

SAMPLE

YOUR LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR: SECURITY OFFICER
ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, SUITE 1400
FORT BELVOIR, VA 22060-5923

SUBJECT: Security Clearance Verification

1. Reference AR 380-67, Department of the Army Personnel Security Program

2. _____
(FIRST NAME) (MIDDLE NAME) (LAST NAME)

_____ has a _____ Security Clearance.
(SSN) (LEVEL)

3. This clearance was issued on the following information:

a. Type of Investigation: _____

b. Date Final Clearance Granted: _____

4. Purpose for visit: _____

5. Point of contact for this information is the undersigned, telephone number _____.

(Security Manager)

(Organization)