



DEPARTMENT OF THE ARMY
UNIT NAME
UNIT ADDRESS
CITY STATE, ZIP CODE

(Office Symbol)

(Date)

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification for **(Last Name, First Name, Middle Name)**

1. References: AR 380-67, Personnel Security Program, 24 Jan 14.
2. (Security Manager) has confirmed the security clearance for the following individual:
 - a. Name:
 - b. SSN:
 - c. Highest Clearance Level: **(Clearance) (Date Granted)**
 - d. Granted SECRET Date: **(Date Granted)**
 - e. Resubmission Date: **(Date of resubmission) (status in JPAS: Received/Scheduled)**
3. If the clearance is within 180 days of expiration, the investigation will need to be resubmitted once the clearance reaches the 30 day window of expiration.
4. The point of contact for this memorandum is **(Your Security Manager's Name, Phone Number and E-mail Address.)**

**S2/Security Manager's Signature
Block**