

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)					2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		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 (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 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			
30. Retirement Plan (b) (6)				31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status			
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)								
40. Agency Data		41. (b) (6)		42.		43.		44.				
45. Remarks (b) (6)												
46. Employing Department or Agency						50. Signature/Authentication and Title of Approving Official						
47. Agency Code		48. Personnel Office ID		49. Approval Date								