

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCHWARTZ, MELISSA A				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 01/02/2022				
FIRST ACTION					SECOND ACTION							
5-A. Code 891		5-B. Nature of Action REG PERF PAY			6-A. Code		6-B. Nature of Action					
5-C. Code Q3A		5-D. Legal Authority 5 USC 5382			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 COMMUNICATIONS DIRECTOR 10500000 ES06120					15. TO: Position Title and Number COMMUNICATIONS DIRECTOR 10500000 ES06120							
8. Pay Plan ES	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$162000.00		13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$172500.00	21. Pay Basis PA
12A. Basic Pay \$162000.00		12B. Locality Adj. \$0.00	12C. Adj. Basic Pay \$162000.00		12D. Other Pay \$0.00		20A. Basic Pay \$172500.00		20B. Locality Adj. \$0.00	20C. Adj. Basic Pay \$172500.00	20D. Other Pay \$0.00	
14. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE OFFICE OF COMMUNICATION WASHINGTON,DC					22. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE OFFICE OF COMMUNICATION 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 0 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) 01/20/2021		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonsexmpr			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 17		43. SUPV STAT 2		44. POSITION SENSITIVITY CRITICAL-SENSITIVE					
45. Remarks EMPLOYEE DUTY STATION IS IN REGION 01 - NORTH ATLANTIC - APPALACHIAN												
46. Employing Department or Agency IN - OFC OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 220297212 / ELECTRONICALLY SIGNED BY: GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST						
47. Agency Code IN01		48. Personnel Office ID 4342		49. Approval Date 01/13/2022								