

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WIXTEAD, JAYNE S				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 10/23/2022			
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, 213.3312			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 SPECIAL ASSISTANT						
					20000000 IGS1612						
8. Pay Plan GS		9. Occ. Code 0301		10. Grade or Level 11		19. Step or Rate 01		20. Total Salary/Award \$74950.00		21. Pay Basis PA	
12A. Basic Pay \$56983.00		12B. Locality Adj.		12C. Adj. Basic Pay		20B. Locality Adj. \$17967.00		20C. Adj. Basic Pay \$74950.00		20D. Other Pay \$0.00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IN01 ASST SECY-LAND & MINERALS						
					WASHINGTON,DC						
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) YES (b)(6) NO		
27. FEGLI (b)(6)				28. Annuitant Indicator (b)(6)			29. Pay Rate Determinant (b)(6)				
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave) 03/04/2021		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, DISTRICT OF COLUMBIA							
40. Agency Data FUNC CLS 00		41. (b)(6)		42. EDUC LVL 13		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK			
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 10/24/22. CREDITABLE MILITARY SERVICE: (b)(6) PREVIOUS RETIREMENT COVERAGE: (b)(6) EMPLOYEE DUTY STATION IS IN REGION 01 - NORTH ATLANTIC - APPALACHIAN POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. HEALTH BENEFITS COVERAGE CONTINUES. EMPLOYEE IS AUTOMATICALLY COVERED UNDER (b)(6)											
46. Employing Department or Agency IN - OFC OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 222174985 / ELECTRONICALLY SIGNED BY:						
47. Agency Code IN01		48. Personnel Office ID 4342		49. Approval Date 10/17/2022		ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST					