\*\*\*Sample Authorized Personnel List for Prime Contractor\*\*\*

COMPANY LETTER HEAD

(Must show current date within last 30 days)

From: Company Name, Company address

To: Contractor Vetting Office, Provost Marshal Office, Marine Corps

 Installations East-Marine Corps Base, Camp Lejeune

Subj: AUTHORIZED PERSONNEL LIST FOR ACCESS TO (INSERT INSTALLATION) IN

 SUPPORT OF (PRIME CONTRACTOR’S COMPANY NAME) CONTRACT N#####-##-A-####

1. The following personnel require access to the installation in support of contract N#####-##-A-####:

Name DOB/SSN Dates Days Times

John F. Smith 27 Jan 1983/123456789 13 Jan 2019-22 Oct 2019 M-F 0600-1800

\*\*Names **MUST** match the name on approved government issued photo-identification, i.e. driver’s license\*\*

(An attached sheet with all the required information is acceptable)

2. The point of contact (POC) for additional information is (insert Company POC name, email address, and phone number).

EITHER WET SIGNATURE OR DIGITAL SIGNATURE

**NO COMPUTER FONTS ALLOWED**

 Signing Official Name

 Job Title

 Phone Number

**\*\*\*Must include company name and address, company POC’s email and phone, supported contract number, dates and times access is required for each individual, names matching photo ID, DOB and/or SSN (SSN is required to complete vetting at the CVO)\*\*\***