

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCALES, SHELBY MOORMAN				2. Social Security Number (b) (6)		3. Date of Birth (b) (6)		4. Effective Date 08/15/2021				
FIRST ACTION					SECOND ACTION							
5-A. Code 146		5-B. Nature of Action SES, NON-CAREER APPT			6-A. Code		6-B. Nature of Action					
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 Authority					
7. FROM: Position Title and Number.					15. TO: Position Title and Number DIRECTOR OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION 1300 TES0071							
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
							ES	0340	00	00	\$165000.00	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	
							\$165000.00		\$0.00	\$165000.00	\$0.00	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization TD01 OFFICE OF THE SECRETARY SMALL&DISADVANTAGED BUS. UTILIZATION WASHINGTON,DC							
EMPLOYEE DATA												
23. Veterans Preference (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) 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF (b) YES (b) 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) (b) (6)		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 4 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code 0031842			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 2		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks CREDITABLE MILITARY SERVICE: (b) (6) PREVIOUS RETIREMENT COVERAGE: (b) (6) APPOINTMENT AFFIDAVIT EXECUTED 08-16-21. ELIGIBLE FOR SICK AND ANNUAL LEAVE EMPLOYEE SUBJECT TO DRUG TESTING AS PROVIDED IN THE DOT DRUGFREE DEPARTMENTAL WORKPLACE PLAN. YOU HAVE 60 DAYS FROM THE DATE OF THIS ACTION TO ENROLL IN THE FEDERAL EMPLOYEES DENTAL AND VISION PROGRAM (FEDVIP) AND THE FEDERAL EMPLOYEES LONG TERM CARE INSURANCE PROGRAM (FLTCIP). YOU HAVE 60 DAYS FROM THE DATE OF THIS ACTION OR UNTIL SEPTEMBER 30 OF THE PLAN YEAR TO ENROLL IN THE FLEXIBLE SPENDING ACCOUNT (FSA). REGISTRATION FOR HEALTH BENEFITS AND LIFE INSURANCE MUST BE RECEIVED BY HUMAN RESOURCES NLT 60 DAYS FROM THE EFFECTIVE DATE OF THIS ACTION YOU ARE AUTOMATICALLY ENROLLED IN THE THRIFT SAVINGS PLAN UNLESS YOU OPT OUT. A RATE OF 5 PERCENT WILL BE DEDUCTED FROM YOUR BASIC PAY. PLEASE CONTACT YOUR HUMAN RESOURCES OFFICE FOR MORE INFORMATION *** REMARKS CONTINUED ON THE NEXT PAGE ***												
46. Employing Department or Agency TD - OFFICE OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 211687191 / ELECTRONICALLY SIGNED BY:							
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 08/18/2021		JOAN SIMPSON STRATEGIC ADVISOR, EPRC						

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								ES	0340	00	00	\$165000.00	PA
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45. Remarks *** REMARKS CONTINUED *** EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE.													
46. Employing Department or Agency TD - OFFICE OF THE SECRETARY					50. Signature/Authentication and Title of Approving Official 211687191 / ELECTRONICALLY SIGNED BY:								
47. Agency Code TD01		48. Personnel Office ID 3297		49. Approval Date 08/18/2021		JOAN SIMPSON STRATEGIC ADVISOR, EPRC							