

NOTIFICATION OF PERSONNEL ACTION

DHS-001-01896-000242

1. Name (Last, First, Middle) NAATZ, THOMAS W				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 01/02/2022				
FIRST ACTION					SECOND ACTION							
5-A. Code 894		5-B. Nature of Action GEN ADJ			6-A. Code		6-B. Nature of Action					
5-C. Code QWM		5-D. Legal Authority REG 531.207			6-C. Code		6-D. Legal Authority					
5-E. Code ZLM		5-F. Legal Authority E O 14061			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number					15. TO: Position Title and Number BRIEFING BOOK COORDINATOR 91006346 085020							
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary 60,129.00	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 09	19. Step or Rate 01	20. Total Salary/Award 61,947.00	21. Pay Basis PA
12A. Basic Pay 46,083.00		12B. Locality Adj. 14,046.00	12C. Adj. Basic Pay 60,129.00		12D. Other Pay .00	20A. Basic Pay 47,097.00		20B. Locality Adj. 14,850.00	20C. Adj. Basic Pay 61,947.00		20D. Other Pay .00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec EXECUTIVE SECRETARY HS OS0101030000000000 PP 01 2022							
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b)(6)	
27. FEGLI (b)(6)						28. Annuitant Indicator			29. Pay Rate Determinant			
30. Retirement Plan (b)(6)				31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC								
40. Agency Data		41.		42.		43.		44.				
45. Remarks FEDERAL PAY INCREASE DUE TO E.O. 14061 SIGNED 12/22/21. SALARY INCLUDES A GENERAL INCREASE OF 2.2% ROUNDED AND A LOCALITY PAYMENT (OR OTHER GEOGRAPHIC ADJUSTMENT) APPLICABLE IN THIS AREA.												
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS						
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 12/22/2021								

NOTIFICATION OF PERSONNEL ACTION

DHS-001-01896-000243

1. Name (Last, First, Middle) NAATZ, THOMAS W				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/26/2021					
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			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 BRIEFING BOOK COORDINATOR 91006346 085020								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 09	19. Step or Rate 01	20. Total Salary/Award 60,129.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 46,083.00		20B. Locality Adj. 14,046.00	20C. Adj. Basic Pay 60,129.00	20D. Other Pay .00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec EXECUTIVE SECRETARY HS OS0101030000000000 PP 09 2021								
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF (b)(6)				
27. FEGLI (b)(6)					28. Annuitant Indicator			29. Pay Rate Determinant					
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC										
40. Agency Data		41.	42.	43.		44.							
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 04/26/2021 (b)(6) FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB) : YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR COMPLETED SF-2809 TO (b)(6) (b)(6) TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI) : YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO (b)(6) (b)(6) TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT HTTP://WWW.OPM.GOV/INSURE/LIFE. FLEXIBLE SPENDING ACCOUNT (FSA) : *** REMARKS CONTINUED ON THE NEXT PAGE ***													
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS								
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/27/2021									

NOTIFICATION OF PERSONNEL ACTION

DHS-001-01896-000244

1. Name (Last, First, Middle) NAATZ, THOMAS W				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/26/2021						
FIRST ACTION					SECOND ACTION									
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action							
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			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 BRIEFING BOOK COORDINATOR 91006346 085020									
8. Pay Plan		9. Occ. Code	10. Grade or Level		11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 09	19. Step or Rate 01	20. Total Salary/Award 60,129.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 46,083.00		20B. Locality Adj. 14,046.00	20C. Adj. Basic Pay 60,129.00		20D. Other Pay .00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec EXECUTIVE SECRETARY HS OS0101030000000000 PP 09 2021									
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b)(6)				
27. FEGLI (b)(6)					28. Annuitant Indicator			29. Pay Rate Determinant						
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC									
40. Agency Data		41.	42.		43.		44.							
45. Remarks *** REMARKS CONTINUED *** YOU HAVE 60 DAYS FROM THE DATE OF HIRE BUT NO LATER THAN OCT 1ST TO ENROLL IN A HEALTH CARE OR DEPENDENT CARE FSA. IF HIRED ON/AFTER OCT 1ST YOU WILL BE ELIGIBLE TO ENROLL DURING THE FSA OPEN SEASON. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.FSAFED.COM. ONLINE ENROLLMENT IS MANDATORY. FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO (b)(6) (b)(6) FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY *** REMARKS CONTINUED ON THE NEXT PAGE ***														
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS									
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/27/2021										

NOTIFICATION OF PERSONNEL ACTION

DHS-001-01896-000245

1. Name (Last, First, Middle) NAATZ, THOMAS W				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04/26/2021					
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			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 BRIEFING BOOK COORDINATOR 91006346 085020								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 09	19. Step or Rate 01	20. Total Salary/Award 60,129.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj. .00	12C. Adj. Basic Pay		12D. Other Pay .00		20A. Basic Pay 46,083.00		20B. Locality Adj. 14,046.00	20C. Adj. Basic Pay 60,129.00	20D. Other Pay .00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec EXECUTIVE SECRETARY HS OS0101030000000000 PP 09 2021								
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF (b)(6)				
27. FEGLI (b)(6)					28. Annuitant Indicator			29. Pay Rate Determinant					
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC										
40. Agency Data		41.	42.	43.	44.								
45. Remarks *** REMARKS CONTINUED *** AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4% MATCHING. TO GET INFORMATION, VISIT WWW.TSP.GOV/FORMS/TSPBK08.PDF FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT WWW.LTCFEDS.COM. YOU MAY APPLY ONLINE OR DOWNLOAD AN APPLICATION.													
46. Employing Department or Agency HOMELAND SECURITY					50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS								
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 04/27/2021									

NOTIFICATION OF PERSONNEL ACTION

DHS-001-01896-000246

1. Name (Last, First, Middle) NAATZ, THOMAS W				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 05/08/2022																					
FIRST ACTION						SECOND ACTION																							
5-A. Code 893		5-B. Nature of Action REG WRI				6-A. Code		6-B. Nature of Action																					
5-C. Code Q7M		5-D. Legal Authority REG 531.404				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 BRIEFING BOOK COORDINATOR 91006346 085020																							
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							
						01		61,947.00		PA		GS		0301		09		02		64,012.00		PA							
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								
47,097.00			14,850.00			61,947.00			.00			48,667.00			15,345.00			64,012.00			.00								
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec EXECUTIVE SECRETARY HS OS0101030000000000 PP 10 2022																							
EMPLOYEE DATA																													
23. Veterans Preference												24. Tenure						25. Agency Use		26. Veterans Preference for RIF									
(b)(6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%												(b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite								(b)(6)									
27. FEGLI						28. Annuitant Indicator						29. Pay Rate Determinant																	
(b)(6)																													
30. Retirement Plan						31. Service Comp. Date (Leave)						32. Work Schedule						33. Part-Time Hours Per Biweekly Pay Period											
(b)(6)												F FULL TIME																	
POSITION DATA																													
34. Position Occupied												35. FLSA Category						36. Appropriation Code						37. Bargaining Unit Status					
2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved												(b)(6) E - Exempt N - Nonexempt												8888					
38. Duty Station Code 11-0010-001												39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC																	
40. Agency Data				41.				42.				43.				44.													
45. Remarks WORK PERFORMANCE IS AT AN ACCEPTABLE LEVEL OF COMPETENCE.																													
46. Employing Department or Agency HOMELAND SECURITY												50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS																	
47. Agency Code HSAA				48. Personnel Office ID 5500				49. Approval Date 05/07/2022																					

NOTIFICATION OF PERSONNEL ACTION

DHS-001-01896-000241

1. Name (Last, First, Middle) NAATZ, THOMAS W				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 06/05/2022				
FIRST ACTION					SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT			6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C 213 3311			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 BRIEFING BOOK COORDINATOR 91006346 085020					15. TO: Position Title and Number BRIEFING BOOK COORDINATOR 91057391 089614							
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
		09	02	64,012.00	PA	GS	0301	11	01	74,950.00	PA	
12A. Basic Pay 48,667.00		12B. Locality Adj. 15,345.00	12C. Adj. Basic Pay 64,012.00		12D. Other Pay .00	20A. Basic Pay 56,983.00		20B. Locality Adj. 17,967.00	20C. Adj. Basic Pay 74,950.00	20D. Other Pay .00		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization IMMEDIATE OFFICE OF THE SECRETARY OSEM Imm Off of the Sec EXECUTIVE SECRETARY HS OS0101030000000000 PP 12 2022							
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 (b)(6) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use	26. Veterans Preference for RIF (b)(6)		
27. FEGLI (b)(6)						28. Annuitant Indicator			29. Pay Rate Determinant			
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)		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 (b)(6) 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 DIST OF COLUMBIA DC									
40. Agency Data		41.		42.		43.		44.				
45. Remarks (b)(6)												
46. Employing Department or Agency HOMELAND SECURITY						50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS						
47. Agency Code HSAA		48. Personnel Office ID 5500		49. Approval Date 06/06/2022								