UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

November 8, 2018

MEMORANDUM

SUBJECT: Senior Executive Service Reassignment

FROM: Kyle Barja
Human Resources Specialist
RTP Shared Service Center

TO: Christopher Robbins

Your reassignment to the Senior Executive Service (SES) position of Deputy Assistant Administrator for Management, ES-0340-00, has been approved. This position is located in the Office of Research and Development, Durham, NC. The annual salary associated with this reassignment is $189,600.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

If you have any questions about this reassignment, please contact me at barja.kyle@epa.gov or 919-541-2477.

Please indicate your preference by placing an X beside your choice and return this document via email to barja.kyle@epa.gov.

I wish to: _____ wait the full 15 calendar day notice period prior to this reassignment.

I wish to: X waive the 15 calendar day notice period.

Signature: _____ Date: 11/8/18