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U.S. Office of Personnel Management Guide to Processing Personnel Actions, Chapter 4

1. Name (Last, LAM, COUR		2. Social Sec (b)(6)	urity Number	4. Effective Date 04-12-2021					
FIRST ACT	ION		SECOND A	CTION					
5-A. Code 5-B	Nature of Action IC APPT		6-A. Code 6-B. Nature of Action						
	Legal Authority ch C, 213.3311		6-C. Code 6-D. Legal Authority						
5-E. Code 5-F	Legal Authority		6-E. Code	6-F. Legal Auth	ority				
7. FROM: Positio	on Title and Number		15. To: Position Title and Number Briefing Book Coordinator JC: 085020 Position: 91005407						
8.Pay Plan 9.Occ.	Code 10.Grade/Lv1 11.Step/Rate 1	2.Tot. Salary 13.Pay Basis		01 09 18.Grade/Lv	\$60,129.00 PA				
12A. Basic Pay	12B. Locality Adj. 12C. Adj.	Basic Pay 12D. Other Pay	20A. Basic Pay \$46,083	20B. Locality \$14,046					
14. Name and Location of Position's Organization 22. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA									
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23. Veterans Prefer (b)(6) 1-None 2-5 Point	ence 3-10 Point/Disability 5-10	Point/Other	24. Tenure (b)(6 0-None 1-Permanent	26. Veterans Preference for RIF (b)(6)					
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CONTRACTOR OF THE PROPERTY OF		FLSA Category E-Exempt N-Nonexempt	36. Appropriation Code 37. Bargaining Unit Status 8888						
38. Duty Station Co 110010001		Station (City-County-State of INGTON DIST COLU							
40. Agency Data	41.	42. 43.		44. Organization 953369 OS		0 00 00 0000			
45. Remarks	•			•					
- APPOINTMENT AFFIDAVIT EXECUTED 04/12/2021 (b)(6) - FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR REMARKS CONTINUED ON SECOND PAGE									
Dept of Ho DHS HEADQU			50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY						
47. Agency Code	48. Personnel Office ID	49. Approval Date	EXECU	TIVE DIRECT	ON, HKMS				

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U.S. Office of Personnel Management Guide to Processing Personnel Actions, Chapter 4

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1. Name (Last, First, Middle) LAM, COURTNEY NMN		2. Social Secu: (b)(6)	3. Date of B (b)(6)	irth	4. Effective Date 04-12-2021					
FIRST ACTION		SECOND AC	TION							
5-A. Code 5-B. Nature of Action EXC APPT		6-A. Code 6-B. Nature of Action								
5-C. Code Y7M Sch C, 213.3311		6-C. Code	6-D. Legal Autl	6-D. Legal Authority						
5-E. Code 5-F. Legal Authority		6-E. Code	6-F. Legal Autl	nority						
7. FROM: Position Title and Number		15. TO: Position Title and Number Briefing Book Coordinator JC: 085020 Position: 91005407								
8.Pay Plan 9.Occ. Code 10.Grade/Lvl 11.Step/Rate	12.Tot. Salary 13.Pay Basis	16.Pay Plan 17.0cc GS 030	. Code 18.Grade/L	\$60,129.0						
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14. Name and Location of Position's Organization 22. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA										
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30 Retirement Plan 31 Service	Comp. Date (Leave)	32. Work Schedule			33 Part-Time	Hours Per Biweekly				
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40. Agency Data 41.	42. 43.		44. Organization 953369 OS		00 00 00	000				
45. Remarks REMARKS CONTINUED: COMPLETED SF-2809 TO (h)(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 REMARKS CONTINUED ON SECOND PAGE										
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS		/s/ E/S BY	: NICOLE C.	d Title of Approv						
47. Agency Code 48. Personnel Office ID	49. Approval Date 0.4-1.3-2.021	EXECU	TIVE DIRECT	OR, HRMS						

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U.S. Office of Personnel Management Guide to Processing Personnel Actions, Chapter 4

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	t, First, Middle) JRTNEY NMN				2. Social Security Number 3 Date of (b)(6)				of Rirth		Effective Date 04-12-2021		
FIRST A	CTION				SECOND	AC	TION	ī					
	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	. Code 6-D. Legal Authority							
5-E. Code	5-F. Legal Authority			7	6-E. Code	189	6-F. I	egal Author	ity				
7. FROM: Position Title and Number						15. TO: Position Title and Number Briefing Book Coordinator JC: 085020 Position: 91005407							
8.Pay Plan 9.	Occ. Code 10.Grade/Lvl 11.St	tep/Rate 12	2.Tot. Salary	13.Pay Basis	16.Pay Plan GS						Salary/Award	21.Pay Basis PA	
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38. Duty Statio					or Overseas Loca JMBIA DC		A						
40. Agency Data	41.		42.	43.				Organization . 3369 OS		00 00	00 000	0	
45. Remarks REMARKS CONTINUED: DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO (hyg) TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT HTTP://www.opm.gov/insure/Life. - FLEXIBLE SPENDING ACCOUNT (FSA): REMARKS CONTINUED ON SECOND PAGE													
Dept of	Department or Agency Homeland Securit DQUARTERS	У				BY:	NIC	OLE C. I	BARKSDAI				
47. Agency Co	ode 48. Personnel Offic	e ID	49. Approva	1 Date	EXI	ECUT:	IVE	DIRECTO	R, HRMS				

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DHS HEADQUARTERS

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47. Agency Code 48. Personnel Office ID

5500

Unofficial Document U.S. Office of Personnel Management Guide to Processing Personnel Actions, Chapter 4 1. Name (Last, First, Middle) Social Security Number Date of Birth 4. Effective Date LAM, COURTNEY NMN (b)(6)04-12-2021 FIRST ACTION SECOND ACTION 5-B. Nature of Action 6-B. Nature of Action 5-A. Code EXC APPT 170 5-C. Code 5-D. Legal Authority 6-C. Code 6-D. Legal Authority Sch C, 213.3311 Y7M 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 Briefing Book Coordinator JC:085020 Position: 91005407 8.Pay Plan 9.Occ. Code 10.Grade/Lvl 11.Step/Rate 12.Tot. Salary 13.Pay Basis 16.Pay Plan 17.Occ. Code 18.Grade/Lvl 19.Step/Rate 20.Tot. Salary/Award 21.Pay Basis GS 0301 09 1 \$60,129.00 PA 20B. Locality Adj. 20C. Adj. Basic Pay 12A. Basic Pay 12B, Locality Adj. 12C, Adj. Basic Pay 12D. Other Pay 20A. Basic Pay \$46,083.00 \$14,046.00 \$60,129.00 \$0 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA EMPLOYEE DATA 23. Veterans Preference Tenure 25. Agency Use 26. Veterans Preference for RIF (b)(6)0-None (b)(6)1-None 3-10 Point/Disability 5-10 Point/Other (b)(6)2-Conditional 1-Permanent 2-5 Point 4-10 Point/Compensable 6-10 Point/Compensable/30% 3-Indefinite 29. Pay Rate Determinant 28. Annuitant Indicator (b)(6)Retirement Plan 31, Service Comp. Date (Leave) 32. Work Schedule 33. Part-Time Hours Per Biweekly (b)(6) Pay Period F:Full Time POSITION DATA 34. Position Occupied 35. FLSA Category 37. Bargaining Unit Status 36. Appropriation Code 1-Competitive Service 3-SES General (b)(6) E-Exempt 8888 2-Excepted Service 4-SES Career Res 38. Duty Station Code 39. Duty Station (City-County-State or Overseas Location) 110010001 WASHINGTON DIST COLUMBIA DC USA 40. Agency Data 41. 42. 43. 44. Organization Structure 953369 OS 01 01 0000 00 00 0000 45. Remarks REMARKS CONTINUED: 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 OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. REMARKS CONTINUED ON SECOND PAGE 46. Employing Department or Agency 50. Signature/Authentication and Title of Approving Official Dept of Homeland Security

Editions Prior to 7/91 Are Not Usable After 6/30/93

/s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS

49. Approval Date

04-13-2021

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U.S. Office of Personnel Management

Guide to Processing Personnel Actions, Chapter 4

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04-13-2021

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Unofficial Document

U.S. Office of Personnel Management Guide to Processing Personnel Actions, Chapter 4

1. Name (Last, F LAM, COURT			2. Social Secu. (b)(6)	rity Number	3. Date of Bi	4. Effective Date 04-12-2021				
FIRST ACTI	ON		SECOND AC	CTION						
5-A. Code 5-B.	Nature of Action C APPT		6-A. Code	6-B. Nature of Ac	tion					
2005-000 VEV	Legal Authority h C, 213.3311		6-C. Code	6-D. Legal Author	rity					
5-E. Code 5-F.	Legal Authority		6-E. Code	6-F. Legal Author	ity					
7. FROM: Position	n Title and Number		15. TO: Position Title and Number Briefing Book Coordinator JC: 085020 Position: 91005407							
8.Pay Plan 9.Occ.	Code 10.Grade/Lv1 11.Step/Rate 1	2.Tot. Salary 13.Pay Basis	16.Pay Plan 17.0cc GS 030	01 09		Tot. Salary/Award 21.Pay Basis PA				
12A. Basic Pay	12B. Locality Adj. 12C. Adj.	Basic Pay 12D. Other Pay	20A. Basic Pay \$46,083.	00 \$14,046.	[13] [13] - "" [13] [13] [13] [13] [15] "" [17] [13] [14]					
14. Name and Location of Position's Organization 22. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA										
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38. Duty Station Coo. 110010001	le 39. Duty S	Station (City-County-State (INGTON DIST COLU								
40. Agency Data	41.	42. 43.		44. Organization 953369 OS		00 00 0000				
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	partment or Agency meland Security ARTERS		NEW 10	thentication and T		8				
47. Agency Code	48. Personnel Office ID	49. Approval Date 04-13-2021	EXECU	TIVE DIRECTOR	R, HRMS					

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Guide to Processing Personnel Actions, Chapter 4

1. Name (Last, F LAM, COURT									4. Effective Date 04-12-2021	
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5-E. Code 5-F.	Legal Authority		6-E. Code	6-F. Le	egal Author	ity				
7. FROM: Positio	n Title and Number	1	15. TO: Position Title and Number Briefing Book Coordinator JC: 085020 Position: 91005407							
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40. Agency Data	41.	42.	43.			rganization S		00 00	0000	
45. Remarks REMARKS CONTINUED: MATCHING. TO GET INFORMATION, VISIT WWW.TSP.GOV/FORMS/TSPBK08.PDF - FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) 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 REMARKS CONTINUED ON SECOND PAGE										
Dept of Ho DHS HEADQU		40 2		50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS						
47. Agency Code	48. Personnel Office ID	49. Approval Date 04-13-20		EVECOI	TAE F	/INECIUR	, HAPIS			

NOTIFICATION OF PERSONNEL ACTION Unofficial Document Rev 7/91 U.S. Office of Personnel Management Guide to Processing Personnel Actions, Chapter 4 1. Name (Last, First, Middle) Social Security Number 3. Date of Birth 4. Effective Date LAM, COURTNEY NMN 04-12-2021 (b)(6)FIRST ACTION SECOND ACTION 5-B. Nature of Action 6-B. Nature of Action 5-A. Code EXC APPT 170 5-C. Code 5-D. Legal Authority 6-C. Code 6-D. Legal Authority Sch C, 213.3311 Y7M 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 Briefing Book Coordinator JC: 085020 Position: 91005407 8.Pay Plan 9.Occ. Code 10.Grade/Lvl 11.Step/Rate 12.Tot. Salary 13.Pay Basis 16.Pay Plan 17.Occ. Code 18.Grade/Lvl 19.Step/Rate 20.Tot. Salary/Award 21.Pay Basis GS 0301 09 1 \$60,129.00 PA 20B. Locality Adj. 20C. Adj. Basic Pay 12A. Basic Pay 12B, Locality Adj. 12C, Adj. Basic Pay 12D. Other Pay 20A. Basic Pay \$46,083.00 \$14,046.00 \$60,129.00 \$0 22. Name and Location of Position's Organization 14. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA EMPLOYEE DATA 23. Veterans Preference 24. Tenure 25. Agency Use 26. Veterans Preference for RIF (b)(6)(b)(6) (b)(6) 1-None 3-10 Point/Disability 5-10 Point/Other 0-None 2-Conditional 2-5 Point 1-Permanent 4-10 Point/Compensable 6-10 Point/Compensable/30% 3-Indefinite Annuitant Indicator 29. Pav Rate Determinant (b)(6) 30. Retirement Plan 31. Service Comp. Date (Leave) 32. Work Schedule 33. Part-Time Hours Per Biweekly b)(6) Pay Period F:Full Time POSITION DATA 34. Position Occupied 35. FLSA Category 37. Bargaining Unit Status 36. Appropriation Code 1-Competitive Service 3-SES General (b)(6) E-Exempt 8888 2-Excepted Service 4-SES Career Res 38. Duty Station Code 39. Duty Station (City-County-State or Overseas Location) 110010001 WASHINGTON DIST COLUMBIA DC USA 43. 41. 42. 44. Organization Structure 953369 OS 01 01 0000 00 00 0000

40. Agency Data

REMARKS CONTINUED:

APPLY ONLINE OR DOWNLOAD AN APPLICATION.

45. Remarks

46. Employing Department or Agency 50. Signature/Authentication and Title of Approving Official Dept of Homeland Security DHS HEADQUARTERS /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS 47. Agency Code 48. Personnel Office ID 49. Approval Date HSOS 5500 04-13-2021

Editions Prior to 7/91 Are Not Usable After 6/30/93

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Standard Form 50

U.S. Office of Personnel Management

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1. Name (Last, F			2. Social Secu	rity Number	3. Date of Bi					
FIRST ACTI	55.0000		SECOND A	— TON	(0)(0)	01-02-2022				
5-A. Code 5-B.	Nature of Action NADJ		6-A. Code							
	Legal Authority 5 531.207		6-C. Code	C. Code 6-D. Legal Authority						
	Legal Authority D 14061		6-E. Code	6-E. Code 6-F. Legal Authority						
	Title and Number ook Coordinator Positio	n:91005407		15. TO: Position Title and Number Briefing Book Coordinator JC: 085020 Position: 91005407						
8.Pay Plan 9.Occ. GS 030		2.Tot. Salary 13.Pay Basi 60,129.00 PA	s 16.Pay Plan 17.0c GS 03	01 09		Tot. Salary/Award 21.Pay Basis PA PA				
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WASHINGTON DC USA WASHINGTON DC USA										
EMPLOYEE DATA										
(b)(6) 1-None 2-5 Point	3-10 Point/Disability 5-10 1	Point/Other	(b)(6 O-None 1-Permanent	(b)(6) 0-None 2-Conditional (b)(6)						
27. FEGLI (b)(6)		***************************************	28. Annuitant Indi			29. Pav Rate Determinant				
30. Retirement Plan	31. Service (omp. Date (Leave)	32. Work Schedule			33. Part-Time Hours Per Biweekly				
(b)(6)			F F:Ful	F F:Full Time						
POSITION D										
		FLSA Category E-Exempt N-Nonexempt	36. Appropriation Code 37. Bargaining Unit Status 8888							
38. Duty Station Cod 110010001		tation (City-County-State NGTON DIST COI		ISA						
40. Agency Data	41.	42. 43	2.7 4.7	44. Organization 953369 OS		00 00 0000				
45. Remarks										
- FEDERAL PAY II	RCREASE DUE TO E.O. 14061 SI	GNED 12/22/21.								
	artment or Agency		50. Signature/Authentication and Title of Approving Official							
Dept of Hor DHS HEADQUA				: NICOLE C.		PERRY				
47. Agency Code	48. Personnel Office ID	49. Approval Date	EXECU	TIVE DIRECTO	OR, HRMS					
HSOS	5500	12-22-2021								

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FIRST A	CTION					SECOND	ACT	ION				
5-A. Code 352	5-B. Nature TERMINA		PPT IN (T	R)		6-A. Code	6	-B. Nature of Act	tion			
5-C. Code DFM	5-D. Legal 5 5 CFR F	Authority PT 715 P	PROM			6-C. Code 6-D. Legal Authority						
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7. FROM: Position Title and Number Briefing Book Coordinator JC: 085020 Position:91005407						15. TO: Position Title and Number						
	.Occ. Code 10	0.Grade/Lvl	55	2.Tot. Salary 13.Pay \$61,947.00 PA	Basis	16.Pay Plan 11	.Occ.	Code 18.Grade/Lvl	19.Step/Rate 20).Tot. Sala:	ry/Award 21.Pay Basis	
12A. Basic Pay \$47,09		14,850.		Basic Pay 12D. Other 8	Pay	20A. Basic Pay		20B, Locality A	dj. 20C. Adj. Ba	sic Pay 2	COD. Other Pay	
14. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA												
EMPLOYEE DATA												
23 Veterans P (b)(6) 1-None 2-5 Poi	3-10 P	oint/Disabili oint/Compensa		Point/Other Point/Compensable/30%		24. Tenure b)(6) 0-None 2-Conditional 1-Permanent 3-Indefinite						
27. FEGLI (b)(6)				2016		28. Annuitant	ndicat	or	- 53	29. Pay	Rate Determinant	
30. Retirement (b)(6)	Plan		31. Service	Comp. Date (Leave)	-	32. Work Schedule 733. Part-Time Hours Per Biweekly Pay Period Pay Period						
POSITIO	N DATA				1/4	F F:	ull	TIME				
34. Position O 2 1-Compe			(b)(6	FLSA Category E-Exempt N-Nonexempt		36. Appropriation Code 37. Bargaining Unit : 8888						
38. Duty Stati 1100100	on Code	T DID CALCEL	39. Duty	Station (City-County-St INGTON DIST (tate or	Overseas Locat MBIA DC	us)	A				
40. Agency Dat	a	41.		42.	43.			44. Organization S 953369 OS (00 00	0000	
45. Remarks		•		•								
- FORWARDING ADDRESS= (b)(6)												
	Departmen Homelar DQUARTER	nd Secur				50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY						
47. Agency C		ersonnel Of		49. Approval Date	122			VE DIRECTOR				