LEAD(s):

Set Lead 1:

ALL RECEIVING OFFICES

Review OKBOMB related LO case file and identify all material which meets the criteria for forwarding to OC. Prepare Form FD-491 (Transmittal of Original Documents to Office of Origin) for this purpose.

Set Lead 2:

ALL RECEIVING OFFICES

Determine volume of LO case file material which is to be forwarded to OC and advise by electronic communication the OC File Supervisor.

Set Lead 3:

OKLAHOMA CITY

AT OKLAHOMA CITY, OKLAHOMA

Upon notification from each LO of volume of case file material to be forwarded, allocate sufficient resources to file material with Office of Origin 174A-OC-56120.

Set Lead 4:

OKLAHOMA CITY

AT OKLAHOMA CITY, OKLAHOMA

Maintain LO case file material as separate sub files to Office of Origin 174A-OC-56120. Do not integrate LO material into main file volumes of Office of Origin case file.

CC: 1 - Mr. Dies, Room 9939
1 - Mr. Weaver, Room 9998
1 - Ms. Hardy, South Pickett Street - Building 841
1 - Mr. Shackelford, Room 1B327-Box 20
1 - Mrs. Roundtree, Room 4933
1 - Mrs. Cummins, Room 4933