

U.S. Department of Justice  
Federal Bureau of Investigation  
Washington, D.C. 20535

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July 24, 2008

Mr. Keith Melchiors  
[REDACTED]

Dear Mr. Melchiors:

I am pleased to inform you that you attained a passing score on the Phase II of the Special Agent Selection System (SASS) and are, therefore, being offered a conditional appointment as a Special Agent in the Federal Bureau of Investigation (FBI), United States Department of Justice.

This appointment is contingent upon the existence of a vacancy of a funded Special Agent position and successful completion of a background investigation, preemployment polygraph examination, physical examination, urinalysis drug test and physical fitness test (PFT). Your conditional appointment offer (CAO) will be rescinded if you fail any of the testing and/or investigative aspects of the background investigation. If you do not pass the initial PFT, your CAO will be rescinded and no further processing will occur until you are prepared to retake the PFT. If you have a disability which may require an accommodation during the preliminary phase of processing, please notify the Applicant Coordinator in the nearest FBI field office as soon as possible. All requests for reasonable accommodation should be accompanied by current medical documentation, and include a personal statement which indicates the type of accommodation being requested. The FBI will give full consideration to the request, and grant a reasonable accommodation, whenever possible.

As the next step in the process, you will be scheduled for the PFT. You must also complete the SF 86 - Questionnaire for National Security Positions. The SF 86 is available on the FBI's website at [www.fbijobs.gov](http://www.fbijobs.gov). If you pass the PFT, this application will be used to conduct your background investigation. To fully address security issues, the FBI requires that you answer many of the questions back to age 18 rather than seven years as requested on the

Processing field office: [REDACTED]  
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