

TRAVEL SURVEY

(For Scheduling Attorney General's Honors Program Interviews: Oct 21 – Nov 8, 2013)

Instructions:

1. Complete this form upon notification of the components that selected you for an Honors Program interview(s) and submit by **FAX (no cover sheet)** to the DOJ Conference and Contract Section at 202-307-5851. Do **NOT** use a fax cover sheet. Send one survey no matter how many interviews you receive. Fax one time only and check the fax confirmation to see if it was received. If so, do not send further fax copies (receipt of multiple copies causes confusion and delays scheduling). **If you do not make any entries on page 2 of this survey, fax us page 1 only.** Visit www.justice.gov/careers/legal/hpinterview.html for additional information.

Full Name (as listed on the HP Application): _____

Name to be listed on travel reservations (If different): _____

Date of Birth (MM / DD / Year): MM ___ / DD ___ / Year _____ Gender: ___ Male ___ Female
Please print clearly. Full name (including middle name or initial), date of birth, and gender are required by TSA.Social Security Number: _____ E-mail (Mandatory): _____
SSN is required for Government travel. See Privacy Act notice on page 2. Travel itineraries will be sent to you by e-mail, when possible.

Current Address: (Street, city, state, zip) _____

Location You Want To Depart From (if different): _____

Telephone numbers: (Day) _____ (Evening) _____ (Cell) _____

Emergency contact: (Name & telephone) _____

Fax number where you can receive interview schedule (Mandatory): _____
Please ensure that anyone who receives a fax on your behalf knows how to contact you immediately if a DOJ fax arrives.**If you are traveling outside your normal commuting area, do you wish to travel using your personal vehicle (POV)?** ___ YES ___ NO Comment: _____

[You must either be within a reasonable distance of your interview site or meet other Federal Travel Regulation requirements (e.g., costs less than commercial travel). The Department will not authorize an overnight stay at government expense based solely on use of POV for personal convenience.]
If you are interviewing in both Washington, DC and in another city, please specify the interview(s) you want to drive to in the comment space above.

Your preferred major airport: _____ Other accessible airports: _____
Please list all reasonably accessible major airports. It is frequently less expensive to drive to a major airport, then embark, rather than to fly from smaller airports and change planes. List city and state (or foreign country) for airports.

Is commercial train travel available from your location to Washington, DC? ___ Yes ___ No

Is commercial train travel available from your location to New York City? ___ Yes ___ No

Preferred Interview Week: Rank 1, 2, 3: ___ Oct 21 - 25 ___ Oct 28-Nov 1 ___ Nov 4-8 ___
(EOIR Candidates: see page 2 for interview location preference and availability dates)

Preferred Interview Day: Rank 1 - 5: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday

List all dates you are unavailable for interviews or travel. Once travel is booked, we CANNOT reschedule.
I cannot travel or interview on: _____

Interviews will be scheduled in the order responses are received. The Department will consider your interview preferences but cannot guarantee that your preferences will be accommodated. We will not schedule you for travel or an interview on dates you list as "unavailable." Visit www.justice.gov/careers/legal/hpinterview.html for guidance on what to do in case an emergency that affects your interview arises prior to or during travel.

NAME: _____

If you have a disability or special need that affects your travel or interview, please email Deana Willis at Deana.Willis@usdoj.gov to request a reasonable accommodation.

If you are not interviewing with EOIR, do not fax back this page of the Travel Survey.

Check the box if you were selected to interview by any of the following offices. Please note interview date restrictions and, if necessary, amend your interview preferences on page 1.

Executive Office for Immigration Review If you are interviewing <u>only</u> with OCIJ, check the box by the location nearest to you. If you are interviewing with OCAHO, BIA, or OGC, check Falls Church, VA. Ensure the dates you list on page 1 correspond to the availability dates listed here.	Interview Date Availability
San Diego, CA	Week 1 – Monday 10/21, Wednesday 10/23, Friday 10/25 Week 2 – Tuesday, 10/29 and Friday, 11/1 Week 3 – available all week
New York, NY	Week 2 only – available Monday 10/28 through Friday 11/1
Denver, CO	Week 1 – Monday 10/21 through Thursday, 10/24 Week 2 – Monday 10/28 through Friday, 11/1 Week 3 – Monday 11/4 through Thursday, 11/7
Falls Church, VA* If you are interviewing with Office of the General Counsel, Board of Immigration Appeals, or Office of the Chief Administrative Hearing Officer, then you will interview in Falls Church, VA at EOIR Headquarters.	All dates available.

PRIVACY ACT STATEMENT (This information is provided pursuant to the Privacy Act of 1974, 5 U.S.C. §552a(e)(3): This form requests personal information that is relevant and necessary to schedule your travel to Washington, DC, or other locations, for interview(s) with components participating in the Attorney General's Honors Program. The Office of Attorney Recruitment and Management (OARM) collects this information in order to prepare travel authorization forms and to schedule commercial travel. OARM has the authority to request this information pursuant to 5 U.S.C. §301, and 28 C.F.R. Part 0.15(b)(2). Because accepting an interview with the Department of Justice is a voluntary action, you are not required to provide any personal information. Failure to provide the information necessary to authorize and schedule commercial travel to and from your interview may result in forfeiting your interview and/or not being reimbursed for travel expenses you incur in the interview process.
