

## **NOTICE TO PROSPECTIVE AND CURRENT EMPLOYEES**

Public service requires a high standard of integrity and trust to promote the interest of the public. All Federal employees are expected to be trustworthy, honest and of good conduct and character. This means that the appointment of each civilian employee in any department or agency of the government is subject to an investigation to determine suitability for Federal employment.

The OF-306 (Declaration for Federal Employment) is an extremely important document used to assist agencies in deciding whether an applicant, appointee or employee is suitable for federal employment. Once submitted, the OF-306 will be used to investigate your background. **Carefully read and follow the instructions on the OF-306.**

You must provide accurate, complete and/or truthful answers when completing this document and any other form submitted in this process such as the SF-85 (Questionnaire for Non Sensitive Positions). If you have any doubt as to whether you should include an item or event on the form, please annotate the information in the continuation space (#16) of the form. You should expect that everything on these forms will be investigated and if you fail to furnish accurate information, that it will be discovered during the suitability process.

Very few circumstances in your past are automatically disqualifying and in most cases you can still be considered for Federal employment. However, if you make a false statement in any part of your application, however small or minute in your estimation, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.