

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) MANNING, HELEN M				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 03/04/2021					
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3301 A			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 EXECUTIVE ASSISTANT TO THE SECRETARY A 66438602 COM104								
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
								GS	0301	13	07	124,428.00	PA
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		
		.00			.00		95,362.00		29,066.00	124,428.00	.00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE SECRETARY IMMEDIATE OFFICE								
					CM 510100000000000000 PP 05 2021								
EMPLOYEE DATA													
23. Veterans Preference (b) (6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) (6)			
27. FEGLI (b) (6)					28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 7 SUPERIOR QUALIFICATI					
30. Retirement Plan (b) (6)			31. Service Comp. Date (Leave) (b) (6)		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC										
40. Agency Data		41.		42.		43.		44.					
45. Remarks (b) (6) (b) (6) (b) (6) (b) (6) (b) (6)													
46. Employing Department or Agency DEPARTMENT OF COMMERCE					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY:								
47. Agency Code CM51		48. Personnel Office ID 1426		49. Approval Date 03/04/2021		KURT BERSANI DIRECTOR, HCCS							