

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)					2. Social Security Number		3. Date of Birth		4. Effective Date			
FIRST ACTION					SECOND ACTION							
5-A. Code		5-B. Nature of Action			6-A. Code		6-B. Nature of Action					
5-C. Code		5-D. Legal Authority			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							
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay	
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		
	1 - None	3 - 10-Point/Disability	5 - 10-Point/Other		0 - None	2 - Conditional			YES	NO		
	2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/Compensable/30%		1 - Permanent	3 - Indefinite						
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 Pay Period					
POSITION DATA												
34. Position Occupied				35. FLSA Category		36. Appropriation Code			37. Bargaining Unit Status			
	1 - Competitive Service	3 - SES General			E - Exempt							
	2 - Excepted Service	4 - SES Career Reserved			N - Nonexempt							
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)								
40. Agency Data		41.		42.		43.		44.				
45. Remarks												
46. Employing Department or Agency						50. Signature/Authentication and Title of Approving Official						
47. Agency Code		48. Personnel Office ID		49. Approval Date								