

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>RAZO, ABDIEL D</b>		2. Social Security Number <b>(b) (6)</b>		3. Date of Birth <b>(b) (6)</b>		4. Effective Date <b>01/02/2022</b>	
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>			
5-A. Code <b>894</b>		5-B. Nature of Action <b>GEN ADJ</b>		6-A. Code		6-B. Nature of Action	
5-C. Code <b>QWM</b>		5-D. Legal Authority <b>REG 531.207</b>		6-C. Code		6-D. Legal Authority	
5-E. Code <b>ZLM</b>		5-F. Legal Authority <b>E.O. 14061 DATED 12/22/21</b>		6-E. Code		6-F. Legal Authority	
7. FROM: Position Title and Number <b>SPECIAL ASSISTANT TO THE SECRETARY'S CHIEF OF STAFF 10000000 IGS1554</b>				15. TO: Position Title and Number <b>SPECIAL ASSISTANT TO THE SECRETARY'S CHIEF OF STAFF 10000000 IGS1554</b>			
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>		10. Grade or Level <b>11</b>		11. Step or Rate <b>01</b>	
12A. Basic Pay <b>\$55756.00</b>		12B. Locality Adj. <b>\$16994.00</b>		12C. Adj. Basic Pay <b>\$72750.00</b>		12D. Other Pay <b>\$0.00</b>	
16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>11</b>		19. Step or Rate <b>01</b>	
20A. Basic Pay <b>\$56983.00</b>		20B. Locality Adj. <b>\$17967.00</b>		20C. Adj. Basic Pay <b>\$74950.00</b>		20D. Other Pay <b>\$0.00</b>	
12. Total Salary <b>\$72750.00</b>				20. Total Salary/Award <b>\$74950.00</b>			
13. Pay Basis <b>PA</b>				21. Pay Basis <b>PA</b>			
14. Name and Location of Position's Organization <b>IN01 SECRETARY'S IMMEDIATE OFFICE  WASHINGTON,DC</b>				22. Name and Location of Position's Organization <b>IN01 SECRETARY'S IMMEDIATE OFFICE  WASHINGTON,DC</b>			
<b>EMPLOYEE DATA</b>							
23. Veterans Preference <b>(b) (6)</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use	
27. FEGLI <b>(b) (6)</b>				28. Annuitant Indicator <b>(b) (6)</b>		26. Veterans Preference for RIF <b>(b) (6)</b> YES <b>(b) (6)</b> NO	
30. Retirement Plan <b>(b) (6)</b>				31. Service Comp. Date (Leave) <b>12/02/2020</b>		29. Pay Rate Determinant <b>(b) (6)</b>	
32. Work Schedule <b>F FULL-TIME</b>				33. Part-Time Hours Per Biweekly Pay Period			
<b>POSITION DATA</b>							
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status <b>8888</b>	
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON, DISTRICT OF COLUMBIA</b>			
40. Agency Data <b>FUNC CLS 00</b>		41. <b>(b) (6)</b>		42. <b>EDUC LVL 17</b>		43. <b>SUPV STAT 8</b>	
				44. <b>POSITION SENSITIVITY HIGH RISK</b>			
45. Remarks <b>SALARY INCLUDES A GENERAL INCREASE OF 2.2 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTAL RATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA.</b>							
46. Employing Department or Agency <b>IN - OFC OF THE SECRETARY</b>				50. Signature/Authentication and Title of Approving Official <b>220127756 / ELECTRONICALLY SIGNED BY: RAYMOND A. LIMON CHIEF, HUMAN CAPITAL OFFICER</b>			
47. Agency Code <b>IN01</b>		48. Personnel Office ID <b>4342</b>		49. Approval Date <b>01/06/2022</b>			