

# NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>DANIEL-DAVIS, LAURA E.</b>	2. Social Security Number <b>(b) (6)</b>	3. Date of Birth <b>(b) (6)</b>	4. Effective Date <b>09-15-96</b>
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FIRST ACTION				SECOND ACTION			
5-A. Code <b>893</b>	5-B. Nature of Action <b>WITHIN-GRADE INC</b>			6-A. Code	6-B. Nature of Action		
5-C. Code <b>Q7M</b>	5-D. Legal Authority <b>REG 531.404</b>			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 <b>SA/SECY &amp; DIR SCH &amp; ADV</b>  <b>10000 -95178</b>						15. TO: Position Title and Number <b>SA/SECY &amp; DIR SCH &amp; ADV</b>  <b>10000 -95178</b>					
8. Pay Plan <b>GS</b>	9. Occ. Code <b>0301</b>	10. Grade/Level <b>12</b>	11. Step/Rate <b>01</b>	12. Total Salary <b>\$44458</b>	13. Pay Basis <b>PA</b>	6. Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade/Level <b>12</b>	19. Step/Rate <b>02</b>	20. Total Salary/Award <b>\$45941</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay <b>\$41926</b>	12B. Locality Adj. <b>\$2532</b>	12C. Adj. Basic Pay <b>\$44458</b>	12D. Other Pay <b>\$0</b>		20A. Basic Pay <b>\$43324</b>	20B. Locality Adj. <b>\$2617</b>	20C. Adj. Basic Pay <b>\$45941</b>	20D. Other Pay <b>\$0</b>			
14. Name and Location of Position's Organization  <b>SECRETARY'S IMMEDIATE OFFICE WASHINGTON, D.C.</b>						22. Name and Location of Position's Organization  <b>SECRETARY'S IMMEDIATE OFFICE WASHINGTON, D.C.</b>					

EMPLOYEE DATA									
23. Veterans Preference <b>(b) (6)</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>3</b> 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use <b>F</b> SEX		26. Veterans Pref. for RIF <b>(b) (6)</b> YES <b>(b) (6)</b> NO	
27. FEGLI <b>(b) (6)</b>				28. Annuitant Indicator <b>(b) (6)</b>		29. Pay Rate Determinant <b>(b) (6)</b>			
30. Retirement Plan <b>(b) (6)</b>				31. Service Comp. Date <b>06-01-93</b>		32. Work Schedule <b>F FULL - TIME</b>		33. Part Time Hours Per Biweekly Pay Period	

POSITION DATA									
34. Position Occupied <b>2</b> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved		35. FLSA Category <b>E</b> 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, DISTRI</b>					
40. Agency Data/FUNC. <b>CLS. 00</b>		41. <b>(b) (6)</b>		42. EDUC. LVL. <b>13</b>		43. SUPV. IND. <b>8</b>		44. POSITION-SENSITIVITY <b>NON SENSITIVE</b>	

45. Remarks  
**(b) (6)**  
**WORK PERFORMANCE IS AT AN ACCEPTABLE LEVEL OF COMPETENCE.  
ELIGIBILITY FOR THIS WITHIN-GRADE INCREASE EXPLAINED BELOW.  
WITHIN GRADE WEEKS IN PAY STATUS 052  
DATE OF LAST EQUIVALENT INCREASE 95-09-17**

CK-DIG: 2

46. Employing Department or Agency <b>INT-OFC OF THE SECT'Y</b>			50. Signature/Authorization and Title of Approval Official <i>John D. [Signature]</i> <b>A251841DCW4834</b>	
47. Agency Code <b>IN01</b>	48. Personnel Office ID <b>1841</b>	49. Approval Date <b>09-13-96</b>	<b>AUTHORIZING OFFICIAL</b>	