| 1. Name (Last, First | | | | | | | | | | | |
|--|--|---|--------------------------------|--|-------------------------|---------------------------------|----------------|------------------------------|------------------------|---------------------|--|
| HONG, JUSTINE | 2. Social Security Number 3. Date of Birth 4. Effective Date (b)(6) 03/27/2022 | | | | | | | | | | |
| FIRST ACTIO | SECOND ACTION 03/27/2022 | | | | | | | | | | |
| 5-A. Code 5-B. Nature of Action | | | | 6-A. Code 6-B. Nature of Action | | | | | | | |
| 546 | CONV TO SES NO | | | | | | | | | | |
| 5-C. Code V4L | 5-D. Legal Authority 5 U.S.C. 3394(A) N | NONCAREER | 6-C. Code 6-D. Legal Authority | | | | | | | | |
| 5-E. Code AWM | 5-E. Code 5-F. Legal Authority | | | | | egal Authority | | | | | |
| 7. FROM: Position | Title and Number ECUTIVE SECRET. | en Salven en | | 15. TO: Position Title DIRECTOR, EX 1010 ES0000 | ECUTIV | | ARIAT | | | | |
| 8. Pay Plan 9. Occ. Coo GS 0301 | de 10. Grade or Level 11. | Step or Rate 12. Total Salary \$158383.00 | 13. Pay Basis PA | 16. Pay Plan 17. Occ. ES 0301 | - TOTAL | Grade or Level | 19.Step or Rat | te 20. Total Sal \$165000 | | 21. Pay Basis PA | |
| 12A. Basic Pay \$120416.00 | 12B. Locality Adj. \$37967.00 | 12C. Adj. Basic Pay \$158383.00 | 12D. Other Pay \$0.00 | 20A. Basic Pay \$165000.00 | | B. Locality Adj. | 20C. Adj. | Basic Pay | 20D. Other | Pay | |
| | | | | 22. Name and Locatio TD01 OFFICE OF EXECUTIVE SEC WASHINGTON,D | THE SE RETAR | CRETARY | tion | | | | |
| EMPLOYEE | DATA | | | | | | | | | | |
| 23. Veterans Prefere (b)(6) 1 - None 2 - 5-Point | | 5 – 10–Point/Other e 6 – 10–Point/Compensa | ble/30% | 24. Tenure (b)(6) 0 - None 1 - Permanent | 2 – Condi 3 – Indefi | tional | ency Use | 26. Veteran (b)(6) YES | | | |
| 27. FEGLI (b)(6) | 4 - 10 - 1 value compensator | | | 28. Annuitant Indicate (b)(6) | | 29. Pay Rate Determinant (b)(6) | | | | | |
| 30. Retirement Plan | i . | 31. Service | Comp. Date (Leave) | | | | | | | Per | |
| (b)(6) | | (b)(6) | | F FULL-TIN | ME | | | | Biweekly Pay Period | | |
| POSITION D | ATA | | | | | | | | | | |
| 34. Position Occupi | Service 3 – SES General | 90 (9) | - Exempt | 36. Appropriation Co | de | | | 37. Bargain 8888 | ing Unit S | atus | |
| 38. Duty Station Co | | 39. Duty Sta | | y – State or Overseas Lo | cation) | | | 0000 | | | |
| 11-0010-001 | | | | T OF COLUMBIA | | | | | | | |
| 40. Agency Data FUNC CLS 00 | (b)(6) | 42. EDUC LVL 17 | 43. SUPV S | TAT 2 POS | ITION S | ENSITIVIT | Y HIGH R | ISK | | | |
| EMPLOYEE IS ELIGIBLE FO PREVIOUS RI | OR SICK AND AN ETIREMENT COVE | LY CO VERED UNDE NNUAL LEAVE | | | | | SERVICE | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 46. Employing Depa TD - OFFICE O | rtment or Agency F THE SECRETAR | Y | | 50. Signature/Auther 220782794 / ELEC | | talia manazaran 70 | | icial | | | |

| Control of the Contro | | | | | | | | | | | | | |
|--|---|---|---|---|---|--|-----------------|------------------------------|---|--|--|--|--|
| 1. Name (Last, First, Middle) HONG, JUSTINE JIAYING | | | | | 2. Social Security Number 3. Date of Birth 4. Effective Da (b)(6) 03/27/202 | | | | | | | | |
| FIRST ACTIO | SECOND ACTION | | | | | | | | | | | | |
| 5-A. Code | | | | | | 6-A. Code 6-B. Nature of Action | | | | | | | |
| 546 | CONV TO SES N | ONCAREER APPT | C STATE AND AND ASSESSED. | | | | | | | | | | |
| 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 FORM 1652 | 6-E. Code | 6-F | . Legal Authori | ty | | | | | | | | |
| 7. FROM: Position DIRECTOR EX | ECUTIVE SECRET | ARIAT | | ********* | | iumber ΓIVE SECRE | ΓARIAT | | | | | | |
| . Pay Plan 9. Occ. Coc GS 0301 | de 10. Grade or Level 11 | Step or Rate 12. Total Salary 03 \$158383.00 | 13. Pay Basis PA | | 17. Occ. Code 0301 | 18. Grade or Leve | el 19.Step or R | ate 20. Total Sa \$165000 | | | | | |
| 2A. Basic Pay \$120416.00 | 12B. Locality Adj. \$37967.00 | 12C. Adj. Basic Pay \$158383.00 | 12D. Other Pay \$0.00 | 20A. Basic Pay \$165000.0 | 0 | 20B. Locality Ad \$0.00 | | j. Basic Pay 5000.00 | 20D. Other Pay \$0.00 | | | | |
| | | | | | CE OF THE E SECRETA | osition's Organi SECRETARY ARIAT | | | | | | | |
| EMPLOYEE | | | | | | | | | | | | | |
| 23. Veterans Prefere b)(6) 1 - None 2 - 5-Point | ance 3 – 10–Point/Disability 4 – 10–Point/Compensab | 5 – 10–Point/Other de 6 – 10–Point/Compens | able/30% | 24. Tenure (b)(6) 0 - N 1 - Po | | onditional adefinite | gency Use | 26. Veteral (b)(6 YE | ns Preference for RIF (b)(6) NO | | | | |
| 7. FEGLI | | | | 28. Annuitant | Indicator | | | 29. Pay Rate Determinant | | | | | |
| (b)(6) | | | | (b)(6) | | (b)(6) | | | | | | | |
| 30. Retirement Plan | | (b)(6) | Comp. Date (Leave | 32. Work Schedule F FULL-TIME | | | | | 33. Part-Time Hours Per Biweekly Pay Period | | | | |
| POSITION D | ATA | | | | | | | | | | | | |
| 34. Position Occupi 1 - Competitive 2 - Excepted Ser | Service 3 – SES General | | Category E – Exempt N – Nonexempt | 36. Appropria | tion Code | | | 37. Bargain | ning Unit Status | | | | |
| 3 2 - Excepted Ser 38. Duty Station Co 11-0010-001 | 100 | 39. Duty St | ation (City – Count GTON,DISTRIC | y – State or Over | |), | | | | | | | |
| 40. Agency Data FUNC CLS 00 | 41. (b)(6) | 42. EDUC LVL 17 | 43. | 44. POSITION SENSITIVITY HIGH RISK | | | | | | | | | |
| EMPLOYEE IS ELIGIBLE FO PREVIOUS RI | OR SICK AND A ETIREMENT COV | LY COVERED UNDE | CONT. CONTROL PROCESSOR | | | | SERVICE | 1. | | | | | |
| 46. Employing Depa TD - OFFICE O | rtment or Agency | Y | | The second of the second | | on and Title of A | | | | | | | |
| 47. Agency Code | 48. Personnel Office | | | JOAN SIMPSON STRATEGIC ADVISOR, EPRC | | | | | | | | | |

| FIRST ACTION | 1 Name (Last First | t Middle) | | | | 2 Social S | ecurity Number | r 3. Date of B | ieth | 4 Effectiv | ve Date | | |
|---|--|---|---|--------------------------------|--|--|-------------------------|------------------------|------------------------------|---|---|--|--|
| S-A, Code | 1. Name (Last, First, Middle) HONG, JUSTINE JIAYING | | | | _ | county rounde | Section 2015 | | 4. Effective Date 01/02/2022 | | | | |
| Section | FIRST ACTION | | | | | SECOND ACTION | | | | | | | |
| OWN REC \$31.207 | | | 6-A. Code 6-B. Nature of Action | | | | | | | | | | |
| TROM. Politics Title and Number DIRECTOR EXECUTIVE SECRETARIAT | | | | 6-C. Code 6-D. Legal Authority | | | | | | | | | |
| DIRECTOR EXECUTIVE SECRETARIAT | | | D 12/22/21 | | | 6-E. Code 6-F. Legal Authority | | | | | | | |
| Second 15 | DIRECTOR EX | ECUTIVE SECRETA | | | 16021 200 | DIRECT 1010 | GS60754 | TIVE SECRET | | 155.55 | | | |
| 14. Name and Location of Position's Organization 14. Name and Location of Position's Organization 15. Date 15. Da | The state of the s | 200000 | | and the second | | 225 | | | V554 | | | | |
| Thoi OFFICE OF THE SECRETARY WASHINGTON,DC WASHINGTON,DC WASHINGTON,DC WASHINGTON,DC WASHINGTON,DC WASHINGTON,DC EMPLOYEE DATA 23. Veterans Preference [D)(6) 1-New 2-1-D-InduSChampensable 2-1-D-InduSchampensable | -2-2-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3-3- | | VI-100 V 100 CO | 0.00 | CALCULATION DOWN TO A CALCULATION OF THE CALCULATIO | The second secon | | NAME OF TAXABLE PARTY. | | | 5128-4751634-644-645-644-644-644-644-644-644-644-64 | | |
| 24. Tenure 24. Tenure 25. Agency Use 26. Tenure 27. Conditional 27. Cond | TD01 OFFICE O EXECUTIVE SE | OF THE SECRETARY CCRETARIAT | | | | TD01 OFF EXECUTI | ICE OF THE VE SECRET | SECRETARY | | | | | |
| 1-None 1-None 2-February 3-February | | | | | | | | | | | | | |
| Solution | (b)(6) 1 - None | 3 - 10-Point/Disability | | | de/30% | | | Conditional | gency Use | Territoria de la constante de | A CONTRACTOR OF SECTION AND ASSAULT | | |
| Discrete | | | | | | | nt Indicator | , | | | | | |
| POSITION DATA 34. Position Occupied 35. FLSA Category 36. Appropriation Code 2 | | n | | | Comp. Date (Leave) | | | | | 33. Part- | Biweekly | | |
| 36. Appropriation Code 37. Bargaining Unit Status 36. Appropriation Code 37. Bargaining Unit Status 38. Bargaining Unit St | POSITION D | DATA | | 7.7 | 4 | | | | | | ray reriod | | |
| 2 2-Excepted Service 4-SES Career Reserved E N-Nonecompt 0001699 8888 38. Duty Station Code 11-0010-001 99. Duty State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA 40. Agency Data FUNC CLS 00 (b)(6) EDUC LVL 17 43. SUPV STAT 2 POSITION SENSITIVITY NONCRITICAL-SENSITI 45. Remarks INCLUDES A GENERAL INCREASE OF 2.2 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTA RATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA. | | | 3 | 35. FLSA Ca | ategory | 36. Appropr | iation Code | | | 37. Barga | ning Unit Status | | |
| 39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA 40. Agency Data FUNC CLS 00 (b)(6) (b)(6) (c) (d) (d) (d) (e) (e) (e) (e) (e) (e) (e) (e) (e) (f) (e) (f) (f) (f) (f) (f) (f) (f) (f) (f) (f | • | | ved | | | 0001699 | | | | 8888 | | | |
| ### SALARY INCLUDES A GENERAL INCREASE OF 2.2 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTAL RATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA. #### SALARY INCLUDES A GENERAL INCREASE OF 2.2 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTAL RATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA. ################################### | 38. Duty Station Co | | 3 | 9. Duty Sta | tion (City – County | | |) | | | | | |
| 45. Remarks INCLUDES A GENERAL INCREASE OF 2.2 PERCENT AND, IF APPLICABLE, A LOCALITY PAYMENT/SUPPLEMENTARATE (OR OTHER GEOGRAPHIC ADJUSTMENT) FOR THIS AREA. 46. Employing Department or Agency TD - OFFICE OF THE SECRETARY 50. Signature/Authentication and Title of Approving Official 220106219 / ELECTRONICALLY SIGNED BY: | 40. Agency Data | | 42. | | 43. | | 44. | N SENSITIVI | TY NONCE | RITICAL-S | ENSITI | | |
| TD - OFFICE OF THE SECRETARY 220106219 / ELECTRONICALLY SIGNED BY: | 45.Remarks INC RATE (OR O | LUDES A GENERATHER GEOGRAPHI | AL INCREA | SE OF : | 2.2 PERCENT FOR THIS AF | C AND, IF | APPLICA | BLE, A LOC | ALITY P | AYMENT/ | SUPPLEMENTAL | | |
| | | talian de la companya | v | | | and the second second | | | | ficial | | | |
| 47. Agency Code 48. Personnel Office ID 49. Approval Date ANNE H. AUDET TD01 3297 01/06/2022 DOT AUTHORIZING OFFICIAL | 47. Agency Code | 48. Personnel Office II | D . | | | ANNE H. | AUDET | | SNED BY: | | | | |

| F1 M Supp. 270 35, 50 | | | | | | | | | | | | |
|---|--|--|------------------------------------|--|--|--------------------------------|-----------------|-----------------------|--------------------|-----------------------------------|--|--|
| 1. Name (Last, First, Middle) HONG, JUSTINE JIAYING | | | | | 2. Social Security Number (b)(6) 3. Date of Birth (b)(6) 4.1 | | | | | . Effective Date 03/27/2022 | | |
| FIRST ACTION | | | | | SECOND ACTION | | | | | | | |
| 5-A. Code | | | | | 6-A. Code 6-B. Nature of Action | | | | | | | |
| 546 | CONV TO SES | | | | | | | | | | | |
| 5-C. Code V4L | 5-D. Legal Authorit 5 U.S.C. 3394(A) | | 6-C. Code | 6-C. Code 6-D. Legal Authority | | | | | | | | |
| 5-E. Code AWM | 5-E. Code 5-F. Legal Authority | | | | | 6-E. Code 6-F. Legal Authority | | | | | | |
| 7. FROM: Position Title and Number DIRECTOR EXECUTIVE SECRETARIAT | | | | | 15. TO: Position Title and Number DIDECTOR EXECUTIVE SECRETARIAT | | | | | | | |
| | | | | DIRECTOR, EXECUTIVE SECRETARIAT | | | | | | | | |
| 1010 GS607 8. Pay Plan 9. Occ. Co | OCCUPANT DESCRIPTION OF STREET | 1. Step or Rate 12. Total Salary | 13. Pay Basis | 1010 ES00005 16. Pay Plan 17. Occ. Code 18. Grade or Level 19. Step or Rate 20. Total Salary/Award 21. Pay Basis | | | | | | | | |
| GS 0301 | 15 | 03 \$158383.00 | PA | ES | 0301 | 00 | of Level 1 | 00 | \$16500 | | | |
| 12A. Basic Pay \$120416.00 | 12B. Locality Adj. \$37967.00 | 12C. Adj. Basic Pay \$158383.00 | 12D. Other Pay \$0.00 | 20A. Basic Pa \$165000 | • | 20B. Loca \$0.00 | ality Adj. | 20C. Adj. I \$1650 | | 20D. Other Pay \$0.00 | | |
| | | | | TD01 OFI | d Location of P FICE OF THE IVE SECRET GTON,DC | SECRE | | on | | | | |
| EMPLOYEE | DATA | | | | | | | | | | | |
| 23. Veterans Prefer (b)(6) 1 - None 2 - 5-Poin | 3 - 10-Point/Disability | | ble/30% | 24. Tenure (b)(6) 0 | | Conditional Indefinite | 25. Ager | | 1 (0) | ns Preference for RIF S (b)(6) NO | | |
| 27. FEGLI | | | | | | | | | | nte Determinant | | |
| (b)(6) | | | | (b)(6) | | | | | | | | |
| (b)(6) | nn | (b)(6) | Comp. Date (Leave | Biweekly | | | | | | | | |
| POSITION I | DATA | | | | | | | | | | | |
| 34. Position Occup | e Service 3 – SES General | | – Exempt | 36. Approp | riation Code | | | | 37. Bargai 8888 | ning Unit Status | | |
| 38. Duty Station C 11-0010-001 | or process | 39. Duty Sta | - Nonexempt ation (City - Count | y – State or O | | 1) | | | 0000 | | | |
| 40. Agency Data | 41. | 42. | GTON,DISTRIC 43. | 1 OF COLU | 44. | | | | | | | |
| FUNC CLS 00 | (b)(6) | EDUC LVL 17 | SUPV S | TAT 2 | | N SENS | ITIVITY | HIGH RIS | SK | | | |
| EMPLOYEE I ELIGIBLE F PREVIOUS R | FOR SICK AND A | LLY COVERED UNDE ANNUAL L <u>EAVE</u> | | 1 | R FERS-FR | | TIVE SI | ERVICE. | | | | |
| | 6. Employing Department or Agency TD - OFFICE OF THE SECRETARY | | | | | ion and Ti | . usassa siilis | roving Offic | ial | | | |
| 47. Agency Code | 48. Personnel Office | 49. Approv 04/04/202 | | JOAN SI | | | | | | | | |