

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>SCHWARTZ, MELISSA A</b>				2. Social Security Number <b>(b) (6)</b>		3. Date of Birth <b>(b) (6)</b>		4. Effective Date <b>01/02/2022</b>						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>									
5-A. Code <b>846</b>		5-B. Nature of Action <b>INDIVIDUAL TIME OFF AWARD</b>			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 <b>COMMUNICATIONS DIRECTOR</b> <b>10500000 ES06120</b>									
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		
											<b>48HRS</b>			
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			
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>IN01 SECRETARY'S IMMEDIATE OFFICE</b> <b>OFFICE OF COMMUNICATION</b>  <b>WASHINGTON,DC</b>									
<b>EMPLOYEE DATA</b>														
23. Veterans Preference					24. Tenure			25. Agency Use		26. Veterans Preference for RIF				
<input checked="" type="checkbox"/>	1 - None	2 - 5-Point	3 - 10-Point/Disability	4 - 10-Point/Compensable	5 - 10-Point/Other	6 - 10-Point/Compensable/30%	0 - None	1 - Permanent	2 - Conditional	3 - Indefinite	<input checked="" type="checkbox"/>	YES	<input checked="" type="checkbox"/>	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 (Leave) <b>01/20/2021</b>		32. Work Schedule <b>F FULL-TIME</b>			33. Part-Time Hours Per Biweekly Pay Period					
<b>POSITION DATA</b>														
34. Position Occupied				35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status				
3	1 - Competitive Service	2 - Excepted Service	3 - SES General	4 - SES Career Reserved	E	E - Exempt	N - Nonexempt				<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>(b) (6)</b>		42. <b>EDUC LVL 17</b>		43. <b>SUPV STAT 2</b>		44. <b>POSITION SENSITIVITY CRITICAL-SENSITIVE</b>						
45. Remarks <b>EMPLOYEE DUTY STATION IS IN REGION 01 - NORTH ATLANTIC - APPALACHIAN</b>														
46. Employing Department or Agency <b>IN - OFC OF THE SECRETARY</b>						50. Signature/Authentication and Title of Approving Official <b>220333694 / ELECTRONICALLY SIGNED BY:</b> <b>GARY P. HARDAWAY</b> <b>HUMAN RESOURCES SPECIALIST</b>								
47. Agency Code <b>IN01</b>		48. Personnel Office ID <b>4342</b>		49. Approval Date <b>01/19/2022</b>										