

**Shirk, Georgette L**

---

**From:** Sohn, Elizabeth J  
**Sent:** Thursday, December 12, 2019 7:05 AM  
**To:** Hartman, Tamar P; Whelan, Scott P; Hanehan, Brendan J; Benedict, Deborah L; Tellawi, Heba K; Freiburger, Andrea L (Ande); Fitzpatrick, Meaghan E; Peck, Denis R  
**Cc:** Adedokun, Imoleayo A (Ademide)  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Good Morning,

The FO sent the updated SOP and rejection notices to OP&S and OCC on Tuesday for review. OP&S cleared with a few minor edits and sent them back this morning. Scott, I'm guessing you will probably hear from the FO soon regarding those. I think the FO will likely be able to set an implementation date soon.

Thanks,  
Elizabeth

**From:** Hartman, Tamar P <[REDACTED].gov>  
**Sent:** Wednesday, December 11, 2019 8:59 PM  
**To:** Whelan, Scott P <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>; Tellawi, Heba K <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>  
**Cc:** Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Hi Scott,  
Thanks for the update. I haven't heard about the SOP or rejection notice. The FO cleared comms materials (PAG and alert box), which no longer include an implementation date.

Thanks,  
Tamar

**From:** Whelan, Scott P <[REDACTED].gov>  
**Sent:** Wednesday, December 11, 2019 4:32 PM  
**To:** Hartman, Tamar P <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>; Tellawi, Heba K <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>  
**Cc:** Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Good Afternoon Tamar,

Did the FO clear the SOP and updated rejection notice language? VSC Records will need those cleared before training can begin. I haven't received any cleared documents from the FO as of today.

*Scott Whelan*

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

**From:** Hartman, Tamar P <[REDACTED].gov>

**Sent:** Wednesday, December 11, 2019 3:03 PM

**To:** Whelan, Scott P <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>; Tellawi, Heba K <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>

**Cc:** Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Hello,

The FO cleared on the comms materials. Does this group know the desired timeline for rollout?

Thanks!

Tamar

**From:** Whelan, Scott P <[REDACTED].gov>

**Sent:** Monday, December 09, 2019 10:45 AM

**To:** Hanehan, Brendan J <[REDACTED].gov>; Hartman, Tamar P <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>

**Cc:** Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>; Rogers, Jennifer V <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

No problem at all!

*Scott Whelan*

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

**From:** Hanehan, Brendan J <[REDACTED].gov>

**Sent:** Monday, December 09, 2019 10:33 AM

**To:** Whelan, Scott P <[REDACTED].gov>; Hartman, Tamar P <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>

**Cc:** Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande)

(b)(6)

<[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>;  
Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R  
[REDACTED].gov>; Rogers, Jennifer V <[REDACTED].gov>; Ooi, Maura M  
(b)(6) [REDACTED].gov>; Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A  
(Ademide) <[REDACTED].gov> (b)(6)

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Hey Scott,

Thanks!

(b)(5)

-Brendan

**Brendan J. Hanehan**

Associate Counsel

Vermont Service Center | Service Center Law Division

Office of the Chief Counsel | USCIS | DHS

Desk Phone: [REDACTED]

Work Cell: [REDACTED]

(b)(6)

Email: [REDACTED]

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**From:** Whelan, Scott P <[REDACTED].gov> (b)(6)

**Sent:** Monday, December 09, 2019 10:24 AM

**To:** Hartman, Tamar P <[REDACTED].gov>; Benedict, Deborah L

<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>

**Cc:** Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>;

(b)(6) OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; (b)(6)  
<[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>;

Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R

<[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Rogers, Jennifer

V <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Buchan, Lesley L

<[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Good Morning,

(b)(6)

We are currently working with the Front Office to close this out. VSC Records is preparing updated rejection notices and the SOP drafts to be reviewed by SCOPS and then sent to the FO by COB today. FO stated they will help issue the clearance of these documents through the proper offices. I assume that once cleared, the FO will provide the implementation date for the LG and PAG, taking the training period into account.

Thank you.

*Scott Whelan*

(b)(6)

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

**From:** Hartman, Tamar P <[REDACTED].gov>  
**Sent:** Monday, December 09, 2019 9:44 AM  
**To:** Whelan, Scott P <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>  
**Cc:** Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Rogers, Jennifer V <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Good morning,  
Just a friendly reminder to please share the date when you have it for the comms materials.

These standardized intake procedures will go into effect on Dec. XX 2019.

Thanks,  
Tamar

**From:** Hartman, Tamar P  
**Sent:** Thursday, December 05, 2019 10:55 AM  
**To:** Whelan, Scott P <[REDACTED].gov>; Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>  
**Cc:** Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Rogers, Jennifer V <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Thank you, all. I'll stand by for the implementation date.

Please keep me posted.

Thanks,  
Tamar

**From:** Whelan, Scott P <[REDACTED].gov>  
**Sent:** Wednesday, December 04, 2019 4:02 PM  
**To:** Benedict, Deborah L <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>  
**Cc:** Tellawi, Heba K <[REDACTED].gov>; Hartman, Tamar P <[REDACTED].gov>;

(b)(6)

Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>;  
Freiberger, Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A  
<[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck,  
Denis R <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Rogers,  
Jennifer V <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Buchan, Lesley  
L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)  
<[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

After offline discussions, SCOPS, OP&S and VSC Records will work to get a draft together. Knowing this is a priority, we will report back ASAP.

*Scott Whelan*

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

**From:** Benedict, Deborah L <[REDACTED].gov>

**Sent:** Wednesday, December 04, 2019 1:17 PM

**To:** Sohn, Elizabeth J <[REDACTED].gov>

**Cc:** Tellawi, Heba K <[REDACTED].gov>; Whelan, Scott P <[REDACTED].gov>;

Hartman, Tamar P <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>;

OCC-Clearance <[REDACTED].gov>; Freiberger, Andrea L (Ande)

<[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>;

Fitzpatrick, Meaghan E <[REDACTED].gov>; Peck, Denis R

<[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Rogers, Jennifer

V <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Buchan, Lesley L

<[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** Re: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Is there anyone from OIDP on this chain or that we could reach out to?

Sent from my iPhone

On Dec 4, 2019, at 1:07 PM, Sohn, Elizabeth J <[REDACTED].gov> wrote:

Hello,

I just checked as well, and OP&S doesn't typically draft rejection notices either. We would be happy to review a draft, though. Are these typically drafted by the intake team? Does anyone have a draft of the current rejection template?

Thanks,  
Elizabeth

**From:** Tellawi, Heba K <[REDACTED].gov>

**Sent:** Wednesday, December 4, 2019 9:30 AM

**To:** Whelan, Scott P <[REDACTED].gov>; Hartman, Tamar P

<[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-

(b)(6) Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande)  
<[REDACTED].gov>; Parascandola, Ciro A  
<[REDACTED].gov>; Fitzpatrick, Meaghan E  
<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>; (b)(6)  
Peck, Denis R <[REDACTED].gov>; Hanehan, Brendan J  
<[REDACTED].gov>; Rogers, Jennifer V <[REDACTED].gov>;  
Ooi, Maura M <[REDACTED].gov>; Benedict, Deborah L  
<[REDACTED].gov>  
**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)  
<[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria  
for Form I-918

Heba K. Tellawi

(b)(5)

Associate Counsel  
Regulatory and Verification Law Division  
U.S. Citizenship and Immigration Services

[REDACTED].gov

Cell: [REDACTED] (b)(6)

**From:** Tellawi, Heba K

**Sent:** Wednesday, December 04, 2019 8:50 AM

**To:** Whelan, Scott P <[REDACTED].gov>; Hartman, Tamar P  
<[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-  
Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) (b)(6)  
<[REDACTED].gov>; Parascandola, Ciro A  
<[REDACTED].gov>; Fitzpatrick, Meaghan E  
<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>;  
(b)(6) Peck, Denis R <[REDACTED].gov>; Hanehan, Brendan J  
<[REDACTED].gov>; Rogers, Jennifer V <[REDACTED].gov>;  
Ooi, Maura M <[REDACTED].gov>; Benedict, Deborah L  
<[REDACTED].gov>  
**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)  
<[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria  
for Form I-918

Adding RALD.

Heba K. Tellawi

Associate Counsel  
Regulatory and Verification Law Division  
U.S. Citizenship and Immigration Services

[REDACTED].gov

Cell: [REDACTED] (b)(6)

(b)(6)

**From:** Whelan, Scott P <[REDACTED].gov>  
**Sent:** Wednesday, December 04, 2019 8:37 AM  
**To:** Hartman, Tamar P <[REDACTED].gov>; Tellawi, Heba K  
<[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-  
Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande)  
<[REDACTED].gov>; Parascandola, Ciro A (b)(6)  
<[REDACTED].gov>; Fitzpatrick, Meaghan E  
<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>;  
Peck, Denis R <[REDACTED].gov>  
**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)  
<[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria  
for Form I-918

(b)(6)

That will be with whoever is drafting and clearing the rejection notice. I haven't seen a copy yet  
and don't know who has the lead on that. OCC or OP&S I would assume?

*Scott Whelan*

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

[REDACTED] (b)(6)

**From:** Hartman, Tamar P <[REDACTED].gov>  
**Sent:** Wednesday, December 04, 2019 8:36 AM  
**To:** Whelan, Scott P <[REDACTED].gov>; Tellawi, Heba K  
<[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-  
Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande)  
<[REDACTED].gov>; Parascandola, Ciro A (b)(6)  
<[REDACTED].gov>; Fitzpatrick, Meaghan E  
<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>;  
Peck, Denis R <[REDACTED].gov>  
**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)  
<[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria  
for Form I-918

(b)(6)

(b)(5)

[REDACTED]

**From:** Whelan, Scott P <[REDACTED].gov>  
**Sent:** Wednesday, December 04, 2019 8:23 AM (b)(6)  
**To:** Hartman, Tamar P <[REDACTED].gov>; Tellawi, Heba K  
<[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-  
Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande)  
<[REDACTED].gov>; Parascandola, Ciro A (b)(6)  
<[REDACTED].gov>; Fitzpatrick, Meaghan E  
<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>;  
Peck, Denis R <[REDACTED].gov>

(b)(6)

(b)(6)

**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Additionally, the updated rejection notice with the new criteria that will be issued to petitioners must be completed and cleared before training can take place. Once the rejection notice has been cleared, training can begin, which can be completed in 2 weeks.

*Scott Whelan*

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

[REDACTED]

(b)(6)

**From:** Whelan, Scott P

**Sent:** Wednesday, December 04, 2019 7:47 AM

**To:** Hartman, Tamar P <[REDACTED].gov>; Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>; Peck, Denis R <[REDACTED].gov>

(b)(6)

(b)(6)

**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Adding Denis for visibility.

*Scott Whelan*

Service Center Operations (SCOPS) HQ  
U.S. Citizenship and Immigration Services

[REDACTED]

(b)(6)

**From:** Hartman, Tamar P <[REDACTED].gov>

**Sent:** Wednesday, December 04, 2019 7:34 AM

**To:** Tellawi, Heba K <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger, Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A <[REDACTED].gov>; Whelan, Scott P <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>

(b)(6)

**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

(b)(5)

[REDACTED]



Thanks,  
Tamar

(b)(6)

**From:** Tellawi, Heba K <[REDACTED].gov>

**Sent:** Tuesday, December 03, 2019 4:57 PM

**To:** Hartman, Tamar P <[REDACTED].gov>; Policy-Clearance

<[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; Freiburger,

Andrea L (Ande) <[REDACTED].gov>; Parascandola, Ciro A

<[REDACTED].gov>; Whelan, Scott P <[REDACTED].gov>;

Fitzpatrick, Meaghan E <[REDACTED].gov>; Sohn, Elizabeth J

<[REDACTED].gov>

**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)

<[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

(b)(6)

(b)(6)

(b)(5)

Heba K. Tellawi

Associate Counsel

Regulatory and Verification Law Division

U.S. Citizenship and Immigration Services

<[REDACTED].gov>

Cell: [REDACTED] (b)(6)

**From:** Hartman, Tamar P <[REDACTED].gov>

**Sent:** Tuesday, December 03, 2019 4:18 PM

**To:** Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED]

<[REDACTED].gov>; Freiburger, Andrea L (Ande) (b)(6)

<[REDACTED].gov>; Parascandola, Ciro A

<[REDACTED].gov>; Whelan, Scott P <[REDACTED].gov>;

Tellawi, Heba K <[REDACTED].gov>; Fitzpatrick, Meaghan E

<[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>

**Cc:** Buchan, Lesley L <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide)

<[REDACTED].gov>

**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

**Importance:** High

Good afternoon,

Apologies for the follow-up! We need to complete this statement to move these comms materials forward:

These standardized intake procedures will go into effect on Dec. XX 2019.

Thank you again for your previous clearance, quick review and all your help!

Tamar Hartman  
Office of Public Affairs  
U.S. Citizenship and Immigration Services  
Office: [REDACTED]

**From:** Howard, Rothley L <[REDACTED].gov> **On Behalf Of** Policy-Clearance  
**Sent:** Tuesday, December 03, 2019 1:20 PM  
**To:** Hartman, Tamar P <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; OPS-FrontOffice <[REDACTED].gov>  
**Cc:** Buchan, Lesley L <[REDACTED].gov>; Munoz-Acevedo, Carlos <[REDACTED].gov>; Syfert, Kate M <[REDACTED].gov>; Hetlage, Daniel D (Dan) <[REDACTED].gov>; Arditti, Avi <[REDACTED].gov>; Stiefel, Nathaniel I <[REDACTED].gov>; Collins, Jessica B <[REDACTED].gov>; Adedokun, Imoleayo A (Ademide) <[REDACTED].gov>; #USCIS OLIA Clearance <[REDACTED].gov>; #USCISCAISClearance <[REDACTED].gov>; RALD <[REDACTED].gov>; Herrmann, Mary K <[REDACTED].gov>; Colbert, Sheena G <[REDACTED].gov>; Sheets, Mary W <[REDACTED].gov>; Sowers, Joseph R (Joe) <[REDACTED].gov>; Revoir, Tamara D <[REDACTED].gov>; McCarthy, Stephanie V <[REDACTED].gov>; Sowers, Joseph R (Joe) <[REDACTED].gov>; Turner, Ebony N <[REDACTED].gov>; Whelan, Scott P <[REDACTED].gov>; Ooi, Maura M <[REDACTED].gov>; Tellawi, Heba K <[REDACTED].gov>; Oshiro, Erin E <[REDACTED].gov>; Drake, Marian E <[REDACTED].gov>; Fitzpatrick, Meaghan E <[REDACTED].gov>; Strano, Andria J <[REDACTED].gov>; Sohn, Elizabeth J <[REDACTED].gov>; Hanehan, Brendan J <[REDACTED].gov>; Quiroz, Leslie R <[REDACTED].gov>; Policy-Clearance <[REDACTED].gov>  
**Subject:** RE: For agency clearance: Communications materials related to revised intake criteria for Form I-918

Tamar,

OP&S concurs with edits. Please see the links for the edits.

Thanks,

Rothley L Howard  
Office of Policy and Strategy (OP&S)  
U.S. Citizenship & Immigration Services (USCIS) | Department of Homeland Security (DHS)  
20 Massachusetts Avenue NW [REDACTED] Washington, DC 20529  
Office: [REDACTED] | Mobile: [REDACTED] | Email: [REDACTED].gov

**From:** Hartman, Tamar P <[REDACTED].gov>  
**Sent:** Monday, December 02, 2019 1:22 PM  
**To:** Policy-Clearance <[REDACTED].gov>; OCC-Clearance <[REDACTED].gov>; SCOPS-Clearance <[REDACTED].gov>; OPS-

(b)(6)

FrontOffice <[redacted].gov>

**Cc:** Buchan, Lesley L <[redacted].gov>; Munoz-Acevedo, Carlos  
<[redacted].gov>; Syfert, Kate M <[redacted].gov>;  
Hetlage, Daniel D (Dan) <[redacted].gov>; Arditti, Avi  
<[redacted].gov>; Stiefel, Nathaniel I <[redacted].gov>; Collins,  
Jessica B <[redacted].gov>; Adedokun, Imoleayo A (Ademide)  
<[redacted].gov>; #USCIS OLIA Clearance  
<[redacted].gov>; #USCISCAIS Clearance  
<[redacted].gov>; RALD <[redacted].gov>; Hermann,  
Mary K <[redacted].gov>; Colbert, Sheena G  
<[redacted].gov>; Sheets, Mary W <[redacted].gov>;  
Sowers, Joseph R (Joe) <[redacted].gov>; Revoir, Tamara D  
<[redacted].gov>; McCarthy, Stephanie V  
<[redacted].gov>; Sowers, Joseph R (Joe)  
<[redacted].gov>; Turner, Ebony N <[redacted].gov>;  
Whelan, Scott P <[redacted].gov>; Ooi, Maura M  
<[redacted].gov>; Tellawi, Heba K <[redacted].gov>; Oshiro, Erin  
E <[redacted].gov>; Drake, Marian E <[redacted].gov>;  
Fitzpatrick, Meaghan E <[redacted].gov>; Strano, Andria J  
<[redacted].gov>; Sohn, Elizabeth J <[redacted].gov>;  
Hanehan, Brendan J <[redacted].gov>; Quiroz, Leslie R  
<[redacted].gov>

**Subject:** For agency clearance: Communications materials related to revised intake criteria for Form I-918

Hi all,

Linked for expedited review and clearance are communications materials related to intake criteria changes for Form I-918 and Form I-918 Supplement A. The planned rollout for this announcement is still TBD [redacted]

(b)(5)

**Due Date:**

Requesting expedited clearance by 10:00am tomorrow, Dec. 3. Please remember to provide the name of the most senior person who reviewed and cleared this for your office.

**Linked Materials:**

- 1) LG
- 2) PAG
- 3) Alert box

**Background:**

USCIS is updating rejection criteria in its intake SOP for Forms I-918 and Forms I-918 SuppA. (SuppB intake criteria are not being changed.) Currently, USCIS accepts forms unless a signature or page is missing. USCIS will now be requiring certain fields to be completed. If a required field is left empty, USCIS will reject it. Form instructions, which already request that all fields are answered, will not be changed.

For your visibility, the tactical rollout is provided below.

**Tactical Rollout - *pending leadership review/ subject to change***

Week/Day	Deliverable
<b>Dec XX, 2019</b>	

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