

NOTIFICATION OF PERSONNEL ACTION

Unofficial Document

Rev 7/91
 U.S. Office of Personnel Management
 Guide to Processing Personnel Actions, Chapter 4

1. Name (Last, First, Middle) LAM, COURTNEY NMN				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04-12-2021			
FIRST ACTION					SECOND ACTION						
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action				
5-C. Code Y7M		5-D. Legal Authority Sch C, 213.3311			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 Briefing Book Coordinator JC:085020 Position: 91005407						
8. Pay Plan GS	9. Occ. Code 0301	10. Grade/Lvl 09	11. Step/Rate 1	12. Tot. Salary \$60,129.00	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade/Lvl 09	19. Step/Rate 1	20. Tot. Salary/Award \$60,129.00	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay \$46,083.00		20B. Locality Adj. \$14,046.00	
20C. Adj. Basic Pay		20D. Other Pay		20E. Adj. Basic Pay \$60,129.00		20F. Other Pay \$0					
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA					
EMPLOYEE DATA											
23. Veterans Preference (b)(6)				24. Tenure (b)(6)				25. Agency Use		26. Veterans Preference for RIF (b)(6)	
1-None		3-10 Point/Disability		5-10 Point/Other		0-None		2-Conditional			
2-5 Point		4-10 Point/Compensable		6-10 Point/Compensable/30%		1-Permanent		3-Indefinite			
27. FEGLI (b)(6)						28. Annuitant Indicator			29. Pay Rate Determinant		
30. Retirement Plan (b)(6)				31. Service Comp. Date (Leave)		32. Work Schedule F F:Full Time			33. Part-Time Hours Per Biweekly Pay Period		
POSITION DATA											
34. Position Occupied 2				35. FLSA Category (b)(6)				36. Appropriation Code		37. Bargaining Unit Status 8888	
1-Competitive Service 3-SES General		2-Excepted Service 4-SES Career Reserved		E-Exempt		N-Nonexempt					
38. Duty Station Code 110010001			39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA								
40. Agency Data		41.		42.		43.		44. Organization Structure 953369 OS 01 01 0000 00 00 0000			
45. Remarks - APPOINTMENT AFFIDAVIT EXECUTED 04/12/2021 <div style="border: 1px solid black; height: 30px; width: 100%; margin: 5px 0;">(b)(6)</div> - FEDERAL EMPLOYEES' HEALTH BENEFITS (FEHB): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL. SEND YOUR REMARKS CONTINUED ON SECOND PAGE											
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS						50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS					
47. Agency Code HSOS	48. Personnel Office ID 5500	49. Approval Date 04-13-2021									

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5-C. Code Y7M		5-D. Legal Authority Sch C, 213.3311						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 Briefing Book Coordinator JC:085020 Position: 91005407											
8. Pay Plan GS		9. Occ. Code 0301		10. Grade/Lvl 09		11. Step/Rate 1		12. Tot. Salary/Award \$60,129.00		21. Pay Basis PA									
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay \$46,083.00		20B. Locality Adj. \$14,046.00		20C. Adj. Basic Pay \$60,129.00		20D. Other Pay \$0					
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27. FEGLI (b)(6)						28. Annuitant Indicator				29. Pay Rate Determinant									
30. Retirement Plan (b)(6)						31. Service Comp. Data (Leave)				32. Work Schedule F F:Full Time									
33. Part-Time Hours Per Biweekly Pay Period																			
POSITION DATA																			
34. Position Occupied 2 1-Competitive Service 3-SES General 2-Excepted Service 4-SES Career Reserved				35. FLSA Category (b)(6) E-Exempt N-Nonexempt				36. Appropriation Code				37. Bargaining Unit Status 8888							
38. Duty Station Code 110010001				39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA															
40. Agency Data		41.		42.		43.		44. Organization Structure 953369 OS 01 01 0000 00 00 0000											
45. Remarks REMARKS CONTINUED: COMPLETED SF-2809 TO (b)(6) TO COMPARE PLANS AND GET MORE INFORMATION, VISIT WWW.OPM.GOV/INSURE - FEDERAL EMPLOYEES' GROUP LIFE INSURANCE (FEGLI): YOU ARE AUTOMATICALLY ENROLLED IN BASIC COVERAGE. YOU HAVE 60 REMARKS CONTINUED ON SECOND PAGE																			
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS								50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS											
47. Agency Code HSOS		48. Personnel Office ID 5500		49. Approval Date 04-13-2021															

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5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action			
5-C. Code Y7M		5-D. Legal Authority Sch C, 213.3311			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 Briefing Book Coordinator JC:085020 Position: 91005407					
8. Pay Plan GS		9. Occ. Code 0301	10. Grade/Lvl 09	11. Step/Rate 1	12. Tot. Salary \$60,129.00		13. Pay Basis PA			
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay \$46,083.00		20B. Locality Adj. \$14,046.00	
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27. FEGLI (b)(6)			28. Annuitant Indicator			29. Pay Rate Determinant				
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)			32. Work Schedule F F:Full Time		33. Part-Time Hours Per Biweekly Pay Period		
POSITION DATA										
34. Position Occupied 2 1-Competitive Service 3-SES General 2-Excepted Service 4-SES Career Reserve			35. FSA Category (b)(6) E-Exempt N-Nonexempt			36. Appropriation Code		37. Bargaining Unit Status 8888		
38. Duty Station Code 110010001			39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA							
40. Agency Data		41.	42.	43.	44. Organization Structure 953369 OS 01 01 0000 00 00 0000					
45. Remarks REMARKS CONTINUED: DAYS FROM THE DATE OF HIRE TO ELECT OPTIONAL COVERAGE. SEND YOUR COMPLETED SF-2817 TO (b)(6) TO GET MORE INFORMATION AND USE THE FEGLI CALCULATOR, VISIT HTTP://WWW.OPM.GOV/INSURE/LIFE. - FLEXIBLE SPENDING ACCOUNT (FSA): REMARKS CONTINUED ON SECOND PAGE										
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS					50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS					
47. Agency Code HSOS		48. Personnel Office ID 5500		49. Approval Date 04-13-2021						

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Guide to Processing Personnel Actions, Chapter 4

Form with sections: 1. Name, 2. Social Security Number, 3. Date of Birth, 4. Effective Date, FIRST ACTION, SECOND ACTION, 7. FROM: Position Title and Number, 15. TO: Position Title and Number, 8. Pay Plan, 9. Occ. Code, 10. Grade/Lvl, 11. Step/Rate, 12. Tot. Salary, 13. Pay Basis, 14. Name and Location of Position's Organization, 22. Name and Location of Position's Organization, EMPLOYEE DATA, 23. Veterans Preference, 24. Tenure, 25. Agency Use, 26. Veterans Preference for RIF, 27. FEGLI, 28. Annuitant Indicator, 29. Pay Rate Determinant, 30. Retirement Plan, 31. Service Comp. Date (Leave), 32. Work Schedule, 33. Part-Time Hours Per Biweekly, POSITION DATA, 34. Position Occupied, 35. FLSA Category, 36. Appropriation Code, 37. Bargaining Unit Status, 38. Duty Station Code, 39. Duty Station, 40. Agency Data, 41., 42., 43., 44. Organization Structure, 45. Remarks, 46. Employing Department or Agency, 47. Agency Code, 48. Personnel Office ID, 49. Approval Date, 50. Signature/Authentication and Title of Approving Official.

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5-A. Code 170				5-B. Nature of Action EXC APPT				6-A. Code				6-B. Nature of Action																			
5-C. Code Y7M				5-D. Legal Authority Sch C, 213.3311				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 Briefing Book Coordinator JC:085020 Position: 91005407																							
8. Pay Plan		9. Occ. Code		10. Grade/Lvl		11. Step/Rate		12. Tot. Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade/Lvl		19. Step/Rate		20. Tot. Salary/Award		21. Pay Basis									
GS		0301		09		1		\$60,129.00		PA		GS		0301		09		1		\$60,129.00		PA									
12A. Basic Pay				12B. Locality Adj.				12C. Adj. Basic Pay				12D. Other Pay				20A. Basic Pay \$46,083.00				20B. Locality Adj. \$14,046.00				20C. Adj. Basic Pay \$60,129.00				20D. Other Pay \$0			
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40. Agency Data				41.				42.				43.				44. Organization Structure 953369 OS 01 01 0000 00 00 0000															
45. Remarks REMARKS CONTINUED: - FEDERAL DENTAL AND VISION PROGRAM (FEDVIP): YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO ENROLL IN A SUPPLEMENTAL DENTAL AND/OR VISION PLAN. TO GET MORE INFORMATION AND ENROLL ONLINE, VISIT WWW.BENEFEDS.COM ONLINE ENROLLMENT IS MANDATORY. REMARKS CONTINUED ON SECOND PAGE																															
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS												50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS																			
47. Agency Code HSOS				48. Personnel Office ID 5500				49. Approval Date 04-13-2021																							

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Form sections: 1. Name (Last, First, Middle) LAM, COURTNEY NMN; 2. Social Security Number (b)(6); 3. Date of Birth (b)(6); 4. Effective Date 04-12-2021. FIRST ACTION: 5-A. Code 170, 5-B. Nature of Action EXC APPT. SECOND ACTION: 6-A. Code (b)(6), 6-B. Nature of Action (b)(6). 7. FROM: Position Title and Number; 15. TO: Position Title and Number Briefing Book Coordinator JC:085020 Position: 91005407. 8. Pay Plan GS, 9. Occ. Code 0301, 10. Grade/Lvl 09, 11. Step/Rate 1, 12. Tot. Salary \$60,129.00, 13. Pay Basis PA. 14. Name and Location of Position's Organization: DHS HEADQUARTERS, OFFICE OF THE SECRETARY AND EX, Imm Off of the Sec, WASHINGTON DC USA.

EMPLOYEE DATA section: 23. Veterans Preference (b)(6); 24. Tenure (b)(6); 25. Agency Use; 26. Veterans Preference for RIF (b)(6); 27. FEGLI (b)(6); 28. Annuitant Indicator; 29. Pay Rate Determinant; 30. Retirement Plan (b)(6); 31. Service Comp. Date (Leave) (b)(6); 32. Work Schedule F, F:Full Time; 33. Part-Time Hours Per Biweekly Pay Period.

POSITION DATA section: 34. Position Occupied 2-Competitive Service 3-SES General; 35. FLSA Category (b)(6) E-Exempt; 36. Appropriation Code; 37. Bargaining Unit Status 8888; 38. Duty Station Code 110010001; 39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA; 40. Agency Data; 41.; 42.; 43.; 44. Organization Structure 953369 OS 01 01 0000 00 00 0000.

45. Remarks: REMARKS CONTINUED: - THRIFT SAVINGS PLAN (TSP): YOU ARE ELIGIBLE TO CONTRIBUTE TO TSP. YOU ARE AUTOMATICALLY ENROLLED AT THE RATE OF 3%. TO INCREASE OR DECREASE YOUR CONTRIBUTION AMOUNT, COMPLETE A TSP-1 AND SEND IT TO (b)(6). (b)(6) FERS EMPLOYEES ONLY: YOU WILL IMMEDIATELY RECEIVE AN AGENCY AUTOMATIC CONTRIBUTION OF 1% OF YOUR PAY AND QUALIFY FOR UP TO 4%. REMARKS CONTINUED ON SECOND PAGE.

46. Employing Department or Agency: Dept of Homeland Security, DHS HEADQUARTERS; 47. Agency Code HSOS; 48. Personnel Office ID 5500; 49. Approval Date 04-13-2021; 50. Signature/Authentication and Title of Approving Official: /s/ E/S BY: NICOLE C. BARKSDALE-PERRY, EXECUTIVE DIRECTOR, HRMS.

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45. Remarks REMARKS CONTINUED: MATCHING. TO GET INFORMATION, VISIT WWW.TSP.GOV/FORMS/TSPBK08.PDF - FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP) YOU HAVE 60 DAYS FROM THE DATE OF HIRE TO APPLY FOR COVERAGE USING THE ABBREVIATED UNDERWRITING APPLICATION. TO GET MORE INFORMATION AND APPLY ONLINE, VISIT WWW.LTCFEDS.COM. YOU MAY REMARKS CONTINUED ON SECOND PAGE																															
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4. Effective Date: 04-12-2021
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5-A. Code 170 5-B. Nature of Action EXC APPT
6-A. Code 6-B. Nature of Action
5-C. Code Y7M 5-D. Legal Authority Sch C, 213.3311
6-C. Code 6-D. Legal Authority
5-E. Code 5-F. Legal Authority
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7. FROM: Position Title and Number
15. TO: Position Title and Number Briefing Book Coordinator
JC:085020 Position: 91005407
8. Pay Plan 9. Occ. Code 10. Grade/Lvl 11. Step/Rate 12. Tot. Salary 13. Pay Basis
16. Pay Plan GS 17. Occ. Code 0301 18. Grade/Lvl 09 19. Step/Rate 1 20. Tot. Salary/Award \$60,129.00 21. Pay Basis PA
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40. Agency Data 41. 42. 43. 44. Organization Structure 953369 OS 01 01 0000 00 00 0000
45. Remarks REMARKS CONTINUED:
APPLY ONLINE OR DOWNLOAD AN APPLICATION.
46. Employing Department or Agency Dept of Homeland Security
DHS HEADQUARTERS
47. Agency Code HSOS 48. Personnel Office ID 5500 49. Approval Date 04-13-2021
50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY
EXECUTIVE DIRECTOR, HRMS

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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 14061						6-E. Code		6-F. Legal Authority																			
7. FROM: Position Title and Number Briefing Book Coordinator JC:085020 Position:91005407								15. TO: Position Title and Number Briefing Book Coordinator JC:085020 Position: 91005407																					
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30. Retirement Plan (b)(6)								31. Service Comp. Date (Leave)								32. Work Schedule F F:Full Time				33. Part-Time Hours Per Biweekly Pay Period									
POSITION DATA																													
34. Position Occupied 2 1-Competitive Service 3-SES General (b)(6) E-Exempt 2-Excepted Service 4-SES Career Reserved N-Nonexempt												35. FISA Category (b)(6) E-Exempt						36. Appropriation Code						37. Bargaining Unit Status 8888					
38. Duty Station Code 110010001								39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA																					
40. Agency Data				41.				42.				43.				44. Organization Structure 953369 OS 01 01 0000 00 00 0000													
45. Remarks - FEDERAL PAY INCREASE DUE TO E.O. 14061 SIGNED 12/22/21.																													
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS												50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS																	
47. Agency Code HSOS				48. Personnel Office ID 5500				49. Approval Date 12-22-2021																					

Editions Prior to 7/91 Are Not Usable After 6/30/93

NOTIFICATION OF PERSONNEL ACTION

Unofficial Document

Rev 7/91

U.S. Office of Personnel Management

Guide to Processing Personnel Actions, Chapter 4

1. Name (Last, First, Middle) LAM, COURTNEY NMN				2. Social Security Number (b)(6)		3. Date of Birth (b)(6)		4. Effective Date 04-09-2022							
FIRST ACTION					SECOND ACTION										
5-A. Code 352		5-B. Nature of Action TERMINATION APPT IN (TR)			6-A. Code		6-B. Nature of Action								
5-C. Code DFM		5-D. Legal Authority 5 CFR PT 715 PROM			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 Briefing Book Coordinator JC:085020 Position:91005407					15. TO: Position Title and Number										
8. Pay Plan GS		9. Occ. Code 0301		10. Grade/Lvl 09	11. Step/Rate 1	12. Tot. Salary \$61,947.00		13. Pay Basis PA		16. Pay Plan	17. Occ. Code	18. Grade/Lvl	19. Step/Rate	20. Tot. Salary/Award	21. Pay Basis
12A. Basic Pay \$47,097.00		12B. Locality Adj. \$14,850.00		12C. Adj. Basic Pay \$61,947.00		12D. Other Pay \$0		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization DHS HEADQUARTERS OFFICE OF THE SECRETARY AND EX Imm Off of the Sec WASHINGTON DC USA					22. Name and Location of Position's Organization										
EMPLOYEE DATA															
23. Veterans Preference (b)(6) 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)(6) 0-None 2-Conditional 1-Permanent 3-Indefinite			25. Agency Use		26. Veterans Preference for RIF (b)(6)						
27. FEGLI (b)(6)					28. Annuitant Indicator			29. Pay Rate Determinant							
30. Retirement Plan (b)(6)			31. Service Comp. Date (Leave)			32. Work Schedule F F:Full Time			33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA															
34. Position Occupied 2 1-Competitive Service 3-SES General 2-Excepted Service 4-SES Career Reserved		35. FLSA Category (b)(6) E-Exempt N-Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888							
38. Duty Station Code 110010001			39. Duty Station (City-County-State or Overseas Location) WASHINGTON DIST COLUMBIA DC USA												
40. Agency Data		41.		42.		43.		44. Organization Structure 953369 OS 01 01 0000 00 00 0000							
45. Remarks - FORWARDING ADDRESS= (b)(6)															
46. Employing Department or Agency Dept of Homeland Security DHS HEADQUARTERS					50. Signature/Authentication and Title of Approving Official /s/ E/S BY: NICOLE C. BARKSDALE-PERRY EXECUTIVE DIRECTOR, HRMS										
47. Agency Code HSOS		48. Personnel Office ID 5500		49. Approval Date 04-10-2022											