

Date: March 13, 2007

Memorandum for: Federal Protective Service, Department of Homeland Security

Memorandum from: [GSA Sponsor]

Office:

Subject: [Type of investigation] Investigation Request for Contractor [name]

In Accordance with established HSPD-12 personnel investigation procedures regarding government contractor credentialing please process the attached personnel investigation documentation. Please contact me directly with any questions.

Contractor Name:

Contractor Company Name:

GSA Contract Number:

Contract Vendor POC:

Contract Employee SSN:

Contract Employee Position:

Investigation Required:

PEGASYS Document Number:

GSA Fund Manager:

Office Symbol:

Duty Station:

Office Location: