

## NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
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<b>FIRST ACTION</b>		<b>SECOND ACTION</b>	
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
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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
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<b>EMPLOYEE DATA</b>															
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			

<b>POSITION DATA</b>							
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)			

<b>40. AGENCY DATA</b>		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			