

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) HORADAM, EMILY A				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 01/25/2021				
FIRST ACTION					SECOND ACTION							
5-A. Code 190		5-B. Nature of Action PROVISIONAL APPT NTE 05-24-21			6-A. Code		6-B. Nature of Action					
5-C. Code Y9K		5-D. Legal Authority SCH C, 213.3302(A)			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							
					10000000 IGS1545							
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	
						GS	0301	12	01	\$87198.00	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		
						\$66829.00		\$20369.00	\$87198.00	\$0.00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE							
					WASHINGTON,DC							
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 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) (6) YES (b) (6) NO	
27. FEGLI (b) (6)						28. Annuitant Indicator (b) (6)			29. Pay Rate Determinant (b) (6)			
30. Retirement Plan (b) (6)				31. Service Comp. Date (Leave) 01/25/2021		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			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 Data FUNC CLS 00		41. (b) (6)		42. EDUC LVL 13		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks APPOINTMENT IS ON A PROVISIONAL BASIS. YOU ARE ELIGIBLE FOR RETIREMENT COVERAGE AND FOR HEALTH BENEFITS AND LIFE INSURANCE. IF YOUR PERFORMANCE IS SATISFACTORY, AND YOU MEET ALL LEGAL QUALIFICATIONS, AND OTHER APPLICABLE REQUIREMENTS, YOU MAY BE CONVERTED TO A NONTEMPORARY APPOINTMENT BEFORE THIS APPOINTMENT EXPIRES. APPOINTMENT AFFIDAVIT EXECUTED 01/26/21. CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: NEVER COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER (b) (6) . ELIGIBLE TO ELECT HEALTH BENEFITS COVERAGE WITHIN 60 DAYS OF THE EFFECTIVE DATE OF THIS PERSONNEL ACTION. AN ELECTION MUST BE MADE EVEN IF IT'S TO DECLINE HEALTH BENEFITS COVERAGE. IF YOU DON'T MAKE AN ELECTION, YOU ARE CONSIDERED TO HAVE DECLINED COVERAGE.												
46. Employing Department or Agency IN - OFC OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 210400307 / ELECTRONICALLY SIGNED BY:						
47. Agency Code IN01		48. Personnel Office ID 4342		49. Approval Date 01/25/2021		ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST						

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) HORADAM, EMILY A				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 02/14/2021						
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, 213.3312			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 10000000 IGS1545					15. TO: Position Title and Number SPECIAL ASSISTANT 60000000 IGS1561									
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 12	11. Step or Rate 01	12. Total Salary \$87198.00	13. Pay Basis PA		16. Pay Plan GS		17. Occ. Code 0301	18. Grade or Level 12	19. Step or Rate 01	20. Total Salary/Award \$87198.00	21. Pay Basis PA
12A. Basic Pay \$66829.00		12B. Locality Adj. \$20369.00		12C. Adj. Basic Pay \$87198.00		12D. Other Pay \$0.00		20A. Basic Pay \$66829.00		20B. Locality Adj. \$20369.00		20C. Adj. Basic Pay \$87198.00		20D. Other Pay \$0.00
14. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE WASHINGTON,DC					22. Name and Location of Position's Organization IN01 ASST SECY-POLICY, MGMT & BUDGET/ WASHINGTON,DC									
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 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF (b) (6) YES (b) (6) NO					
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45. Remarks CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: NEVER COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER (b) (6) .														
46. Employing Department or Agency IN - OFC OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 210525448 / ELECTRONICALLY SIGNED BY:									
47. Agency Code IN01		48. Personnel Office ID 4342		49. Approval Date 02/16/2021		ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST								