



# 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 Notification of DOE "Q" or "L" Security Clearance Investigation Completion

NAME:

LEVEL:

DATE OF CLEARANCE:

INVESTIGATION/DATE/CASE NO.:

The Department of Energy (DOE) completed the background investigation and granted a DOE security clearance for the above-named individual. 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.

A copy of this certificate will never be provided to the subject. However, please ensure that the attached DOE briefing brochure is 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 Termination Statement, DOE F 5631.29, is executed, it must be forwarded to the Security Management Office for inclusion in the subject's case file.

Attachment  
DOE Briefing Brochure

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: DOE "Q" or "L" Security 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>.

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SECTION B

In Reply Refer To:  
Mail Stop

MEMORANDUM

\_\_\_\_\_  
Date

To: Security Management Office

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

Subject: DOE "Q" or "L" Security Clearance for: \_\_\_\_\_

No further requirement for security clearance (Change position sensitivity code in FPPS)

Resignation, effective \_\_\_\_\_

Downgrade security clearance to \_\_\_\_\_

Retirement, effective \_\_\_\_\_

Transferred to \_\_\_\_\_ Reg/HQ/Discipline (U.S. Geological Survey)

Death \_\_\_\_\_  
Date

Transferred to \_\_\_\_\_ Bureau (Department of the Interior (DOI))

Security Termination Statement, DOE F 5613.29 attached

Transferred to Agency/Department (Outside of DOI)

Other (Explain) \_\_\_\_\_

Name change to \_\_\_\_\_  
Effective Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_