

Memorandum of Agreement

I, _____, am presently being considered for the position of _____
in the _____.

Initial Review Process

I understand that the Department of Justice will review all of my pre-employment paperwork to determine my eligibility for an initial appointment not to exceed 14-months. I further understand that if your review uncovers any information of a derogatory nature that disqualifies me for this initial appointment, the Department of Justice may withdraw its tentative offer of employment. Moreover, I understand that I should not quit my current position, move, sell my home or make any other significant life changes in reliance on this tentative offer of employment until I receive notification that the Office of Attorney Recruitment and Management has approved my initial 14-month appointment.

Appointment Not to Exceed 14-Months

Upon the successful completion of the initial review process, I will enter on duty on a 14-month appointment while a full-field background investigation is being conducted in connection with my application for permanent employment. I understand that during this 14-month appointment I will be denied access to all special sensitive and critical sensitive information. Furthermore, I understand and agree that if my background investigation (including the IRS tax check), uncovers any information of a derogatory nature, that would disqualify me for permanent employment, I will resign without appeal.

I also understand that conversion to a permanent appointment is subject not only to favorable adjudication of my completed full-field background investigation, but also to budgetary limitations, and satisfactory performance and conduct on my part during my initial 14-month appointment.

Name:

Date: