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# A Message from USCIS Acting Director Scharfen



On June 10, I had the privilege of hosting the 2008 USCIS Director's Awards Ceremony. This event brought together achievers from across the

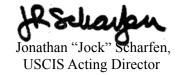
agency, and gave us a chance to recognize some of our nation's best and brightest federal employees. Each of the award winners demonstrated exceptional service and dedication to the USCIS mission, embracing roles as agency innovators and leaders who have raised expectations for those around them.

The recipients are men and women who worked together to provide innovative solutions to the many challenges we face, and demonstrated commitment and determination in addressing USCIS national security, customer service and organizational excellence goals, in service to our Nation.

At USCIS, we're more than just our systems, policies and procedures It's about our people. We are creating an employee culture at USCIS that honors public service, emphasizes the significance of national security and public safety, understands the human consequence involved in every USCIS decision, and adopts the highest standards of professionalism and ethical conduct.

Building the workforce of the future means investing in our current employees. It entails rewarding individuals based on performance, creating a working environment that is safe, secure and friendly and fostering a cooperative network of employees.

Events like the Director's Awards Ceremony help usher in a new type of employee culture and work environment. We hope to create a healthy working atmosphere at USCIS that encourages every employee to perform at their highest potential, to the ultimate benefit of our customers and the American people.



### 2008 Director's Awards Ceremony



Seasoned veterans, some new faces and future leaders from across the USCIS family gathered in the Tomich Center at USCIS Headquarters in Washington, DC on June 11 for the 2008 Director's Awards Ceremony.

Acting Director Jock Scharfen, Acting Deputy Director Mike Aytes and Chief of Staff Tom Paar were on hand to congratulate 27 employees and working groups from the hundreds of nominations received.



#### Securing America's Promise Award Winner



Acting Director Scharfen presents Joe Langlois with the Director's Exceptional Service Award

Joe Langlois was the 2008 recipient of the Director's Exceptional Service Award, Securing America's Promise Award. This is the highest and most prestigious award granted within USCIS for sustained overall contribution by an individual to USCIS and its mission. Under the stewardship of Joe Langlois, Chief of the Asylum Division, USCIS has achieved organizational excellence, enhanced integrity, and ensured the quality of its Asylum Program. As a direct result of his vision and strategic planning, the USCIS Asylum Division has reduced its pending caseloads to the lowest levels since the creation of the Asylum Corps and established processes to ensure that individuals seeking the protection of the United States receive timely and professional consideration of their claim.

Mr. Langlois' hard work, initiative, professionalism and leadership will ensure USCIS has the resources to continue upon his success and build a 21st century immigration service.

#### News You Can Use

Court Grants Preliminary Approval of Settlement Agreement in Northwest Immigrants Rights Project v. USCIS - 06/16/2008

USCIS In Des Moines Re-Opens After Evacuation Last Friday -06/16/2008

USCIS in Des Moines Reaches Out To Its Customers Affected By Flooding and Severe Weather -06/13/2008

Fact Sheet: USCIS Offers Premium Processing Service for Certain Form I-140 Petitions Starting June 16, 2008 - 06/11/2008

USCIS to Offer Premium Processing for Certain Form I-140 Petitions Service Begins June 16, 2008 -06/11/2008

USCIS Clarifies Language in Form I-751 Transfer Notices Sent to Petitioners - 06/05/2008

Questions and Answers: Expedited Processing Available for Certain Supplemental Security Income (SSI) Beneficiaries - 06/05/2008

USCIS Centralizes Initial Naturalization Application Processing - 06/05/2008

Update: USCIS Moves Lockbox to New Site in Chicago - 05/30/2008

Update: USCIS Implements Required DNA Testing for Vietnamese Adoptions - 05/29/2008

Q and A: USCIS Implements Required DNA Testing for Vietnamese Adoptions - 05/29/2008

USCIS Modifies Application for Temporary Protected Status Previous Versions of Form I-821 Will Be Accepted Until June 26, 2008 - 05/28/2008

USCIS to Revise Filing Instructions for Petition to Remove Conditions on Residence - 05/23/2008

Q and A: Extension of Optional Training Program for Qualified Students - 05/23/2008

# From Afghanistan to Washington: At a Natz Near You



Secretary Chertoff and Acting Director Scharfen attend Military Naturalization in Afghanistan

On this Memorial Day, 44 members of the U.S. military marched forward to become America's newest citizens in the presence of DHS Secretary Michael Chertoff, USCIS Acting Director Jonathan Scharfen, and U.S. Army Maj. Gen. Jeffrey J. Schloesser, commander of Combined Joint Task Force-101 at Bagram Air Base in Afghanistan.

"There is no honor greater than presiding over an oath ceremony and there is no better place to do it than here," said Chertoff. "You have all earned your citizenship through your service. Starting today, America is as much your country as it is mine."

One Soldier expressed his feelings toward becoming a U.S. citizen. "This feels really great – closure to the 'history' chapter in my life and the beginning of my future," said Army Pvt. Mark Paguio, 23. Paguio, a Philippine native, led the other service members in their recital of the Pledge of Allegiance. "Becoming a U.S. citizen has opened many doors," he said.

"This day means everything to me," said Marine Lance Cpl. Artem Starovoyt, a Ukraine native who now resides in Philadelphia. "I have been out on the front lines doing what I can for my nation – and now I can officially call America home."

USCIS Naturalizes First Military Spouse Overseas



Zita Chouchan displays her Certificate of Naturalization with pride

On May 30, Zita Chouchan, the spouse of a member of the U.S. military recited the Oath of Allegiance and became a citizen of the United States at the U.S. Consulate in Frankfurt, Germany. This was the first overseas naturalization ceremony for a military spouse.

USCIS Acting Director Jonathan Scharfen presided over the ceremony, which also included 20 soldiers stationed throughout Germany and Kosovo.

"This week, as we observe Memorial Day, we take time to reflect upon the sacrifices our military and their families make to defend the freedoms America offers," said Scharfen. "Words cannot express our profound appreciation for the honorable service you provide. You make us proud to be Americans."

May is Military Spouse Appreciation Month, and in her letter to USCIS seeking the opportunity to conduct her naturalization process and ceremony overseas, Mrs. Chouchan said, "I'm very proud ... not everyone has earned the right to be called a military spouse."

In January, President Bush signed the National Defense Authorization Act for Fiscal Year 2008 into law. This new law amended portions of the Immigration and Nationality Act to allow certain spouses of members of the military to naturalize overseas where they are stationed. Before January 2008, these spouses could only naturalize while physically within the United States.

The 21 new citizens were born in American Samoa, China, Cuba, Ecuador, El Salvador, Great Britain, Grenada, Haiti, Hungary, Israel, Jamaica, Liberia, Mexico, Nicaragua, Nigeria, the Philippines, Russia, and Togo.

Naturalization at George Washington's Mount Vernon Estate

The picturesque estate of our Nation's first president was the site of a special naturalization ceremony on May 19, for 53 new citizens from the Washington, DC area. To highlight the importance of U.S. citizenship, USCIS naturalization ceremonies are

often held at prominent national and historic landmarks nationwide. This is the eighth annual naturalization ceremony at historic Mount Vernon.



USCIS Acting Director, Jonathan Scharfen and guest stand at attention during singing of the National Anthem.

USCIS Acting Director Jonathan Scharfen administered the Oath of Allegiance and offered congratulatory remarks while Ms. Joie A. Gregor, Assistant to the President for Presidential Personnel at the White House, delivered an inspiring keynote address. The Mount Vernon Ladies' Association hosted the special ceremony.

### Would You Like to Work at USCIS?

How would you like to work for an agency that changes lives everyday, invests time and money into the career development and growth of its employees, and comprises a diverse workforce providing unique opportunities? USCIS offers all that and more!

Upcoming Recruting Events Current Job Openings Career Descriptions Federal Employment Benefits Student Programs at USCIS

USCIS opportunities are available nationwide, apply by visiting USAJOBS today!

#### Frequently Asked Questions at USCIS

Am I eligible for the new USCIS Two-Year Employment Authorization Documents (EADS)?

What is an EAD?
Certain aliens who are temporarily in the United States may file a Form I-765, Application for Employment Authorization, to request an Employment Authorization
Document (EAD), which authorizes them to work legally in the U.S.

Who is eligible for an EAD that is valid for two years?

during the time the EAD is valid.

The two-year EAD is available to pending adjustment applicants (i.e., those who have filed a Form I-485, Application to Register Permanent Residence or Adjust Status) who have filed for an EAD under Section 274.a.12(c)(9) of Title 8, Code of Federal Regulations (8 C.F.R.) and who are currently unable to adjust status because an immigrant visa number is not currently available. USCIS will continue to grant EADs that are valid for one-year for adjustment applicants who have an available immigrant visa number and are filing for employment authorization under 8 C.F.R. Section 274a.12(c)(9).

When will applicants expect to receive the new two-year EAD? USCIS expects to implement this initiative for cases pending on June 30, 2008. Applicants filing Form I-765 under 8 C.F.R., Section 274.a.12(c)(9) should begin to receive their two-year EAD a couple of weeks after the anticipated June 30, 2008 implementation date.

Where can someone get more information on the new EADs? For further information, please review the USCIS Update on the new two-year EAD.

Will applicants get a two-year EAD when they file an I-765 with their I-485 adjustment of status application?

Generally no. Initial EAD filings will generally receive an EAD that is valid for one- year because they are usually submitted with the Form I-485 that can only be filed when there is an immigrant visa number immediately available to the individual.

Applicants are only eligible for a two-year EAD if their immigrant visa availability date retrogresses (i.e., when actual demand for visa numbers exceeds forecasted supply) after the Form I-485 is filed. If an immigrant visa number is available, USCIS will grant the one-year EAD.

How will USCIS decide whether to issue an EAD valid for one or two vears?

USCIS will decide whether to renew an EAD for either a one or twoyear validity period based on the most recent Department of State Visa Bulletin available at http:// travel.state.gov/visa/frvi/bulletin/ bulletin 1360.html. If an applicant's visa number has retrogressed and is unavailable, USCIS may issue a renewal EAD valid for two years. USCIS will continue to issue the EAD in one-year increments when the Department of State Visa Bulletin shows an employment-based preference category is current as a whole or the applicant's priority date is current.

If I am filing for a replacement EAD under 8 C.F.R., Section 274.a.12(c) (9), how long is the EAD valid? If an individual requests to replace

an EAD that has not expired, USCIS will issue a replacement EAD that is valid through the same date as the previously issued EAD. However, if the previous EAD has expired, USCIS will process the request for a renewal EAD and determine the appropriate validity period based on the Department of State Visa Bulletin and the applicant's priority date.

If USCIS determines that an applicant has filed multiple Forms I-765, the agency may deny the applications for the replacement or renewal EAD.

Why is USCIS changing the validity period for some EADs? USCIS views this change as a way to better serve its customer base, and in particular, persons who are waiting to become lawful permanent residents and are impacted by the lack of immigrant visa numbers.

On July 30, 2004, USCIS published an interim rule, "Employment Authorization Documents," at 69 FR 45555. This interim rule authorized USCIS, in its discretion, to issue EADs with validity periods other than one year based on certain criteria deemed appropriate by the Department of Homeland Security.

I filed my Form I-765 more than 90 days ago and I have not received a decision, who should I contact? If you have not received a decision within 90 days of the USCIS receipt date and you have properly filed your EAD application, you may apply to obtain an interim EAD by appearing in person at your local USCIS District Office. You must bring proof of identity and any notices that you have received from USCIS in connection with your application for employment authorization.

If I believe I have received an EAD with the wrong validity period or other incorrect information who should I contact?

If you believe that you have received the wrong validity period, you should contact the USCIS

National Customer Service Center at 1-800-375-5283 or 1-800-767-1833

(TTY).



Special Administrative Naturalization Ceremony at the Harlingen Office



Gustavo Guerrero celebrates his citizenship with Harlingen Field Office Director Dora Sanchez

On May 6, employees arriving for work were surprised to see an ambulance in the parking lot. Recently released from the hospital, Mr. Gustavo Adolfo Guerrero came with his daughter for an appointment. His daughter is his only family and his caregiver and she was very concerned about leaving him alone at home so she hired the ambulance and brought her father to her interview!

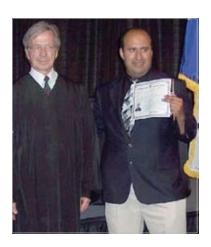
While waiting, Mr. Guerrero inquired about his naturalization ceremony. The officer checked his

file and quickly recommended him for an administrative naturalization ceremony.

Later that morning, Harlingen
Field Office Director Dora Sanchez
performed an Administrative
Naturalization Ceremony for Mr.
Guerrero. In addition to USCIS
employees, his daughter and the two
ambulance attendants were present to
watch him become a U.S. citizen.

Following the oath, Mr. Guerrero raised his hands and started clapping – he was quite overjoyed. Mr. Guerrero qualified to take his interview and oath in Spanish but he knew the English language and promised to be back after teaching his daughter English!

San Antonio Field Office Worker Becomes U.S. Citizen



Wilfredo "Willie" Ortega, a custodial employee at the USCIS Field Office in San Antonio, waved a small American flag as he took the oath of allegiance to the United States to become a U.S. citizen last week in a ceremony at the Institute of Texan Cultures.

Ortega, a native of Guatemala with some college education in his native country, has been here for several years, but had not applied for citizenship because his English was not up to par. His brother, Air Force Major Esdras Ortega, learned English more quickly when he arrived here. His brother's encouragement and prodding pushed him to learn English and become a citizen, Ortega said. Local USCIS employees also encouraged Ortega to make use of free English classes at local civic centers. Motivated by a desire to improve his life last year, Ortega applied for citizenship in July. He began English classes before he applied, and continued the classes.

Now, Ortega practices his English daily, is taking computer classes and is looking forward to taking some college courses to complete his business degree. "Now I have more opportunities," Ortega said.

## Get to Know Your USCIS Office Components

#### **The Office of Citizenship**

The USCIS Office of Citizenship is responsible for promoting instruction and training on the rights and responsibilities of citizenship and providing immigrants with information and tools necessary to successfully integrate into American civic culture.

Its primary focus is to provide information and resources to immigrants at two key points in their journey towards civic integration: when they first become permanent residents and when they are ready and eligible to begin the formal naturalization process.

#### USCIS History Office and Library Tribute Ceremony



USCIS Acting Director Jonathan Scharfen participated in a ceremony at the newly dedicated USCIS History Office and Library to honor immigrant Medal of Honor recipient, Sergeant James Mestrovich and bring attention to the wealth of information available through USCIS History Office.

The USCIS History Office and Library program preserves and promotes understanding of the history of USCIS and its predecessor agencies and programs. Historical Reference Office staff research, write, and distribute histories, and provide authoritative historical information to USCIS, other government agencies and public researchers.



Marian Smith, USCIS Historian

Led by USCIS Historian Marian Smith, the Historical Reference Library collection consists of books, publications, reports, periodicals, micro-film, legal material, law enforcement material, and secondary works by and about USCIS and the legacy Immigration and Naturalization Service. The collection includes historical documents dating back to the turn of the century.



The USCIS History Office and Library

Library Hours: 8:00 a.m. to 4:30 p.m. Monday through Friday, excluding federal

holidays.

By Appointment Only: To schedule a visit to the library call (202) 272-8370, email the CISHistory Library, or write to the address below. All visitors must present a valid form of photo identification and enter through building security. Extended library visits (more than 3 consecutive days) require security checks. Call well in advance to arrange any extended research visit.

Location: USCIS History Office and Library 111 Massachusetts Avenue, NW, 1st Floor Washington, DC 20529

### A Day in the Life – Jenny Steele



Job Title:
Adjudications Officer

Location:
California Service Center

Start date with USCIS: October 29, 2007

Prior jobs before USCIS:

"Much to my parents' and husband's detriment, I was a professional student for quite some time. I finished my undergraduate studies at the University of Southern California (Go Trojans!) in May 2002, and decided to go to law school. During law school I worked for different firms, practicing different areas of law. My first job was as a Law Clerk with the Automobile Club of Southern California's in-house counsel, i.e., insurance law. While very exciting to many, I realized that this was not the area of law for me.

I actually started taking an immigration law course and became very interested in this area. My interest led me to apply for a Law Clerk/Immigration Specialist position with an immigration law firm in downtown San Diego. I was hired for the job, and this is where my immigration career began, in the private sector. I worked with this firm until my hire with USCIS."

What made you want to become an employee with USCIS? I worked for the immigration firm for five years, and while I gained a lot

of experience I was ready to moveon. I decided to embark on a job search to see what was out there for me, especially with my specialized immigration background. I have always wanted to work, for the federal government, however, was not sure in what capacity. I think movies and television shows do a great job of making government jobs look very glamorous and exciting. I think that is where my interest with the federal government sparked.

During my job search, I decided to look at federal government jobs. When I saw the USCIS posting for an Adjudications Officer position, I was determined to get the job. I really wanted to become an employee of the USCIS because I knew that this would be the best place to use my immigration experience and background, and as a bonus, fulfill my interest in working for the federal government.

Describe a challenge you face on a daily basis in your job, and how you overcome it.

A challenge I face on a daily basis in my job is to remember that I am now wearing a different hat than I was in the private sector. In the private sector, my job was to create the petitions and applications for individuals applying for lawful immigration. As an Adjudications Officer, I am the individual that determines whether a petition or application is approved or denied-very different than creating the petition and application.

I overcome this challenge by adhering to immigration laws and regulations, and applying the regulations to each filing. Nothing speaks more clearly than the law, no matter if you are in the private sector or with the federal government.

What is the most rewarding part of your job? What keeps you motivated to perform your daily responsibilities?

The most rewarding part of my job is being able to determine, on behalf of the United States, what individuals are able to immigrate to our country. I feel honored to be doing this type of work. Knowing that I am doing my part to protect and serve the United States, keeps me motivated to perform my daily responsibilities.

Do you have any heroes, somebody who has inspired you, or someone you look up to?

There are many people who inspire me, however if I had to choose one hero it would be my dad. It's fitting because his last name is "Bayani", and in Tagalog that means "hero."





Sgt. Sarun Sar receives one of his two Bronze Stars

Name: Sarun Sar

Born: Cambodia/Burma Rank: Master Sergeant

Commendation: Silver Star, Bronze

Star (2)

Combat Theatre: Afghanistan

Army Master Sgt. Sarun Sar was born in 1966 at Kom Puong Speir Province, Cambodia during the brutal Khmer Rouge insurgency. His father was a schoolteacher and his mother took care of the home and family farm. Sar had two sisters and three brothers. He attended school in Cambodia until 1975 when the communist forces took control of the country, and subsequently imprisoned and killed thousands of teachers, doctors and other intellectuals.

"Growing up in a war zone teaches you to be immune to a gunfight," said Sar as he described his childhood. Sar gained his first combat experience in Cambodia, after his father was arrested by the Khmer Rouge during the war, and his brothers and sisters were separated from their family. Many Cambodians fled across the border into Thailand seeking asylum and were transported to refugee camps. Sar joined the anticommunist rebels and was wounded in action. Some refugees, including a recuperated Sarun, were permitted to immigrate to the United States.

Sar said he didn't even know his birth date, but believes he was 15 or 16 when he entered the United States. "I came through immigration people, and they gave me a birthday -- May 15, 1966," he said.

Sar joined the U.S. Army in 1985, five years after he arrived stateside, because he felt a need to serve his adopted country.

"I think we take it for granted that this freedom we're enjoying is always going to be here, and it's not," he said. "People dislike the military, but when they're in trouble they always come looking for us. So, as a citizen, we need to make an effort to serve and protect the freedom that we took for granted."

Sar became an American citizen in 1986 and served with the 1st Infantry Division during the Persian Gulf War in 1990.

Today, with more than 20 years of military service, Sar has deployed to Thailand, Cambodia, Bosnia, Kosovo, Africa and Columbia. He was serving in eastern Afghanistan when he took part in multiple combat operations that earned him a Silver Star and two Bronze Stars.

During the eight months he spent on his second tour in Afghanistan, Sar and his Special Operations team were in the volatile Paktika Province along the Pakistan border. They provided security, health care, and assistance with various construction projects in addition to participating in regular meetings with local tribal elders. "We learned to love the people of Afghanistan, helped them build classrooms, provided medical assistance and even helped establish an infrastructure for water, sewer, and electricity," Sar explained. On their days off they taught English to local kids and played soccer with them.



Sar while on patrol in Afghanistan

On March 5, 2005, Sar was leading Operational Detachment Alpha 732, a 12-man team that was conducting armed reconnaissance of a suspected insurgent shelter located about 9,000 feet above sea level on a ridge line.

Sar said it was a cold, foggy morning with snow blanketing the ground as two UH-60 Black Hawk helicopters carrying his team approached the ridge to investigate enemy activity.

"When the first bird landed on the north side of the ridge, it received fire," he said. "I saw the whole thing, because we were a few seconds behind them. We landed and leapt out of the helicopter, and I told my guys to follow me and started running toward the enemy."

Sar cornered two insurgents who were trying to run away. "One guy dropped his weapon and started screaming at me," he said. "I saw him running, and he wasn't a threat to me so I didn't engage him; I let him go."

Sar then discovered that his team wasn't right behind him and called for their help. "So I had the enemy shooting over my head, and my team was shooting over my head," he recalled. The team fought its way to Sar, and he and the team medic went after the enemy fighter, who was hiding in a structure.

"As soon as I opened that little door, he fired three shots at me from a distance of about six feet," Sar said. "The first two shots missed. The third one hit the right side of my helmet and snapped it back. But we took care of him." Later, Sar said, it felt like he'd been hit in the head with a hammer, but it only left a scratch and a bump on his forehead.

Sar said his team did an outstanding job during that deployment, with 14 enemy gunfights. His team conducted more than 300 patrols in eight months.

Sar protested the attention paid to him for his actions, "I came from Cambodia and I lost most of my family there, and nobody here can tell me what it's like to lose freedom," he said. "This country gave me so much and (my military service) is a small price to pay." "I don't see myself as a hero," Sar continued. "The hero is my guy who is in the cemetery right now. He deserves it more. I did something I love to do, fighting and serving my country."

#### **Military Naturalizations**



USCIS Has Naturalized more than 37,250 members of the U.S. Armed Forces, and 111 fallen heroes have been granted Posthumous Citizenship since September 2001.



For More information, see the USCIS Fact Sheet on Military Naturalizations.





The Outstanding American by Choice initiative recognizes the achievements of naturalized U.S. citizens. Through civic participation, professional achievement, and responsible citizenship, recipients of this honor have demonstrated their commitment to this country and to the common civic values that unite us as Americans.

Initiated in 2006, USCIS has recognized naturalized citizens in all walks of life who have made significant contributions to both their community and their adopted country.

Congressman Albio Sires



Born in 1951, Albio Sires was raised in the Cuban town of Bejucal before his family fled Castro's regime in January 1962 with the help of relatives in America. They eventually settled in West New York, where Mr. Sires became a star basketball player at Memorial High School. Mr. Sires earned his undergraduate degree from St. Peter's College, where he received a four-year basketball scholarship. Congressman Sires went on to attain a master's degree in Spanish from Middlebury College.



Congressman Sires during Outstanding American by Choice Award ceremony

Congressman Sires was elected in 2006 by the people of the 13th Congressional District of New Jersey to serve in the United States House of Representatives. Before coming to Congress, Sires served two terms as Speaker of the New Jersey General Assembly from 2002 to 2006.

As Assembly Speaker, Sires led legislative efforts to raise the minimum wage, expand job training programs for low-income workers, and extend tax credits to businesses that create jobs in the community. Sires also helped create the Assembly Committee on Homeland Security and State Preparedness, and improve coordination in the event of an emergency through increased homeland security funding for the State Police.

While a New Jersey State Assemblyman, Sires simultaneously served as Mayor of West New York from 1995 to 2007. Mayor Sires earned the "Community That Works" award from the State of New Jersey, and in April 2004, the New Jersey Conference of Mayors presented its 12th Annual Mayor of the Year Award to Sires in recognition of his tireless advocacy on behalf of mayors and property taxpayers. In September 2005, the New Jersey State Bar Association and Legal Services of New Jersey awarded its William J. Brennan, Jr., Citation for

Justice to Sires in recognition for his efforts in seeking equal justice for people in poverty.

Congressman Sires' wife, Adrienne, is a school administrator. Together they have a stepdaughter, Tara Kole, who served a U.S. Supreme Court clerkship with Justice Antonin Scalia after graduation from Harvard Law School last year.

Established in January 2006, the Outstanding American by Choice initiative has recognized 55 individuals from a variety of backgrounds and nearly all sectors of society. Recipients have come from more than 20 countries, including: Afghanistan, Germany, Iran, Cuba, Pakistan, Haiti, Russia, China, and Mexico.

# Construction Corner – Denver Field Office



Construction is underway for the new Denver Field Office. The project is on schedule for late Novemberearly December 2008 completion. This will be a three story office in Centennial Colorado.

This office is being planned for 79 people and will have separate onsite employee and visitor parking and entrances. The first floor will house Information and Records, the second floor is Adjudications and the third floor houses Administration, the District Director, and a Naturalization Ceremony room.