

MEMORANDUM FOR Madigan Security Division, Personnel Security Branch

SUBJECT: Notice of Incoming Personnel (NIP) Investigation Request

1. (CUI) The purpose of this memorandum is to request a background investigation and/or clearance as indicated below:

a. Position Type:

b. Name, SSN:

c. Date of Birth:

d. Place of Birth (City and State or Country):

e. Email:

Telephone:

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f. Department: MAMC

Job Position: Food Service Worker

g. Criticality/ Sensitivity:

Childcare Req: YES NO

(Select based on position requirement identified in JD (civilians) or contract (contractors))

h. Contract Number and Task Order (Contractors Only):

2. (U) I attest the above position supports the Defense Health Agency (DHA) mission and is authorized under an approved hiring action or personnel contract.

3. (U) POC for this memorandum is the undersigned at

Signature:

4 Encls:

1. OF-306 Declaration for Federal Employment (2023 ver only)
2. Position Description or Contract
3. Resume
4. I-9 Employment Eligibility Verification documentation
5. DD 2981 Basic Criminal History and Statement of Admission (CBC ONLY)
6. DD 3058 DoD Consent to Conduct Installation Records Check IRC (CBC ONLY)
7. DA 5018-R ADACP Client Consent Statement for Release of Treatment Information (CBC ONLY)
8. OFI 86-C Special Agreement Checks (CBC ONLY)