

NOTIFICATION OF PERSONNEL ACTION

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| 1. Name (Last, First, Middle) WIXTEAD, JAYNE S | | 2. Social Security Number (b)(6) | 3. Date of Birth (b)(6) | 4. Effective Date 05/05/2023 |
| FIRST ACTION | | SECOND ACTION | | |
| 5-A. Code 317 | 5-B. Nature of Action RESIGNATION | 6-A. Code | 6-B. Nature of Action | |
| 5-C. Code RUM | 5-D. Legal Authority REG 715.202 OTHER | 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 SPECIAL ASSISTANT 20000000 IGS1612 | | 15. TO: Position Title and Number | | |
| 8. Pay Plan GS | 9. Occ. Code 0301 | 10. Grade or Level 11 | 11. Step or Rate 01 | 12. Total Salary \$78592.00 |
| 13. Pay Basis PA | | 16. Pay Plan | 17. Occ. Code | 18. Grade or Level |
| 19. Step or Rate | | 20. Total Salary/Award | | 21. Pay Basis |
| 12A. Basic Pay \$59319.00 | 12B. Locality Adj. \$19273.00 | 12C. Adj. Basic Pay \$78592.00 | 12D. Other Pay \$0.00 | |
| 14. Name and Location of Position's Organization IN01 ASST SECY-LAND & MINERALS WASHINGTON,DC | | 22. Name and Location of Position's Organization | | |
| 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 3 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) 03/04/2021 | 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 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 13 | 43. SUPV STAT 8 | 44. POSITION SENSITIVITY HIGH RISK |
| 45. Remarks FORWARDING ADDRESS: (b)(6) EMPLOYEE DUTY STATION IS IN REGION 01 - NORTH ATLANTIC - APPALACHIAN EMPLOYEE GAVE NO REASON FOR RESIGNATION. SF 2819 WAS PROVIDED. LIFE INSURANCE COVERAGE IS EXTENDED FOR 31 DAYS DURING WHICH YOU ARE ELIGIBLE TO CONVERT TO AN INDIVIDUAL POLICY (NONGROUP CONTRACT). HEALTH BENEFITS COVERAGE IS EXTENDED FOR 31 DAYS DURING WHICH YOU ARE ELIGIBLE TO CONVERT TO AN INDIVIDUAL POLICY (NONGROUP CONTRACT). YOU ARE ALSO ELIGIBLE FOR TEMPORARY CONTINUATION OF YOUR FEHB COVERAGE FOR UP TO 18 MONTHS. LUMP-SUM PAYMENT TO BE MADE FOR ANY UNUSED ANNUAL LEAVE. SF-8 (NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE) ISSUED. | | | | |
| 46. Employing Department or Agency IN - OFC OF THE SECRETARY | | 50. Signature/Authentication and Title of Approving Official 230952833 / ELECTRONICALLY SIGNED BY: | | |
| 47. Agency Code IN01 | 48. Personnel Office ID 4342 | 49. Approval Date 04/25/2023 | ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST | |