

OCTOBER 08, 2021

[REDACTED]

[REDACTED]

[REDACTED]

Dear [REDACTED],

We are pleased to extend a final offer of employment for a full-time, career-conditional appointment as a Federal Trade Investigator, GS-1801-12/01, S [REDACTED] PA (this includes locality adjustment) at the Federal Trade Commission (FTC), [REDACTED]. You will be subject to a one-year probationary period. This position has a Full Promotion Level (FPL) to the GS-13. Your appointment will be effective on (start date).

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. The Department of Homeland Security I-9 must be completed and verified or your appointment cannot be confirmed. Please send two unexpired forms of identification and proof of COVID-19 vaccination to [REDACTED] [REDACTED]@ftc.gov) no later than (insert date) in order to verify your identity and provide proof of citizenship.

In addition, documentation of proof of COVID-19 vaccination must be received by November 22, 2021 or before EOD, if after November 22. You can provide a copy of the record of immunization from a health care provider or pharmacy, a copy of the COVID-19 Vaccination Record Card, a copy of medical records documenting the vaccination, a copy of immunization records from a public health or state immunization information system, or a copy of any other official documentation containing required data points (type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s)). The FTC will provide additional information regarding how you can request a medical or religious exemption from this requirement. You cannot begin work without providing the requested documentation.

Due to the current COVID-19 emergency, HCMO will conduct an abbreviated, virtual orientation schedule on Monday, October 25, 2021. To adhere to the rules of social distancing, ensure the safety of our new employees, and reduce possible exposure of COVID-19 to our FTC staff, orientation will be provided via Zoom. You will receive a meeting invitation to the email address you provided that includes a link to the Zoom and login information.

Additional onboarding information will be assigned to you via the FTC's online training portal, e-Train2, and will also be accessible on HCMO's Welcome to the FTC intranet page.

Congratulations on your new appointment and welcome to the Federal Trade Commission! If you have any questions, please do not hesitate to contact me or [REDACTED] at [REDACTED]@ftc.gov.

Sincerely,

[REDACTED]

[REDACTED]

Human Resources Specialist

██████████@ftc.gov

(202) 326-██████████

Privacy Act Statement (to be sent with final offer letter)

Authority: We are authorized to collect the information requested pursuant to Executive Order 14043, Requiring Coronavirus Disease 2019 Vaccination for Federal Employees (Sept. 9, 2021).

Purpose: This information is being collected and maintained to promote the safety of Federal buildings and the Federal workforce consistent with the above-referenced authority, the COVID-19 Workplace Safety: Agency Model Safety Principles established by the Safer Federal Workforce Task Force, and guidance from Centers for Disease Control and Prevention and the Occupational Safety and Health Administration.

Routine Uses: This information may be disclosed to any source from which additional information is requested when necessary to obtain information relevant to an agency decision concerning hiring or retaining an employee, issuing a security clearance, conducting a security or suitability investigation of an individual, classifying positions, letting a contract, or issuing a license, grant or other benefit. A complete list of the routine uses can be found in the Privacy Act systems for [Employment Application-Related Records \(FTC-II-4\)](#) and for [Recruiting, Examining, and Placement Records \(OPM/GOVT-5\)](#).

Consequence of Failure to Provide Information: Providing this information is voluntary. However, if you fail to provide this information, you will be treated as not fully vaccinated for purposes of considering your application for employment with the federal government and in implementing safety measures, including with respect to mask wearing, physical distancing, testing, travel, and quarantine.