

**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>10/09/2011</b>
---	--	---	------------------------------------	--

FIRST ACTION		SECOND ACTION	
5-A. Code <b>721</b>	5-B. Nature of Action <b>REASSIGNMENT</b>	6-A. Code	6-B. Nature of Action
5-C. Code <b>Y7M</b>	5-D. Legal Authority <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 <b>DIRECTOR OF COMMUNICATIONS</b> <b>10000000 IGS1194</b>					15. TO: Position Title and Number <b>COMMUNICATIONS ADVISORS</b> <b>10500000 IGS1222</b>						
8. Pay Plan <b>GS</b>	9. Occ. Code <b>0301</b>	10. Grade/Level <b>15</b>	11. Step/Rate <b>04</b>	12. Total Salary <b>136134</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade/Level <b>15</b>	19. Step/Rate <b>04</b>	20. Total Salary/Award <b>136134</b>	21. Pay Basis <b>PA</b>
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 <b>109591</b>	20B. Locality Adj. <b>26543</b>	20C. Adj. Basic Pay <b>136134</b>	20D. Other Pay <b>0</b>				
14. Name and Location of Position's Organization <b>OFFICE OF THE DIRECTOR</b>  <b>WASHINGTON,DC</b>						22. Name and Location of Position's Organization <b>SECRETARY'S IMMEDIATE OFFICE</b> <b>OFFICE OF COMMUNICATION</b>  <b>WASHINGTON,DC</b>					

EMPLOYEE DATA				24. Tenure		25. Agency Use	26. Veterans Preference for RIF	
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%				3 0 - None    2 - Conditional 1 - Permanent    3 - Indefinite			<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	
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. <b>EDUC LVL 17</b>	43. <b>SUPV STAT 8</b>	44. <b>POSITION SENSITIVITY CRITICAL-SENSITIVE</b>
---------------------------------------	-----------------------	---------------------------	---------------------------	---

45. Remarks  
**TAKEN IN ACCORDANCE WITH WITH SEC ORDER #3299 DTD 05/19/10**

46. Employing Department or Agency <b>IN - OFC OF THE SECRETARY</b>			50. Signature/Authentication and Title of Approving Official <b>111662412 / ELECTRONICALLY SIGNED BY:</b>	
47. Agency Code <b>IN01</b>	48. Personnel Office ID <b>4342</b>	49. Approval Date <b>10/11/2011</b>	<b>MICHELLE R. OXYER</b> <b>SUPVY HUMAN RESOURCES SPECIALIST</b>	