



U. S. Department of the Interior
Fish and Wildlife Service
Office of Law Enforcement / National Wildlife Refuge System



PROFESSIONAL RESPONSIBILITY UNIT

4401 N. Fairfax Drive (MS-LE 3000)
Arlington, VA 22203-3247

Date: _____

MEMORANDUM FOR EMPLOYEE'S NAME

FROM: **PRU**
Senior Special Agent _____

SUBJECT: Your Required Appearance for an Interview and Sworn Testimony

You are hereby directed to personally appear on _____, _____, _____, at _____, before Special Agents of the Professional Responsibility Unit (PRU), at _____ in connection with an official **Administrative Investigation** being conducted by the PRU.

You are advised that your willful refusal to appear, as directed herein, and provide sworn testimony may be construed to be insubordination, which in and of itself could result in revocation of any security clearance you may hold and the institution of disciplinary action against you, up to and including dismissal from the Service.

You will be questioned concerning your knowledge relating to:

Your appearance is requested as: _____ **A Witness** _____ **A Subject**

You may be accompanied by a personal representative, usually a co-worker, to be present with you during the interview. It is your responsibility to make this arrangement.

Acknowledgement of Receipt: _____ Date: _____
(Employee Signature)