



Privacy Impact Assessment  
for the

# **Fraud Detection and National Security Directorate**

**DHS/USCIS/PIA-013(a)**

**Appendix A**

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## APPENDIX A

### **Administrative Site Visit and Verification Program Load Balancing Utility (ASVVP Load Balancing Utility)**

**Summary:** FDNS is launching the ASVVP Load Balancing Utility which is a Microsoft Access data form linked to a secure SQL server database to collect receipt data and manage the case selection process. FDNS employees will manually enter the application receipt number, the date the application was adjudicated as “approved,” the validity period of the application, and the beneficiary’s work site address located within the file. Cases subject to review include all applications that FDNS currently conducts an ASVVP site visit and are considered relevant to the ASVVP project mission, by type of form, class preference, and other pertinent criteria.<sup>1</sup>

The database will also contain tables that provide geographical connections between USCIS Field Offices and all zip codes throughout the U.S. and protectorates. The ASVVP Load Balancing Utility combines the geographical zip code/Field Office information with the zip code of the Work Site Address to pre-filter the eligible applications into groups based on proximity to a Field Office. Regional managers can then select a Field Office, and the utility will then present the total number of eligible records located within range of the selected Field Office. The regional managers will enter a number representing the estimated work load limit for the selected Field Office and submit a request for randomization. The utility will then randomly select the requested number of applications from the displayed list and provide an exportable workload list for the selected office. Each randomly selected petition will be flagged in the utility so it cannot be selected twice.

The spreadsheets derived from the utility will contain the field office identifier, the receipt number for the application, the approval and validity dates, and the work site address. This information will be attached to an email and sent via secure means (i.e., encrypted) to the Service Center Fraud Detection Operation (CFDO) units<sup>2</sup> to be utilized by Service Center personnel in pulling the records that are to be entered into FDNS-DS under the existing FDNS-DS PIA.

The expected result of the use of this utility will be a level playing field that affords reasonable workloads to USCIS Field Offices while maintaining as much of the random selection process as possible.

This is a desktop type utility that uses non-sensitive data from recognized sources to enhance the workload balancing for the entire ASVVP. The overall benefit of this utility will be to enforce the stability and efficiency of the ASVVP.

**Data Elements:** Data will include the application receipt number, the date the application was adjudicated as “approved,” the validity period of the application, the beneficiary’s work site address

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<sup>1</sup> ASVVP site visits are currently conducted on: 1) pre and post adjudication religious worker cases; and 2) approved, post adjudication H-1B (non-immigrant, specialty occupation worker) cases.

<sup>2</sup> Currently, only the California and Vermont CFDOs process ASVVP cases.



located within the file, and geographical Zip code/Field Office information.

**Population:** Cases subject to review under ASVVP.

**Privacy Mitigation:** Access to the ASVVP Load Balancing Utility is determined by the FDNS ASVVP program which approves access on an individual basis. User login information is recorded in the data structure and is used to validate access. Unless the user's login information is validated, neither access to the SQL database nor the Microsoft Access front end is allowed. General users have read only access and there are a small number of manager level users. Manager level users access data based on their location only. The data are of limited scope. Users can only select and/or edit within regional/office profiles that are controlled by rigid filtering. No deletions are permitted except on request to the data managers.