



MEMORANDUM FOR RECORD

SUBJECT: RELEASE OF SECURITY INFORMATION

Per the National Industrial Security Program Operating Manual (NISPOM) Directive 2-202 (Procedures for Completing the SF 86), the SF 86 shall be completed jointly by the employee and the FSO or an equivalent Veritiss, LLC security employee(s) who has been specifically designated by Veritiss, LLC to review an employee's SF 86. The SF 86 is subject to review and preparation by a Veritiss, LLC security employee. The Veritiss, LLC security employee shall review and make corrections to the application that are written or verbally authorized by the applicant. This is solely to determine its adequacy, to ensure that necessary information has not been omitted, and to ensure that pre-processing requirements are met.

Veritiss, LLC shall maintain the retained documentation in such a manner that the confidentiality of the documents is preserved and protected against access by anyone within the company other than the FSO or security designees'. When the applicant's eligibility for access to classified information has been granted or denied, the retained documentation shall be destroyed.

By signing below, I acknowledge the security information protection measures outlined in this memorandum and give Veritiss, LLC permission to review, store and destroy my personal security information as outlined above.

Signature

Date

Print Name (First, Middle, Last)