

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) DUTKO, MATTHEW L		2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 09/10/2023
FIRST ACTION		SECOND ACTION		
5-A. Code 893	5-B. Nature of Action REG WRI	6-A. Code	6-B. Nature of Action	
5-C. Code Q7M	5-D. Legal Authority REG 531.404	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 SPECIAL ASSISTANT TO THE SENIOR ADVISOR & INFRASTRUCTURE COORDINATOR 10000000 IG01603		15. TO: Position Title and Number SPECIAL ASSISTANT TO THE SENIOR ADVISOR & INFRASTRUCTURE COORDINATOR 10000000 IG01603		
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 11	11. Step or Rate 01	12. Total Salary \$78592.00
13. Pay Basis PA		16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 11
19. Step or Rate 02		20. Total Salary/Award \$81211.00		21. Pay Basis PA
12A. Basic Pay \$59319.00	12B. Locality Adj. \$19273.00	12C. Adj. Basic Pay \$78592.00	12D. Other Pay \$0.00	
20A. Basic Pay \$61296.00		20B. Locality Adj. \$19915.00	20C. Adj. Basic Pay \$81211.00	20D. Other Pay \$0.00
14. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE. WASHINGTON,DC		22. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE. WASHINGTON,DC		
EMPLOYEE DATA				
23. Veterans Preference (b)(6) 1 - None 3 - 10-Point/Disability 2 - 5-Point 4 - 10-Point/Compensable		24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use
27. FEGLI (b)(6)		28. Annuitant Indicator (b)(6)		26. Veterans Preference for RIF (b)(6) YES (b)(6) NO
30. Retirement Plan (b)(6)		31. Service Comp. Date (Leave) 09/11/2022		32. Work Schedule F FULL-TIME
33. Part-Time Hours Per Biweekly Pay Period				
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
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 8	44. POSITION SENSITIVITY HIGH RISK
45. Remarks DATE OF LAST EQUIVALENT INCREASE 09/11/22. WORK PERFORMANCE IS AT AN ACCEPTABLE LEVEL OF COMPETENCE. 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 232368534 / ELECTRONICALLY SIGNED BY:		
47. Agency Code IN01	48. Personnel Office ID 4342	49. Approval Date 09/26/2023	ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST	