

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) STEEL, JACOB A		2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 06/20/2023
FIRST ACTION		SECOND ACTION		
5-A. Code 170	5-B. Nature of Action EXC APPT	6-A. Code	6-B. Nature of Action	
5-C. Code Y7M	5-D. Legal Authority SCH C, 213.3312	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		15. TO: Position Title and Number SPECIAL ASSISTANT 10400000 IGS1632		
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 11	19. Step or Rate 01	20. Total Salary/Award \$78592.00
12A. Basic Pay \$59319.00		12B. Locality Adj. \$19273.00	12C. Adj. Basic Pay \$78592.00	21. Pay Basis PA
12D. Other Pay		21. Pay Basis		
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE OFFC OF CONGRSNL & LEGSL AFFAIRS 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 3 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) 06/20/2023	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 EMPLOYEE DUTY STATION IS IN REGION 01 - NORTH ATLANTIC - APPALACHIAN APPOINTMENT AFFIDAVIT EXECUTED 06-20-23. FROZEN SERVICE (b)(6) CREDITABLE MILITARY SERVICE: (b)(6) PREVIOUS RETIREMENT COVERAGE: (b)(6) EMPLOYEE IS AUTOMATICALLY COVERED UNDER (b)(6) SERVICE COUNTING TOWARD CAREER TENURE FROM 06-20-23. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. ELIGIBLE TO ELECT HEALTH BENEFITS COVERAGE WITHIN 60 DAYS OF THE EFFECTIVE DATE OF THIS PERSONNEL ACTION. AN ELECTION MUST BE MADE EVEN IF IT'S TO DECLINE HEALTH BENEFITS COVERAGE. IF YOU DON'T MAKE AN ELECTION, YOU ARE CONSIDERED TO HAVE DECLINED COVERAGE.				
46. Employing Department or Agency IN - OFC OF THE SECRETARY		50. Signature/Authentication and Title of Approving Official 231176552 / ELECTRONICALLY SIGNED BY:		
47. Agency Code IN01	48. Personnel Office ID 4342	49. Approval Date 05/31/2023	GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST	