



**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**

BUILDING 600 10TH STREET  
FORT GEORGE G. MEADE, MD 20755-5615

PERSONNEL SECURITY

August [REDACTED], 2025

MEMORANDUM FOR MR. [REDACTED], [REDACTED] [REDACTED]

THROUGH: [REDACTED]  
(ATTN: SECURITY MANAGEMENT OFFICE)

SUBJECT: Supplemental Information Request

- References:
- (a) DoDM 5200.02, Procedures for the DoD Personnel Security Program (PSP) April 3, 2017
  - (b) ICD 704, Personnel Security Standards and Procedures Governing Eligibility for Access to Sensitive Compartmented Information, and Other Controlled Access Program Information, October 1, 2008
  - (c) Security Executive Agent Directive 4, National Security Adjudicative Guidelines, June 8, 2017

1. The Defense Counterintelligence and Security Agency Adjudication and Vetting Services' (DCSA AVS) review of your Defense Information System for Security (DISS) Incident Report, dated [REDACTED] 9, 2025, disclosed information that may have a bearing on your eligibility for access to classified information, and/or assignment to duties that have been designated national security sensitive, and/or access to Sensitive Compartmented Information (SCI).

2. The following information is required in order for the DCSA AVS to make an eligibility determination:

a. DCSA AVS requests that you provide details pertaining to your [REDACTED]

[REDACTED]

b. DCSA AVS requests that you provide all details of your [REDACTED]

[REDACTED]

[REDACTED] DCSA AVS requests a signed statement from you concerning the details of the above charges.

3. DCSA AVS requests that you sign the attached Acknowledgement of Receipt form and return the form to your Security Management Office (SMO) and/or SCI SMO within thirty (30) calendar days from the date of this letter.

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4. DCSA AVS requests you provide this information to your SMO and/or SCI SMO within thirty (30) calendar days from the date you sign the Acknowledgment of Receipt. Further, you are advised that if the information is not received within the specified time frame, an unfavorable eligibility determination may be rendered.

5. Please direct any questions regarding this memorandum to your SMO and/or SCI SMO.



Division Chief  
Adjudication and Vetting Services

Attachment:

1. Acknowledgment of Receipt

**Acknowledgement of Receipt for Supplemental Information Request to Subject**

Mr. [REDACTED]

I acknowledge that I have been informed of the Defense Counterintelligence and Security Agency Adjudication and Vetting Services (DCSA AVS) request for information to aid in the determination of my eligibility for access to classified information, and/or assignment to duties that have been designated national security sensitive, and/or access to Sensitive Compartmented Information (SCI). I understand that failure to provide the information within the specified time frame may result in an unfavorable eligibility determination.

I further understand that this form must be returned to my organization's Security Management Office (SMO) or Sensitive Compartmented Information (SCI) SMO within thirty (30) calendar days.

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NAME

DATE

ENTER ORGANIZATION'S SMO/SCI SMO INFORMATION

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SMO/SCI SMO Contact (Print name & sign)

[REDACTED]

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SMO/SCI SMO Contact (Official Job Title)

[REDACTED]

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SMO/SCI SMO Contact (email address & phone number)

[REDACTED] August 2025

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Date