

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) WIXTEAD, JAYNE S.	2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 03-04-2021
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FIRST ACTION		SECOND ACTION	
5-A. Code 170	5-B. Nature of Action Excepted Appointment	6-A. Code	6-B. Nature of Action
5-C. Code ZLM	5-D. Legal Authority 3 USC 105	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 STAFF ASSISTANT TO THE PRESIDENTIAL PERSONNEL OFFICE RBB21 - 30987										
8. Pay Plan AD	16. Pay Plan AD	9. Occ. Code 0301	17. Occ. Code 0301	18. Grade/Level 00	18. Grade/Level 00	19. Step/Rate 00	19. Step/Rate 00	20. Total Salary/Award \$48,000.00	20. Total Salary/Award \$48,000.00	21. Pay Basis PA	21. Pay Basis PA
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay \$48,000.00	20B. Locality Adj. \$0	20C. Adj. Basic Pay \$48,000.00	20D. Other Pay \$0				
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization THE WHITE HOUSE OFFICE OFFICE OF PRESIDENTIAL PERSONNEL V WASHINGTON, DC							

EMPLOYEE DATA

23. Veterans Preference (b)(6)	1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/20%	24. Tenure 3	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use N	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) 03-04-2021	32. Work Schedule F Full-Time	33. Part-Time Hours Per Biweekly Pay Period		

POSITION DATA

34. Position Occupied 2	1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E	K - Exempt N - Nonexempt	36. Appropriation Code 10002000	37. Bargaining Unit Status 8888
38. Duty Station Code 110010001	39. Duty Station (City - County - State or Overseas Location) WASHINGTON / DISTRICT OF COLUMBIA / DISTRICT OF COLUMBIA				
40. Agency Data CLC-0009	41. SENS-SS	42.	43. Tbl Id- 0000	44. EDUC-13/INSTR PGM-450901/YR-2019	

45. Remarks
**Appointment affidavit executed 08-MAR-2021.
OPF maintained by Office of Administration; Washington, DC 20503.
Employee is automatically covered under (b)(6)
You are automatically enrolled in the Thrift Savings Plan (TSP) at a contribution rate of 5% of your basic biweekly pay. You may change or stop your TSP contributions at any time.
You must elect to enroll or not to enroll in Health Benefits within 60 days after the effective date of this action.
You are automatically covered for basic life insurance. You have 60 days from the effective date of this action to elect additional coverage or to decline all coverage.**

Remarks Continued On The Next Page

46. Employing Department or Agency White House Office (WH01)	50. Signature/Authentication and Title of Approving Official JoAnna C. Spicer for Director, Human Resources Mgmt - Electronically Signed	
47. Agency Code WH01	48. Personnel Office ID 4231	49. Approval Date 03-04-2021