



**Form G-1239, Supervisory/Managerial  
Probationary Period Agreement**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services (USCIS)

USCIS  
Form G-1239

I, \_\_\_\_\_, having been selected for  
*(First Name, Middle Name, Last Name)*

\_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  
*(Title) (Grade) (Location)*

understand the following:

1. In accordance with the Civil Service Reform Act of 1978, satisfactory completion of a one year  supervisory /  managerial probationary period is required before appointment to the position is made final. *(Check one)*
2. My probationary period commences on \_\_\_\_\_ and ends on \_\_\_\_\_.  
*Date (mm/dd/yyyy) Date (mm/dd/yyyy)*
3. Failure to satisfactorily complete the required probationary period will result in my removal from the position and return to a position of no lower grade and pay than that of the one I left to accept the above position.
4. In the event that I fail to satisfactorily complete the probationary period, the position to which I am returned will, if possible, be within local commuting distance of the above  supervisory /  managerial position. *(Check one)*

\_\_\_\_\_  
Employee's Signature Date (mm/dd/yyyy)

\_\_\_\_\_  
Representative's Signature Date (mm/dd/yyyy)  
Office of Human Capital and Training (HCT) Title