

<b>Setup By:</b>	<b>Date Setup:</b>	<b>PSIP Ticket No# CLR</b>
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**SUBJECT INVESTIGATION REQUEST WORK SHEET FOR PSIP**

**LAST**  **FIRST**  **MIDDLE**

**SSN:**    -   -     **UNIT**

**DATE OF BIRTH** Day:   Month:   Year:

**Work Phone Number:**    -    -

**Home or Cell Phone Number:**    -    -

**Work Email:**  @

**Personal Email:**  @

**Rank:**  **MOS/Job Series:**  **Status:** Civilian  Contractor  Military  Other

**Place of Birth:** City  State  Country

**Security Manager:**  
**First**  **Last**   
**Grade/Rank**  **Title**   
**Email**  @   
**Phone Number:**    -    -

**REQUIRED ATTACHMENTS (You MUST attached all required documents with this request)**

**Citizenship: (All MUST Attach a COPY of any ONE of the below citizenship documents)**  
 If not US citizen, Other Country of Citizenship

US Birth Certificate   
  US Passport   
  US Consular Birth Certificate   
  Naturalization Cert

**All (Except Military) MUST attach the below item to this request:**

OF Form 306 MUST be completed and attached ([www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf))

**In addition to the above DA Federal Civilians MUST attach the below item to this request:**

Resume MUST be attached

**NOTICE:** After security receives this form, you will be contacted by the ARMY Center of Excellence by email provided above with specific instructions to start your required background investigation.

**SECURITY OFFICE USE ONLY BELOW**

Clearance required (attach Justification):   
 SECRET    
 TOP SECRET    
 Interim Needed:  Y   
 N