

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 10/09/2011
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FIRST ACTION		SECOND ACTION	
5-A. Code 002	5-B. Nature of Action CORRECTION	6-A. Code 721	6-B. Nature of Action REASSIGNMENT
5-C. Code	5-D. Legal Authority	6-C. Code Y7M	6-D. Legal Authority SCH C, 213.3301
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number DIRECTOR OF COMMUNICATIONS 10000000 IGS1194					15. TO: Position Title and Number COMMUNICATIONS ADVISOR 10500000 IGS1222						
8. Pay Plan GS	9. Occ. Code 0301	10. Grade/Level 15	11. Step/Rate 04	12. Total Salary 136134	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade/Level 15	19. Step/Rate 04	20. Total Salary/Award 136134	21. Pay Basis PA
12A. Basic Pay 109591	12B. Locality Adj. 26543	12C. Adj. Basic Pay 136134	12D. Other Pay 0	20A. Basic Pay 109591	20B. Locality Adj. 26543	20C. Adj. Basic Pay 136134	20D. Other Pay 0				
14. Name and Location of Position's Organization OFFICE OF THE DIRECTOR WASHINGTON,DC					22. Name and Location of Position's Organization SECRETARY'S IMMEDIATE OFFICE OFFICE OF COMMUNICATION WASHINGTON,DC						

EMPLOYEE DATA				24. Tenure		25. Agency Use		26. Veterans Preference for RIF	
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%				3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				(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) 01/08/2006		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period		
POSITION DATA				35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				E E - Exempt N - Nonexempt				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 8	44. POSITION SENSITIVITY CRITICAL-SENSITIVE
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45. Remarks
CORRECTS ITEM NUMBER 15 FROM COMMUNICATIONS ADVISORS

46. Employing Department or Agency IN - OFC OF THE SECRETARY			50. Signature/Authentication and Title of Approving Official 111714046 / ELECTRONICALLY SIGNED BY: MICHELLE R. OXYER SUPVY HUMAN RESOURCES SPECIALIST	
47. Agency Code IN01	48. Personnel Office ID 4342	49. Approval Date 10/20/2011		