

**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) <b>LEAVERTON, CHLOE QIAN</b>		2. Social Security Number <b>(b)(6)</b>		3. Date of Birth <b>(b)(6)</b>		4. Effective Date <b>08/13/2023</b>	
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>			
5-A. Code <b>893</b>		5-B. Nature of Action <b>REG WRI</b>		6-A. Code		6-B. Nature of Action	
5-C. Code <b>Q7M</b>		5-D. Legal Authority <b>REG 531.404</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 TO DIRECTOR, FWS</b>  <b>FF09D00000 IGS1602</b>				15. TO: Position Title and Number <b>SPECIAL ASSISTANT TO DIRECTOR, FWS</b>  <b>FF09D00000 IGS1602</b>			
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>		10. Grade or Level <b>09</b>		11. Step or Rate <b>01</b>	
12. Total Salary <b>\$64957.00</b>		13. Pay Basis <b>PA</b>		16. Pay Plan <b>GS</b>		17. Occ. Code <b>0301</b>	
18. Grade or Level <b>09</b>		19. Step or Rate <b>02</b>		20. Total Salary/Award <b>\$67122.00</b>		21. Pay Basis <b>PA</b>	
12A. Basic Pay <b>\$49028.00</b>		12B. Locality Adj. <b>\$15929.00</b>		12C. Adj. Basic Pay <b>\$64957.00</b>		12D. Other Pay <b>\$0.00</b>	
20A. Basic Pay <b>\$50662.00</b>		20B. Locality Adj. <b>\$16460.00</b>		20C. Adj. Basic Pay <b>\$67122.00</b>		20D. Other Pay <b>\$0.00</b>	
14. Name and Location of Position's Organization <b>IN15 DIRECTOR-U.S. FISH &amp; WILDLIFE SE</b>  <b>WASHINGTON,DC</b>				22. Name and Location of Position's Organization <b>IN15 DIRECTOR-U.S. FISH &amp; WILDLIFE SE</b>  <b>WASHINGTON,DC</b>			
<b>EMPLOYEE DATA</b>							
23. Veterans Preference <b>(b)(6)</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>3</b> 0 - None    2 - Conditional 1 - Permanent    3 - Indefinite		25. Agency Use	
27. FEGLI <b>(b)(6)</b>				28. Annuitant Indicator <b>(b)(6)</b>		26. Veterans Preference for RIF <b>(b)(6)</b> YES <b>(b)(6)</b> NO	
30. Retirement Plan <b>(b)(6)</b>		31. Service Comp. Date (Leave) <b>08/14/2022</b>		32. Work Schedule <b>F FULL-TIME</b>		29. Pay Rate Determinant <b>(b)(6)</b>	
33. Part-Time Hours Per Biweekly Pay Period							
<b>POSITION DATA</b>							
34. Position Occupied <b>2</b> 1 - Competitive Service    3 - SES General 2 - Excepted Service    4 - SES Career Reserved		35. FLSA Category <b>N</b> E - Exempt N - 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 NONSENSITIVE/LOW RI</b>							
45. Remarks WORK PERFORMANCE IS AT AN ACCEPTABLE LEVEL OF COMPETENCE. DATE OF LAST EQUIVALENT INCREASE 08/14/22. WITHIN-GRADE WEEKS IN PAY STATUS 52 THE WAITING PERIOD FOR YOUR NEXT STEP INCREASE IS 52 WEEKS FROM THE ABOVE EFFECTIVE DATE. THIS PERIOD CAN BE CHANGED BY AN EQUIVALENT INCREASE ACTION, EXTENDED LEAVE WITHOUT PAY, OR NON-WORK DAYS IF INTERMITTENT. EMPLOYEE DUTY STATION IS IN REGION 01 - NORTH ATLANTIC - APPALACHIAN							
46. Employing Department or Agency <b>IN - FISH AND WILDLIFE SERV</b>				50. Signature/Authentication and Title of Approving Official <b>232106501 / ELECTRONICALLY SIGNED BY:</b>			
47. Agency Code <b>IN15</b>		48. Personnel Office ID <b>1735</b>		49. Approval Date <b>08/22/2023</b>		51. <b>SANDRA ULIASZ</b> <b>HUMAN RESOURCES SPECIALIST</b>	