

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>HORADAM, EMILY A</b>				2. Social Security Number <b>(b) (6)</b>		3. Date of Birth <b>(b) (6)</b>		4. Effective Date <b>02/14/2021</b>															
<b>FIRST ACTION</b>						<b>SECOND ACTION</b>																	
5-A. Code <b>570</b>			5-B. Nature of Action <b>CONV TO EXC APPT</b>			6-A. Code			6-B. Nature of Action														
5-C. Code <b>Y7M</b>			5-D. Legal Authority <b>SCH C, 213.3312</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 <b>SPECIAL ASSISTANT</b> <b>10000000 IGS1545</b>						15. TO: Position Title and Number <b>SPECIAL ASSISTANT</b> <b>60000000 IGS1561</b>																	
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>		10. Grade or Level <b>12</b>		11. Step or Rate <b>01</b>		12. Total Salary <b>\$87198.00</b>		13. Pay Basis <b>PA</b>		16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>		18. Grade or Level <b>12</b>		19. Step or Rate <b>01</b>		20. Total Salary/Award <b>\$87198.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay <b>\$66829.00</b>			12B. Locality Adj. <b>\$20369.00</b>			12C. Adj. Basic Pay <b>\$87198.00</b>			12D. Other Pay <b>\$0.00</b>			20A. Basic Pay <b>\$66829.00</b>			20B. Locality Adj. <b>\$20369.00</b>			20C. Adj. Basic Pay <b>\$87198.00</b>			20D. Other Pay <b>\$0.00</b>		
14. Name and Location of Position's Organization <b>IN01 SECRETARY'S IMMEDIATE OFFICE</b>  <b>WASHINGTON,DC</b>						22. Name and Location of Position's Organization <b>IN01 ASST SECY-POLICY, MGMT &amp; BUDGET/</b>  <b>WASHINGTON,DC</b>																	
<b>EMPLOYEE DATA</b>																							
23. Veterans Preference <b>(b) (6)</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%												24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF <b>(b) (6)</b> YES <b>(b) (6)</b> NO					
27. FEGLI <b>(b) (6)</b>												28. Annuitant Indicator <b>(b) (6)</b>				29. Pay Rate Determinant <b>(b) (6)</b>							
30. Retirement Plan <b>(b) (6)</b>						31. Service Comp. Date (Leave) <b>01/25/2021</b>			32. Work Schedule <b>F FULL-TIME</b>				33. Part-Time Hours Per Biweekly Pay Period										
<b>POSITION DATA</b>																							
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved						35. FLSA Category <b>E</b> E - Exempt S - 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, DISTRICT OF COLUMBIA</b>																	
40. Agency Data <b>FUNC CLS 00</b>		41. <b>(b) (6)</b>		42. <b>EDUC LVL 13</b>				43. <b>SUPV STAT 8</b>				44. <b>POSITION SENSITIVITY HIGH RISK</b>											
45. Remarks CREDITABLE MILITARY SERVICE: <b>(b) (6)</b> PREVIOUS RETIREMENT COVERAGE: <b>(b) (6)</b> EMPLOYEE IS AUTOMATICALLY COVERED UNDER <b>(b) (6)</b>																							
46. Employing Department or Agency <b>IN - OFC OF THE SECRETARY</b>												50. Signature/Authentication and Title of Approving Official <b>210525448 / ELECTRONICALLY SIGNED BY:</b>											
47. Agency Code <b>IN01</b>		48. Personnel Office ID <b>4342</b>		49. Approval Date <b>02/16/2021</b>				ERICA J. WILLIAMS HUMAN RESOURCES SPECIALIST															