

**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	
b-A. Code	b-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	5. TO: Position Title and Number
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9. Pay Plan	10. Occ. Code	11. Grade or Level	11a. Stop or Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Stop 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				

Position title

14. Name and Location of Position	22. Name and Location of Position's Organization
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EMPLOYEE DATA			
23. Veterans Preference		24. Tenure	
1 - None	3 - 10 Point/Disability	5 - 10 Point/Other	0 - None
2 - 5 Point	4 - 10 Point/Compensable	6 - 10 Point/Compensable/30%	2 - Conditional
		1 - Permanent	
		3 - Indefinite	
27. FEGLI		28. Annuitant Indicator	
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
1 - Competitive Service	3 - SES General	E - Exempt
2 - Excepted Service	4 - SES Career	N - Nonexempt
36. Appropriation Code		37. Bargaining Unit Status
38. Duty Station Code		
39. Duty Station (City - County - State or Overseas Location)		

Last duty station location

Federal civilian employer or agency name

46. Employing Department or Agency	50. Signature/Authentication and Title of Approving Official
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47. Agency Code	48. Personnel Office ID	49. Approval Date
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3-digit federal agency code