

Date

MEMORANDUM FOR (INQUIRY OFFICIAL NAME AND TITLE HERE)

FROM: (NAME OF OFFICE DIRECTOR HERE)  
(DIRECTOR TITLE AND OFFICE HERE)

SUBJECT: Appointment as Inquiry Official

Based on your prior experience and/or formal training in the Headquarters Inquiry Program, you have been appointed as an Inquiry Official in accordance with the requirements of Attachment 4, *Department of Energy Tactical Doctrine*, of the Department of Energy (DOE) Order 470.4B, *Safeguards and Security Program*.

As an Inquiry Official, you are authorized to conduct inquiries into specific security incidents as assigned by your office's Headquarters Security Officer. As assigned, you are to determine the facts and circumstances of security incident(s), identify who was responsible for them, and draw specific conclusions on the potential for compromise of classified or sensitive information. You are authorized to conduct interviews, review, and copy of records, and perform other actions required for a thorough review of these incidents. You may present this memorandum to anyone who may desire confirmation of your authority to perform security inquiries.

This memorandum certifies to all departmental personnel, that you have "need to know" for all information related to your appointment as an inquiry official consistent with your access authorities.

You may conduct security inquiries by yourself or use a team approach. If you opt to use the latter, you are responsible for ensuring all team members meet DOE requirements and are knowledgeable of their roles, responsibilities, and limitations to ensure the legal aspects of inquiries are not violated.

cc: Jessica Gonzalez, EHSS-42  
Karen Wilburn, EHSS-42