



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 National Security Information Clearance Certification

NAME:

LEVEL:

DATE OF CLEARANCE:

INVESTIGATION/DATE/CASE NO.:

The U.S. Geological Survey (USGS) issued a national security information clearance under Executive Order 10450 and Executive Order 12968 for the above-named individual. This clearance will permit access to information classified for reasons of national security only. You are to inform the official supervisor of record of his/her responsibility to request a personnel action to change the position sensitivity designation in the Federal Personnel Payroll System (FPPS) and the employee's Official Personnel Folder. Specific instructions regarding your responsibility in this process can be found at <http://internal.usgs.gov/ops/hro/security/index.html>. Questions should be directed to the servicing personnel office.

This clearance certification does not authorize access to Sensitive Compartmented Information (SCI). If the individual requires access to SCI, a separate briefing will be provided at a later date by the SCI briefing officer. After the briefing, a separate notification will be provided by the Security Management Office. An FPPS personnel action to change the position sensitivity designation to special-sensitive will need to be initiated at that time.

If this clearance certification is a downgrade from an SCI to a collateral Top Secret only, an FPPS personnel action to change the position sensitivity of the individual will need to be initiated at this time.

A copy of this certificate will never be provided to the subject.

Using Section A on the reverse side of this form, forward a copy of this clearance certificate to the subject's official supervisor of record who will orally inform the subject of the awarded security clearance level.

The subject's official supervisor of record should report any significant changes affecting the status of the subject's clearance 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. Also, whenever the Security Debriefing Acknowledgment, SF-312, is executed, it must be forwarded to the Security Management Office for inclusion in the subject's case file.

SECTION A

In Reply Refer To:
Mail Stop

MEMORANDUM

Date

To: _____
Official Supervisor of Record

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

Subject: National Security Information Clearance for:

Please orally notify the subject of the clearance granted and initiate an FPPS personnel action to change the individual's position sensitivity designation. See <http://internal.usgs.gov/ops/hro/security/index.html>.

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: National Security Information Clearance for: _____

- | | |
|---|---|
| <input type="checkbox"/> No further requirement for security clearance (Change position sensitivity code in FPPS) | <input type="checkbox"/> Resignation, effective _____ |
| <input type="checkbox"/> Downgrade security clearance to _____ | <input type="checkbox"/> Retirement, effective _____ |
| <input type="checkbox"/> Transferred to _____ Reg/HQ/Discipline (U.S. Geological Survey) | <input type="checkbox"/> Death _____ Date |
| <input type="checkbox"/> Transferred to _____ Bureau (Department of the Interior (DOI)) | <input type="checkbox"/> Security Debriefing Acknowledgment, SF-312, attached |
| <input type="checkbox"/> Transferred to Agency/Department (Outside of DOI) _____ | <input type="checkbox"/> Other (Explain) _____ _____ _____ |
| <input type="checkbox"/> Name change to _____ | |
| <input type="checkbox"/> Effective Date _____ | |