



Department of Energy
Southwestern Power Administration
One West Third Street
Tulsa, Oklahoma 74103-3502

MEMORANDUM FOR NEW EMPLOYEE

FROM: KEITH BLACKSTONE, DIRECTOR
HUMAN RESOURCES MANAGEMENT DIVISION (6200)

SUBJECT: Notice of Background Investigation

Employment with Southwestern Power Administration is subject to a satisfactory completion of a background investigation. The investigation is a part of the hiring process and is conducted to determine suitability for federal employment. Its scope may include, but is not limited to, law enforcement and criminal record checks, inquiries with previous employers, verification of military service and inquiries with references.

Under Title 18, United States Code, all Federal investigative documents must be completed truthfully, correctly, completely and in good faith and knowingly and willfully making false statements on these forms or in the clarification of these forms can be grounds for disciplinary action up to and including termination, fines or imprisonment. It is *your* responsibility to ensure accuracy of information provided.

You will be notified in writing of the results of your background investigation by the Southwestern Human Resources Office, but understand that it may be several months before the entire process is completed and notification occurs.

I hereby acknowledge receipt of the above information on background investigations. I understand and agree to comply with the information above.

New Employee Signature

Date