

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) **WIXTEAD, JAYNE S.** 2. Social Security Number (b)(6) 3. Date of Birth (b)(6) 4. Effective Date **03-04-2021**

FIRST ACTION		SECOND ACTION	
5-A. Code <b>170</b>	5-B. Nature of Action <b>Excepted Appointment</b>	6-A. Code	6-B. Nature of Action
5-C. Code <b>ZLM</b>	5-D. Legal Authority <b>3 USC 105</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  
**STAFF ASSISTANT TO THE PRESIDENTIAL PERSONNEL OFFICE**  
**RBB21 - 30987**

8. Pay Plan <b>AD</b>	9. Occ. Code <b>0301</b>	10. Grade/Level <b>00</b>	11. Step/Rate <b>00</b>	12. Total Salary <b>\$48,000.00</b>	13. Pay Basis <b>PA</b>
12A. Basic Pay <b>\$48,000.00</b>	12B. Locality Adj. <b>\$0</b>	12C. Adj. Basic Pay <b>\$48,000.00</b>	12D. Other Pay <b>\$0</b>		

14. Name and Location of Position's Organization  
22. Name and Location of Position's Organization  
**THE WHITE HOUSE OFFICE**  
**OFFICE OF PRESIDENTIAL PERSONNEL V**  
**WASHINGTON, DC**

EMPLOYEE DATA

23. Veterans Preference (b)(6) 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 24. Tenure **3** 0 - None 3 - Conditional 25. Agency Use **N** 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 35. FLSA Category **E** E - Exempt N - Nonexempt 36. Appropriation Code **100002000** 37. Bargaining Unit Status **8888**

38. Duty Station Code **110010001** 39. Duty Station (City - County - State or Overseas Location) **WASHINGTON / DISTRICT OF COLUMBIA / DISTRICT OF COLUMBIA**

40. Agency Data **CLC-0009** 41. **SENS-SS** 42. 43. **Tbl Id- 0000** 44. **EDUC-13/INSTR PGM-450901/YR-2019**

45. Remarks - Continued  
Flexible Spending Account (FSA), you have 60 days from the date of hire but no later than October 01 of the plan year to elect coverage. If hired on or after Oct 01, you are eligible to elect FSA during the FSA open season. Please visit: <https://www.fsafeds.com/GEM> for more information.  
You have 60 days from the date of this action to enroll in the Federal Employees Dental or Vision (FEDVIP) plan. Please visit <https://www.benefeds.com/> for more information .  
You have 60 days from this appointment date to enroll in the Federal Long Term Care Insurance Program (FLTCIP). More information can be found at <http://www.ltcfeds.com>  
Frozen Service: (b)(6)  
Creditable Military Service: (b)(6)  
Previous retirement coverage: (b)(6)

46. Employing Department or Agency **White House Office (WH01)** 47. Agency Code **WH01** 48. Personnel Office ID **4231** 49. Approval Date **03-04-2021** 50. Signature/Authentication and Title of Approving Official **JoAnna C. Spicer for Director, Human Resources Mgmt - Electronically Signed**