

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCHWARTZ, MELISSA A				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 01/20/2021				
FIRST ACTION					SECOND ACTION							
5-A. Code 146		5-B. Nature of Action SES NON-CAREER APPT			6-A. Code		6-B. Nature of Action					
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER			6-C. Code		6-D. Legal Authority					
5-E. Code AWM		5-F. Legal Authority OPM CHCHO MEMO DTD 01/12/21			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number SENIOR ADVISOR TO THE SECRETARY OF THE INTERIOR 10000000 ES19768							
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	
						ES	0301	00	00	\$162000.00	PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		
								\$162000.00		\$0.00		
								\$162000.00		\$0.00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE WASHINGTON,DC							
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 0 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) 01/20/2021		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied 3 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 2		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks SUBJECT TO SATISFACTORY COMPLETION OF ONE YEAR SES PROBATIONARY PERIOD BEGINNING 20210120. CREDITABLE MILITARY SERVICE: (b) (6) TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED APPOINTMENT AFFIDAVIT EXECUTED 01/20/21. NON-CAREER SES APPOINTMENT NTE 02/09/2021 EMPLOYEE IS AUTOMATICALLY COVERED UNDER (b) (6) . ELIGIBLE TO ELECT HEALTH BENEFITS COVERAGE WITHIN 60 DAYS OF THE EFFECTIVE DATE OF THIS PERSONNEL ACTION. AN ELECTION MUST BE MADE EVEN IF IT'S TO DECLINE HEALTH BENEFITS COVERAGE. IF YOU DON'T MAKE AN ELECTION, YOU ARE CONSIDERED TO HAVE DECLINED COVERAGE.												
46. Employing Department or Agency IN - OFC OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 210364008 / ELECTRONICALLY SIGNED BY:						
47. Agency Code IN01		48. Personnel Office ID 4342		49. Approval Date 01/20/2021		46. Signature/Authentication and Title of Approving Official GARY P. HARDAWAY HUMAN RESOURCES SPECIALIST						

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCHWARTZ, MELISSA A				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 02/14/2021							
FIRST ACTION					SECOND ACTION										
5-A. Code 721		5-B. Nature of Action REASSIGNMENT			6-A. Code		6-B. Nature of Action								
5-C. Code V9M		5-D. Legal Authority 5 U.S.C. 3395(D)(1)			6-C. Code		6-D. Legal Authority								
5-E. Code AWM		5-F. Legal Authority OPM FORM 1652 DTD 02/12/21			6-E. Code		6-F. Legal Authority								
7. FROM: Position Title and Number SENIOR ADVISOR TO THE SECRETARY OF THE INTERIOR 10000000 ES19768					15. TO: Position Title and Number COMMUNICATIONS DIRECTOR 10500000 ES06120										
8. Pay Plan ES	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$162000.00	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$162000.00	21. Pay Basis PA				
12A. Basic Pay \$162000.00		12B. Locality Adj. \$0.00		12C. Adj. Basic Pay \$162000.00		12D. Other Pay \$0.00		20A. Basic Pay \$162000.00		20B. Locality Adj. \$0.00		20C. Adj. Basic Pay \$162000.00		20D. Other Pay \$0.00	
14. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE WASHINGTON,DC						22. Name and Location of Position's Organization IN01 SECRETARY'S IMMEDIATE OFFICE OFFICE OF COMMUNICATION WASHINGTON,DC									
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 0 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)						
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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 2		44. POSITION SENSITIVITY CRITICAL-SENSITIVE							
45. Remarks TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED SUBJECT TO SATISFACTORY COMPLETION OF ONE YEAR SES PROBATIONARY PERIOD BEGINNING 20210120. EMPLOYEE IS AUTOMATICALLY COVERED UNDER (b) (6) .															
46. Employing Department or Agency IN - OFC OF THE SECRETARY						50. Signature/Authentication and Title of Approving Official 210525258 / ELECTRONICALLY SIGNED BY: ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST									
47. Agency Code IN01		48. Personnel Office ID 4342		49. Approval Date 02/16/2021											