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U.S. Department of Justice  
Immigration and Naturalization Service

425 Eye Street N.W.  
Washington, D.C. 20536

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WASHINGTON OFFICE

Honorable William Lehman  
House of Representatives  
Washington, DC 20515

Dear Mr. Lehman:

This is in further reference to my letter of October 25, 1984 concerning the Immigration Service's plan to resume the processing of applications for adjustment of status of Cuban nationals under the Cuban Adjustment Act of 1966.

Today, INS released a packet of information concerning the implementation of this program to all Service offices. I have enclosed a copy of this packet for your information.

The Service implementation plan is a three-phase plan. Phase I of the plan calls for a registration of those who intend to adjust status with the Service through cooperating voluntary agencies. The Service will use the information obtained from this registration to update computer files, to estimate the workload, and to transfer Service records to appropriate offices. It is anticipated this phase of the plan will continue until February 1, 1985.

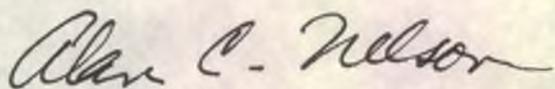
The registration period will begin on December 3, 1984, and continue to December 31, 1984. Those who register during that time period will be the first scheduled for adjustment interviews. There will be no preference given to those who register early in December over those who register later in the month.

During Phase II of the plan, the Service will commence clerical processing of the applications. This will occur from February 1, 1985 to April 1, 1985. During this time period, the Service will begin to conduct criminal record checks, and will begin to schedule interviews.

Phase III of the plan is the actual adjustment period itself. The first interviews and adjustments are scheduled for April 1, 1985. Phase III will continue for one year and end on March 30, 1986. That time period will be sufficient to accommodate all those who wish to apply. Persons who apply after March 30, 1986 will be handled within normal INS procedures.

If you have any questions concerning the enclosed information, please feel free to contact the office of Greg Leo, Congressional and Public Affairs, 633-5231.

Sincerely,

A handwritten signature in cursive script that reads "Alan C. Nelson". The signature is written in dark ink and is positioned above the typed name.

Alan C. Nelson  
Commissioner

**ADJUSTMENT OF STATUS  
MARIEL CUBANS  
CUBAN REFUGEE ADJUSTMENT ACT OF 1966**

**APRIL 1984  
(REV. NOVEMBER 1984)**

## Introduction

This document is prepared for the Commissioner at the end of the second session of the 98th Congress. It is an update of the plan presented to the Commissioner in April of 1984, and is based on the decision of the Commissioner to implement an adjustment of status program for Mariel Cubans under the Cuban Refugee Adjustment Act of 1966. This decision was made in light of the events of the recently concluded Congressional session - failure to pass either the Simpson-Mazzoli Bill or the Cuban Haitian Adjustment Act proposed by Mr. Rodino.

This document maintains the essential elements of the original plan. It updates that document in light of Service preparation that has occurred in the interim. It also sets a specific timetable for the implementation steps of the program, rather than the tentative timetables that were set in the earlier plan.

### Assumptions:

There are a number of assumptions which are built into this plan:

- 1) The Office of Legal Counsel, Department of Justice, will continue in its position that Mariel Cubans can be adjusted under the 1966 statute without the allocation of an immigrant visa number. This opinion was last confirmed in a March 13, 1984 memo to the Commissioner from OLC.
- 2) The number of individuals who will apply for benefits is 100,000. A geographical breakdown of this population follows:
  - a) Miami, Florida 60,000 applicants
  - b) New York City-Newark Metropolitan Area 20,000
  - c) Los Angeles, California 8,000
  - d) Chicago, Illinois 7,000

The other 5,000 applicants will be spread throughout the continental United States and Puerto Rico.

- 3) The Service will receive no additional funding from Congress for this task.
- 4) The preparation period, during which the Service will gear up for the program, will be three months. Presently it is anticipated that this period will be from November 1, 1984 to February 1, 1985. The clerical processing period would begin sixty days before the inception of interviews, (February 1, 1985 to April 1, 1985). The adjustment period, during which interviews would be conducted, will be one year, from April 1, 1985 to April 1, 1986. This plan would not be affected by a shift of starting dates, as long as the three month, two month, and one year time elements remained constant.

If any of these assumptions were to change, it could significantly alter the plan as outlined in this document.

### Summary of Activities

Priority I: Locate the individuals who are eligible to file for benefits under this program. Assure that information in Service records is current. (November 1, 1984 to January 31, 1985).

Objective 1 - Publish a notice in the Federal Register and conduct a program requiring all Mariel Cubans to register with the Service under Section 265 of the Act. (COEXM - November 8, 1984 to December 31, 1984)

Objective 2 - Clean up the Service's automated database records (MIRAC and ORR-Cuban) regarding Mariel Cubans. (COISD - Present to December 31, 1984)

Objective 3 - Update the ORR database to include the current address of all registrants. Make the ORR database available on-line through the Service's automated systems. (COISD - December 15, 1984 -February 1, 1985)

Priority II: Begin clerical processing preceding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic location. (February 1, 1985 to March 31, 1985)

Objective 1 - Through automation, conduct record checks (name, date of birth, etc.) with as many federal, state, and local law enforcement agencies as possible. (COISD - Present to January 31, 1985)

Objective 2 - The Miami district and the New York/Newark area should designate a site to conduct the adjustments. This site should be ready for occupation by March 1, 1985. (Regional Offices - Present to March 1, 1985)

Objective 3 - Transfer A-files to Service offices having jurisdiction over the registrant's residence. (COISD - February 1, 1985 to March 31, 1985)

Objective 4 - Develop computer programs to produce call-in notices and records of lawful admission. (COISD - January 1, 1985 to February 1, 1985)

Objective 5 - Identify clerical needs at each office. Coordinate hiring of temporary clerical personnel needed through regional office. (Regions - December 1, 1984, ongoing)

Objective 6 - In each district, train VOLAGS in the clerical functions of the program to the extent feasible. (Districts and CO Outreach - February 1, 1985, ongoing)

Priority III: Conduct the adjustment program. (April 1, 1985 to April 1, 1986)

Objective 1 - Identify potential problems in the adjudicative process. Prepare instructive policy memoranda to deal with these problems. (COEXM - January 1, 1985, ongoing)

Objective 2 - Publish a plan for carrying out the proposed adjustment program. (COEXM - January 15, 1985)

## PARTICIPANTS

Listed in this section are the various units of INS which will have a part in this plan. The names of specific individuals within those units who will be involved are included.

### Examinations

Joe Cuddihy  
Jerry Heinauer  
Leonard Pulley

### Information Systems Division

Jim Duell  
Jim Cullum  
Ed Macnamara  
Stuart Davis  
Ken Dulabhan  
Evelyn Jackson  
Lane Doyle  
Hunter Kenney

### Engineering

Frank Sturniolo

### Procurement

George Tennyson

### Southern Region

William Zimmer

### Miami

Ted Martinez  
Virgil Salois  
Mariano Faget

### Newark/New York

Ed Doherty  
Bill Glinka

### Outreach

E. B. Duarte  
Nydia Cope

### General Counsel

David Dixon

Press Information/Congressional Liaison Greg Leo

## PRIORITIES

For purposes of planning, the priorities of this program have been limited to the accomplishment of the following objectives:

- I. Locate the individuals who are eligible to file for benefits under this program. Assure that information in Service records is current. (November 1, 1984 to January 31, 1985)
- II. Begin clerical processing preceeding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic location. (February 1, 1985 to March 31, 1985)
- III. Conduct the adjustment program. (April 1, 1985 to April 1, 1986)

While the preliminary planning and ground work for the third priority can be accomplished while the first priority is ongoing, we should strive to accomplish the first priority before we begin many of the objectives of the second.

To accomplish this program, several priorities must be completed.

### **PRIORITY 1 - LOCATE THE INDIVIDUALS WHO ARE ELIGIBLE TO FILE FOR BENEFITS UNDER THIS PROGRAM. ASSURE THAT INFORMATION IN SERVICE RECORDS IS CURRENT.**

When the Mariel Cubans first came into contact with INS processing, shortly after the boatlift, they were assigned an INS file number, and a file jacket was opened. For those who were processed and released to relatives and individual sponsors directly from the Orange Bowl (approximately 40,000 out of the entire 125,000 Mariel population), this file usually contained nothing more than an INS processing worksheet. For those who were processed through the camps, the files may include a report of the medical examination given, and may include a preliminary request for asylum (I-589). As the applicants were released from the Orange Bowl or the processing camps, their A-file was forwarded to the district office having jurisdiction over their residence. As the applicants moved from that area of initial relocation, it is doubtful that they informed the Service of their destination, or that the Service transferred the A-file to the office having jurisdiction over their new residence.

Before these individuals come to the Service seeking this benefit, we should attempt to get these files into the offices having jurisdiction over their present residence. This would have a significant effect on running a smooth adjustment program. It is assumed that the members of this population have now become fairly settled in whatever geographic areas they are presently residing. It is recognized that there may be some seasonal migration between Miami and the New York/Newark area.

**Objective 1** - Publish a notice in the Federal Register and conduct a program requiring all Mariel Cubans to register with the Service under Section 265 of the Act.

The purpose of this registration would be to obtain the name, A-number and current address of each registrant to allow us to transfer Service records to the proper location. INS would use the services of cooperating voluntary agencies (VOLAGS) to accomplish this registration. The individual district offices would assist participating VOLAGS in an information campaign to advise Mariel Cubans of the requirement to register and to advise them of the names and locations of the participating VOLAGS where they can submit their registration forms.

A list of all the activities involved in accomplishing this objective, the responsible unit, and a timetable is included in the appendix.

**Objective 2** - Clean up the Service's automated data base records (MIRAC and ORR Cuban) regarding Mariel Cubans.

Many of the problems initially identified in the April 1984 document regarding this objective have been resolved in the interim time period.

There are still approximately 4,200 records relating to Mariels in the MIRAC which show a file control office (FCO) of Memphis (MEM) or Fort Chafee (FCA). These charges are erroneous. As Mariels were processed through Fort Chafee, the A files created at the processing site were erroneously designated in MIRAC as being at the FCO having jurisdiction over Arkansas, which was Memphis. The designation of Ft. Chafee as a MIRAC FCO was seen as a "temporary fix" to this problem, although no files exist there any longer. The Central Office has isolated approximately 4,200 paper index cards which relate to these files and indicate the proper FCO where the file is located. The information must be verified and the Master Index must be updated.

A list of all the activities involved in accomplishing this objective, the responsible unit, and a time-table is included in the appendix.

**Objective 3** - Update the ORR database to include the current address of all registrants. Make the ORR database available on-line through the Service's current automated systems.

The ORR database contains one very important data element which is not contained in the Service's MIRAC database - current address. It is anticipated that a great deal of the clerical activity in the two main centers - Miami and New York/New Jersey - may be automated. In order to automate these activities, it is necessary to update the ORR database to reflect each person's current address. ORR has had a contract for database management with a private firm to maintain the ORR database. This includes address update. The Service can provide the registration cards to the ORR contractor. We would require database update of addresses. If this program turns out to be feasible, the Service should be prepared to allocate funds for this part of the project. Preliminary estimates put the cost at \$10,000 to \$15,000. This task will be under the management of ADP.

The Service should also conclude the effort to put the ORR-Cuban database on-line and available to all Service office.

**PRIORITY II - BEGIN CLERICAL PROCESSING PRECEDING INTERVIEWS.  
ASSURE SERVICE RECORDS ARE AVAILABLE AT THE OFFICE HAVING  
JURISDICTION OVER THE REGISTRANT'S CURRENT GEOGRAPHIC LOCATION.**

Assuming all the tasks of Priority I have been completed on time, by February 1, 1985, the following will have happened:

- a) Each district office will be able to identify Cubans living under its jurisdiction who have complied with the registration requirement.
- b) The Service files relating to these individuals will be segregated and easily identifiable.
- c) The ORR database will be updated and available to Service employees, thereby offering an automated method of clerical processing which could reduce clerical time expended.

In order to accomplish the second priority the following objectives must be completed.

**Objective 1** - Through automation, conduct record checks (name, date of birth, etc.) with as many federal, state, and local law enforcement agencies as possible.

It is the public perception that the individuals who would be eligible for adjustment of status in this program are not generally law-abiding. While there has been no authoritative study either proving or disproving this assumption, the Service should exercise care to do as thorough a check of the criminal history of each applicant as possible, so as to rule out ineligibility under Sections 212(a)(9), (10), and (23) of the Act. One of the elements of this program will be the requirement that any applicant for benefits supply a police clearance from every local jurisdiction where he or she lived in the U.S. for six months or more.

To alleviate this workload on as many applicants and police jurisdictions as possible, the Service should investigate whether it has the ability to use a tape from the ORR data base to conduct a name, date of birth check of police jurisdictions with automated capabilities.

The Dade County (Florida) Police Department is presently cooperating with INS to conduct record searches in this manner. The FBI Identification Division has also expressed interest. It is anticipated that similar interest may be expressed in New Jersey, New York, California, Illinois and Nevada. The ADP unit will have primary responsibility to contact these agencies, coordinate the name checks, and receive back the positive responses. The Examinations Unit would designate the police jurisdictions where an individual record check could be waived. The Records and Information Services Unit would separate the positive kickbacks according to the office where the A-file exists, and route each positive response to the appropriate district office. District offices would then file these kickbacks.

**Objective 2** The Miami District and the New York/Newark area should designate a site to conduct the adjustments. This site should be ready to be occupied by March 1, 1985.

Because of the large number of applicants in the Miami, Newark, and New York City areas, and the historical problems of crowd control and line problems that we have had in those offices, it is recommended that the Service conduct this program at a site other than the district offices in these locations. The Eastern Regional Office has proposed one site to handle the workload in the Newark/New York area, staffed proportionately by officers and clerks from those two offices. The Eastern Regional office will have jurisdiction over this site, for purposes of planning. The Southern Regional Office will assist the Miami District in the preparation of its site.

The allocation of positions for the Miami site and the New York/New Jersey site will be handled by the Southern and Eastern Regional Offices, respectively. Over the last three years, the average officer time per Cuban adjustment application expended was .3 hours; the average amount of clerical time expended was .6 hours. Based on these figures and a projected caseload of 60,000, it is projected that the maximum staffing allocation for the Miami site will be 10 officers and 20 clerks. Based on an expected caseload of 20,000 for New York/New Jersey, the maximum projected staffing allocation there will be 3 officers and 7 clerks. It should be noted that clerical processing is scheduled to begin on February 1, 1985 and officer processing on April 1, 1985. If either site feels a shift of the ratio of officers to clerks would be beneficial without exceeding the total maximum allocation, it may do so. These position assessments do not include any additional Records positions. The needed additions for that purpose should be addressed by the Regional offices, in conjunction with CO Records Management Branch.

The requirement for the size of the space necessary for this project has already been received. Miami needs a space of approximately 20,000 square feet, with parking for approximately 200 automobiles. Newark/New York has requested 15,000 square feet, with parking for approximately 150 autos.

A list of all the activities involved in accomplishing this objective, the responsible unit, and a timetable is included in the appendix.

**Objective 3** - Transfer A-files to Service offices having jurisdiction over the registrant's residence.

Assuming the tasks of Priority I have been completed, the Service would have registration cards indicating the name, date of birth, A-number, and current address of each of the registered Mariel Cubans, and the Service's MIRAC system would accurately reflect there all the A-files are located. In this objective, each of the A-files would be transferred to the location where the registration card indicates the individual now lives, if necessary.

A list of all the activities involved in accomplishing this objective, the responsible unit, and a timetable is included in the appendix.

**Objective 4** - Develop computer programs to produce call-in notices and records of lawful admission.

With the ORR database available, and with the addresses in that database brought up to date, it is possible that two of the up-front clerical processing tasks of the adjustment phase can be computerized. The information necessary to prepare the Memorandum of Creation of Record of Lawful Permanent Residence (Form I-181) can be generated from the ORR database with some minor modification. In addition, call-in notices, similar to Forms G-56, can be generated from this data. These documents can be generated from the Four Phase equipment currently in use by the Service. It is anticipated that this program would be feasible only at the Miami and New York/New Jersey facilities. The programming and training necessary for the accomplishment of this task must be completed before the initiation of the clerical processing of applications. A list of all the activities involved in accomplishing this objective along with a timetable is included in the appendix.

**Objective 5** - Identify clerical needs at each office. Coordinate the hiring of temporary clerical personnel needed through regional office.

Some district offices may identify the need for additional temporary clerical help to offset the increased workload. If funding and positions are available, the District Director may coordinate this hiring with the appropriate regional office.

**Objective 6** - In each district office, train VOLAGS in the clerical functions of the program to the extent feasible.

The degree of participation of the voluntary agencies in each district office will be controlled by the individual district director. The training of the VOLAGS to conduct the clerical functions delegated to the VOLAGS will be the responsibility of the district office. The Outreach Program will assist in this training effort in the heavily impacted districts, if requested to do so. Voluntary agencies will not be involved in the adjudicative phase of the program. A timetable for this training effort is included in the appendix.

### **PRIORITY III: CONDUCT THE ADJUSTMENT PROGRAM**

Because of the requirements of the other government agencies which assist the Service in conducting criminal record checks, it is necessary that clerical processing begin sixty days in advance of the first interviews.

In order to conduct the interview portion of the program with as little disruption as possible, the following objectives should be accomplished:

**Objective 1** - Identify potential problems in the adjudicative process. Prepare instructive policy memoranda to deal with these problems.

The regulations and OI's concerning the Cuban Refugee Adjustment Act of 1966 have not been thoroughly reviewed since they last played a significant role in the adjudicative process (approximately 1973). The Examinations Unit has begun such a review in light of the possible use of this statute in relation to the Mariel Cubans. Field offices have provided input into areas where they feel possible modifications is needed. The Examinations Unit will prepare proposed

regulations to be published in the Federal Register, and final regulations to be published after appropriate comment period. At this time, it is anticipated that regulation changes recommended will include the issue of local police clearances, eligibility of non-Cuban spouses for benefits, and the line of appellate review of denied applications. The Examinations Unit will also prepare any policy memoranda necessary to explain the Service's position on related issues which cannot be covered by regulatory changes. For example, the Service will issue a policy memorandum addressing the fact that some Service offices have refused to accept applications for benefits since May 1981, and may have hindered the applicant from an earlier effective date of permanent residence. The Service proposes to set a constructive date of acceptance of such applications so as not to penalize the applicant in any way. The Examinations Unit will be assisted in this objective by the Office of the General Counsel.

**Objective 2** - Publish a plan for carrying out the proposed adjustment program.

This proposal assumes that we will begin an adjustment of status program with clerical processing commencing on February 1, 1985, and the first interviews and adjustments commencing on April 1, 1985. There is a significant amount of interest in how the Service intends to carry out this program. This interest, although centered in the Miami and Newark areas, is widespread. The Service should publicize the methods that will be used to carry out this adjustment program.

#### Application

The application for benefits submitted under the Cuban Adjustment Act of 1966 is made on Form I-485A. The application is accompanied by a fingerprint chart (Form FD-258) and a Biographic Information Sheet (Form G-325). The applicant will also be required to submit a local police clearance for every locality where he has lived for six months or more since his entry into the United States. The applicant will also be required to submit a record of his birth. This record of birth registration may be submitted in any of the following forms:

- (a) Birth certificate
- (b) Baptismal certificate
- (c) Early school record showing place of birth
- (d) Passport

If the applicant does not have and is unable to get any of these records of birth registration, the Service may accept the applicant's Form I-94 (Departure Record) as fulfilling this birth registration requirement. In any case the I-94 must be submitted with the application.

Depending on the Service's ability to conduct computerized record checks, the Service may waive the local police clearance requirement on each individual for residence in designated areas of the United States. Individuals will be advised of these waivers as they become available. No other record checks conducted by the Service will be waived or post audited.

Each applicant will be required to submit the results of a medical examination given by a physician or clinic certified by the Public Health Service to give immigration physicals. When an applicant is scheduled for a final interview, he will be given a medical form along with a list of designated physicians servicing his area. He must schedule and take the examination, get the doctor to sign the form, and then present the form to the immigration officer at the time of interview. The medical examination given and the medical form used are the same as for all immigration adjustment of status cases.

#### Submission of application

The Service is already in possession of some applications for adjustment of status from this group. Approximately sixty days prior to the interview, these individuals will be notified of the date, time, and place to which they should report. They will also be advised of the medical examination requirement at this time. Assuming that all documentary evidence (including the result of the medical) is presented at the interview, a final decision will be made at that time. If the benefit is granted, the applicant will receive evidence of lawful resident status, the I-551, in the mail.

After the Service has scheduled interviews for all applications currently in the hands of the Service, interviews will be scheduled for all applications currently being held by VOLAGS. Again, the applicant will be notified of the date, time, and place of his or her scheduled interview approximately sixty days in advance.

Any individuals who have not yet submitted an application to the Immigration Service or a voluntary agency will be advised to submit an application to a participating VOLAG. The Service will provide a list of all participating VOLAGS for a given geographic area. After initial processing by the VOLAG the application will be passed on to the Immigration Service. Again, the Service will notify the applicant of his or her interview appointment approximately sixty days in advance.

The applications of individuals who complied with the registration program will be considered before the applications of those who do not comply with that program.

#### Concurrent Applications

A number of district offices have requested permission to concurrently accept and consider applications for other types of benefits, specifically I-131s (Application for Permit to Reenter the United States), and Forms N-400 (Application to File Petition for Naturalization). Some of the advantages of this activity are a need to handle a file once, rather than two or three times, and the ability to complete actions based on one set of record checks, rather than two or three. The main disadvantage is logistical; an office may not have the ability to accept fees, for example. Individual offices which have the ability and desire to accept concurrent applications are encouraged to do so. Offices which accept concurrent naturalization applications, however, must insure that Mariel Cubans are not naturalized any earlier than individuals who are submitting naturalization applications at the same time outside of this program.

### SUMMARY OF ADDITIONAL COSTS

The additional costs of this program will vary, dependent upon the decisions reached as discussed in the objectives. For example, Priority II, Objective 2 requires district directors to attempt to negotiate a donation of space to conduct interviews from voluntary agencies in Miami and Newark/New York. In the alternative, the plan recommends rental space. Priority II, Objective 4 requires district directors to assess additional clerical needs, dependent upon the degree of VOLAG participation. Minimal VOLAG participation may require the hiring of temporary clerical personnel. The results of the registration program will determine the workload in each office, and will determine the necessity of detailing officer corps personnel to sites where the workload exceeds the capabilities of the existing staff. For these reasons, this summary lists both minimum estimated costs and maximum estimated costs:

	Last 3 Quarters FY 85		1st Half FY 86	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
Space Rental (MIA and NEW/NY)		682,500	0	455,000
computer equipment cost (installation & upkeep)	26,500	26,500	15,000	15,000
ORR database updates	0	15,000	0	0
cost of required Alien Registration Care @ 2.30 per card	115,000	115,000	115,000	115,000
Temporary clerical employee costs @ 18,000 per work year module cost maximum 12 wy per year.	0	162,000	0	108,000
Officer detail costs @ 4,700 per sixty-day detail maximum 12 work years of details	0	189,800	0	123,200
Total Estimated Cost per FY	<u>141,500</u>	<u>1,190,800</u>	<u>130,000</u>	<u>816,200</u>
	<u>130,000</u>	<u>816,200</u>		
*Total Estimated Cost (program)	271,500	2,007,000		

\*These estimates do not include the following:

- 1) estimates of costs for additional Records personnel
- 2) estimates of cost of computer purchase, programming costs, or any system work that may be deemed necessary.

APPENDIX

PRIORITY MANAGEMENT SYSTEM - OBJECTIVE IMPLEMENTATION PLAN

<b>PRIORITY</b> I Locate individuals who are eligible to file under this program. Assure that information in Service records is current.	<b>Office:</b> Examinations
<b>OBJECTIVE</b> 1. Publish a notice in the Federal Register and conduct a program requiring all Mariel Cubans to register with the Service under Section 265 of the Act.	<b>Action Officer:</b> Jerry Heinauer
	<b>Date:</b> _____ <b>Page</b> _____ <b>of</b> _____

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Submit notice to Federal Register regarding registration program.		△											
2.	Conduct training sessions for voluntary agencies participating in registration program,		△											
3.	Contract for printing and distribution of forms for registration. (175,000 forms).		△											
4.	Conduct informational campaign advising of requirement to register and announcing participating voluntary agencies.		△	△										

<b>LEGEND:</b> Planned Start/Completion Delayed Completion (Change #1) Actual Completion Key Events (Selected by Dep. Comm.)	<b>PLANNED QUARTERLY RESULT(S):</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width: 33%;">APPROVALS</th> <th style="width: 33%;">INITIALS</th> <th style="width: 33%;">DATE</th> </tr> <tr> <td>LEAD OFFICIAL</td> <td></td> <td></td> </tr> <tr> <td>ASSOCIATE COMMISSIONER</td> <td></td> <td></td> </tr> <tr> <td>DEPUTY COMMISSIONER</td> <td></td> <td></td> </tr> </table>	APPROVALS	INITIALS	DATE	LEAD OFFICIAL			ASSOCIATE COMMISSIONER			DEPUTY COMMISSIONER		
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PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN

<b>PRIORITY</b>	1. Locate individuals eligible to file under this program. Assure that information in Service records is current.	<b>Office:</b> Information Systems
<b>OBJECTIVE</b>	2. Clean up the Service's automated database records (MIRAC and ORR-Cuban) regarding Mariel Cubans.	<b>Action Officer:</b> Evelyn Jackson
		<b>Date:</b> _____ <b>Page</b> _____ <b>of</b> _____

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Advise field offices as to which MIRAC A-file information appears erroneous.		△											
2.	Check erroneous A-files. Correct information that can be corrected. Advise CO as to which A-files cannot be located.		△											
3.	CORMB compiles a list of all files which have not been corrected. List is circularized.			△										
4.	FCO's respond to wire circular.			△										
5.	COISD will continue to check on any updates of newly-received information to ORR database.	△		△										

<b>LEGEND:</b> Planned Start/Completion Delayed Completion (Change #1) Actual Completion Key Events (Selected by Dep. Comm.)	<b>PLANNED QUARTERLY RESULT(S):</b>    	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">APPROVALS</th> <th style="text-align: left;">INITIALS</th> <th style="text-align: left;">DATE</th> </tr> <tr> <td>LEAD OFFICIAL</td> <td></td> <td></td> </tr> <tr> <td>ASSOCIATE COMMISSIONER</td> <td></td> <td></td> </tr> <tr> <td>DEPUTY COMMISSIONER</td> <td></td> <td></td> </tr> </table>	APPROVALS	INITIALS	DATE	LEAD OFFICIAL			ASSOCIATE COMMISSIONER			DEPUTY COMMISSIONER		
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**PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN**

<b>PRIORITY</b>	1. Locate individuals who are eligible to file under this program. Assure that information in Service records is current.	Office: Information Systems Division
<b>OBJECTIVE</b>	3. Update the ORR database to include the current address of all registrants. Make the ORR database available on line through the Service's automated systems.	Action Officer: Jim Cullum
		Date _____ Page _____ of _____

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Agree with Datacot to a program for collection of registration forms.			△										
2.	Key updates to ORR database.			△	△									
3.	Order registration cards by district office and place in terminal digit order.				△									
4.	Forward registration cards to Service offices				△									
5.	Test on-line Cuban database.		△	△										
6.	Issue instructions concerning access of Cuban database.				△									

<p><b>LEGEND:</b></p> <p>△ Planned Start/Completion</p> <p>□ Delayed Completion (Change #1)</p> <p>▲ Actual Completion</p> <p>⊙ Key Events (Selected by Dep. Comm.)</p>	<p><b>PLANNED QUARTERLY RESULT(S):</b></p>     	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align:center">APPROVALS</th> <th style="text-align:center">INITIALS</th> <th style="text-align:center">DATE</th> </tr> <tr> <td style="text-align:center">LEAD OFFICIAL</td> <td></td> <td></td> </tr> <tr> <td style="text-align:center">ASSOCIATE COMMISSIONER</td> <td></td> <td></td> </tr> <tr> <td style="text-align:center">DEPUTY COMMISSIONER</td> <td></td> <td></td> </tr> </table>	APPROVALS	INITIALS	DATE	LEAD OFFICIAL			ASSOCIATE COMMISSIONER			DEPUTY COMMISSIONER		
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PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN

**PRIORITY** II Begin clerical processing proceeding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic location.

**OBJECTIVE** 1. Through automation, conduct record checks (name, date of birth, etc), with as many federal, state, and local law enforcement agencies as possible.

**Office:** Informations Systems

**Action Officer:** Jim Cullum

**Date** \_\_\_\_\_ **Page** \_\_\_\_\_ **of** \_\_\_\_\_

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Contact FBI and CIA. Obtain requirements for automated record checks.		▲											
2.	Contact State agencies. Assess interest in participation. Obtain requirements for automated record checks.		▲	▲										
3.	Conduct automated checks.			▲	▲									
4.	Route positive responses to appropriate FCO's.				▲									

**LEGEND:**

- ▲ Planned Start/Completion
- Delayed Completion (Change #1)
- ▲ Actual Completion
- ⊙ Key Events (Selected by Dep. Comm.)

**PLANNED QUARTERLY RESULT(S):**

APPROVALS	INITIALS	DATE
LEAD OFFICIAL		
ASSOCIATE COMMISSIONER		
DEPUTY COMMISSIONER		

PRIORITY MANAGEMENT SYSTEM - OBJECTIVE IMPLEMENTATION PLAN

**PRIORITY** II Begin clerical processing preceding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic

Office: SRO, ERO

**OBJECTIVE** location.

2. The Miami District and the New York/Newark area should designate a site to conduct the adjustments. This site should be ready to be occupied by March 1, 1985.

Action Officer: Ed O'Connor  
Stan McKinley

Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

TASKS		SCHEDULE												COMMENTS
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Negotiate with VOLAG agencies.		▲											
2.	Advise GSA of possible need for rental site.		▲											
3.	Submit requisition of furniture and supply needs.		▲											
4.	Order wood processing equipment.			▲										
5.	Order terminal hardware.			▲										
6.	Order furniture.				▲									
7.	Designation of site.				▲									
8.	Order telephones, including ADP telephones.				▲									
9.	Conduct ADP site preparation.				▲									
10.	Conduct construction site prep.				▲									
11.	Negotiate needed auxiliary services				▲									
12.	Delivery of furniture					▲								
13.	Delivery of ADP hardware and word processing equipment.					▲								
14.	Site set up					▲								
15.	Move-in date					▲								
16.	Installation of dedicated line ADP equipment.						▲							

<b>LEGEND:</b>  Planned Start/Completion  Delayed Completion (Change #)  Actual Completion  Key Events (Selected by Dep. Comm.)	<b>PLANNED QUARTERLY RESULT(S):</b>	<b>APPROVALS</b>	<b>INITIALS</b>	<b>DATE</b>
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		<b>ASSOCIATE COMMISSIONER</b>		
		<b>DEPUTY COMMISSIONER</b>		

PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN

**PRIORITY** II. Begin clerical processing proceeding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic location.

**OBJECTIVE** 3. Transfer A-files to Service offices having jurisdiction over the registrant's residence.

Office: Information Systems

Action Officer:  
Evelyn Jackson

Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Obtain registration cards from Datacot.					△								
2.	Pull A-files based on registration information.					△								
3.	Request file transfer for remaining cards.					△	△							
4.	Complete all pending file transfers for Mariel Cubans.						△							

**LEGEND:**

-  Planned Start/Completion
-  Delayed Completion (Change #1)
-  Actual Completion
-  Key Events (Selected by Dep. Comm.)

**PLANNED QUARTERLY RESULT(S):**

APPROVALS	INITIALS	DATE
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**PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN**

**PRIORITY** II. Begin clerical processing preceeding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic

**Office:** Information Systems

**OBJECTIVE** location.

**Action Officer:** Jim Cullum

4. Develop computer programs to produce call-in notices and records of lawful admission.

**Date**

**Page** of

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Develop program for automation of I-181.				△									
2.	Test program prototype.				△									
3.	Develop program for automation of G-56.				△									
4.	Train clerical personnel in the use of programs.					△								
5.	Conduct on-site tests of programs.					△								

**LEGEND:**

 Planned Start/Completion

 Delayed Completion (Change #1)

 Actual Completion

 Key Events (Selected by Dep. Comm.)

**PLANNED QUARTERLY RESULT(S):**

APPROVALS	INITIALS	DATE
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**PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN**

<p><b>PRIORITY</b> II. Begin clerical processing preceding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic location.</p>	<p><b>Office:</b> District Office</p>
<p>5. Identify clerical needs at each office. Coordinate the hiring of temporary personnel needed through the regional offices.</p>	<p><b>Action Officer:</b> District Director</p>
<p><b>Date</b> _____</p>	<p><b>Page</b> _____ <b>of</b> _____</p>

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Assess additional clerical needs above VOLAG participation and existing staff.				△									
2.	Notify Regional office of existing needs.				△									
3.	Coordinate authorization for temporary positions with Regional office.					△								

<p><b>LEGEND:</b></p> <p>△ Planned Start/Completion</p> <p>□ Delayed Completion (Change #)</p> <p>▲ Actual Completion</p> <p>⊙ Key Events (Selected by Dep. Comm.)</p>	<p><b>PLANNED QUARTERLY RESULT(S):</b></p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>APPROVALS</th> <th>INITIALS</th> <th>DATE</th> </tr> <tr> <td>LEAD OFFICIAL</td> <td></td> <td></td> </tr> <tr> <td>ASSOCIATE COMMISSIONER</td> <td></td> <td></td> </tr> <tr> <td>DEPUTY COMMISSIONER</td> <td></td> <td></td> </tr> </table>	APPROVALS	INITIALS	DATE	LEAD OFFICIAL			ASSOCIATE COMMISSIONER			DEPUTY COMMISSIONER		
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**PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN**

**PRIORITY** 11. Begin clerical processing preceeding interviews. Assure Service records are available at the office having jurisdiction over the registrant's current geographic location.

**Office:** District Offices

**OBJECTIVE** 6. In each District Office, train VOLAGS in the clerical functions of the program to the extent feasible.

**Action Officer:** District Directors

**Date** \_\_\_\_\_ **Page** \_\_\_\_\_ **of** \_\_\_\_\_

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Identify VOLAGS who agree to participate in adjustment program.				△									
2.	Determine clerical duties to be conducted by VOLAGS.					△								
3.	Notify OUTREACH program of any assistance needed in training area.					△								
4.	Train VOLAGS to conduct clerical duties.					△								

**LEGEND:**

-  Planned Start/Completion
-  Delayed Completion (Change #1)
-  Actual Completion
-  Key Events (Selected by Dep. Comm.)

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PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN

<b>PRIORITY</b> III. Conduct the Adjustment Program.	<b>Office:</b> Examinations	
<b>OBJECTIVE</b> 1. Identify potential problems in the adjudicative process. Prepare instructive policy memoranda to deal with these problems.	<b>Action Officer:</b> Jerry Heinauer	
	<b>Date</b>	<b>Page</b> of

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Meet with District & Regional personnel to identify possible areas of regulatory change.			△										
2.	Complete review of relating regulations.			△										
3.	Draft regulatory package, coordinate with General Counsel, Regional and District personnel.			△										
4.	Publish interim regulations.				△									
5.	Review comments.					△								
6.	Publish final regulations.						△							
7.	Publish decision memoranda on any points not covered in regulations.						△							

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**PRIORITY MANAGEMENT SYSTEM: OBJECTIVE IMPLEMENTATION PLAN**

**PRIORITY** III. Conduct the Adjustment Program

**Office:** Press Information/  
Congressional Relations

**OBJECTIVE** 2. Publish an exact plan for carrying out the proposed adjustment program.

**Action Officer:**  
Greg Leo

**Date**

**Page** of

T A S K S		S C H E D U L E												C O M M E N T S
No.	BRIEF DESCRIPTION	O	N	D	J	F	M	A	M	J	J	A	S	
1.	Contact press & other media with description of Service's plan.				△									
2.	Contact political entities involved State governors, senators, staffs of interested House members, Senate and House Committee members & advise of Service's plan.				△									
3.	Respond to general inquiries regarding status of planning effort.				△									

**LEGEND:**

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