

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>DUTKO, MATTHEW L</b>		2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date <b>01/01/2023</b>
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
5-A. Code <b>894</b>	5-B. Nature of Action <b>GEN ADJ</b>	6-A. Code	6-B. Nature of Action	
5-C. Code <b>QWM</b>	5-D. Legal Authority <b>REG 531.207</b>	6-C. Code	6-D. Legal Authority	
5-E. Code <b>ZLM</b>	5-F. Legal Authority <b>E.O. 14090 DATED 12/23/22</b>	6-E. Code	6-F. Legal Authority	
7. FROM: Position Title and Number <b>SPECIAL ASSISTANT TO THE SENIOR ADVISOR &amp; INFRASTRUCTURE COORDINATOR 10000000 IG01603</b>		15. TO: Position Title and Number <b>SPECIAL ASSISTANT TO THE SENIOR ADVISOR &amp; INFRASTRUCTURE COORDINATOR 10000000 IG01603</b>		
8. Pay Plan <b>GS</b>	9. Occ. Code <b>0301</b>	10. Grade or Level <b>11</b>	11. Step or Rate <b>01</b>	12. Total Salary <b>\$74950.00</b>
13. Pay Basis <b>PA</b>		16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>11</b>
19. Step or Rate <b>01</b>		20. Total Salary/Award <b>\$78592.00</b>		21. Pay Basis <b>PA</b>
12A. Basic Pay <b>\$56983.00</b>	12B. Locality Adj. <b>\$17967.00</b>	12C. Adj. Basic Pay <b>\$74950.00</b>	12D. Other Pay <b>\$0.00</b>	
20A. Basic Pay <b>\$59319.00</b>	20B. Locality Adj. <b>\$19273.00</b>	20C. Adj. Basic Pay <b>\$78592.00</b>	20D. Other Pay <b>\$0.00</b>	
14. Name and Location of Position's Organization <b>IN01 SECRETARY'S IMMEDIATE OFFICE</b>  <b>WASHINGTON,DC</b>		22. Name and Location of Position's Organization <b>IN01 SECRETARY'S IMMEDIATE OFFICE</b>  <b>WASHINGTON,DC</b>		
<b>EMPLOYEE DATA</b>				
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) <b>09/11/2022</b>	32. Work Schedule <b>F FULL-TIME</b>	
33. Part-Time Hours Per Biweekly Pay Period				
<b>POSITION DATA</b>				
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 <b>8888</b>
38. Duty Station Code <b>11-0010-001</b>		39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON, DISTRICT OF COLUMBIA</b>		
40. Agency Data <b>FUNC CLS 00</b>	41. (b)(6)	42. <b>EDUC LVL 17</b>	43. <b>SUPV STAT 8</b>	44. <b>POSITION SENSITIVITY HIGH RISK</b>
45. Remarks SALARY INCLUDES A GENERAL INCREASE OF 4.1 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTAL RATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA.				
46. Employing Department or Agency <b>IN - OFC OF THE SECRETARY</b>		50. Signature/Authentication and Title of Approving Official <b>230131959 / ELECTRONICALLY SIGNED BY:</b>		
47. Agency Code <b>IN01</b>	48. Personnel Office ID <b>4342</b>	49. Approval Date <b>01/05/2023</b>	<b>MARK D. GREEN</b> <b>CHIEF, HUMAN CAPITAL OFFICER</b>	