

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) BUCKLAND, KELLY JAY				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 09/26/2021					
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, 213.3394 DTGS60787			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 DISABILITY POLICY ADVISOR 7000 GS60787								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
								GS	0301	15	01	\$144128.00	PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay	20D. Other Pay
								\$110460.00		\$33668.00		\$144128.00	\$0.00
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY ASST SECRETARY FOR ADMINISTRATION WASHINGTON,DC								
EMPLOYEE DATA													
23. Veterans Preference (b) 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) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF (b) YES (b) 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 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 0001677		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 APPOINTMENT AFFIDAVIT EXECUTED 09-27-21. CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: (b) (6) ELIGIBLE FOR SICK AND ANNUAL LEAVE EMPLOYEE SUBJECT TO DRUG TESTING AS PROVIDED IN THE DOT DRUGFREE DEPARTMENTAL WORKPLACE PLAN. YOU HAVE 60 DAYS FROM THE DATE OF THIS ACTION TO ENROLL IN THE FEDERAL EMPLOYEES DENTAL AND VISION PROGRAM (FEDVIP) AND THE FEDERAL EMPLOYEES LONG TERM CARE INSURANCE PROGRAM (FLTICIP). YOU HAVE 60 DAYS FROM THE DATE OF THIS ACTION OR UNTIL SEPTEMBER 30 OF THE PLAN YEAR TO ENROLL IN THE FLEXIBLE SPENDING ACCOUNT (FSA). REGISTRATION FOR HEALTH BENEFITS AND LIFE INSURANCE MUST BE RECEIVED BY HUMAN RESOURCES NLT 60 DAYS FROM THE EFFECTIVE DATE OF THIS ACTION YOU ARE AUTOMATICALLY ENROLLED IN THE THRIFT SAVINGS PLAN UNLESS YOU OPT OUT. A RATE OF 5 PERCENT WILL BE DEDUCTED FROM YOUR BASIC PAY. PLEASE CONTACT YOUR HUMAN RESOURCES OFFICE FOR MORE INFORMATION *** REMARKS CONTINUED ON THE NEXT PAGE ***													
46. Employing Department or Agency TD - OFFICE OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 211965501 / ELECTRONICALLY SIGNED BY: JOAN SIMPSON STRATEGIC ADVISOR, EPRC								
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 09/28/2021									

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45. Remarks *** REMARKS CONTINUED *** SERVICE COUNTING TOWARD CAREER TENURE FROM (b) (6) EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. SALARY INCLUDES A LOCALITY-BASED PAYMENT OF 30.48% (IN BLOCK 20B)										
46. Employing Department or Agency TD - OFFICE OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 211965501 / ELECTRONICALLY SIGNED BY: JOAN SIMPSON STRATEGIC ADVISOR, EPRC					
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 09/28/2021						