



DHS Exhibit 300 Public Release BY08 (Form) / USCIS - FIPS (2008) (Item)

Form Report, printed by: Administrator, System, Feb 12, 2007

OVERVIEW

General Information

1. Date of Submission:	Sep 1, 2006
2. Agency:	Department of Homeland Security
3. Bureau:	Citizenship and Immigration Services (CIS)
4. Name of this Capital Asset:	USCIS - FIPS (2008)
Investment Portfolio:	CIS Home Portfolio 2008
5. Unique ID:	024-30-01-08-01-3080-00

(For IT investments only, see section 53. For all other, use agency ID system.)

All investments

6. What kind of investment will this be in FY2008? (Please NOTE: Investments moving to O&M ONLY in FY2008, with Planning/Acquisition activities prior to FY2008 should not select O&M. These investments should indicate their current status.)	Operations and Maintenance
7. What was the first budget year this investment was submitted to OMB?	FY2001 or earlier
8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap.	The Department of Homeland Security (DHS) US Citizenship and Immigration Services (USCIS) RD (Records Division) under the former Immigration and Naturalization Services (INS) Office of Records Services (ORS) developed the FOIA Information Processing System (FIPS) to fulfill the Freedom of Information Act (FOIA) and Privacy Act (PA) statutes requirements FIPS supports the Program Assessment Rating Tool (PART) program, Immigration Services. FIPS was first deployed in 1998, and uses document imaging, workflow, and client-server technologies to manage the FOIA case life cycle. FIPS processes over 145,000 requests nationwide yearly FIPS generates automated letters, invoices and reports, with flexible workflow, rigorous first-in-first-out (FIFO) processing and accurate audit trails. Documents are released to requesters via paper or via compact disks (CD).
9. Did the Agency's Executive/Investment Committee approve this request?	Yes
9.a. If "yes," what was the date of this approval?	Jan 24, 2006
10. Did the Project Manager review this Exhibit?	Yes
12. Has the agency developed and/or promoted cost effective, energy-efficient and environmentally sustainable techniques or practices for this project.	Yes
12.a. Will this investment include electronic assets (including computers)?	Yes
12.b. Is this investment for new construction or major retrofit of a Federal building or facility? (answer applicable to non-IT assets only)	No
12.b.1. If "yes," is an ESPC or UESC being used to help fund this investment?	
12.b.2. If "yes," will this investment meet sustainable design principles?	
12.b.3. If "yes," is it designed to be 30% more energy efficient than relevant code?	
13. Does this investment support one of the PMA initiatives?	Yes
If "yes," select the initiatives that apply:	

Human Capital	Yes
Budget Performance Integration	No

Financial Performance	No
Expanded E-Government	Yes
Competitive Sourcing	No
Faith Based and Community	No
Real Property Asset Management	No
Eliminating Improper Payments	No
Privatization of Military Housing	No
R and D Investment Criteria	No
Housing and Urban Development Management and Performance	No
Broadening Health Insurance Coverage through State Initiatives	No
Right Sized Overseas Presence	No
Coordination of VA and DoD Programs and Systems	No

13.a. Briefly describe how this asset directly supports the identified initiative(s)?
 FIPS enables ORS staff to respond to citizen requests for FOIA information in an efficient and highly productive fashion, by enabling rapid response to phoned status updates, processing cases in parallel and ensuring customer satisfaction with the results. As a completely electronic system working with digital image files, FIPS uses current technology to address administrative and repetitive issues, thus maximizing the value-added time spent by USCIS staff and ultimately to all DHS staff.

14. Does this investment support a program assessed using OMB's Program Assessment Rating Tool (PART)?
 Yes

14.a. If "yes," does this investment address a weakness found during the PART review?
 No

14.b. If "yes," what is the name of the PART program assessed by OMB's Program Assessment Rating Tool?
 USCIS - Immigration Services

14.c. If "yes," what PART rating did it receive?
 Moderately Effective

15. Is this investment for information technology (See section 53 for definition)?
 Yes

For information technology investments only:

16. What is the level of the IT Project (per CIO Council's PM Guidance)?
 Level 2

17. What project management qualifications does the Project Manager have? (per CIO Council's PM Guidance)
 (1) Project manager has been validated as qualified for this investment


18. Is this investment identified as "high risk" on the Q4 - FY 2006 agency high risk report (per OMB's "high risk" memo)?
 No

19. Is this a financial management system?
 No

19.a. If "yes," does this investment address a FFIA compliance area?
 19.a.1. If "yes," which compliance area:
 19.a.2. If "no," what does it address?

19.b. If "yes," please identify the system name(s) and system acronym(s) as reported in the most recent financial systems inventory update required by Circular A-11 section 52.

20. What is the percentage breakout for the total FY2008 funding request for the following? (This should total 100%)

Area	Percentage	
Hardware	9.00	
Software	6.00	
Services	75.00	
Other	10.00	
Total	100.00	

21. If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities?
 N/A

23. Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval?
 Yes

SUMMARY OF FUNDING

SUMMARY OF SPENDING FOR PROJECT PHASES (In Millions)

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated "Government FTE Cost," and should be excluded from the amounts shown for "Planning," "Full Acquisition," and "Operation/Maintenance." The total estimated annual cost of the investment is the sum of costs for "Planning," "Full Acquisition," and "Operation/Maintenance." For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report.

All amounts represent Budget Authority

	PY-1 & Earlier	PY	CY	BY
	-2005	2006	2007	2008
Planning:				
Budgetary Resources	2.220	0.920	0.250	0.270
Acquisition:				
Budgetary Resources	12.650	0.490	0.260	0.230
Subtotal:				
Budgetary Resources	14.870	1.410	0.510	0.500
Maintenance:				
Budgetary Resources	10.614	2.580	2.700	2.900
TOTAL, All Stages				
Budgetary Resources	25.484	3.990	3.210	3.400
Government FTE Cost	0.880	0.310	0.300	0.320
# of FTEs	0.00	0.00	0.00	0.00
Total, BR + FTE Cost	26.364	4.300	3.510	3.720

Note: For the cross-agency investments, this table should include all funding (both managing partner and partner agencies).

Government FTE Costs should not be included as part of the TOTAL represented.

2. Will this project require the agency to hire additional FTE's?

No

2.a. If "yes," how many and in what year?

3. If the summary of spending has changed from the FY2007 President's budget request, briefly explain those changes.