

INSERT UNIT LETTERHEAD

UIC/OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Verification of Security Clearance for **SOLDIERS NAME**

1. The below information has been verified on this individual via JPAS.

INVESTIGATION:
DATE OF INVESTIGATION:
CLEARANCE:
CLEARANCE DATE:
ADJUDICATED BY:

2. The point of contact for this memorandum is the undersigned at _____ or
email at _____.

FOR THE COMMANDER:

NAME IN CAPS
RANK, MOARNG
Duty Title