

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCHWARTZ, MELISSA A		2. Social Security Number (b) (6)	3. Date of Birth (b) (6)	4. Effective Date 01/03/10
FIRST ACTION		SECOND ACTION		
5-A. Code 894	5-B. Nature of Action GEN ADJ	6-A. Code	6-B. Nature of Action	
5-C. Code QWM	5-D. Legal Authority REG 531.207	6-C. Code	6-D. Legal Authority	
5-E. Code ZLM	5-F. Legal Authority E O 13525	6-E. Code	6-F. Legal Authority	

7. FROM: Position Title and Number						15. TO: Position Title and Number Public Affairs Specialist 00110069 OPO28Z					
8. Pay Plan	9. Oct Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Oct Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
				123,269.00	PA	GS	1035	14	07	126,251.00	PA
12A. Basic Pay 100,137.00		12B. Locality Adj. 23,132.00		12C. Adj. Basic Pay 123,269.00		12D. Other Pay .00		20A. Basic Pay 101,635.00		20B. Locality Adj. 24,616.00	
								20C. Adj. Basic Pay 126,251.00		20D. Other Pay .00	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization OFFICE OF PUBLIC AFFAIRS					
						DJ HC24000000000000000000 PP 01 2010					

EMPLOYEE DATA									
23. Veterans Preference (b) (6)				24. Tenure 1		25. Agency Use		26. Veterans Preference for RIF YES	
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) 01/08/06		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 8888		37. Bargaining Unit Status	
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON DIST OF COLUMBIA DC					
40. AGENCY DATA		41. SEX: F	42. CITIZ: 1	43. (b) (6)	44. (b) (6)	ED LV:15 YR:03 INST PRG:090904			

45. Remarks
**FEDERAL PAY INCREASE DUE TO E.O. 13525 SIGNED 12/23/09
 SALARY INCLUDES A GENERAL INCREASE OF 1.5% ROUNDED AND A LOCALITY PAYMENT (OR OTHER GEOGRAPHIC ADJUSTMENT) APPLICABLE IN THIS AREA.**

46. Employing Department or Agency U.S. DEPARTMENT OF JUSTICE/HC			50. Signature/Authentication and Title of Approving Official PERSONNEL STATE		
47. Agency Code DJ HC	48. Personnel Office ID 1831	49. Approval Date 12/23/09			