August 27, 2015

Dear «I First» «I Last»:

You were recently contacted by «A_First» «A_Last», an Federal Agent/Contract Investigator with the U.S. Office of Personnel Management, Federal Investigative Services, You were contacted as part of a Federal background investigation of for «S_First» «S_Last». being conducted by our Federal Investigative Services Division.

We are proud of our reputation as a provider of background investigations and we strive to ensure that our investigations are conducted on the highest professional level. We have found that comments and suggestions from people who have been interviewed are extremely helpful in achieving this goal.

You are not required to respond to this letter, but I will appreciate your completing the brief questionnaire on the other side of this page. Your completion of the brief questionnaire on the back of this letter would be greatly appreciated. If your name and address are incorrectly shown on this letter, please correct your name and address where they are shown above.

We are enclosing a pre-addressed, postage-free envelope for you to use to return the questionnaire. Thank you for your assistance with the investigation and for your time and effort completing this inquiry the questionnaire.

Sincerely,

Merton W. Miller Associate Director

Mit Mille

Federal Investigative Services

Enclosure

Privacy Act Statement: This inquiry is in full compliance with The materials included on/with this form are subject to the provisions of the Privacy Act of 1974 (5 U.S.C. 552a), as amended, and must be protected appropriately. Authority to collect this information is derived from 5 U.S.C. 301, and 1103, and 44 U.S.C. 3101. The primary purpose of the information you furnish will be used to assess the quality, conduct, and professionalism of the investigator listed above. Completing this form is voluntary. There are no adverse effects if you do not complete this form. The information you provide, including your identity, may be released to the investigator listed on the form, if requested under the provisions of the FOIA and/or the Privacy Act. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b), all or a portion of the records or information contained in this system on this form may be disclosed outside OPM as a routine use listed in the system of records notice for the OPM Internal 20 system of records, available on OPM's Web site at https://www.opm.gov/information-management/privacy-policy.

Public Burden Information: Public burden reporting for this collection of information is estimated to average take approximately six minutes per response. This includesing time for reading the letter and for reviewing and completing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Federal Investigative Services Forms Manager, U.S. Office of Personnel Management, Federal Investigative Services, Attn: OMB Number 3206-0106, 1900 E Street NW. Paperwork Reduction (3206-0106), Washington, D.C. 20415. The OMB Number, 3206-0106, is currently valid. OPM may not collect this information unless this number is displayed.

INV 10 Revised August 2012 Month 2015

1 Were you interviewed in person or over the phone?	□ IN PERSON (Ge Proceed to Question 2a)	BY PHONE (Ge Proceed to Question 2b)
2a		9 0 10 20
For interviews conducted in person:		
Was the Investigator dressed professionally and well groomed?	□ YES	□ NO
Did the Investigator show you credentials and introduce himself/herself		
as a Special Agent or Investigator with the U.S. Office of Personnel Management?	□ YES	□ NO

Were you interviewed in private? Were you interviewed alone (no third party present)? If "NO", please explain:		□ NO
Were you interviewed in a private setting or private, enclosed space? If "NO", please explain:	o YES	a NO
2b For interviews conducted by phone:		
Did the Investigator introduce himself/herself as a Special Agent or Investigator		
with the U.S. Office of Personnel Management?		□ NO
Please check the reason for the telephone interview:		
Flease check the reason for the telephone interview.		
B MY REQUEST B INVESTIGATOR'S REQUEST B N	O REASON GIVEN	
Were you offered to be interviewed in person?	o YES	a NO
Please explain why the interview was conducted by telephone:	19 10	
3		
Was the Investigator polite and professional?		□ NO
Did the Investigator explain that the interview was for employment or security clearance purposes?	o YES	- NO
Did the investigator explain that the interview was for employment of security clearance purposes?	U 1E3	□ NO
5 Were questions presented in a clear manner so that they could be understood easily?	□ YES	□ NO
	5007	
6		
The information you provided about the person being investigated (check one)	was favorable.	included issues
If you told the Investigator about concerns regarding the person being investigated, briefly identify those or	anaama halaw	or concerns.
(For examplecriminal conduct, illegal drug use, alcohol abuse, violent behavior, foreign travel)	oncerns below.	
CONCERNS:		
6		
Please provide any additional comments or concerns you have about the interview, the investigation, or the you require additional contact from an OPM representative.	e investigator and/or the	interview, and indicate if
Is it necessary for a representative from OPM to contact you?	a YES	a NO
8		
Signature:Date:		
Please provide your contact information:		
Daytime telephone number: ()		
Email address:		
Email address:		l