

OFFICE SYMBOL

DATE

MEMORANDUM THRU Cdr, LTC Kevin A. Smith, 505th Supply Battalion (unit), ATTN:
(CPT, SFC, or Mr.) Security Manger or Officer, Insert Address_____

FOR JFHQ-XX G1

Subject: Verification of Security Clearance for Rank, Name, XXX-XX-XXXX (SSN).

1. I, (CPT, SFC, DAC GS13), Security Manger or Officer, 505th Supply Battalion (unit), has verified that Rank, Name has a secret clearance dated _____.
2. For further information pertaining to this action please contact the undersigned at XXX-XXX-XXXX (phone) or email at name@us.army.mil.

Signature Block