

RE INVE...

SF-86 PROCESS

only 25 process report
(GO) FBI

PHASE I:

- Post form with date received.
- Process IRS forms. If none, post form with "No IRS".
 - A. Check 5 points.
 - B. Stamp copy with date. *Put dash stamp on Grant 'copy'*
 - C. Put original in IRS folder.
- Process Full Field Request
 - A. No date.
 - B. Mark full field request. (Most WH Staff level II; utilities, etc level III.) Underneath above type (2 copies, please) unless one of Chuck Easley's people. (3 copies, please).
 - C. Mark staff or access.
 - D. Mark SF-86 and look for supplement.
 - E. Mark acronym for office at bottom if not WH staff proper.
 - F. If marked "re-investigation", type 90 Day Update after the acronym.
 - G. If done by F.B.I., type (We do need copy of previous reports.)
 - H. Xerox and stamp "copy".

-Place on Craig's ledge.

PHASE II:

- Review mistakes marked by Craig.
- Call people to come correct and initial mistakes, or type up an addendum, signed and dated with the #SS.
- Once corrected, put in "OK to send" pile.

PHASE III:

- Stamp full field request original and copy with the date. *STAPLE*
- Staple original request form, the Counsel consent* and the SF-86 + addendums. *Paper Clip*
- Do the same for the File copy. Mark at bottom the initials D.S. *Dennis Scollon* FBI
- Third copy send to Dennis in blue folder (with current extension & RM)
- Make copy of top page, highlight name, date stamp, put in Mari's book.
- Put pencil sticky on file copy, file with check mark on file. Extra page also go in file.
- Originals go in F.B.I. brown folder.

*Chuck's people have no Counsel consent form.

(W.) put w. lower left corner of TAT form

① original - FBI - SPIN

② copy - WH - files + astro papers

③ 3rd - FBI - document