



## Interoffice Memorandum

70/29.2

To: REGIONAL DIRECTORS  
DISTRICT DIRECTORS  
DIRECTOR, NATIONAL BENEFITS CENTER  
SERVICE CENTER DIRECTORS

From: Michael Aytes /s/  
Associate Director, Domestic Operations

Date: September 29, 2006

Re: Post-September 30, 2006, processing of EAD applications pending at local offices before September 1, 2006

On August 18, 2006, and September 19, 2006, this office published memoranda titled, *Elimination of Form I-688B, Employment Authorization Card and Clarifications to August 18, 2006* memorandum, respectively. The former directs local offices to forward any EAD applications received between September 1, 2006, and September 30, 2006 inclusive to the appropriate service center or the Chicago Lockbox. The latter directs local offices to make every effort to adjudicate cases received before September 1, 2006 and produce a Form I-688B on or before September 30, 2006. This memorandum addresses cases where field offices are unable to complete such processing by September 30, 2006.

Local offices may find it impossible to complete adjudication and card production for some cases received before September 1, 2006, for a variety of legitimate reasons including, but not limited to the applicant not having responded to a request for evidence and the case not being amenable to denial for abandonment. In such cases, the local office should retain the case and complete adjudication of it.

- If the decision is a denial, the local office should properly annotate the application, issue the denial letter and forward the file to storage facility in Harrisonburg, VA (HBG)
- If the decision is an approval, the local office should properly annotate the application and forward it as follows:
  - If the case was originally received at the National Benefits Center (NBC) (via the lockbox) or a service center, return the case to the original center. The original center should update the approval in CLAIMS to initiate card production and send the file to HBG
  - If the case was originally received at the local office, send the case to the NBC or service center having jurisdiction for the EAD category (per the form's filing instructions) of the approved case and/or the location of the applicant's residence. The NBC or service center should data enter the case (including indicating an approval) into CLAIMS to initiate card production and send the file to HBG.

The points of contact for these issues continue to be xxxxx xxxxxxxx in Field Operations (202-xxx-xxxx) and xxxxx xxxxxxxx in Service Center Operations (202-xxx-xxxx).

cc: Chief, Service Center Operations  
Chief, Field Operations