

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) DANIEL-DAVIS, LAURA E.					2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 01/03/99														
FIRST ACTION					SECOND ACTION																		
5-A. Code 894		5-B. Nature of Action PAY ADJ			6-A. Code		6-B. Nature of Action																
5-C. Code QWM		5-D. Legal Authority REG 531.205			6-C. Code		6-D. Legal Authority																
5-E. Code ZLM		5-F. Legal Authority E.O. 13106 DATED 12/7/98			6-E. Code		6-F. Legal Authority																
7. FROM: Position Title and Number SPECIAL ASSISTANT 10400000 0098166					15. TO: Position Title and Number SPECIAL ASSISTANT 10400000 0098166																		
8. Pay Plan GS		9. Occ. Code 0301		10. Grade/Level 14		11. Step/Rate 06		12. Salary \$ 77160		13. Pay Basis PA		14. Pay Plan GS		17. Occ Code 0301		18. Grade/Level 14		19. Step/Rate 06		20. Salary/Award \$ 79999		21. Pay Basis PA	
12A. Basic Pay \$ 71931		12B. Locality Adj. \$ 5229		12C. Adj. Pay \$ 77160		12D. Other Pay \$ 0						20A. Basic Pay \$ 74162		20B. Locality Adj. \$ 5837		20C. Adj. Basic Pay \$ 79999		20D. Other Pay \$ 0					
14. Name and Location of Position's Organization SECRETARY'S IMMEDIATE OFFICE OFFC OF CONGRSNL & LEGSL AFFAIRS WASHINGTON, DC											22. Name and Location of Position's Organization SECRETARY'S IMMEDIATE OFFICE OFFC OF CONGRSNL & LEGSL AFFAIRS WASHINGTON, DC												
EMPLOYEE DATA																							
23. Veterans Preference (b) (6) 1-None 3-10 Pt. Disab. 5-10 Pt. Other 2-5 Pt. 4-10 Pt. Comp. 6-10 Pt. /30% Comp.											24. Tenure 3 0-None 2-Conditional 1-Permanent 3-Indefinite				25. Agency Use F SEX		26. Veterans Preference for RIF (b) (6) YES (b) (6) NO						
27. FEGLI (b) (6)											28. Annuity Indicator (b) (6)				29. Pay Rate Determinant (b) (6)								
30. Retirement Plan (b) (6)											31. Service Comp. Date (Leave) 08/12/94				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 DD6100D01				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 Dept UNC		41. (b) (6)		42. EDUC LVL 13		43. SUPV LVL 8		44. POSITION SENSITIVITY NONSENSITIVE/LOW RI															
45. Remarks SALARY INCLUDES A GENERAL INCREASE OF 3.1 PERCENT AND A LOCALITY PAYMENT (OR OTHER GEOGRAPHIC ADJUSTMENT) APPLICABLE IN THIS AREA.																							

46. Employing Department or Agency IN - OFC OF THE SECRETARY											50. Signature/Authentication and Title of Approving Official AUTHORIZING OFFICIAL 990147077											
47. Agency Code IN01		48. Personnel Office ID 1841		49. Approval Date 12/30/98		51. OS4342																