

Additional Help: 552
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Approval to Access and Process Classified National Security Information via
Information Systems

USAID/W

A sample memorandum for the record to authorize U.S. Agency for International Development/Washington (USAID/W) personnel, contractors, and vendors, who are cleared U.S. citizens, to access classified national security information follows this paragraph. The memo authorizes a named individual to process classified national security information on properly identified and certified information systems. No foreign nationals are authorized to access or process classified national security information.

DATE
MEMORANDUM
FOR THE RECORD

TO: Site ISSO for Classified Processing in A

FROM: B

SUBJECT: Approval to Access and Process Classified National Security
Information

As manager of C I have determined that D has a requirement to access and/or process classified national security information up to and including the E level. The Office of Security (SEC) has verified that D has a E security clearance.

I understand that should D no longer have a need to access and/or process classified national security information your office shall be promptly notified by my office.

A = Name of bureau/Directorate and facility (e.g., SA-1, State Department, SA-3, etc.)
B = Name and office identifier of program manager or division chief
C = Name of bureau, program or division (e.g., IRM, FHA, LAC, etc.)
D = First and last name of individual being approved for access
E = Indicate one of the following: CONFIDENTIAL, SECRET, TOP SECRET

USAID Missions

A sample memorandum for the record to authorize USAID mission personnel, contractors, and vendors, who are cleared U.S. citizens, to access classified national security information follows this paragraph. The memo authorizes a named individual to process classified national security information on properly identified and certified information systems. No foreign nationals are authorized to access or process classified national security information.

DATE
MEMORANDUM
FOR THE RECORD

TO: Site ISSO for Classified Processing in A

FROM: B

SUBJECT: Approval to Access and Process Classified National Security Information

As the USAID Director (Representative) for A I have determined that C has a requirement to access and/or process classified national security information up to and including the D level. Either SEC or Regional Security Officer has verified that C has a D security clearance.

I understand that should C no longer have a need to access and/or process classified national security information your office shall be promptly notified by my office.

A = Name of mission

B = Name and functional title e.g., Director, Representative, Chief)

C = First and last name of individual being approved for access

D = Indicate one of the following: CONFIDENTIAL, SECRET, TOP SECRET