,033	8,992.40
T Files Received	437	3.00
T Files Transfer	20,281	311.50
T Refiles	409,422	2,335.00
T/R Files Requested	50,943	770.10
Updates	206,403	3,931.10
Subtotal for <i>Fileroom Operations</i>	12,521,384	208,131.85

Subtotal for 1999	200,599,911	323,556.15
--------------------------	--------------------	-------------------

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center 2000

<i>Mailroom/File Assembly</i>	Count	Hours
AmCons	5,750	214.60
Driver/Messenger	3,373	1,387.40
FBI Idents	11,327	20.40
Internal	1,639	1,238.30
Mail Incoming	697,557	14,832.80
Mail Outgoing	1,472,573	5,123.50
Motions	1,520	71.30
Other Mail	116,180	1,259.50
Rejects (Manual)	7,407	799.10
Subtotal for Mailroom/File Assembly	2,319,096	24,953.10

<i>Data Entry/Doc Production</i>	Count	Hours
\$25 Fees	8,316	323.90
AmCons	2,257	170.60
Data Changes	2,061	109.00
Deposit	77,084,364	2,882.80
FBI Idents	200	6.00
Internal	1,311	2,529.20
Motions	248	13.00
Other Mail	748	397.80
Rejects (CLADIS)	16,524	1,470.80
Rejects (Manual)	22,330	2,518.40
Searches (Databases)	293,491	5,399.70
Searches (Pieces)	123,771	0.00
Updates	56,688	2,187.90
Verify/Sort	0	3,480.00
Subtotal for Data Entry/Doc Production	77,612,309	31,447.70

<i>Fileroom Operations</i>	Count	Hours
A Consolidation	232,486	13,420.80
A Files Create	41,761	3,699.80
A Files Transfer	531,431	7,302.70
A/S Files Received	138,436	1,577.80
A/S Files Requested	79,817	1,469.90
A/S Refiles	642,127	3,474.80
A/S/T Files Connections	361,493	6,345.90
A/S/T Files Operations	23,084	1,073.60
Data Changes	58,799	665.50
FBI Idents	18,464	1,062.40
File Audits	311,363	711.20

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Internal	5,574	4,009.40
R Files Corrections	31,198	769.30
R Files Consolidation	77,404	2,396.80
R Files Operations	599	34.70
R Files Received	12,169	163.90
R Files Transfer	183,945	171.40
R Refiles	490,648	2,006.50
Requested from FRC	2,436	33.00
Retired to FRC	0	0.20
Route to Requestor	1,379,922	7,306.60
Searches (Databases)	554,588	5,970.80
Searches (Pieces)	424,057	0.00
T Files Create	164,389	2,935.40
T Files Received	303	5.20
T Files Transfer	11,899	114.30
T Refiles	148,544	1,108.70
T/R Files Requested	42,490	593.30
Updates	74,432	1,378.60
Subtotal for <i>Fillroom Operations</i>	6,053,128	69,783.00

Subtotal for 2000	85,984,533	116,183.80
--------------------------	-------------------	-------------------

*Immigration and
Naturalization Service*

**Service Center Operations Support Services
Draft Statement of Work
Attachment 9**

*Immigration Services Division
RPQ HQ-0-Q-0044*

Report E "Unspecified" Workload by Service Center, Year, Unit, and Task

Vermont Service Center Totals

632,264,196

1,143,075.55