

Sample Letter Reporting Results of Contractor Pre-employment Checks and Drug Testing
On Contractor Letterhead

Date

Director, Office of Headquarters Personnel Security Operations
Office of Headquarters Security Operations
Office of Environment, Health, Safety and Security
U.S. Department of Energy
1000 Independence Avenue, SW
Washington, DC 20585

Dear Sir/Madam:

This letter is to inform you that (name of person) is an employee of this company and is applying for a U.S. Department of Energy security clearance. He/she has successfully completed pre-employment screening and drug testing requirements described in Title 10, Code of Federal Regulations (CFR), Part 707, and Title 48, CFR, Part 952.204-2.

The pre-employment checks were conducted by (name of company providing pre-employment screening services) and included verification of the employee's educational background, contact with his/her employer(s) for the past 3 years, contact with listed personal references, permissible local law enforcement checks, a credit check, and other checks routinely performed by our company. These checks were conducted in accordance with all applicable laws, regulations, and Executive Orders, including those governing the processing and privacy of the employee's information collected during the review. The results of these checks were reviewed on (date of review) and evaluated in accordance with our company personnel policies. (Name of person) was determined to be eligible for employment in a position that would require a security clearance.

(Name of person) was tested for the use of illegal substances. A copy of the laboratory report with favorable test results is enclosed with this letter.

If you have any questions concerning these matters, please call me at (202) 555-5555.

Sincerely,

Name
Facility Security Officer (or other official)
Name of company

Enclosure (drug testing laboratory report)