

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/12/2021					
FIRST ACTION					SECOND ACTION								
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 170		6-B. Nature of Action EXC APPT						
5-C. Code		5-D. Legal Authority			6-C. Code Y7M		6-D. Legal Authority SCH C 213 3311						
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number SPECIAL ASSISTANT TO THE SECRETARY 91005381 085024					15. TO: Position Title and Number SPECIAL ASSISTANT TO SECRETARY 91008858 085411								
8. Pay Plan		9. Occ. Code		10. Grade or Level 12		11. Step or Rate 03		12. Total Salary 93,013.00		13. Pay Basis PA			
16. Pay Plan GS		17. Occ. Code 0301		18. Grade or Level 13		19. Step or Rate 01		20. Total Salary/Award 103,690.00		21. Pay Basis PA			
12A. Basic Pay 71,285.00		12B. Locality Adj. 21,728.00		12C. Adj. Basic Pay 93,013.00		12D. Other Pay .00		20A. Basic Pay 79,468.00		20B. Locality Adj. 24,222.00			
								20C. Adj. Basic Pay 103,690.00		20D. Other Pay .00			
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec								
					HS OS0101000000000000 PP 10 2021								
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b)(6)		
27. FEGLI (b)(6)						28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan (b)(6)				31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC									
40. Agency Data		41.		42.		43.		44.					
45. Remarks CORRECTS ITEM 18 FROM 12 CORRECTS ITEM 19 FROM 03 CORRECTS ITEM 20 AND 20C FROM \$93,013.00 CORRECTS ITEM 20A FROM \$71,285.00 CORRECTS ITEM 20B FROM \$21,728.00 APPOINTMENT AFFIDAVIT EXECUTED 04/12/2021.													
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/13/2021									

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/12/2021							
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 3311			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 TO THE SECRETARY 91005381 085024										
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis					
GS		0301		12		03		93,013.00		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	
.00						.00		71,285.00		21,728.00		93,013.00		.00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec HS OS0101000000000000 PP 08 2021										
EMPLOYEE DATA															
23. Veterans Preference					24. Tenure			25. Agency Use		26. Veterans Preference for RIF					
(b)(6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					(b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite					(b)(6)					
27. FEGLI					28. Annuitant Indicator			29. Pay Rate Determinant							
(b)(6)															
30. Retirement Plan			31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period							
(b)(6)					F FULL TIME										
POSITION DATA															
34. Position Occupied			35. FLSA Category		36. Appropriation Code			37. Bargaining Unit Status							
2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			(b)(6) E - Exempt N - Nonexempt					8888							
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC												
40. Agency Data		41.		42.		43.		44.							
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 04/12/2021 FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR COMPLETED SF-2809 TO (b)(6) TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI): YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO (b)(6) TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT HTTP://WWW.OPM.GOV/INSURE/LIFE. FLEXIBLE SPENDING ACCOUNT (FSA): YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA *** REMARKS CONTINUED ON THE NEXT PAGE ***															
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS										
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/13/2021											

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 11/21/2021				
FIRST ACTION					SECOND ACTION							
5-A. Code 846		5-B. Nature of Action INDIVIDUAL TIME-OFF AWARD			6-A. Code		6-B. Nature of Action					
5-C. Code		5-D. Legal Authority			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 TO SECRETARY 91008858 085411							
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 24.00	21. Pay Basis
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay	12D. Other Pay .00	20A. Basic Pay		20B. Locality Adj. .00	20C. Adj. Basic Pay	20D. Other Pay .00			
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec							
					HS OS0101000000000000 PP 24 2021							
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF (b)(6)			
27. FEGLI (b)(6)					28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC									
40. Agency Data		41.	42.	43.	44.							
45. Remarks												
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 12/08/2021								

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/12/2021							
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 3311			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 TO THE SECRETARY 91005381 085024										
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis					
GS		0301		12		03		93,013.00		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	
.00						.00		71,285.00		21,728.00		93,013.00		.00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec HS OS0101000000000000 PP 08 2021										
EMPLOYEE DATA															
23. Veterans Preference				24. Tenure				25. Agency Use		26. Veterans Preference for RIF					
(b)(6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				(b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite						(b)(6)					
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant							
(b)(6)															
30. Retirement Plan			31. Service Comp. Date (Leave)			32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period						
(b)(6)						F FULL TIME									
POSITION DATA															
34. Position Occupied				35. FLSA Category				36. Appropriation Code		37. Bargaining Unit Status					
2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				(b)(6) E - Exempt N - Nonexempt						8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC											
40. Agency Data		41.		42.		43.		44.							
45. Remarks *** REMARKS CONTINUED *** OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO (b)(6) (b)(6) FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4% MATCHING. TO GET INFORMATION, VISIT WWW.TSP.GOV/FORMS/TSPBK08.PDF FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) *** REMARKS CONTINUED ON THE NEXT PAGE ***															
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS										
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/13/2021											

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/12/2021				
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 3311			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 TO THE SECRETARY 91005381 085024							
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		
GS		0301		12		03		93,013.00		PA		
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		
.00		.00		.00		.00		71,285.00		21,728.00		
20C. Adj. Basic Pay		20D. Other Pay		22. Name and Location of Position's Organization		22. Name and Location of Position's Organization		22. Name and Location of Position's Organization		22. Name and Location of Position's Organization		
93,013.00		.00		IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec		IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec		IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec		IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec		
14. Name and Location of Position's Organization					15. TO: Position Title and Number SPECIAL ASSISTANT TO THE SECRETARY 91005381 085024							
EMPLOYEE DATA					HS OS0101000000000000 PP 08 2021							
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF (b)(6)				
27. FEGLI (b)(6)				28. Annuitant Indicator		29. Pay Rate Determinant						
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC								
40. Agency Data		41.		42.		43.		44.				
45. Remarks *** REMARKS CONTINUED *** YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT WWW.LTCFEDS.COM. YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION.												
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS							
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/13/2021								

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 01/02/2022															
FIRST ACTION						SECOND ACTION																	
5-A. Code 894		5-B. Nature of Action GEN ADJ				6-A. Code		6-B. Nature of Action															
5-C. Code QWM		5-D. Legal Authority REG 531.207				6-C. Code		6-D. Legal Authority															
5-E. Code ZLM		5-F. Legal Authority E O 14061				6-E. Code		6-F. Legal Authority															
7. FROM: Position Title and Number						15. TO: Position Title and Number SPECIAL ASSISTANT TO SECRETARY 91008858 085411																	
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	
								103,690.00		PA		GS		0301		13		01		106,823.00		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		
79,468.00			24,222.00			103,690.00			.00			81,216.00			25,607.00			106,823.00			.00		
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec HS OS0101000000000000 PP 01 2022																	
EMPLOYEE DATA																							
23. Veterans Preference						24. Tenure						25. Agency Use		26. Veterans Preference for RIF									
(b)(6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						(b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite								(b)(6)									
27. FEGLI						28. Annuitant Indicator						29. Pay Rate Determinant											
(b)(6)																							
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule				33. Part-Time Hours Per Biweekly Pay Period											
(b)(6)								F FULL TIME															
POSITION DATA																							
34. Position Occupied				35. FLSA Category				36. Appropriation Code				37. Bargaining Unit Status											
2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				(b)(6) E - Exempt N - Nonexempt								8888											
38. Duty Station Code 11-0010-001						39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC																	
40. Agency Data		41.		42.		43.		44.															
45. Remarks FEDERAL PAY INCREASE DUE TO E.O. 14061 SIGNED 12/22/21. SALARY INCLUDES A GENERAL INCREASE OF 2.2% ROUNDED AND A LOCALITY PAYMENT (OR OTHER GEOGRAPHIC ADJUSTMENT) APPLICABLE IN THIS AREA.																							
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS																	
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 12/22/2021																			

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/24/2022				
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					15. TO: Position Title and Number SPECIAL ASSISTANT TO SECRETARY 91008858 085411							
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
				01	106,823.00	PA	GS	0301	13	02	110,384.00	PA
12A. Basic Pay 81,216.00		12B. Locality Adj. 25,607.00	12C. Adj. Basic Pay 106,823.00		12D. Other Pay .00	20A. Basic Pay 83,923.00		20B. Locality Adj. 26,461.00	20C. Adj. Basic Pay 110,384.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec HS OS0101000000000000 PP 09 2022							
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b)(6)	
27. FEGLI (b)(6)						28. Annuitant Indicator			29. Pay Rate Determinant			
30. Retirement Plan (b)(6)				31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC								
40. Agency Data		41.		42.		43.		44.				
45. Remarks WORK PERFORMANCE IS AT AN ACCEPTABLE LEVEL OF COMPETENCE.												
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS						
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/23/2022								

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WILCOX, CASSANDRA RAY				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 06/19/2022				
FIRST ACTION					SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			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 SECRETARY 91008858 085411					15. TO: Position Title and Number SPECIAL ASSISTANT TO THE SECRETARY 91056379 089632							
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
		13	02	110,384.00	PA	GS	0301	14	01	126,233.00	PA	
12A. Basic Pay 83,923.00		12B. Locality Adj. 26,461.00	12C. Adj. Basic Pay 110,384.00		12D. Other Pay .00	20A. Basic Pay 95,973.00		20B. Locality Adj. 30,260.00	20C. Adj. Basic Pay 126,233.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec HS OS0101000000000000 PP 13 2022							
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b)(6)	
27. FEGLI (b)(6)						28. Annuitant Indicator			29. Pay Rate Determinant			
30. Retirement Plan (b)(6)				31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC								
40. Agency Data		41.		42.		43.		44.				
45. Remarks HEALTH BENEFITS COVERAGE CONTINUES. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. (b)(6)												
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS						
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 06/20/2022								