



SAMPLE PCL VERIFICATION MEMO

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC 20330

MEMORANDUM FOR "TO WHOM IT MAY CONCERN"

FROM: [Enter Unit Designation and Address]

SUBJECT: Facilitating Reinstatements/Conversion of Personnel Security Clearances for Industry

This memorandum is provided per Office of the Assistant Secretary of Defense, Command, Control, Communications and Intelligence (OASD/C3I), guidance dated 29 Jan 1999 in order to expedite their employment with your company. The individual identified below was assigned to [Enter organization] and [Enter as appropriate, resigned, separated or retired], effective [Enter date]. I have personally reviewed the Air Force's personnel security clearance records and have verified the following:

NAME: [Enter individual's name]

SSAN: [Enter Social Security Account Number]

DOB: [Enter date of birth]

DATE OF INVESTIGATION: [Enter date investigation completed]

TYPE OF INVESTIGATION: [Enter type of investigation (NACLC, SSBI, etc.)]

LEVEL OF CLEARANCE: [Enter as appropriate, Top Secret, Secret]

I can be contacted at [Enter your commercial telephone number].

[Enter your signature block, position & sign]

PRIVACY ACT NOTICE:

Authority: 10 U.S.C. 8012, 44 U.S.C. 3101; and EO 12829

Purpose: To provide Personnel Security Clearance (PCL) investigative data

Routine Use: To facilitate reinstatement/conversions of PCLs

Disclosure: Authorized for official government business/purposes only

FOR OFFICIAL USE ONLY
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