(COMMAND LETTER HEAD)

5510

CODE

Date

MEMORANDUM

From:Commanding Officer, Officer In Charge, or EA, Your Staff Agency/Command

To:Distribution List

Subj:COMSEC MATERIAL ACCESS LIST

Ref:(a) SECNAVINST 5510.30C

(b) SECNAVINST 5510.36B

(c) CMS 1 (SERIES)

(d) HQMC ARS COMSEC SOP

1.Per the references, the following personnel are authorized unescorted access in the performance of their duties to COMSEC material within the (specify location).This document shall be updated yearly or whenever new personnel with COMSEC access, reports in or leaves this Staff Agency/Command:

Name Grade/EDIPI Clearance Level/Expiration

GUNGEE, IRA M (\*) SSGT/123456789 SECRET/DEC 2020

DOE, JOHN B. GS11/987654321 TS/JAN 2017

COFFEE, ILIK E. (\*\*) CTR/2323232323 TS/MAR 2015 (SEE DD-254)

2. The asterisk (\*) indicates personnel with LE Custodian duties and (\*\*) contractor personnel with access to COMSEC material as stipulated in their contract and DD-254 Form on record.

CO Signature

Distribution List:

ARSC (EKMS)

Other Agencies as needed