



U.S. Customs and
Border Protection

Dear Applicant,

Your acceptance of the following position, BPA GL-1896- , may initiate a change to lower grade personnel action. Our procedures require that you be advised in writing of all potential changes.

- In accordance with 5 CFR 315.801/802 you will be required to serve a probationary period if there is a change in occupational series i.e. duties and responsibilities.
- Using current Federal pay regulations, your pay will be set between steps 1-10 of the grade you were found qualified for and may be *significantly* reduced. **Note:** If you are currently a GS-12 the salary reduction range may be as little as \$7,358 or as much as \$29,000 (based on locality) per year.
- Per 5 CFR 330.502 an agency must wait at least 90 days before initiating a re-promotion. Re-promotion timeframes and grade levels are at the discretion of the agency and are not guaranteed. Re-promotion requests must be submitted through your sector once the 90 day requirement has been met.
- In accordance with pay regulations, upon re-promotion to your previous grade and step, previous time at that grade/step will not be credited. The date entered grade and WGI date will start over on the new re-promotion date.
- Be advised that if you are changing occupational series your seniority date may change.

Please indicate your understanding of the above information by signing below and emailing this document to CBPHiringScheduling@cbp.dhs.gov. This document must be received by COB of 3 business days of this notice or your file will be withdrawn for failure to respond to official correspondence. This is the only notification you will receive.

I have read the above and fully understand this change to a lower grade is voluntary, at my request, based on my application to an entry level announcement and acceptance of the BPA GL-1896- position.

PRINT FULL NAME

APPLICANT ID

SIGNATURE

DATE SIGNED