MM DD, YYYY

MEMORANDUM FOR SPēD CERTIFICATION PROGRAM MANAGEMENT OFFICE

SUBJECT: Verification of Contractor Personnel for Assessment Eligibility and Participation in the SPēD Certification Program

1. The individual listed below has been verified as eligible to participate in the SPēD Certification Program:

Name:

Position:

Assessment(s) Eligible:

1. The individual above has been verified as eligible based on policy as outlined in DoDM 3305.13 (DoD Security Accreditation and Certification), the DOD Professional Certification and Credentialing Handbook, and all relevant component driven guidance.

*NOTE: Eligibility is determined by scope of duties and position requirements within a contract and should be outlined in either the Performance Work Statement (PWS) or Statement of Work (SOW).*

1. The undersigned concur with the candidate’s eligibility based on their positional authority as Contracting Officer's Representative (COR) and Component Service Representative (CSR), respectively.
2. This memorandum, in conjunction with all other relevant supporting documentation, must be uploaded to the Candidate Management System in order to fully process the assessment request and approval.
3. If you have any questions regarding this memorandum, please contact (POC, phone number, & email).

*Candidate Signature*

FIRST M. LAST

TITLE

ORGANIZATION

*COR Signature*

FIRST M. LAST

TITLE

ORGANIZATION

*CSR Signature*

FIRST M. LAST

TITLE

ORGANIZATION

Copy to:

All signed