

## NOTIFICATION OF PERSONNEL ACTION

|  |     |   |  |   |  |                                    |   |   |   |                     |                  |                        |               |
|--|-----|---|--|---|--|------------------------------------|---|---|---|---------------------|------------------|------------------------|---------------|
| 1. Name (Last, First, Middle)<br><b>VOLKOFF, OLIVIA G</b>  |     |   |  | 2. Social Security Number<br><b>(b) (6)</b> |  | 3. Date of Birth<br><b>(b) (6)</b> |   | 4. Effective Date<br><b>07/06/2021</b>                    |   |                     |                  |                        |               |
| <b>FIRST ACTION</b>  |     |   |  |   | <b>SECOND ACTION</b>   |                                    |   |   |   |                     |                  |                        |               |
| 5-A. Code<br><b>170</b>  |     | 5-B. Nature of Action<br><b>EXC APPT</b>      |  |   | 6-A. Code  |                                    | 6-B. Nature of Action                       |   |   |                     |                  |                        |               |
| 5-C. Code<br><b>Y7M</b>  |     | 5-D. Legal Authority<br><b>SCH C 213 3301</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   |     |   |  |   | 15. TO: Position Title and Number<br><b>POLICY ADVISOR<br/>66221736 COM835</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>GS</b>   | <b>0301</b>                                       | <b>13</b>           | <b>10</b>        | <b>134,798.00</b>      | <b>PA</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   |                        |               |
|  |     | <b>.00</b>                                    |  |   | <b>.00</b>   |                                    | <b>103,309.00</b>                           |   | <b>31,489.00</b>                                  | <b>134,798.00</b>   | <b>.00</b>       |                        |               |
| 14. Name and Location of Position's Organization   |     |   |  |   | 22. Name and Location of Position's Organization<br><b>OFFICE OF THE SECRETARY<br/>IMMEDIATE OFFICE<br/>OFF OF COUNSELLOR/CH OF STAFF<br/>OFF OF POLICY &amp; STRATEGIC PLNG<br/><br/>CM 510103000400000000 PP 14 2021</b> |                                    |   |   |   |                     |                  |                        |               |
| <b>EMPLOYEE DATA</b>   |     |   |  |   |  |                                    |   |   |   |                     |                  |                        |               |
| 23. Veterans Preference<br><b>(b) (6)</b> 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other<br>2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30% |     |   |  |   | 24. Tenure<br><b>3</b> 0 - None 2 - Conditional<br>1 - Permanent 3 - Indefinite  |                                    |   | 25. Agency Use  | 26. Veterans Preference for RIF<br><b>(b) (6)</b> |                     |                  |                        |               |
| 27. FEGLI<br><b>(b) (6)</b>  |     |   |  |   | 28. Annuitant Indicator<br><b>9</b> NOT APPLICABLE   |                                    |   | 29. Pay Rate Determinant<br><b>7</b> SUPERIOR QUALIFICATI |   |                     |                  |                        |               |
| 30. Retirement Plan<br><b>(b) (6)</b>  |     |   | 31. Service Comp. Date (Leave)<br><b>(b)(6)</b>  |   | 32. Work Schedule<br><b>F</b> FULL TIME  |                                    | 33. Part-Time Hours Per Biweekly Pay Period |   |   |                     |                  |                        |               |
| <b>POSITION DATA</b>   |     |   |  |   |  |                                    |   |   |   |                     |                  |                        |               |
| 34. Position Occupied<br><b>2</b> 1 - Competitive Service 3 - SES General<br>2 - Excepted Service 4 - SES Career Reserved  |     |   | 35. FLSA Category<br><b>E</b> E - Exempt<br>N - Nonexempt  |   | 36. Appropriation Code   |                                    |   | 37. Bargaining Unit Status<br><b>8888</b>                 |   |                     |                  |                        |               |
| 38. Duty Station Code<br><b>11-0010-001</b>  |     |   | 39. Duty Station (City - County - State or Overseas Location)<br><b>WASHINGTON DIST OF COLUMBIA DC</b> |   |  |                                    |   |   |   |                     |                  |                        |               |
| 40. Agency Data  | 41. |   | 42.  |   | 43.  |                                    | 44.   |   |   |                     |                  |                        |               |
| 45. Remarks<br><br><b>(b) (6)</b><br><br><b>(b) (6)</b>  |     |   |  |   |  |                                    |   |   |   |                     |                  |                        |               |
| 46. Employing Department or Agency<br><b>DEPARTMENT OF COMMERCE</b>  |     |   |  |   | 50. Signature/Authentication and Title of Approving Official<br><b>ELECTRONICALLY SIGNED BY:</b>   |                                    |   |   |   |                     |                  |                        |               |
| 47. Agency Code<br><b>CM51</b>   |     | 48. Personnel Office ID<br><b>1426</b>        |  | 49. Approval Date<br><b>07/19/2021</b>      | <b>KURT BERSANI<br/>DIRECTOR, HCCS</b>   |                                    |   |   |   |                     |                  |                        |               |