



OFFICE OF THE DIRECTOR: FACILITY SECURITY & KNOWLEDGE MNGMNT

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INTERNAL MEMO

TO : ALL DDG'S
: ALL CHIEF DIRECTORS
: ALL DIRECTORS
: ALL STAFF MEMBERS


FROM : ACTING DIRECTOR – FACILITY SECURITY AND KNOWLEDGE MANAGEMENT

SUBJECT : REMINDER TO SUBMIT SECURITY CLEARANCE FORMS (Z204)

DATE : 10 FEBRUARY 2025

1. Reference is made to the submission dated 12 September 2024 as approved by the Acting HOD.
2. The non-compliance by the DOE in adhering to the National Strategic Intelligence Act (Act 39 Of 1994) which mandates NIA to undertake the security vetting of all organs of State that will have access to classified information leaves much to be desired.
3. As we all know that the due date that was set as a submission date for Security Clearance (Z204) forms which was the 30 September 2024 has lapsed, it was further extended to the 30 October 2024 and its also gone past with no positive feedback.
4. It is therefore reminded that all officials who have failed or missed the submission dates be given or afforded another opportunity to submit once more not later than 31 March 2025.

Yours in quality education


MS. S. NIEUWENHUYS
ACTING DIRECTOR – FSKM

10 February 2025

DATE

