

# TRAVEL SURVEY

(For Scheduling Attorney General's Honors Program Interviews: (Oct 26 – Nov 13, 2015))

## Instructions:

1. Review the information at [www.justice.gov/legal-careers/honors-program-interviews](http://www.justice.gov/legal-careers/honors-program-interviews) thoroughly.
2. Complete this form after receiving notification from the components that selected you.
3. Submit by email to [DOJHonorsProgram@usdoj.gov](mailto:DOJHonorsProgram@usdoj.gov). On the email Subject line, enter your name as follows: **Last Name; First Name – Travel Survey**.
  - Send only one survey no matter how many interviews you receive.
  - **DO NOT** attempt to update a previously submitted survey by submitting an amended one. Instead, contact Felicia Foushee at [Felicia.foushee@usdoj.gov](mailto:Felicia.foushee@usdoj.gov) for assistance.

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 at end of document. Travel itineraries and interview information will be sent by e-mail, when possible.

Current Address: (Street, city, state, zip) \_\_\_\_\_

Travel Departure Location (if different than address): \_\_\_\_\_

Telephone numbers: (Primary) \_\_\_\_\_ (Alternate) \_\_\_\_\_

Emergency contact: (Name & telephone)(voluntary) \_\_\_\_\_

**If you are traveling outside your normal commuting area, do you wish to travel using your personal vehicle (POV)?**

\_\_\_\_ YES \_\_\_\_ NO Comment: \_\_\_\_\_

*You must 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 DATES:

**Click [here](#) to see whether your interviewing component has availability restrictions before listing your preferred interview week and day.** The Department will consider your preferred dates 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." We will not reschedule interviews or travel except in cases of emergency. See [www.justice.gov/legal-careers/honors-program-interviews](http://www.justice.gov/legal-careers/honors-program-interviews) for details.

**Preferred Interview Week:** Rank 1, 2, 3: \_\_\_\_\_ Oct 26 - 30 \_\_\_\_\_ Nov 2-6 \_\_\_\_\_ Nov 9-13 \_\_\_\_\_ (No interviews Nov 11.)

**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. Note the MPRE is scheduled for Saturday, November 7, 2015.

I cannot travel or interview on: \_\_\_\_\_.

Briefly identify any other matters we should consider when scheduling:

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

If you are outside the United States, in Alaska, Hawaii, or a U.S. territory, we may offer an alternative form of interview.

**Executive Office for Immigration Review (OCIJ Candidates only)**

If you are interviewing only with OCIJ, check the box by the location nearest to you. If you are also interviewing with the Board of Immigration Appeals or Office of General Counsel, then you will interview in Falls Church, VA. Ensure your preferred dates correspond to the availability dates listed here.

San Diego, CA (OCIJ Interviews only)	Week 1: Tues, 10/27 – Fri, 10/30 Week 2: All dates Week 3: Tuesday, 11/10; Thurs. 11/12; Fri 11/13.
New York, NY (OCIJ interviews only)	Week 1: Thurs, 10/29 and Fri. 10/30 Week 2: All dates Week 3: No availability.
Denver, CO (OCIJ interviews only)	Week 1: All dates available Week 2: All dates available Week 3: All dates (except 11/11, Veterans Day)
San Francisco	Week 1: All date Week 2: Mon. 11/2 – Thursday, 11/5 Week 3: All dates (except 11/11, Veterans Day)
Los Angeles	Week 1: Not available Week 2: All dates Week 3: Not available
Miami	Week 1: All dates Week 2: Mon. 11/2 – Thursday, 11/5 Week 3: Mon, 11/9 and Tues, 11/10
Falls Church, VA If you are interviewing with OCIJ <b>and</b> with any other EOIR office (OGC, BIA), then you will automatically 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 or government-funded travel and/or not being reimbursed for travel expenses you incur in the interview process.