

Sample

(Company Letterhead)

**TEMPORARY EXCLUSION RESOLUTION FOR ALL CLASSIFIED OR ONLY  
ACCESS TO HIGHER LEVEL CLASSIFIED INFORMATION**

I, \_\_\_\_\_, currently holding the position of \_\_\_\_\_, within the corporation [or other specified business structure] certify that \_\_\_\_\_, currently holding the following position(s): \_\_\_\_\_, is being processed for eligibility for access to classified information and shall not require, shall not have, and can be effectively excluded from access to all [(or *insert level*) \_\_\_\_\_] classified information disclosed to the organization until such time as an eligibility determination is issued. The excluded individual shall not be in a position to adversely affect organization policies or practices in the management or performance of classified contracts for the Department of Defense or other Federal Government Contracting Activities (GCA) participating under the National Industrial Security Program.

Signed: \_\_\_\_\_

(Signed by authorized Key Management Personnel)

Date: \_\_\_\_\_