



# NOTICE TO EMPLOYEE

**This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.**

## The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

## Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes. Block 20B is the annual dollar amount of your interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

## Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296-33 and RIF is explained in FPM Supplement 351-1; both should be available for review in your personnel office.

## Block 26 - Veterans Preference to RIF

- Indicates whether you have preference for reduction-in-force purposes.

## Block 30 - Retirement Plan

- **FICA** - Social Security System
- **CS** - Civil Service Retirement System
- **CS-Spec** - Civil Service Retirement System for law enforcement and firefighter personnel
- **FS** - Foreign Service Retirement and Disability System
- **FERS** - Federal Employees' Retirement System
- **FERS-Reserve Tech** - Federal Employees' Retirement System for National Guard Reserve Technicians
- **FERS-ATC** - Federal Employees' Retirement System for Air Traffic Controllers
- **FERS-Spec** - Federal Employees' Retirement System for law enforcement and firefighter personnel
- **FSPS** - Foreign Service Pension System

## Block 31 - Service computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will

## Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty and works when needed. Full-Time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not. Seasonal employees work on an annually recurring bases for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season. On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

## Block 33 - Part-time Hours Per Biweekly Pay Period

Indicates the number of hours a part-time employee is scheduled to work during a two-week pay period.

## Block 34 - Position Occupied

Identifies the employment system under which you are serving -- the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).

The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you have Federal service.

## Block 35 - FLSA Category

Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees **are** covered.

## Block 37 - Bargaining Unit Status

Identifies a bargaining unit to which you belong, whether or not you are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

## Block 38 and 39 - Duty Station

Identifies the city, county, and state or the overseas location, where you actually work.

## OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization, you can elect to have your dues withheld from your salary.
- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

**It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.**











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**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) XXX222222222222222222222222XXX	2. Social Security Number 54071	3. Date of Birth 12-17-49	4. Effective Date 10-07-01
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FIRST ACTION		SECOND ACTION	
5-A. Code 930	5-B. Nature of Action DETAIL NTE 10062003	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 MAINTENANCE MECHANIC PD NO=AC-3229 BU NO=ACVN5398 ORG=VN312 CST CNTR=8T12		15. TO: Position Title and Number ENGINEERING TECHNICIAN PD NO=AC-6805 BU NO=ACVN5398 ORG=VN242 CST CNTR=8T12	
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8. Pay Plan FW	9. Occ. Code 4749	10. Grade or Level 10	11. Step or Rate 05	12. Total Salary \$27.46	13. Pay Basis PH	16. Pay Plan FV	17. Occ. Code 0802	18. Grade or Level F	19. Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay \$27.46	12B. Locality Adj. \$0	12C. Adj. Basic Pay \$27.46	12D. Other Pay \$0	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay				

14. Name and Location of Position's Organization AIRWAY FACILITIES SERVICE AVIATION SYSTEM STANDARDS FLIGHT INSPECTION MAINTENANCE DIVISION LINE STATION BRANCH PO BOX 25082, OKLAHOMA CITY, OK 73125	22. Name and Location of Position's Organization AIRWAY FACILITIES SREVICE AVIATION SYSTEM STANDARDS FLIGHT INSPECTION OPERATIONS DIVISION ANC FLIGHT INSPECTION FIELD OFFICE I PO BOX 25082, OKLAHOMA CITY, OK 73125
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23. Veterans Preference 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 1 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Pref for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI X0 BASIC+OPT B(5X)+OPT A		28. Annuitant Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 0
30. Retirement Plan K FERS & FICA		31. Service Comp. Date (Leave) 05-12-84	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period

34. Position Occupied 2 1 - Competitive Service 3 - SES General 4 - SES Career		35. FLSA Category E Exempt N - Nonexempt	36. Appropriation Code SEE REMARKS BELOW	37. Bargaining Unit Status 7777
38. Duty Station Code 02-0130-020		39. Duty Station (City - County - State or Overseas Location) ANCHORAGE ANCHORAGE, AK		

40. AGENCY DATA SP PROG=00	41. SUPV CSC=8	42. POS TYPE=1	43.	44. POSITION SENSITIVITY =2
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45. Remarks  
 APPROP = X30 .0 /000/442 /8T12 /1111  
 OFFICIAL DUTY STATION IS ANCHORAGE, AK. DETAIL TERMINATES ON NTE DATE SHOWN  
 UNLESS TERMINATED SOONER OR EXTENDED.

46. Employing Department or Agency DEPARTMENT OF TRANSPORTATION/FAA			50. Signature/Authentication and Title of Approving Official	
47. Agency Code TD-03	48. Personnel Office ID 1460	49. Approval Date 10-30-01		



**NOTIFICATION OF PERSONNEL ACTION**

1. Name (Last, First, Middle) XXX222222222222222222222222XXX	2. Social Security Number 54071	3. Date of Birth 12-17-49	4. Effective Date 10-07-01
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EMPLOYEE DATA			
23. Veterans Preference 6	24. Termination Status 1	25. Agency Use	26. Veterans Pref for RIF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI X0	28. Annuity Indicator 9	29. Pay Rate Determinant 0	
30. Retirement Plan K	31. Service Imp. D. (Lea) 05-12-84	32. Work Schedule F	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA			
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