

**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>04/06/2012</b>						
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>									
5-A. Code <b>317</b>		5-B. Nature of Action <b>RESIGNATION</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>RUM</b>		5-D. Legal Authority <b>REG 715.202 OTHER</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 <b>COMMUNICATIONS ADVISOR</b> <b>10500000 IGS1222</b>					15. TO: Position Title and Number								
8. Pay Plan <b>GS</b>	9. Occ. Code <b>0301</b>	10. Grade or Level <b>15</b>	11. Step or Rate <b>04</b>	12. Total Salary <b>136134</b>		13. Pay Basis <b>PA</b>		16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay <b>109591</b>		12B. Locality Adj. <b>26543</b>	12C. Adj. Basic Pay <b>136134</b>		12D. Other Pay <b>0</b>			20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	
14. Name and Location of Position's Organization <b>SECRETARY'S IMMEDIATE OFFICE</b> <b>OFFICE OF COMMUNICATION</b>  <b>WASHINGTON,DC</b>					22. Name and Location of Position's Organization								
<b>EMPLOYEE DATA</b>													
23. Veterans Preference <b>(b) (6)</b> 1 - None    3 - 10-Point/Disability    5 - 10-Point/Other 2 - 5-Point    4 - 10-Point/Compensable    6 - 10-Point/Compensable/30%					24. Tenure <b>3</b> 0 - None    2 - Conditional 1 - Permanent    3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF <b>(b) (6)</b> YES <b>(b) (6)</b> 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>01/08/2006</b>		32. Work Schedule <b>F FULL-TIME</b>		33. Part-Time Hours Per Biweekly Pay Period						
<b>POSITION DATA</b>													
34. Position Occupied <b>2</b> 1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserved			35. FLSA Category <b>E</b> E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status <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. EDUC LVL 17		43. SUPV STAT 8		44. POSITION SENSITIVITY CRITICAL-SENSITIVE						
45. Remarks FORWARDING ADDRESS: <b>(b) (6)</b> <b>(b) (6)</b> SF-8 (NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE) ISSUED. LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE. SF 2819 WAS PROVIDED. <b>(b) (6)</b> <b>(b) (6)</b>													
46. Employing Department or Agency <b>IN - OFC OF THE SECRETARY</b>					50. Signature/Authentication and Title of Approving Official <b>120474237 / ELECTRONICALLY SIGNED BY:</b> <b>MICHELLE R. OXYER</b> <b>SUPVY HUMAN RESOURCES SPECIALIST</b>								
47. Agency Code <b>IN01</b>	48. Personnel Office ID <b>4342</b>		49. Approval Date <b>04/05/2012</b>										