

**UNITED STATES MARINE CORPS**

UNIT LETTERHEAD

STREET

CITY ST 12345-1234

 5500

 Code

 Date

From: Security Officer, (Unit)

To: Commanding General, Marine Corps Recruiting Command (ON/E)

Subj: Security clearance verification letter

1. The following has been extracted from official records:

 a. Name: Marine Full Name/EDIPI/PMOS

 b. Clearance: Investigation – PRSC (YYYYMMDD) OPM

 NACLC (YYYYMMDD) OPM

 ENAC (YYYYMMDD) OPM

 Eligibility – Secret (YYYYMMDD) DoNCAF

 U.S. Access – Secret

2. Add sentence here if eligibility has expired, new investigation has been opened, and provide a date investigation was opened and accepted or enrolled in the Continuous Evaluation Program (CEP) and date enrolled. (Note: SECRET level lasts for 10 years and TOP SECRET lasts for 5 years).

3. Point of contact for this matter is (Rank Full Name), defense system network or commercial telephone numbers and electronic mail address.

 Security Officer Signature