

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) HONG, JUSTINE JIAYING				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 03/27/2022				
FIRST ACTION					SECOND ACTION							
5-A. Code 546		5-B. Nature of Action CONV TO SES NONCAREER APPT			6-A. Code		6-B. Nature of Action					
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER			6-C. Code		6-D. Legal Authority					
5-E. Code AWM		5-F. Legal Authority OPM FORM 1652			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number DIRECTOR EXECUTIVE SECRETARIAT					15. TO: Position Title and Number DIRECTOR, EXECUTIVE SECRETARIAT							
1010 GS60754					1010 ES00005							
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 15	11. Step or Rate 03	12. Total Salary \$158383.00	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 \$165000.00	21. Pay Basis PA
12A. Basic Pay \$120416.00		12B. Locality Adj. \$37967.00	12C. Adj. Basic Pay \$158383.00		12D. Other Pay \$0.00			20A. Basic Pay \$165000.00		20B. Locality Adj. \$0.00	20C. Adj. Basic Pay \$165000.00	20D. Other Pay \$0.00
14. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY EXECUTIVE SECRETARIAT					22. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY EXECUTIVE SECRETARIAT							
WASHINGTON,DC					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 (b)(6) 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) (b)(6)		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 - Nonexempt		36. Appropriation Code 0001699			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 HIGH RISK				
45. Remarks CREDITABLE MILITARY SERVICE: (b)(6) EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. ELIGIBLE FOR SICK AND ANNUAL LEAVE PREVIOUS RETIREMENT COVERAGE: (b)(6) TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.												
46. Employing Department or Agency TD - OFFICE OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 220782794 / ELECTRONICALLY SIGNED BY:						
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 04/04/2022		JOAN SIMPSON STRATEGIC ADVISOR, EPRC						

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5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER			6-C. Code		6-D. Legal Authority					
5-E. Code AWM		5-F. Legal Authority OPM FORM 1652			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number DIRECTOR EXECUTIVE SECRETARIAT 1010 GS60754					15. TO: Position Title and Number DIRECTOR, EXECUTIVE SECRETARIAT 1010 ES00005							
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 15	11. Step or Rate 03	12. Total Salary \$158383.00	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 \$165000.00	21. Pay Basis PA
12A. Basic Pay \$120416.00		12B. Locality Adj. \$37967.00	12C. Adj. Basic Pay \$158383.00		12D. Other Pay \$0.00			20A. Basic Pay \$165000.00		20B. Locality Adj. \$0.00	20C. Adj. Basic Pay \$165000.00	20D. Other Pay \$0.00
14. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY EXECUTIVE SECRETARIAT WASHINGTON,DC					22. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY EXECUTIVE SECRETARIAT 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 (b)(6) 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) (b)(6)		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 - Nonexempt		36. Appropriation Code 0001699			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								
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46. Employing Department or Agency TD - OFFICE OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 220782794 / ELECTRONICALLY SIGNED BY: JOAN SIMPSON STRATEGIC ADVISOR, EPRC						
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 04/04/2022								

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) HONG, JUSTINE JIAYING				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 894		5-B. Nature of Action GEN ADJ			6-A. Code		6-B. Nature of Action								
5-C. Code QWM		5-D. Legal Authority REG 531.207			6-C. Code		6-D. Legal Authority								
5-E. Code ZLM		5-F. Legal Authority E.O. 14061 DATED 12/22/21			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number DIRECTOR EXECUTIVE SECRETARIAT					15. TO: Position Title and Number DIRECTOR EXECUTIVE SECRETARIAT										
1010		GS60754			1010		GS60754								
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 15	11. Step or Rate 02	12. Total Salary \$148932.00	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 15	19. Step or Rate 02	20. Total Salary/Award \$153434.00	21. Pay Basis PA				
12A. Basic Pay \$114142.00		12B. Locality Adj. \$34790.00		12C. Adj. Basic Pay \$148932.00		12D. Other Pay \$0.00		20A. Basic Pay \$116653.00		20B. Locality Adj. \$36781.00		20C. Adj. Basic Pay \$153434.00		20D. Other Pay \$0.00	
14. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY EXECUTIVE SECRETARIAT						22. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY EXECUTIVE SECRETARIAT									
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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 0001699			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											
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45. Remarks SALARY INCLUDES A GENERAL INCREASE OF 2.2 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTAL RATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA.															
46. Employing Department or Agency TD - OFFICE OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 220106219 / ELECTRONICALLY SIGNED BY:									
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 01/06/2022		ANNE H. AUDET DOT AUTHORIZING OFFICIAL									

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