

This is the example for the Installation Security Manager Memo. Memo's from Battalion or Brigade S2 will not be accepted.

DEPARTMENT OF THE ARMY
HEADQUARTERS, INSTALLATION NAME
INSTALLATION ADDRESS

Unit Symbol

Date

MEMORANDUM for Commandant, Warrant Officer Career Center, ATTN: ATSW-H, Fort Rucker, Alabama 36362

SUBJECT: Security Clearance Verification (VCF)

1. The following information is provided to verify the security clearance status of the following individual.

- a. NAME
- b. SSN
- c. RANK
- d. DATE OF BIRTH
- e. PLACE OF BIRTH
- f. CITIZENSHIP
- g. ORGANIZATION
- h. TYPE OF INVESTIGATION: including date granted
- i. TYPE OF CLEARANCE GRANTED: including date granted
- j. DATE PERIODIC REVIEW SUBMITTED IF NEEDED

2. It is the responsibility of the candidate to bring a valid DA form 873 with the 201 file for attendance to WOCS.

3. POC is (Include full name, phone number, and email. Must be an INSTALLATION SECURITY MANAGER or Assistant.)

JOHN C. DOE
Director, Security Management Office

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