

U.S.
Department of
the Agency

U.S. Department of the Agency

Washington, D.C. 20510

January 20, 2016

Cynthia Jones
CynthiaJones@gmail.com

Re: Preliminary Suitability Denial

Dear Ms. Jones:

This letter is in reference to your application and conditional offer of employment for the GS-14 Administrator position with the Department of the Agency. A firm offer of employment is subject to a number of factors, to include suitability review. Suitability refers to identifiable character traits and conduct sufficient to decide whether an individual is likely or not likely to be able to carry out the duties of a Federal position with appropriate integrity, efficiency and effectiveness. On the basis of our suitability review, the Agency has made a preliminary decision to terminate your candidacy for the Administrator position.

The preliminary decision to terminate your candidacy for the Administrator position on suitability grounds is based on specific information identified during your background investigation and referred to the Suitability board by the investigative branch. When considering a candidate's suitability for a specific position, the Suitability Board is guided by the factors and considerations listed in 5 C.F.R. §731.202. The following factors were relevant to the Suitability Board's preliminary determination to terminate your candidacy for the Administrator position:

Misconduct or negligence in employment

Records on file indicate that you were terminated from your most immediate prior employment under unfavorable circumstances, related to serious misconduct on June 5, 2015 from the Department of Defense. This misconduct raises issues about your character.

if you wish to provide a response to this preliminary determination, please submit a response to the Suitability Board within fifteen (15) calendar days from the date you receive this notice. Written responses should include supporting documentation for any assertions you make in your response. If you fail to respond within the above timeframe the preliminary decision will become final without additional notice. To obtain additional information, beyond what has been provided, you may make a Privacy Act request to the Office of Investigational Services at U.S. Department of Agency, Washington, D.C. at PrivacyAct@agency.gov.

Sincerely,



Frank Carson
Chairperson
Suitability Board