

AID 4-520
Exception Approved 5-22-70

**NOTIFICATION OF
PERSONNEL ACTION**
(EMPLOYEE—See General Information on Reverse)

Sw. Personal file

DC 53

1. NAME, LAST - FIRST - MIDDLE WILLIAMS OGDEN		MR. - MISS - MRS. MR	2. DOC. CONTROL NO. 17645	3. BIRTH DATE 01-22-20	4.
5. VETERAN PREFERENCE 2 1. NO. 2. 5-PT.		3. 10-PT. DISAB. 4. 10-PT. COMP.	5. 10-PT. OTHER	6. TENURE GROUP 0	7. SERVICE COMP. DATE 08-26-48
9. FEGLI 1 1. COVERED (REG. ONLY—DECLINED OPTIONAL) 2. INELIGIBLE		3. WAIVED 4. COVERED—(REG. AND OPTL.)	10. RETIREMENT 1 1. CS 2. FICA		3. FS 4. NO.
11. (for CSC use)					
12. CODE 721	S.C. B	NATURE OF ACTION REASSIGNMENT			
13. EFF. DATE 08-01-71		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY SEC 625(D)(2) FA ACT			
15. FROM - POSITION TITLE AND NO. AID AFRS OFF PDSN DESCR NO DCOMP PDSNO 114911005			16. PAY PL. OCCUP. CODE FR 0340	17. GRADE OR LEVEL 01	STEP RATE 03
			18. SALARY PA \$36,000		
19. NAME AND LOCATION OF EMPLOYING OFFICE COMP/FS/DS WASHINGTON, D.C.			20. TO - POSITION TITLE AND NO. FOREIGN SERVICE DETAIL SUPPORT SUBCOMPLEMENT		
21. PAY PL. OCCUP. CODE FR 1810			22. GRADE OR LEVEL 01	STEP RATE 03	23. SALARY PA \$36,000
24. NAME AND LOCATION OF EMPLOYING OFFICE EA/RD WASHINGTON, D.C.			25. DUTY STATION (CITY - COUNTY - STATE) WASHINGTON, D C		
26. LOCATION CODE 11-0010-001			27. APPROPRIATION CC 9900 UC DE 254-11-000-00-01-21		
28. POSITION OCCUPIED 2 1. COMPETITIVE SERVICE 2. EXCEPTED SERVICE			29. APPORTIONED POSITION FROM TO STATE 1. PROVED-1 2. WAIVED-2		
30. REMARKS LIMITED APPOINTMENT NTE 01-02-74.					

THIS ACTION ALSO TERMINATES DETAIL TO DEPARTMENT OF STATE WHICH WAS EFFECTIVE 07-14-69.

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)	34. SIGNATURE (Or other authentication) AND TITLE <i>Helen C. O'Connell</i> HELEN C. O'CONNELL PERSONNEL OFFICER, FSP/E&AM
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office) OFFICE OF PERSONNEL AND MANPOWER WASHINGTON, D.C. 20523	35. DATE 08-09-71
33. CODE EMPLOYING DEPARTMENT OR AGENCY	

NOTICE TO EMPLOYEE

KEEP THIS DOCUMENT FOR YOUR RECORDS. IT IS YOUR COPY OF THE OFFICIAL RECORD OF A PERSONNEL ACTION AFFECTING YOUR EMPLOYMENT. PROMPTLY CALL ANY ERROR TO THE ATTENTION OF YOUR SUPERVISOR OR YOUR PERSONNEL OFFICE.

I. Conditions Pertinent To All Types of Personnel Action

The personnel action identified on the face of this form is subject to all applicable laws, rules, and regulations governing Federal employment and may be subject to investigation and approval by the Civil Service Commission. The action may be corrected or canceled if not in accordance with all legal requirements, or if based upon your misrepresentation or fraud.

In addition, the grade of the position to which you are officially assigned may be reviewed and corrected by your agency personnel office, or by the Civil Service Commission.

Your performance rating upon entrance into a new position is "satisfactory" unless or until you are notified otherwise.

Items 9 and 10 show the common types of payroll deductions: "FEGLI" for Federal Employees Group Life Insurance, "CS" for Civil Service Retirement, "FICA" for Social Security, and "FS" for Foreign Service. Additional deductions may be made under the Federal Employees Health Benefits program, and for income taxes, bonds, and other purposes authorized by law.

II. Information About Appointments

Appointments to positions in the competitive service: The Civil Service Act places most positions in the "competitive service." The Civil Service Commission sets qualification requirements and controls recruitment for such positions. As a general rule, persons selected from civil service registers to fill continuing jobs in the competitive service are given career-conditional appointments. Such appointments are secured through direct competition with other members of the general public seeking similar work in Government agencies, and permit qualified employees to be assigned without further competitive examination to other jobs in the competitive service. Career conditional appointments become career appointments upon completion of 3 years of substantially continuous creditable service.

The first year following a nontemporary competitive appointment generally is a probationary period, during which period an appointee must demonstrate his full competence and fitness for Federal employment. Reinstatements are also subject to a probationary period unless one was previously completed. Transfers, promotions, changes to lower grade, and reassignments during a probationary period are subject to completion of probation.

Temporary appointments do not confer a civil service status and do not lead to a career or career-conditional appointment without some further examination or qualification. Limited temporary appointments are made when there is no continuing need for a person's service, regardless of the manner in which he qualified for appointment; acceptance of such appointment will not remove a person's name from a civil service register on which he may later be reached for career-conditional appointment.

Appointments to positions in the excepted service. Excepted appointments are made to positions which are excepted from the competitive service by law or other special authority. Generally the employing agency sets qualification requirements and conducts recruit-

ment for such positions. Such appointments do not confer a competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

III. Information About Tenure Groups

Employees are ranked in tenure groups according to the nature of their appointment; those with unrestricted tenure are placed in Group I, those serving under conditional appointments which automatically lead to full tenure after a prescribed time and without further qualification are placed in Group II, and those serving under temporary or indefinite appointments not limited to an exact time or date are placed in Group III. Within each tenure group, ranking is determined by veteran preference, performance rating, and total Federal service. If it should become necessary to reduce force, employees are selected for separation or change to lower grade according to this general ranking. Employees serving under competitive appointments and those serving under excepted appointments are ranked separately for reduction in force purposes.

IV. Information About Your Status After Separation

If you are separated or placed in a nonpay status for an extended period, your employing agency will furnish you with Standard Form 8 explaining your rights for unemployment insurance benefits. If you were covered by the civil service retirement system or Federal employees' group life insurance, you have previously been furnished certificates describing those programs; you can refer to such certificates for information regarding your rights and possible benefits after separation.

If you are separated from a career or career-conditional appointment, you may have reinstatement eligibility and can apply directly to any Federal activity and may be employed without further competitive examination; if you are a nonveteran and you are separated from a career-conditional appointment your eligibility for reinstatement is generally limited to 3 years from the date of separation. If you are separated from a temporary or excepted appointment, you have no reinstatement privileges based upon such service.

You will be given any lump sum payment that may be due you for annual leave at the time of separation. Refund of an appropriate portion of this payment will be required if you are reemployed in a Federal agency in a position under the same leave system during the period covered by such payment.

V. Availability of Further Information

Consult your supervisor if you have questions about the above statements or the entries on the front of this form, or about other matters concerning your employment. This is particularly important on questions involving granting of leave, assignment of duties, and hours of work which are generally under his control. If your questions are technical, your supervisor may refer you to your personnel office, which will have copies of controlling civil service regulations, as well as your individual records, and so can best explain how they apply in your case.