



DHS Exhibit 300 Public Release BY09 (Form) / USCIS - FOIA/PA Information Processing System (FIPS) (2009) (Item)

Form Report, printed by: Administrator, System, Feb 6, 2008

OVERVIEW

General Information

1. Date of Submission:	Sep 7, 2006
2. Agency:	Department of Homeland Security
3. Bureau:	Citizenship and Immigration Services (CIS)
4. Name of this Capital Asset:	USCIS - FOIA/PA Information Processing System (FIPS) (2009)
5. Unique ID:	024-30-01-02-01-3080-00

(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 FY2009?

(Please NOTE: Investments moving to O&M ONLY in FY2009, with Planning/Acquisition activities prior to FY2009 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. [LIMIT: 2500 char]

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?

Oct 17, 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 and specifically describe for each selected how this asset directly supports the identified initiative(s)? (e.g. If E-Gov is selected, is it an approved shared service provider or the managing partner?)

FIPS enabled ORS 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 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 rating did the PART 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 3

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 2007 agency high risk report (per OMB Memorandum M-05-23)

No

19. Is this a financial management system?

No

19.a. If "yes," does this investment address a FFMIA compliance area?

19.a.1. If "yes," which compliance area: [LIMIT: 250 char]

19.a.2. If "no," what does it address? [LIMIT: 500 char]

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. [LIMIT: 2500 char]

20. What is the percentage breakout for the total FY2009 funding request for the following? (This should total 100%)

Area	Percentage	
Hardware	0.00	
Software	0.00	
Services	75.97	
Other	24.03	
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

Question 24 must be answered by all Investments:

24. Does this investment directly support one of the GAO High Risk Areas?

No

SUMMARY OF SPENDING

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
	-2006	2007	2008	2009
Planning:				
Budgetary Resources	3.140	0.000	0.000	0.000
Acquisition:				
Budgetary Resources	13.140	0.000	0.000	0.000
TOTAL, sum of stages:				
Budgetary Resources	16.280	0.000	0.000	0.000
Maintenance:				
Budgetary Resources	13.194	3.210	3.400	3.570
TOTAL, All Stages				
Budgetary Resources	29.474	3.210	3.400	3.570
Government FTE Costs	1.190	0.300	0.320	0.330
# of FTEs	10.00	3.00	3.00	3.00
Total, BR + FTE Cost	30.664	3.510	3.720	3.900

Note: For the multi-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? [LIMIT: 500 char]

3. If the summary of spending has changed from the FY2008 President's budget request, briefly explain those changes. [LIMIT: 2500 char]