

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) <b>MCQUADE, VIRGINIA S</b>				2. Social Security Number <b>(b) (6)</b>		3. Date of Birth <b>(b) (6)</b>		4. Effective Date <b>04/01/2021</b>					
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>								
5-A. Code <b>170</b>		5-B. Nature of Action <b>EXC APPT</b>			6-A. Code		6-B. Nature of Action						
5-C. Code <b>Y7M</b>		5-D. Legal Authority <b>SCH C 213 3301 A</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					15. TO: Position Title and Number <b>CONFIDENTIAL ASSISTANT 66447121 COM004</b>								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan <b>GS</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>07</b>	19. Step or Rate <b>10</b>	20. Total Salary/Award <b>63,906.00</b>	21. Pay Basis <b>PA</b>
12A. Basic Pay		12B. Locality Adj. <b>.00</b>	12C. Adj. Basic Pay		12D. Other Pay <b>.00</b>		20A. Basic Pay <b>48,978.00</b>		20B. Locality Adj. <b>14,928.00</b>	20C. Adj. Basic Pay <b>63,906.00</b>	20D. Other Pay <b>.00</b>		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization <b>OFFICE OF THE SECRETARY IMMEDIATE OFFICE  CM 510100000000000000 PP 07 2021</b>								
<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>				
27. FEGLI <b>(b) (6)</b>					28. Annuitant Indicator <b>9</b> NOT APPLICABLE			29. Pay Rate Determinant <b>7</b> SUPERIOR QUALIFICATI					
30. Retirement Plan <b>(b) (6)</b>			31. Service Comp. Date (Leave) <b>(b)(6)</b>		32. Work Schedule <b>F</b> FULL TIME		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 DIST OF COLUMBIA DC</b>										
40. Agency Data	41.		42.		43.		44.						
45. Remarks  <b>(b) (6)</b> <b>(b) (6)</b> <b>(b) (6)</b> <b>(b) (6)</b>													
46. Employing Department or Agency <b>DEPARTMENT OF COMMERCE</b>					50. Signature/Authentication and Title of Approving Official <b>ELECTRONICALLY SIGNED BY: KURT BERSANI DIRECTOR, HCCS</b>								
47. Agency Code <b>CM51</b>		48. Personnel Office ID <b>1426</b>		49. Approval Date <b>03/31/2021</b>									