

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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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 Pref for RIF	
1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					0 - None 2 - Conditional 1 - Permanent 3 - Indefinite					<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
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 2 - Excepted Service 4 - SES Career					E - Exempt N - Nonexempt								
38. Duty Station Code					39. Duty Station (City - County - State or Overseas Location)								

40. AGENCY DATA		41.	42.	43.	44.
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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			