

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

---

## General Information

Agency or Establishment	United States Citizenship and Immigration Services
Record/Scheduling Group	0566 - Records of U.S. Citizenship and Immigration Services
Records Schedule Applies To	Agency Subdivision
Major Subdivision	External Affairs Directorate
Minor Subdivision	Office of Citizenship, Partnership, and Engagement
Schedule Subject	G-1580 USCIS Citizenship Ambassadors Initiative
Additional Schedule Information	<p>The USCIS Citizenship Ambassadors initiative, initiated under the auspices of Executive Order 14012, Section 5(c), is a unique opportunity for American citizens to promote naturalization among eligible-to-naturalize lawful permanent residents (LPRs). Through targeted outreach, Citizenship Ambassadors will engage with LPRs to share and promote the rights and responsibilities of citizenship.</p>

As trusted leaders and/or community members, Citizenship Ambassadors will serve as the bridge between USCIS and LPRs who may be considering citizenship. Effective Ambassadors will help the LPR community make connections with USCIS, access current information and tools regarding citizenship, and serve as inspiration to the LPR community regarding the accessibility and attainability of U.S. citizenship.

The Ambassadors would not speak on behalf of USCIS but rather share their personal or family story or reasons they support naturalization and highlight publicly available USCIS resources to support naturalization efforts and applications. The schedule covers the entire application packet for nomination to become a Citizenship Ambassador, including notice of nomination, notice telling the nominee he or she is selected, including the gratuitous services agreement.

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

---

Outstanding Americans by Choice (ABC) - honorees may be asked to become USCIS Citizenship Ambassadors. Once an ABC recognition has been successfully completed, the USCIS Office of the Director may officially extend the invitation to become an Ambassador to the ABC honoree. Ambassadors who are also ABC recipients will follow the same guidelines as those who are not. ABC recipients who were recognized prior to the implementation of the USCIS Citizenship Ambassador Initiative may also be nominated to serve as Ambassadors at the discretion of the USCIS Office of the Director.

USCIS intends to select Ambassadors from across the country through an internal selection and vetting process. Ambassadors will be offered the opportunity to engage with USCIS district officials as well as use their existing networks. In addition, USCIS may offer the opportunity to serve as an Ambassador to individuals recognized as Outstanding Americans by Choice (ABC). USCIS will train Ambassadors and provide information, printed and electronic materials, and talking points focused on promoting citizenship for use at public engagements.

This initiative is in response to Executive Order 14012 and the "Strategy to Promote Naturalization" captured on the USCIS "Promoting Naturalization" public facing webpage.

---

Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

---

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

---

## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

---

Outline of Records Schedule Items for DAA-0566-2022-0005

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Citizenship Ambassadors Tracking spreadsheet	Temporary
0002	G-1580 USCIS Citizenship Ambassadors Initiative	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

Records Schedule Items

<b>DAA-0566-2022-0005-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Citizenship Ambassadors Tracking spreadsheet	
Item Description	The name of the tracking spreadsheet where Citizenship Ambassador Initiative information is captured called "Citizenship Ambassadors-Tracking." It is housed on the Microsoft Teams Site "Interagency Strategy for Promoting Naturalization" and then on the Channel "Citizenship Ambassadors."	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off upon termination of Citizen Ambassador's service	
Retention Period	Destroy 15 year(s) after Cut off	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0566-2022-0005-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	G-1580 USCIS Citizenship Ambassadors Initiative	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

<b>Item Description</b>	<p>Form G-1580 is the questionnaire that is the first step in the process of determining nominee eligibility for the Citizenship Ambassadors Initiative.</p> <p>It serves as a checklist to ensure that all necessary criteria for nominees are met and secures the nominees consent to be considered. This packet includes the notice of nomination and, for those who are selected, the notice telling the person he or she is selected, the gratuitous service agreement form, and other materials.</p> <p>The form requirements include the nominee answer if:</p> <ol style="list-style-type: none"> <li>1. Are a citizen by birth or naturalization</li> <li>2. Can provide a copy of proof of citizenship (U.S. passport, Certificate of Citizenship, U.S. Birth Certificate, Naturalization certificate, or Consular report of birth abroad (CRBA)</li> <li>3. Nominee's name, address (residence and employment), In Care Of Name (if any), phone number, email address (if any)</li> <li>4. Signature of Nominee</li> </ol> <p>This entire application packet is covered by this item.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon termination of Citizen Ambassador's service
Retention Period	Destroy 15 year(s) after cutoff.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0005

Status: APPROVED  
Date Approved: 03/05/2024

---

Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	12/02/2022
Approve	Colleen Shogan	03/05/2024