**UNITED STATES DEPARTMENT OF COMMERCE**



**Economics and Statistics Administration**

**U.S. Census Bureau**

Washington, DC 20233-0001

«DATE»

Dear «First\_Name» «Last\_Name»,

Additional information is needed to adjudicate your Office of Personnel Management (OPM) **«Type\_of\_Investigation»: «PD\_Risk»** investigation which closed complete on **«CCT\_date».**  During the pre-employment process you submitted:

**«SF»** which you signed and dated on **«SF\_Date».**

**«Inv\_Doc2»** which you signed and dated on **«M\_306\_date»**.

Unfortunately, discrepancies or inconclusive results were found with one or more answers, which have raised some concerns about your current suitability for Census employment. The individual issue items are outlined below:

**Employment History**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item 1:**  **(«Emp\_Result\_1»)**  On your investigative forms, you indicated employment as «Position\_title\_1» with *«Employer\_1»* from «Start\_Date1» to «Finish\_Date1».  As part of the «Type\_of\_Investigation» background investigation, an **Employment Verification** «INV\_Returned» *«Employer\_1»,* which returned the following information: «Unable\_to\_contact»   |  |  |  | | --- | --- | --- | | **Contact** | **Information Verified** | **Response** | | **«Contact\_1»** | **Employment** | * **«Response1»** |   «M\_306\_Discrepant1»  Please provide the following:   * «Please\_Provide1»   **Item 2:**  **(«Emp\_Result\_2»)**  On your investigative forms, you indicated employment as «Position\_title\_2» with *«Employer\_2»* from «Start\_Date2» to «Finish\_Date2».  As part of the «Type\_of\_Investigation» background investigation, an **Employment Verification** «INV\_Returned2» *«Employer\_2»,* which returned the following information: «Unable\_to\_contact2»   |  |  |  | | --- | --- | --- | | **Contact** | **Information Verified** | **Response** | | **«Contact\_2»** | **Employment** | * **«Response2»** |   «M\_306\_Discrepant2»  Please provide the following:   * «Please\_Provide2»   **Item 3:**  **(«Emp\_Result\_3»)**  On your investigative forms, you indicated employment as «Position\_title\_3» with *«Employer\_3»* from «Start\_Date3» to «Finish\_Date3».  As part of the «Type\_of\_Investigation» background investigation, an Employment Verification «INV\_Returned3» *«Employer\_3»,* which returned the following information: «Unable\_to\_contact3»   |  |  |  | | --- | --- | --- | | **Contact** | **Information Verified** | **Response** | | **«Contact\_3»** | **Employment** | * **«Response3»** |   «M\_306\_Discrepant3»  Please provide the following:   * «Please\_Provide3» |

**Educational History**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item 1:**  **(«Edu\_Result1»)**  On your investigative forms, you indicated that you attended *«Edu1»* from «Edu\_Start1» to «Edu\_Finish1». «Degree1» «Award\_Date1»  As part of the «Type\_of\_Investigation» background investigation, an **Education Verification «INV43\_returned1» *«Edu1»*, which returned the following information:**  **«Unable\_Edu1»**   |  |  |  | | --- | --- | --- | | **Contact** | **Information Verified** | **Response** | | **«Edu\_Contact1»** | **Education** | * **«Edu\_Response1»** |   Please provide the following:   * «Provide\_Edu1» |

In an effort to make a fair and impartial suitability determination for employment with the U. S. Census Bureau, you must address the issue(s) listed above. You are being afforded the opportunity to provide information that clearly clarifies or refutes the discrepant information by close of business **«Response\_DUE».** **Any false statement on the SF85 or OF306 may be considered falsification of a federal document.** If you provide the information within seven days, another review and evaluation process will be conducted taking the provided information into consideration. Please fax this information to the attention of: **Census Investigative Services (CIS)** at **301-763-7422 (Fax)** or email me at **samuel.f.williams@census.gov**

If you are emailing information to the Bureau and it contains Personally Identifiable Information, such as Social Security numbers or other identifying information, you should encrypt these documents.

As a reminder, all documentation must be received no later than **«Response\_DUE\_AGAIN».** A successful adjudication of a background investigation is a condition of employment. Failure to respond to this request may be cause for an unsuccessful adjudication as well as disciplinary or other action.

If you have any questions, please email or call me directly at 201-819-4271 **(please leave a voice message)**.

Sincerely,

Samuel Williams, Security Specialist

Census Investigative Services Division (CIS)

Post-Employment Services Branch (PoSB)

U.S. Census Bureau