



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Reston, Virginia 20192

In Reply Refer To:
Mail Stop 250

MEMORANDUM

To:

From: Bureau Security Manager

Subject: USGS Certification of Favorable Determination for a Public Trust Contractor
NAME:

LEVEL:

DATE OF CERTIFICATION:

INVESTIGATION/DATE/CASE NO.:

Based upon a favorable investigation, the appointment of the above-named individual to a U.S. Geological Survey (USGS) Public Trust contractor position is clearly consistent with Federal standards. This certification is not to be construed as a security clearance for access to national security information.

Using Section A on the reverse side of this form, forward a copy of this memorandum to the subject's Contracting Officer Representative/sponsor who will orally inform the subject of the awarded certification.

The subject's Contracting Officer Representative/sponsor should report any significant changes affecting the status of the subject's certification to their Regional Security Officer, alternate, or designee(s), who must then notify the Security Management Office of these changes by using Section B on the reverse side of this form.

Attachment

- USGS Contractor Computer/Information Technology (IT) Position Agreement (Only for IT Public Trust Positions)
- Survey Manual 600.5 (Only for IT Public Trust Positions)

SECTION A

In Reply Refer To:
Mail Stop

MEMORANDUM

Date

To: _____
USGS Contracting Officer Representative/Sponsor

From: _____
Printed Name and Signature
Regional Security Officer, Alternate, Designee

Subject: Public Trust Contractor Certification for: _____

Please orally notify the subject of the designation granted.

In Reply Refer To:
Mail Stop

SECTION B
MEMORANDUM

Date

To: Security Management Office

From: _____
Printed Name and Signature
Regional Security Officer, Alternate, or Designee

Subject: Public Trust Contractor Certification for: _____

Name change to _____
Effective Date _____

Resignation, effective

Retirement, effective

Death _____
Date

Other (Explain) _____

