

MEMORANDUM FOR (SUBJECT'S NAME)

FROM: Personnel Security Program Manager

SUBJECT: Discontinuation of Access Eligibility Determination

Reference is made to your Questionnaire for National Security Positions (QNSP) signed [insert date], which was forwarded to this office in connection with a Department of Energy security clearance request.

Your case was submitted to the Office of Personnel Management (OPM) and an investigation dated [insert date] has been received. [Insert a brief description of the circumstances such as: *A review of your case reveals that you listed marijuana use 5-10 times from 8/01 to 5/05 on your QNSP. During the personal subject interview with OPM, you stated that the end date for the marijuana use was incorrect and the last time you used marijuana was May 2007.*]

This office has discontinued the personnel security processing of your security clearance due to your illegal drug usage within twelve months of the signing of your security clearance application.

This concludes the review of this matter in accordance with the Secretary of Energy's September 14, 2007, memorandum a copy of which is attached for your ease of reference.

Attachment: As stated