

## **A DAY IN THE LIFE OF A IMMIGRATION SERVICES OFFICER**

Last summer, US Citizenship and Immigration Services (USCIS) experienced a significant increase in the number of applications and petitions filed by individuals seeking immigration benefits. This heightened workload is the result of several developments, including the fact that many people filed applications in advance of the fee increase that went into effect on July 30, 2007, as well as unanticipated increases in naturalization and employment-based adjustment-of-status applications.

In July and August 2007, USCIS received nearly 2.5 million applications and petitions compared to 1.2 million applications received during the same period last year. In fiscal year 2007, the agency received 1.4 million naturalization applications; more than the total naturalization applications filed in fiscal year 2005 and 2006 combined.

As a result of this application surge, USCIS is seeking to hire several hundred entry-level positions nationwide. Selectees will work at a Field Office or Service Center based on position availability for the geographic location. If selected, you will be appointed under the Federal Career Intern Program (FCIP) hiring authority to a 2-year internship. This internship will provide you with the opportunity to learn more about the critical role you play in the organization attend formal training and develop your career skills as a future Immigration Services Officer(ISO).

Through a combination of various work and training activities and satisfactory performance and conduct, your appointment may be made permanent non-competitively in the competitive service at the end of the 2-year internship. Such placement is neither guaranteed nor an entitlement. DHS employees who held a career or career-conditional appointment immediately before receiving the FCIP appointment fail the internship for reasons unrelated to misconduct or suitability will be placed in a position of equivalent status, tenure and pay within USCIS. Alternatively, USCIS is not obligated to place individuals, external to the DHS, workforce prior to appointment who fail to complete the program requirements.

**What are the responsibilities?** Immigration Services Officers play an important role at USCIS. As a new recruit, your primary responsibilities may include:

- Adjudicating cases and granting or denying applications and petitions for immigration benefits;
- Independently researching, interpreting, and analyzing an extensive spectrum of sources;
- Conducting security checks in accordance with all applicable USCIS/DHS laws and policies;
- Interviewing applicants and petitioners to elicit statements, assessing applicant credibility, and analyzing information gained to identify facts and considerations; and
- Providing direct and continued assistance to US Immigration and Customs Enforcement (ICE) personnel and officials of other Federal agencies in identifying individuals who pose a threat to national/public security.

**Will I be eligible for promotions?** The agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

**What are the Benefits?** The Federal government offers a number of exceptional benefits to its employees. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans, and transit subsidies. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>

## **So, you have been referred for selection and you are wondering...what's next...**

Should you choose to embark upon a career with us; there are certain mandatory employment requirements that must be satisfied. If an employment offer is extended, you understand and agree to the following conditions of employment:

- **Background Security Investigation:** As a condition of employment, all applicants must successfully undergo a background investigation (BI), conducted by the Office of Personnel Management (OPM). As part of the BI process, applicants are required to complete security forms, which include questions regarding illegal drug use, financial delinquencies, employment history, residences, education, police record, alcohol use, and counseling, among other things. **The following tips will assist you with gathering the personal records you will need to complete the SF-86.**

### **SF-86 Sections 1-8 Personal identifying information and citizenship**

Required information includes your full name at birth, place of birth, social security number, other names used, individual identifying information (height, weight, etc.), your day and evening contact numbers, and information regarding your citizenship which includes your mother's maiden name and if you were born in a foreign country, the proper documentation supporting your U.S. Citizenship.

### **SF-86 Sections 9-11 Residency, education, and employment**

These items address your personal history over the past 7 years. The entire 7-year period must be accounted for without breaks. You are required to provide residency information including the actual physical location(s) of your residence. You must also list a person who knew you at each address who preferably still lives in that area and include their phone number. Information regarding your education is required including school addresses, degrees you received and the dates that they were received, and a person who knew you if you attended these schools in the past 3 years. Required information regarding your employment includes all full-time, part-time, self-employment, military service, and all periods of unemployment. You must include the name, address, and contact information of your employer and your supervisors name for each position.

### **SF-86 Sections 12-15 Personal relationships**

These items address information regarding your personal relationships including your spouse, relatives and associates, and those who know you well such as friends, peers, and roommates over the past 7 years. You must provide contact information including physical addresses and phone numbers and the dates you have known each of these individuals. Information pertaining to your relatives must include their dates of birth, country of birth, citizenship, and their current residence. For those relatives and associates that are U.S. citizens by other than birth or aliens residing in the U.S. you must provide naturalization information or alien registration numbers.

### **SF-86 Sections 16-18 Military service and foreign activities**

Your military service record and foreign activities are addressed in these items. You must provide your service/certificate number(s), and dates and status of service. Information on foreign activities includes any properties owned, business

connections, and financial interests over the past 7 years. Foreign travel must also be disclosed including dates, reasons for travel, and countries visited.

### **SF-86 Sections 19-30 Personal accountability records**

The remaining items on the SF-86 (19-30) relate to your personal accountability. Information must be provided for the past 7 years including your selective service record, your medical health record, any employment separation data, any arrest records, your use of illegal drugs and/or alcohol, past background investigations, civil court actions, and your financial record including any delinquencies.

- **Drug Testing:** Non-USCIS employees must submit to a drug test and receive a negative drug test result before you can be appointed to a position in USCIS. Furthermore, agency employees in test designated positions will be subject to random testing.
  
- **Training Requirements:** New recruits will attend a 6 week BASIC training program in Dallas, TX, a 1 week Practicum at the National Benefits Center in Lees Summit, Missouri, and a and a one week practicum at either a District Office or Service Center. This technical training must be successfully completed according to the standards of the agency. Failure to do so will be grounds for mandatory removal from the position. Such failure will result in either reassignment to a different position, demotion, or separation by appropriate procedures.  
**\*The USCIS Training program location and durations are subject to change. If you had your practicum at a District Office or a Service Center, you will be expected to go to the other at a later date.**
  
- **Overtime:** You will be required to work four hours of overtime, at a Service Center or Field Office, per two-week pay period.
  
- **Shift Work:** You may be required to perform shift work if you work at the following locations:
  - Texas Service Center - Dallas, TX
  - Vermont Service Center – St. Albans, VT
  - Nebraska Service Center – Lincoln, ME
  - California Service Center – Laguna Niguel, CA
  - Boston District Office - Boston, MA
  - New York District Office – New York, NY
  - Miami District Office – Miami, Fl
  - Omaha Field Office – Omaha, NE
  - San Francisco Field Office- San Francisco, CA
  - Los Angeles District Office – Los Angeles, CA

**\*\*Special Note:** When you initially applied to this vacancy announcement, you were asked to choose up to up to (3) geographic locations where you would be willing to work. Please note that by selecting a location, you may be asked to work at any duty location that falls under that jurisdiction. Your application will be discontinued from further consideration if you are offered an Immigration Services Officer position for any of your geographic locations and you decline the offer three times. You were provided a Maintenance Sheet which would allow you to change your preference locations. You may do so up to the point your name has been referred to for selection. If selected for a position, you will be removed from the Immigration Services Officer register. Please note; if you decide to relocate; you will be required to pay all relocation expenses to the initial duty station.