

NOTICE TO EMPLOYEE

DESIGNATED APPOINTING OFFICIAL

Junior

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.

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 22 shows your former total annual salary, and block 20 shows your new total annual salary.

Block 20 does 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 of, 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 Spinning 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 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 29 of FPM Supplement 136-33 and RIF is explained in FPM Supplement 292-1.

Block 26 - Veterans Preference for RIF indicates whether you have preference for reduction-in-force purposes.

Block 30 - Retirement Plan

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.

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.

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 leave Federal service.

Block 35 - 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.

Blocks 36 and 39 - Duty Station Identifies the city, county, and state or the overseas location, where you actually work.

Other information regarding health benefits or life insurance, 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.

Deleted or 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.

Block 31 - Service Computation Date (Leave)

Block 32 - Work Schedule

Block 33 - Part-time Hours Per Biweekly Pay Period

Block 34 - Position Occupied

Block 35 - Bargaining Unit Status

Blocks 36 and 39 - Duty Station

OTHER INFORMATION

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.

Deleted or 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.