



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  
Ref: (a) SECNAVINST 5510.30C

1. The following has been extracted from official records:

- a. Name: Marine Full Name/EDIPI/PMOS
- b. Clearance: Investigation – PRSC (YYYYMMDD) OPM  
NACL (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 in accordance with the reference).

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

SECURITY OFFICER SIGNATURE