



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Reston, Virginia 20192

In Reply Refer To:
Mail Stop 250

Memorandum

To:

From: Bureau Security Manager

Subject: USGS Notification of DOE " Q or "L" Security Clearance Update
Investigation Completion

NAME:

LEVEL:

INVESTIGATION/DATE/CASE NO.:

The Department of Energy completed the update investigation for the above-named individual.

A copy of this memorandum will never be provided to the subject.

Using Section A on the reverse side of this form, forward a copy of this memorandum to the subject's official supervisor of record who will orally inform the subject that the update investigation was completed.

The subject's official supervisor of record should report any significant changes affecting the status of the subject's clearance to their Regional Security Officer, alternate, or designee(s), who must then notify the Security Management Office of these changes by using Section B on the reverse side of this form. Also, whenever the Security Termination Statement, DOE F 5631.29, is executed, it must be forwarded to the Security Management Office for inclusion in the subject's case file.

SECTION A

In Reply Refer To:
Mail Stop

MEMORANDUM

Date

To: _____
Official Supervisor of Record

From: _____
Printed Name and Signature
Regional Security Officer, Alternate, or Designee

Subject: DOE "Q" or "L" Security Clearance for: _____

Please orally notify the subject of the completion of the update investigation.

SECTION B

In Reply Refer To:
Mail Stop

MEMORANDUM

Date

To: Security Management Office

From: _____
Printed Name and Signature
Regional Security Officer, Alternate, or Designee

Subject: DOE "Q" or "L" Security Clearance for: _____

No further requirement for security clearance (Change position sensitivity code in FPPS) Resignation, effective _____

Downgrade security clearance to _____ Retirement, effective _____

Transferred to _____ Reg/HQ/Discipline (U.S. Geological Survey) Death _____
Date

Transferred to _____ Bureau (Department of the Interior (DOI)) Security Termination Statement, DOE F 5613.29 attached

Transferred to Agency/Department (Outside of DOI) Other (Explain) _____

Name change to _____ Effective Date _____