

DEPARTMENT OF THE ARMY
Unit

AXXX-XXX (Unit ID)

25 March 2016

MEMORANDUM THRU

FOR Commander, US Army Central Personnel Security Clearance Facility, 4552 Pike Road STE 5250, Fort George G. Meade, Maryland 20755-5250

SUBJECT: Interim Top Secret Security Clearance Requirement

1. The officer listed below is currently assigned to the United States Army Student Detachment. This officer requires a valid Top Secret clearance, with Special Compartmented Information Access in accordance with DA Pam 600-3.

Rank	Last Name	First Name	SSN	MOS
MAJ	Doe	John	123-56-7890	25A

2. MAJ Doe is presently assigned to the Student Detachment, Fort Jackson, SC while attending the University of Colorado in Colorado Springs, CO. He has been assigned to the 501ST MI Brigade, Korea as the BDE S-6, for 12 months. MAJ Doe received his RFO on 20 January 2011 and has since completed his Single Scope Background Investigation (SSBI) and submitted it in February 2011. Due to the delay in processing SSBI– 6-8 months an Interim TS/SCI is requested in order for MAJ Doe to perform his duties upon arriving to his duty station in November 2011.

3. Request your assistance in the expeditious processing of the requirements necessary to obtain this level of clearance as soon as possible.

4. Point of contact for this memorandum is Lovell Sample, (803) 751-5381.

Commander Name
LTC, IN
Commanding