

NOTIFICATION OF PERSONNEL ACTION

| | | | | | | | | | | | | | | | |
|--|-------------------------|--------------------------|--------------------|---|--|------------------------|-----------------------|--------------------------|---|---------------------------------|--------------------|---------------------|------------------------|----------------|---------------|
| 1. Name (Last, First, Middle) | | | | | 2. Social Security Number | | 3. Date of Birth | | 4. Effective Date | | | | | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | | | | |
| 5-A. Code | | 5-B. Nature of Action | | | 6-A. Code | | 6-B. Nature of Action | | | | | | | | |
| 5-C. Code | | 5-D. Legal Authority | | | 6-C. Code | | 6-D. Legal Authority | | | | | | | | |
| 5-E. Code | | 5-F. Legal Authority | | | 6-E. Code | | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number | | | | | 15. TO: Position Title and Number | | | | | | | | | | |
| 8. Pay Plan | | 9. Occ. Code | 10. Grade or Level | 11. Step or Rate | 12. Total Salary | | 13. Pay Basis | | 16. Pay Plan | 17. Occ. Code | 18. Grade or Level | 19. Step or Rate | 20. Total Salary/Award | | 21. Pay Basis |
| 12A. Basic Pay | | 12B. Locality Adj. | | 12C. Adj. Basic Pay | | 12D. Other Pay | | 20A. Basic Pay | | 20B. Locality Adj. | | 20C. Adj. Basic Pay | | 20D. Other Pay | |
| 14. Name and Location of Position's Organization | | | | | 22. Name and Location of Position's Organization | | | | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | | | |
| 23. Veterans Preference | | | | | 24. Tenure | | | 25. Agency Use | | 26. Veterans Preference for RIF | | | | | |
| | 1 - None | 3 - 10-Point/Disability | | 5 - 10-Point/Other | | | 0 - None | 2 - Conditional | | | YES | NO | | | |
| | 2 - 5-Point | 4 - 10-Point/Compensable | | 6 - 10-Point/Compensable/30% | | | 1 - Permanent | 3 - Indefinite | | | | | | | |
| 27. FEGLI | | | | | 28. Annuitant Indicator | | | 29. Pay Rate Determinant | | | | | | | |
| | | | | | | | | | | | | | | | |
| 30. Retirement Plan | | | | 31. Service Comp. Date (Leave) | | 32. Work Schedule | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | | | |
| | | | | | | | | | | | | | | | |
| POSITION DATA | | | | | | | | | | | | | | | |
| 34. Position Occupied | | | | 35. FLSA Category | | 36. Appropriation Code | | | 37. Bargaining Unit Status | | | | | | |
| | 1 - Competitive Service | 3 - SES General | | | E - Exempt | | | | | | | | | | |
| | 2 - Excepted Service | 4 - SES Career Reserved | | | N - Nonexempt | | | | | | | | | | |
| 38. Duty Station Code | | | | 39. Duty Station (City - County - State or Overseas Location) | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| 40. Agency Data | | 41. | | 42. | | 43. | | 44. | | | | | | | |
| 45. Remarks | | | | | | | | | | | | | | | |
| 46. Employing Department or Agency | | | | | 50. Signature/Authentication and Title of Approving Official | | | | | | | | | | |
| 47. Agency Code | | 48. Personnel Office ID | | 49. Approval Date | | | | | | | | | | | |