



U.S. Department of Justice

Federal Bureau of Investigation

In Reply, Please Refer to
File No. [REDACTED]

[REDACTED]
June 18, 2008

Mr. Keith Melchiors
[REDACTED]

Dear Mr. Melchiors:

Congratulations! You have been selected to attend Phase II interviews in [REDACTED].

Enclosed are the following:

1. One Standard Form 1012 (travel voucher)
2. One Travel Expense and Itinerary Form
3. One pre-addressed envelope
4. Flight itinerary information

You have successfully completed Phase I (written examination) of the FBI testing procedure.

Your Phase II testing is scheduled for:

[REDACTED]

A hotel reservation has been made for you at the [REDACTED]. Check in time is 3:00 p.m. Check out time is 11:00 a.m. You will need to take a taxi from the airport to the hotel (the hotel is approximately [REDACTED] from the hotel). The FBI will reimburse you for one night's lodging, meals, and taxi service.

All testing will take place at the [REDACTED]. You should report to room [REDACTED] at 7:15 a.m., for your scheduled interview.

You must have your driver's license with you when you go for Phase II testing.

Your airline reservation has been made and the itinerary is enclosed in this package. Your flight itinerary sets forth all the necessary travel information. YOU MUST GO TO THE COUNTER AND ASK FOR A PASSENGER RECEIPT AND SUBMIT THIS RECEIPT TO OUR OFFICE ONCE YOU RETURN. An electronic ticket will be issued two or three days prior to the travel date. The passenger receipt will serve as your receipt for reimbursement purposes.

On the day of travel, you should be at the boarding gate no later than one hour prior to flight time, present photo identification, and be issued a boarding pass. If you did not receive your passenger receipt prior to your day of travel, you can obtain one from the airline ticket counter or boarding gate when checking in at the airport.

When you return from [REDACTED], please complete the following (WE MUST HAVE THESE ITEMS RETURNED TO US WITHIN FIVE BUSINESS DAYS IN ORDER FOR YOU TO BE REIMBURSED):

1. Complete the information highlighted in yellow on the SF-1012. DO NOT ATTEMPT TO COMPLETE ANY AREAS THAT ARE NOT HIGHLIGHTED!
2. Complete the Travel Expense and Itinerary Form and make sure you have all the requested receipts, including your passenger receipt.
3. Place all items (SF-1012, Travel Expense and Itinerary Form, and receipts) in the enclosed envelope and submit to [REDACTED]. (If the requested items are not submitted to [REDACTED] within 5 days of your return, you will not be reimbursed for your expenses. [REDACTED] must have a copy of receipts for accounting purposes.)

You will be contacted telephonically by Applicant Coordinator [REDACTED] to go over items pertaining to the interview and answer any questions you may have.

Sincerely yours,

[REDACTED]
Administrative Specialist -
Human Resources

Enclosures