

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) ZARDENETA, LIZETH	2. Social Security Number (b)(6)	3. Date of Birth (b)(6)	4. Effective Date 02/16/2021
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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, 213.3301A AGENCY- UNIQUE SCHEDULE C AU	6-C. Code	6-D. Legal Authority
5-E. Code ZLM	5-F. Legal Authority OPM FORM 1019 DATED 02-12-2021	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number	15. TO: Position Title and Number EXECUTIVE ASSISTANT AND BRIEFING BOOK COORDINATOR PD:GS0152 POSITION:00452098
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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
						GS	0301	II	01	\$72,750.00	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				
				\$55,756.00	\$16,994.00	\$72,750.00	\$0				

14. Name and Location of Position's Organization	22. Name and Location of Position's Organization OFFICE OF THE SECRETARY OF HEALTH AND HUMAN SERVICES THE EXECUTIVE SECRETARIAT WASHINGTON DC USA
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EMPLOYEE DATA

23. Veterans Preference (b)(6)	24. Tenure 3	25. Agency Use	26. Veterans Preference for RIF (b)(6)
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) (b)(6)	32. Work Schedule F FULL TIME	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 2	35. FLSA Category E	36. Appropriation Code 1199SAAE	37. Bargaining Unit Status 8888
38. Duty Station Code 110010001	39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA		

40. Agency Data	41.	42.	43.	44. PAR NUMBER:
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45. Remarks
 APPOINTMENT IS INDEFINITE.
 APPOINTMENT AFFIDAVIT EXECUTED 02-16-2021.
 CREDITABLE MILITARY SERVICE: (b)(6)
 PREVIOUS RETIREMENT COVERAGE: (b)(6)
 (b)(6)

46. Employing Department or Agency DEPARTMENT OF HEALTH AND HUMAN SERVICES	50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: STEVEN D. CHURCH SUPERVISORY, HUMAN RESOURCES
47. Agency Code HE10	48. Personnel Office ID 1704
49. Approval Date 02/23/2021	

