

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) SCHWARTZ, MELISSA A FIRST ACTION		2. Social Security Number (b) (6)	3. Date of Birth (b) (6)	4. Effective Date 07/18/10
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, 213.3301	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 DIRECTOR OF COMMUNICATIONS 10000000 IGS1194										
8. Pay Plan GS	9. Occ. Code 0301	10. Grade/Level 15	11. Step/Rate 04	12. Total Salary \$109591	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade/Level 15	19. Step/Rate 04	20. Total Salary/Award \$136134	21. Pay Basis PA				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay \$109591		20B. Locality Adj. \$ 26543		20C. Adj. Basic Pay \$136134		20D. Other Pay \$ 0	
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE DIRECTOR WASHINGTON, DC										

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 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		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) 01/08/06		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period		
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status 8888		

POSITION DATA

38. Duty Station Code 11-0010-001		39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA							
40. Agency Division CLS 00		41. (b) (6)		42. EDUC LVL 17		43. SUPV STAT 8		44. POSITION SENSITIVITY CRITICAL-SENSITIVE	

45. Remarks
 APPOINTMENT AFFIDAVIT EXECUTED 07-19-10.
 CREDITABLE MILITARY SERVICE: **(b) (6)**
 PREVIOUS RETIREMENT COVERAGE: **(b) (6)**
 FROZEN SERVICE **(b) (6)**
 EMPLOYEE IS AUTOMATICALLY COVERED UNDER **(b) (6)**
(b) (6)
 POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND.

46. Employing Department or Agency IN - BUR OF OCEAN ENERGY MGT			50. Signature/Notification and Title of Approving Official <i>[Signature]</i> AUTHORIZING OFFICIAL		
47. Agency Code IN23	48. Personnel Office ID 4342	49. Approval Date 07/16/10	101382975		