

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCOTT, JANE A.				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 03/15/2013					
FIRST ACTION					SECOND ACTION								
5-A. Code 317		5-B. Nature of Action RESIGNATION			6-A. Code		6-B. Nature of Action						
5-C. Code RUM		5-D. Legal Authority REG 715.202 OTHER			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 IGS1157					15. TO: Position Title and Number								
8. Pay Plan GS		9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 04	12. Total Salary 115731	13. Pay Basis PA		16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay 93166		12B. Locality Adj. 22565	12C. Adj. Basic Pay 115731		12D. Other Pay 0		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		
14. Name and Location of Position's Organization SECRETARY'S IMMEDIATE OFFICE WASHINGTON,DC					22. Name and Location of Position's Organization								
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				
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) 04/26/2009		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 17		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK						
45. Remarks FORWARDING ADDRESS: (b) (6) (b) (6) REASON FOR RESIGNATION: (b) (6) LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE. SF-8 (NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE) ISSUED. HEALTH BENEFITS COVERAGE IS EXTENDED FOR 31 DAYS DURING WHICH YOU ARE ELIGIBLE TO CONVERT TO AN INDIVIDUAL POLICY (NONGROUP CONTRACT). YOU ARE ALSO ELIGIBLE FOR TEMPORARY CONTINUATION OF YOUR FEHB COVERAGE FOR UP TO 18 MONTHS. SF 2819 WAS PROVIDED. LIFE INSURANCE COVERAGE IS EXTENDED FOR 31 DAYS DURING WHICH YOU ARE ELIGIBLE TO CONVERT TO AN INDIVIDUAL POLICY (NONGROUP CONTRACT).													
46. Employing Department or Agency IN - OFC OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 130339082 / ELECTRONICALLY SIGNED BY: MICHELLE R. OXYER SUPVY HUMAN RESOURCES SPECIALIST								
47. Agency Code IN01		48. Personnel Office ID 4342	49. Approval Date 03/07/2013										