

## **SUPPORTING STATEMENT**

### **Generic Clearance of Customer Service Surveys**

*(File No. OMB-9)*

**OMB No. 1615-0077**

#### **A. Justification:**

1. As mandated by Executive Order (EO) 12862 and in response to the requirements of the Government Performance and Results Act (GPRA), U.S. Citizenship and Immigration Services (USCIS) will conduct a number of surveys (both qualitative and quantitative) designed to determine the kind and quality of services our customers want and expect, their level of satisfaction with our existing services, and the type of services which they project may be required within a 3 to 5 year time frame. According to instructions from the Office of Management and Budget (OMB), these surveys will be limited to data collections that solicit strictly voluntary opinions, and will not collect information that is required or regulated.
  
2. USCIS will conduct various customer satisfaction activities to meet the requirements of E.O. 12862, to provide improved services, and to enhance our strategic planning capabilities. The information collected will be used by USCIS to determine where and to what extent services need to be improved or developed. These surveys may lead to policy changes to enhance or streamline the overall operations of USCIS and to modify its strategic planning objectives and/or customer service standards.

The USCIS will conduct various surveys, focus groups, and stakeholder sessions of customers, primarily at ports of entry, Headquarters or field offices, business locations, on the telephone, or through Web surveys and mailings. USCIS will be seeking customer feedback on issues, which include:

- Information and forms for immigration benefits and publications distributed by USCIS related to incorporation of new immigrants;

- Applications for USCIS employment;
- Applications for temporary or permanent residency, adjustment of status, waivers, entry/reentry, refugee travel documents, or naturalization; customers who seek information telephonically; persons who are verified electronically through USCIS programs
- Activities related to Federal, state or local agency verification of citizenship and immigration status, adjudicative, legislative, or benefit related responsibilities as they pertain to immigration matters;
- Large and small business concerns regarding adjudications of applications for workers and verification of status and participation in USCIS electronic employment verification programs;
- Activities within USCIS processing centers, Headquarters, regional, district, or specialized USCIS offices, and temporary or permanent posts of duty; and
- Service provided by staff of the USCIS, including those involved in verification, adjudicative, or administrative services.

Information contained thus far under the Generic Clearance Request has been used to identify areas of operation in need of procedural improvement, to re-engineer program efforts, and to initiate and assess customer satisfaction and effectiveness of pilot and new program endeavors to aid in improving overall performance.

3. Efforts to incorporate the use of electronic, automated, or other mechanical collection of information will be considered for each survey conducted under this generic clearance in order to reduce burden on the public.
4. USCIS has a central review and approval process for all surveys, which prevents duplication. A review of USCIS Forms Inventory Report revealed no duplication of effort, and there is no other similar information currently available that can be used for these purposes.

5. This collection does not have an impact on small businesses or other small entities.
6. This is the only way the USCIS has of carrying out the requirements of the E.O. 12862 aimed at improving services and ensuring that customer input is part of our Strategic Planning effort (GPRA).

These activities will provide our baseline and follow-up data to assist in identifying problem areas and services. They will also allow USCIS to better identify and assess key areas in which to make customer service improvements, and the degree to which improvements are needed. This request will also allow USCIS to conduct the appropriate type and number of surveys to make the necessary determinations of the quality of our customer service delivery.

The consequences of doing less would most probably equate to non-compliance with E.O. 12862 and result in USCIS' inability to most effectively perform its strategic planning effort under GPRA, including efforts that will allow us to address customer concerns related to both current immigration activities as well as emerging trends.

7. It is expected that there will be situations under this Generic Clearance Request in which respondents will be asked to return survey instruments within 30 days of receipt. The purpose of such requests would be to ensure that all responses are obtained in a timely fashion, thus allowing USCIS or its contractor(s) to assess the survey results and provide complete and timely analysis of the data. Responses to all collections under this generic clearance are voluntary, thus any individual who is not able to provide a response within the requested time period is not obligated to do so.
8. On March 27, 2007, USCIS published a 60 Day Notice at 72 FR 14288 allowing for public comment. USCIS did not receive any comments.
9. USCIS does not usually provide payments or gifts to respondents in exchange for

responding to a survey under this generic clearance. However, on rare occasions USCIS through a contractor may offer a small remuneration to survey respondents to maximize response rates and defray the cost of participation when the survey requires significant time to complete.

10. Individuals and organizations contacted will be assured of the confidentiality of their replies under 42 U.S.C.1306, 20 CFR 401 and 422, 5 U.S.C. 552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act) and OMB Circular No. A-130. The respondent is informed that their responses are voluntary and will be kept confidential and not shared with persons other than those working on the survey, and that their information will be used or published only with aggregate information from other respondents.
11. The USCIS does not anticipate including any questions of a sensitive nature in any of the surveys conducted under this generic clearance. The only exception that may be made regarding persons applying for USCIS employment is that involving a general question concerning the identification of one's status relative to a disability. In such a case it would be necessary to solicit this information in order to assess and improve the DHS' human resources or service delivery efforts. Such questions would be in accordance with those allowed under 5 U.S.C. 7201.

12. Estimated Annual Reporting Burden:

	<u>Customer Service Survey</u>
a. Number of Respondents	15,000
b. Number of Responses per Respondent	1
c. Total Annual Response	15,000
d. Hours per Response	.50
e. Total Annual Reporting Burden	7,500

**Note:** Customer Satisfaction Survey has been approved by OMB. We anticipate

generating several new surveys during 2007 (two on employment verification). Prior to implementing any new survey activity under this generic clearance, USCIS will provide OMB with a copy of the survey mechanism/instrument, a description of the activity, and the number of burden hours involved.

**Annual Reporting Burden**

**Total annual reporting burden hours are 7,500.** This figure was derived by multiplying the number of respondents (15,000) x frequency of response (1) x hours per response 30 minutes (.50).

- 13. There are no capital or start-up costs associated with the information collections under this generic clearance. Any cost burdens to respondents as a result of this collection are identified in item 14. There is no fee associated with this collection of this information.

14. **Annualized Cost Analysis:**

Printing Cost	\$	13,410
Collecting and Processing		586,590
Total Cost to Program		600,000
Fee Charge		0
Total Annual Cost to Government	\$	600,000

**The estimated cost of the program to the Government is \$600,000.** This figure is calculated by multiplying the estimated number of respondents (15,000) multiplied by number of responses (1) multiplied by 1 hour per response (Time required to collect and process the information) multiplied by \$40 (suggested average hourly rate for clerical, officer, and managerial time with benefits). In addition, this figure includes the estimated overhead cost for printing, stocking, and distributing the survey which is \$13,410.

**The estimated cost to the Public is \$75,000.** This figure is calculated by multiplying

the number of respondents 15,000 x the number of responses (1) x 30 minutes to complete (.50) x \$10 an hour.

15. There has been a decrease of 94,890 in the estimated burden hours previously reported for this information collection. This decrease reflects a reduction in the number of surveys USCIS is maintaining under this generic survey. Currently the only survey still that USCIS still uses is the Customer Service Survey.

16. The USCIS expects to publish the results of any new survey findings insofar as this data will be used in the conduct of the agency's Strategic Planning exercises or provide input for larger program improvements. Contractor support will be employed to collect and tabulate the results of surveys conducted. The USCIS does not release raw data but does release consolidated tabulations of statistical data showing survey results and further uses this aggregated information in the formulation of recommendations for planning and program improvement purposes. As new surveys are developed which will use statistical methods, responses to questions 1 through 5 of this section will be provided, along with specific information for that particular activity, including survey instruments. Upon completion of the analysis of data, results of the survey activities will be provided.

17. All surveys conducted under this generic clearance will display the OMB Clearance Number. Those surveys conducted telephonically will include a reference to OMB approval of the survey.

18. The USCIS does not request an exception to the certification of this information collection.

**B. Collection of Information Employing Statistical Methods.**

The USCIS or its designated contractor(s), may employ statistical methods with this Generic Clearance. As new surveys are developed which will use statistical methods, responses to questions 1 through 5 of this section will be provided, along with specific information for that particular activity, including survey instruments. Upon completion of the analysis of data, results of the survey activities will be provided.

**C. Certification and Signature.**

**PAPERWORK CERTIFICATION**

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives, and any other information policy directives promulgated under 5 CFR 1320.

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U.S. Citizenship and Immigration Services.

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**Date**