



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE INSPECTOR GENERAL

April 16, 2018

MEMORANDUM

SUBJECT: Management Alert: Salary Increases for Certain Administratively Determined Positions
Report No. 18-N-0154

FROM: Arthur A. Elkins Jr.

A handwritten signature in black ink, appearing to read "Arthur A. Elkins Jr.", is written over the printed name.

TO: Scott Pruitt, Administrator

As you know, the U.S. Environmental Protection Agency Office of Inspector General (OIG) is conducting an audit of the Office of the Administrator's (present and prior administrations) use of administratively determined (AD) positions. Our objective is to determine how the agency has used its authority under the Safe Drinking Water Act to fill up to 30 AD positions. The purpose of this management alert is to notify you of certain factual information while our audit continues.

This management alert was not performed in accordance with generally accepted government auditing standards and does not present any conclusions or recommendations.

A Request for Personnel Action, Standard Form 52 (SF-52), is used to request some types of personnel action. Supervisors and managers use the SF-52 to request position actions, such as the establishment of a new position or the reclassification of an existing position and reassignment of an employee to the reclassified position. The manager who requested the action is identified by signature in Box 5, and the supervisor authorizing the action is identified by signature in Box 6. For actions requiring a position change, the details of the requested changes (such as salary) are noted in Boxes 7-14 and 15-22.

A Notification of Personnel Action, Standard Form 50 (SF-50), is written documentation of a personnel action taken affecting position or pay. All SF-50s must be supported by an accompanying SF-52. The Nature of Action, Block 5-B, indicates the action being taken. The details of any change in position title, pay plan, pay grade or total salary are identified in Blocks 7-14 and 15-22.

We examined the personnel files for certain employees who occupied AD positions. Of the files examined, we identified six employees whose files contained at least three SF-52s and the corresponding SF-50s. The attached documents (Appendices A through F) identify that for these six employees, three of the original SF-52s were signed and requested (Box 5) by the Chief of Staff (Appendices C through E) and three of the original SF-52s were signed and requested by the acting Deputy Administrator (Appendices A, B and F). The authorizations for three of these original actions were personally signed (Box 6) by the Administrator (Appendices A, B and F); the other three authorizations were signed by the Chief of Staff "for Scott Pruitt" (Appendices C through E). The remaining 12 SF-52s for these employees were signed and requested by the Chief of Staff and authorized by the Chief of Staff "for Scott Pruitt" (Appendices A through F).

Three employees who were originally hired under Safe Drinking Water Act authority (AD positions) were converted to Schedule C¹ positions and then later converted back to AD positions (Appendices A through C). Five of these six actions were accompanied by salary increases, as shown in Table 1 (Employees A through C). In one case, the total salary increased \$66,244, or 67.6 percent (Employee A). In another case, the total salary increased \$48,080, or 72.3 percent (Employee B).

Table 1: Employees converted back to AD positions

		Original AD appointment	Schedule C appointment	Final AD appointment	Total increase
Employee A	Date	3/8/2017	7/9/2017	4/1/2018	67.6%
	Salary	\$97,956	\$107,435	\$164,200	
	Increase		9.7%	52.8%	
Employee B	Date	3/13/2017	7/9/2017	4/1/2018	72.3%
	Salary	\$66,510	\$86,460	\$114,590	
	Increase		30.0%	32.5%	
Employee C	Date	5/7/2017	7/16/2017	2/18/2018	25.1%
	Salary	\$44,941	\$44,941	\$56,233	
	Increase		0.0%	25.1%	

Source: OIG tabulation of agency SF-50 information.

The other three employees were converted from AD positions to Schedule C and then noncareer Senior Executive Service (SES) positions (Appendices D through F). None of the three included raises when converting from AD positions to Schedule C positions. However, all included raises when converting to noncareer SES positions (Appendices D through F). In one case, the conversion from Schedule C to noncareer SES 3 months later included an increase in salary of \$31,208, or 23.9 percent (Employee D). In another case, the conversion from Schedule C to noncareer SES 2 months later included an increase in salary of \$24,245, or 20.9 percent (Employee E). The conversion from Schedule C to noncareer SES for the remaining employee included a salary increase of \$2,363, or 1.6 percent (Employee F). Details are in Table 2.

Table 2: Employees converted from AD positions to Schedule C and noncareer SES positions

		Original AD appointment	Schedule C appointment	Noncareer SES appointment	Total increase
Employee D	Date	3/26/2017	5/14/2017	8/13/2017	23.9%
	Salary	\$130,692	\$130,692	\$161,900	
	Increase		0.0%	23.9%	
Employee E	Date	4/23/2017	5/14/2017	7/16/2017	20.9%
	Salary	\$115,755	\$115,755	\$140,000	
	Increase		0.0%	20.9%	
Employee F	Date	3/26/2017	5/14/2017	7/16/2017	1.6%
	Salary	\$149,337	\$149,337	\$151,700	
	Increase		0.0%	1.6%	

Source: OIG tabulation of agency SF-50 information.

¹ Appointments are noncompetitive and involve determining policy or require a close, confidential working relationship with the agency head or other key appointed officials. Schedule C appointees serve at the pleasure of the agency head.

We requested from the agency any documentation indicating modifications to the salary of any of the employees subsequent to the personnel actions noted above. As of report issuance, the agency was unable to provide us with complete information or confirmation of any modifications.

In addition to the information above, we have currently identified one other employee with personnel actions documenting direct involvement by the Administrator. Table 3 provides details on an employee who started with the agency in an AD position and 6 months later had their title changed with a 26.7 percent pay increase while staying in an AD position. Both SF-52s were authorized by the personal signature of the Administrator.

Table 3: Employee job title conversion within AD position

Employee G		
Action	AD appointment	AD appointment
Date	3/13/2017	9/03/2017
Salary	\$79,720	\$100,981
Increase		26.7%

Source: OIG tabulation of agency SF-50 information.

Agency Response and OIG Evaluation

We issued a draft report on April 11, 2018. The agency provided the following response on April 15, 2018:

These salary determinations for appointees were made by the Agency chief of staff, White House liaison, and Agency human resources staff based on previous salary history and increases in salary were made due to either new and additional responsibilities or promotions. The salaries involved were meant to correspond directly with the responsibilities the individual held and to attempt to ensure no salary disparities among positions of equivalent or similar responsibilities with other political appointees as much as possible. As employees continue to work in the agency reaching milestones like one year of employment and/or continue to take on new responsibilities, we will further evaluate their salaries to ensure the employees compensation is commensurate with their seniority and work.

The purpose of our management alert is to provide certain factual information. The OIG did not evaluate the agency’s response. We are continuing our audit of the Office of the Administrator’s (present and prior administrations) use of AD positions.

Please send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Attachments

- cc: Donna Vizian, Principal Deputy Assistant Administrator for Administration and Resources Management
- Ryan Jackson, Chief of Staff, Office of the Administrator
- Matthew Leopold, General Counsel
- Kevin Minoli, Deputy General Counsel
- Troy Lyons, Associate Administrator for Congressional and Intergovernmental Relations

Appendix A: Employee A

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/08/2017															
FIRST ACTION						SECOND ACTION																	
5-A. Code 170		5-B. Nature of Action EXC APPT				6-A. Code		6-B. Nature of Action															
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190				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 [REDACTED]																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan AD		17. Occ. Code 0301		18. Grade or Level 00		19. Step or Rate 00		20. Total Salary/Award 97956		21. Pay Basis PA	
12A. Basic Pay			12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay					20A. Basic Pay 97956			20B. Locality Adj. 0		20C. Adj. Basic Pay 97956		20D. Other Pay 0				
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC											
EMPLOYEE DATA																							
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%												24. Tenure 3 - None 1 - Permanent 2 - Conditional 3 - Indefinite						25. Agency Use			26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO		
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 - NOT APPLICABLE						29. Pay Rate Determinant 0											
30. Retirement Plan KF FERS-FRAE & FICA						31. Service Comp. Date (Leave) 03/08/2017			32. Work Schedule F FULL-TIME						33. Part-Time Hours Per Biweekly Pay Period								
POSITION DATA																							
34. Position Occupied 2 - 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved						35. FLSA Category N - Exempt N - Nonexempt						36. Appropriation Code						37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001						39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA																	
40. Agency Data FUNC CLS 00			41. VET STAT X			42. EDUC LVL [REDACTED]			43. SUPV STAT 8			44. POSITION SENSITIVITY MODERATE RISK											
45. Remarks APPOINTMENT AFFIDAVIT EXECUTED 03-08-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 FROZEN SERVICE NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY																							
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO												50. Signature/Authentication and Title of Approving Official 170593962 / ELECTRONICALLY SIGNED BY: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR											
47. Agency Code EP00			48. Personnel Office ID 3216			49. Approval Date 03/08/2017																	

FAPS
3/8/17

SRO Approval John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number IO-2017-057	
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator		6. Action Authorized By (Typed Name, Title, Signature, and Completion Date) E. Scott Pruitt / Administrator	

1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date 03-08-17
5-A. Code 170	5-B. Nature of Action Exempted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21M	5-D. Legal Authority P.L. 95-190	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 AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary/Award \$97,956.00	13. Pay Basis PA		
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 A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460
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23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional	25. Agency Use	26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RIF
27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate 0	30. Retirement Plan KF
31. Service Comp. Date (Leave) 03-08-17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00	

34. Position Occupied 2	35. FLSA Category FN	36. Appropriation Code 17/18 B 11A ZZZMES	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC 20460		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input checked="" type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
				50. Veterans Status <input checked="" type="checkbox"/>
				51. Supervisory Status N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	<i>[Signature]</i>		D. Staff	<i>[Signature]</i>	03-08-17
B. PSB	<i>[Signature]</i>	3/7/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <i>[Signature]</i>	Approval Date 03-08-17
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(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8508 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M01: Appointment Affidavit executed: 03-08-17

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/09/2017					
FIRST ACTION						SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action					
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C, 213.3321 AGE				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 [REDACTED]						15. TO: Position Title and Number [REDACTED]							
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 97956		13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 13	19. Step or Rate 05	20. Total Salary/Award 107435	21. Pay Basis PA	
12A. Basic Pay 97956		12B. Locality Adj. 0	12C. Adj. Basic Pay 97956		12D. Other Pay 0		20A. Basic Pay 84528		20B. Locality Adj. 22907	20C. Adj. Basic Pay 107435	20D. Other Pay 0		
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC							
EMPLOYEE DATA													
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 - NOT APPLICABLE			29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/08/2017			32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 2 - 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category N - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA										
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK					
45. Remarks CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171236831 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 07/12/2017									

FARS
7/12/17

SRO Approval John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Conversion to Schedule C Appt.</u>		2. Request Number <u>IO-2017-111</u>	
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date <u>ASAP</u>	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <u>Ryan T. Jackson Chief of Staff</u>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <u>E. Scott Pruitt / Administrator</u>	

1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date <u>07-09-17</u>
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5-A. Code <u>510</u>	5-B. Nature of Action <u>Conv to Excepted Appt</u>	6-A. Code	6-B. Nature of Action
5-C. Code <u>41M</u>	5-D. Legal Authority <u>Sch C, 513.3321 Agency-Uniq</u>	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority <u>Schedule C Authority</u>	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 <u>AD</u>	9. Occ. Code <u>0301</u>	10. Grade or Level <u>00</u>	11. Step or Rate <u>00</u>	12. Total Salary	13. Pay Basis	16. Pay Plan <u>GS</u>	17. Occ. Code <u>0301</u>	18. Grade or Level <u>13</u>	19. Step or Rate <u>05</u>	20. Total Salary/Award <u>\$107,435.00</u>	21. Pay Basis <u>PA</u>
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 <u>Same -></u>	22. Name and Location of Position's Organization <u>A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460</u>
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonreside 6 - 10-Point/Nonreside/PA	24. Tenure <u>3</u> 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference YES NO for RIF
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

34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Exempt Service 4 - SES Career Professional	35. FLSA Category <u>E</u>	36. Appropriation Code <u>17/18 B 11A ZZZME8</u>	37. Bargaining Unit Status <u>8558</u>
38. Duty Station Code <u>11-0010-001</u>	39. Duty Station <u>Washington, DC 20460</u>		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status <u>N</u>

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	<u>Ann Jackson</u>	<u>07-11-17</u>
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <u>Ann Jackson</u>	Approval Date <u>07-11-17</u>
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CONTINUED ON NEXT PAGE

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8508 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

M39 - Creditable Military Service: None
M40 - Previous Retirement Coverage: Previously Covered
M45 - Employee is automatically covered under FERS.
Z22 - This position is designated for Drug Testing.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/01/2018				
FIRST ACTION						SECOND ACTION						
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action				
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190				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 [REDACTED]						15. TO: Position Title and Number [REDACTED]						
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 13	11. Step or Rate 05	12. Total Salary 109900		13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0905	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 164200	21. Pay Basis PA
12A. Basic Pay 85712		12B. Locality Adj. 24188	12C. Adj. Basic Pay 109900		12D. Other Pay 0		20A. Basic Pay 136659		20B. Locality Adj. 27541	20C. Adj. Basic Pay 164200	20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO			
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/08/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711. HEALTH BENEFITS COVERAGE CONTINUES. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT.												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180569123 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 04/01/2018								

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested AD Appointment	2. Request Number AO-2018-015
3. For Additional Information Call (Name and Telephone Number) [REDACTED]	4. Proposed Effective Date ASAP

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff <i>Ryan T. Jackson</i> 3/9/18	6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) E. Scott Pruitt, Administrator <i>E. Scott Pruitt</i> 3/9/18
--	--

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [REDACTED]	2. Social Security Number [REDACTED]	3. Date of Birth [REDACTED]	4. Effective Date [REDACTED]
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FIRST ACTION

5-A. Code	5-B. Nature of Action
5-C. Code	5-D. Legal Authority
5-E. Code	5-F. Legal Authority

SECOND ACTION

6-A. Code	6-B. Nature of Action
6-C. Code	6-D. Legal Authority
6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number

[REDACTED]

15. TO: Position Title and Number

[REDACTED]

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
GS	301	13	05	\$109,900.00	PA	AD	301	00		\$16,420.00	PA
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
 A0000000 - Environmental Protection Agency
 Office of the Administrator, Immediate Office

22. Name and Location of Position's Organization
 A0000000 - Environmental Protection Agency
 Office of the Administrator, Immediate Office

EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO
27. FEGLI <input type="checkbox"/>	28. Annuitant Indicator <input type="checkbox"/>	29. Pay Rate Determinant <input type="checkbox"/>	
30. Retirement Plan <input type="checkbox"/>	31. Service Comp. Date (Leave) <input type="checkbox"/>	32. Work Schedule <input type="checkbox"/>	33. Part-Time Hours Per <input type="checkbox"/> Biweekly <input type="checkbox"/> Pay Period

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 4 - SES Career Reserved	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code 18/19 B 11A 000ME8	37. Bargaining Unit Status <input type="checkbox"/>
38. Duty Station Code 11-0011-001	39. Duty Station (City - County - State or Overseas Location) Washington, DC		
40. AGENCY DATA	41.	42.	43.
45. EDUCATIONAL LEVEL	46. YR. DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS
			49. CITIZENSHIP <input type="checkbox"/> 1-USA <input type="checkbox"/> 8-OTHER
			50. Vietnam Era Vet <input type="checkbox"/>
			51. SUPERVISORY STATUS <input type="checkbox"/>

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
--	-----------	---------------

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): Schedule C 13/5
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): N

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD 15/10
- OFFICE: AO
- SUBOFFICE: IO
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF attached

AO-2018-015



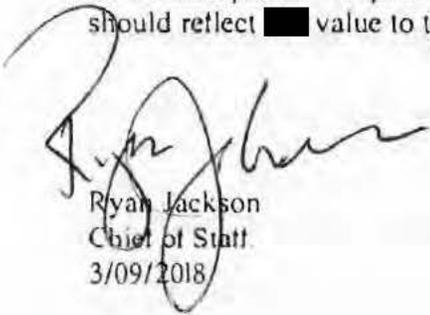
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Salary Justification for [REDACTED]
FROM: Ryan Jackson, Chief of Staff
TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED]. I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 15, Step 10 in the D.C. region. [REDACTED] has shown to have knowledge of broad-ranging policies and leadership skills since [REDACTED] began. Based on the reasons listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important offices and that [REDACTED] compensation should reflect [REDACTED] value to the agency.


Ryan Jackson
Chief of Staff
3/09/2018





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$164,200 per annum.

E. Scott Pruitt
E. Scott Pruitt
Administrator

Appendix B: Employee B

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/13/2017					
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190			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 [REDACTED]								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 66510	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 52329		20B. Locality Adj. 14181	20C. Adj. Basic Pay 66510	20D. Other Pay 0		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON, DC								
EMPLOYEE DATA													
23. Veterans Preference I 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO				
27. FEGLI [REDACTED]				28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0						
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/13/2017		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA										
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK					
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-13-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170562567 / ELECTRONICALLY SIGNED BY:								
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/06/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR							

FPS
03.15.17

SF 52 (E-Forms 4.4)
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 298-33, Subch. 3

SRO Approval

John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number 10-2017-056	
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator	
4. Proposed Effective Date 03/05/2017		4. Proposed Effective Date 03/05/2017	

1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date 03-13-17
5-A. Code 170	5-B. Nature of Action Excepted Appt	6-A. Code	6-B. Nature of Action
5-C. Code 24m	5-D. Legal Authority P.L. 95-190	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 AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$66,510	13. Pay Basis PA	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 A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460
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23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other	24. Tenure <input checked="" type="checkbox"/> 3 - None <input type="checkbox"/> 2 - Conditional	25. Agency Use	26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RIF
27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate <input type="checkbox"/> Determinant	30. Retirement Plan KF
31. Service Comp. Date (Leave) 03-13-17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00	

34. Position Occupied <input checked="" type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General	35. FISA Category N	36. Appropriation Code 17/18 B-11A ZZZME8	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC 20460		

40. Agency Data	41.	42.	43.	44.
45. Education Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input checked="" type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
				50. Veterans Status <input checked="" type="checkbox"/>
				51. Supervisory Status <input checked="" type="checkbox"/>

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B. PSB		3/16/17	E.		03-06-17
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature 	Approval Date 03-06-17
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CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have, (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M01: Appointment Affidavit executed: 03-18-17
M39: Creditable Military Service: None
M40: Previous Retirement Coverage: Never Covered
M45: Employee is automatically covered under FERS.
K18: Employee position is at the full performance level.
ZZZ: This position is designated for Drug Testing.
ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.
E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]	2. Social Security Number [REDACTED]	3. Date of Birth [REDACTED]	4. Effective Date 07/09/2017
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FIRST ACTION		SECOND ACTION	
5-A. Code 002	5-B. Nature of Action CORRECTION	6-A. Code 570	6-B. Nature of Action CONV TO EXC APPT
5-C. Code	5-D. Legal Authority	6-C. Code Y7M	6-D. Legal Authority SCH C, 213.33SCH C, 213.3322 AGE
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [REDACTED]	15. TO: Position Title and Number [REDACTED]
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8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 66510	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 11	19. Step or Rate 10	20. Total Salary/Award 86460	21. Pay Basis PA
12A. Basic Pay 52329	12B. Locality Adj. 14181	12C. Adj. Basic Pay 66510	12D. Other Pay 0	20A. Basic Pay 68025	20B. Locality Adj. 18435	20C. Adj. Basic Pay 86460	20D. Other Pay 0				

14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC	22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC
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EMPLOYEE DATA

23. Veterans Preference I 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI [REDACTED]	28. Annuitant Indicator 9 NOT APPLICABLE	29. Pay Rate Determinant 0	
30. Retirement Plan KF FERS-FRAE & FICA	31. Service Comp. Date (Leave) 03/13/2017	32. Work Schedule F FULL-TIME	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA		
40. Agency Data FUNC CLS 00	41. VET STAT X	42. EDUC LVL [REDACTED]	43. SUPV STAT 2
44. POSITION SENSITIVITY MODERATE RISK			

45. Remarks
CORRECTS ITEM NUMBER 35 FROM N - NONEXEMPT

46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO			50. Signature/Authentication and Title of Approving Official 180008549 / ELECTRONICALLY SIGNED BY:		
47. Agency Code EP00	48. Personnel Office ID 3216	49. Approval Date 01/03/2018	VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR		

SRO Approval

John E Reeder

FPPS
 7/13/17

REQUEST FOR PERSONNEL ACTION

(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Conversion to Schedule C. Appt.		2. Request Number IO-2017-109	
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR- [Redacted])		Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrency Code) E. Scott Pruitt / Administrator	
1. Name [Redacted]		2. Social Security Number [Redacted]	3. Date of Birth [Redacted]
		4. Effective Date 07-09-17	

SECOND ACTION

5-A. Code 570	5-B. Nature of Action Conv to Excepted Appt	6-A. Code	6-B. Nature of Action
5-C. Code YTM	5-D. Legal Authority Sch C, 213.3322 Agency Unique	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority Schedule C Authority dated 07/05/17	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number [Redacted]	15. TO: Position Title and Number [Redacted]
--	---

8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$66,510.00	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 11	19. Step or Rate 10	20. Total Salary/Award \$86,460.00	21. Pay Basis PA
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 A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460	22. Name and Location of Position's Organization A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460
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23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Commercia 5 - 10-Point/Other 6 - 10-Point/Commercia/20%	24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference YES <input type="checkbox"/> NO <input type="checkbox"/> for RIF
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

34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E	36. Appropriation Code 17/18 B 11A ZZZME8	37. Bargaining Unit Status 8888
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38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC 20460
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40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status S

(Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	Ann Hackley	07-13-17
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Ann Hackley	Approval Date 07-13-17
--	--------------------------	---------------------------

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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m39: Creditable Military Service: None
m40: Previous retirement coverage: Previously Covered
m45: Employee is automatically covered under FERS
E01: Appointment is indefinite.
222: This appt. does not confer eligibility to be noncompetitively converted to Career-Cond. or Career Appointment
222: This position is designated for Drug Testing

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]	2. Social Security Number [REDACTED]	3. Date of Birth [REDACTED]	4. Effective Date 04/01/2018
---	---	--------------------------------	---------------------------------

FIRST ACTION		SECOND ACTION	
5-A. Code 570	5-B. Nature of Action CONV TO EXC APPT	6-A. Code	6-B. Nature of Action
5-C. Code ZLM	5-D. Legal Authority P.L. 95-190	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 [REDACTED]	15. TO: Position Title and Number [REDACTED]
--	---

8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 11	11. Step or Rate 10	12. Total Salary 88450	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 114590	21. Pay Basis PA
12A. Basic Pay 68983	12B. Locality Adj. 19467	12C. Adj. Basic Pay 88450	12D. Other Pay 0	20A. Basic Pay 89370	20B. Locality Adj. 25220	20C. Adj. Basic Pay 114590	20D. Other Pay 0				

14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC	22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON, DC
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EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI [REDACTED]	28. Annuitant Indicator 9 NOT APPLICABLE	29. Pay Rate Determinant 0	
30. Retirement Plan KF FERS-FRAE & FICA	31. Service Comp. Date (Leave) 03/13/2017	32. Work Schedule F FULL-TIME	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category E E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA		

40. Agency Data FUNC CLS 00	41. VET STAT X	42. EDUC LVL [REDACTED]	43. SUPV STAT 8	44. POSITION SENSITIVITY HIGH RISK
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45. Remarks
 CREDITABLE MILITARY SERVICE: NONE
 PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED
 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE.
 THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102
 APPOINTMENT IS INDEFINITE.
 OPF MAINTAINED BY US EPA, HRMD, MD-C639-02, RTP, NC 27711.
 THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY
 CONVERTED TO A CAREER-CONDITIONAL OR CAREER APPOINTMENT.
 HEALTH BENEFITS COVERAGE CONTINUES.

46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO			50. Signature/Authentication and Title of Approving Official 180569043 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER	
47. Agency Code EP00	48. Personnel Office ID 3216	49. Approval Date 04/01/2018		

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested AD Appointment	2. Request Number AO-2018-014
3. For Additional Information Call (Name and Telephone Number) [Redacted]	4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff <i>[Signature]</i> 3/9/18	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator <i>[Signature]</i> 3/9/18

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [Redacted]	2. Social Security Number	3. Date of Birth	4. Effective Date
---	---------------------------	------------------	-------------------

FIRST ACTION

SECOND ACTION

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

7. FROM: Position Title and Number [Redacted]						15. TO: Position Title and Number [Redacted]					
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
GS	301	11	10	\$88,450.00	PA	AD	301	00		\$114,590.00	PA
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay	

14. Name and Location of Position's Organization
 A0000000 - Environmental Protection Agency
 Office of the Administrator, Immediate Office

22. Name and Location of Position's Organization
 A0000000 - Environmental Protection Agency
 Office of the Administrator, Immediate Office

EMPLOYEE DATA

23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 6 - 10-Point/Compensable/30%	24. Tenure <input type="checkbox"/> 0 - None <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF <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

POSITION DATA

34. Position Occupied <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 2 - Excepted Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 4 - SES Career Reserved	35. FLSA Category <input type="checkbox"/> E - Exempt <input type="checkbox"/> N - Nonexempt	36. Appropriation Code 18/19 B 11A 000ME8	37. Bargaining Unit Status
38. Duty Station Code 11-0011-001		39. Duty Station (City - County - State or Overseas Location) Washington, DC	

40. AGENCY DATA

41.	42.	43.	44.	45. EDUCATIONAL LEVEL	46. YR DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP <input type="checkbox"/> 1-USA <input type="checkbox"/> 8-OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS
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PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
--	-----------	---------------

CONTINUED ON REVERSE

OVER

14 POINTS MEMO: Personnel Change Approval Request

AGENCY: EPA

APPOINTEE INFORMATION

- NAME: [REDACTED]
- WORK PHONE:
- WORK EMAIL: [REDACTED]@epa.gov
- PLACE OF BIRTH: [REDACTED]

Resume Attached

CURRENT POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): SKC
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- Is position being backfilled (Y/N/TBD): TBD

PROPOSED NEW POSITION

- APPT TYPE (Schedule C, NC-SES, XS, AD): AD GS 14-1 (\$114,590)
- OFFICE: AO
- SUBOFFICE: [REDACTED]
- POSITION TITLE: [REDACTED]
- JOB DESCRIPTION: PDF Attached

AO-2018-014



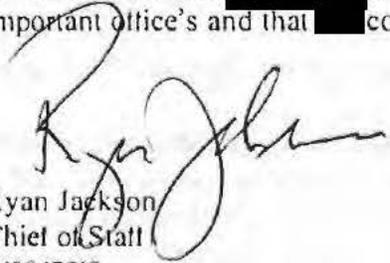
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
THE ADMINISTRATOR

MEMORANDUM

SUBJECT: Salary Justification for [REDACTED]
FROM: Ryan Jackson, Chief of Staff
TO: Donna Vizian, Acting Assistant Administrator
Office of Administration and Resources Management

This memo will serve as a salary justification for [REDACTED]. I'm approving the appointment of [REDACTED] at a salary equivalent to a Grade 14, Step 1 in the D.C. region [REDACTED] and is well respected throughout the agency. [REDACTED] has shown unparalleled work-ethic and organizational skills since [REDACTED] began. Based on the reasons listed above, I believe that [REDACTED] will have an immediate, positive impact on one of the agency's most important offices and that [REDACTED] compensation should reflect [REDACTED] value to the agency.


Ryan Jackson
Chief of Staff
3/09/2018



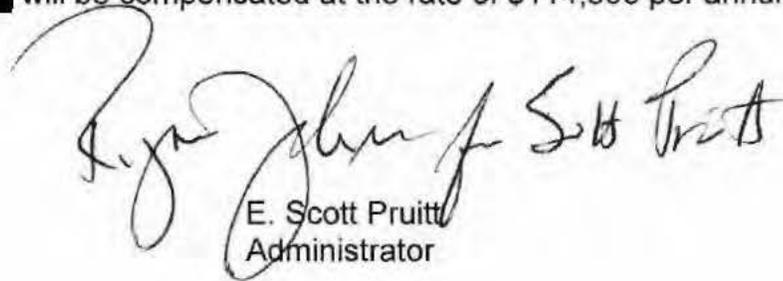
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

THE ADMINISTRATOR

MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the appointment of [REDACTED] to serve as [REDACTED]. [REDACTED] will be compensated at the rate of \$114,590 per annum.


E. Scott Pruitt
Administrator

Appendix C: Employee C

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/07/2017															
FIRST ACTION						SECOND ACTION																	
5-A. Code 170		5-B. Nature of Action EXC APPT				6-A. Code		6-B. Nature of Action															
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190				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 [REDACTED]																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan AD		17. Occ. Code 0301		18. Grade or Level 00		19. Step or Rate 00		20. Total Salary/Award 44941		21. Pay Basis PA	
12A. Basic Pay			12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay					20A. Basic Pay 35359			20B. Locality Adj. 9582		20C. Adj. Basic Pay 44941		20D. Other Pay 0				
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC											
EMPLOYEE DATA																							
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%												24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite						25. Agency Use			26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
27. FEGLI [REDACTED]												28. Annuitant Indicator 9 NOT APPLICABLE						29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA						31. Service Comp. Date (Leave) 05/07/2017						32. Work Schedule F FULL-TIME						33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA																							
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved						35. FLSA Category E E - Exempt N - Nonexempt						36. Appropriation Code						37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001						39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA																	
40. Agency Data FUNC CLS 00				41. VET STAT X				42. EDUC LVL [REDACTED]				43. SUPV STAT 8				44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 05/08/17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT. APPOINTMENT IS INDEFINITE. THIS POSITION IS DESIGNATED FOR DRUG TESTING																							
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO												50. Signature/Authentication and Title of Approving Official 170791017 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR											
47. Agency Code EP00				48. Personnel Office ID 3216				49. Approval Date 05/04/2017															

FPPS
5/8/17

ECI: [Redacted]

SF 52 (E-Forms 4.4)
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

SRO Approval John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number IO-2017-088
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		Local Tracking No:
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		4. Proposed Effective Date 05/08/2017
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <i>[Signature]</i>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 5-7-17
5-A. Code 170	5-B. Nature of Action Exempted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21M	5-D. Legal Authority P.L. 95-190	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 [Redacted]						
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level OU	11. Step or Rate 00	12. Total Salary	13. Pay Basis PA	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$44,941.00	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 A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office			

23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Remanentable 6 - 10-Point/Remanentable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 2 - Indefinite		25. Agency Use		26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RIF					
27. FEGLI [Redacted]				28. Annuitant Indicator 9		29. Pay Rate 0 Determinant		33. Part Time Hours Per Biweekly Pay Period 00					
30. Retirement Plan KF				31. Service Comp. Date (Leave)		32. Work Schedule F		37. Bargaining Unit Status 8888					
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category N		36. Appropriation Code 1718 B 11A ZZZME8		37. Bargaining Unit Status					
38. Duty Station Code 11-0010-001				39. Duty Station Washington, DC		40. Agency Data							
45. Educational Level		46. Year Degree Attained		47. Academic Discipline		48. Functional Class		49. Citizenship 1 1 - USA 8 - Other		50. Veterans Status N		51. Supervisory Status N	

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	<i>[Signature]</i>		D. Staff	<i>[Signature]</i>	5/4/17
B. BBB	<i>[Signature]</i>	4/24/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: *[Signature]* Approval Date: **5/4/17**

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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A30: This appointment does not confer eligibility to be noncompetitively converted to career-conditional or career appointment.

E01: Appointment Indefinite

K18: Position at full performance level

M01: Appointment affidavit executed on

05/08/2017

M39: Creditable military service: None

M40: Previous Retirement Coverage: None

M45: Employee is automatically covered under FERS.

Z66: This position is designated for Drug Testing.

REQUEST FOR PERSONNEL ACTION

FPPS
 7/20/16

1. Actions Requested Conversion to Schedule C Appt.		2. Request Number IO-2017-113
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		Local Tracking No: [Redacted]
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		4. Proposed Effective Date ASAP
6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator		

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 07-16-17
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5-A. Code 570	5-B. Nature of Action Conv to Excepted Appt	6-A. Code	6-B. Nature of Action
5-C. Code Y7M	5-D. Legal Authority Sch C, 213.3324 Agency-Lingue	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority Schedule C Authority dated 07-13-17	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number Same →	15. TO: Position Title and Number [Redacted]
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8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$44,941	13. Pay Basis	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 07	19. Step or Rate 01	20. Total Salary/Award \$44,941.00	21. Pay Basis PA
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 Same →	22. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office
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23. Veterans Preference 1 - None 3 - 10-Points/Disability 5 - 10-Points/Other 7 - 5-Points 4 - 10-Points/Inconclusive 6 - 10-Points/Inconclusive/PA	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference YES NO RIF
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

34. Position Occupied 2 1 - Competitive Service 3 - SES General 7 - Essential Service 4 - SES Career Reserve	35. FLSA Category N	36. Appropriation Code 1718 B 11A ZZZME8	37. Bargaining Unit Status 8888
38. Duty Station Code	39. Duty Station Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status
				51. Supervisory Status N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	Ann Hackley	07-19-17
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Ann Hackley	Approval Date 07-19-17
--	--------------------------	---------------------------

CONTINUED ON NEXT PAGE

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

- M39: Creditable Military Service: NONE
- M40: Previous Retirement Coverage: Previously Covered
- M45: Employee is automatically covered under FERS.
- K18: Employee position is at the full performance level.
- ~~M38~~: Frozen Service: 00-00
- ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.
- E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 02/18/2018							
FIRST ACTION						SECOND ACTION									
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action							
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190				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 [REDACTED]						15. TO: Position Title and Number [REDACTED]									
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 07	11. Step or Rate 01	12. Total Salary 45972		13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 56233	21. Pay Basis PA			
12A. Basic Pay 35854		12B. Locality Adj. 10118		12C. Adj. Basic Pay 45972		12D. Other Pay 0		20A. Basic Pay 43857		20B. Locality Adj. 12376		20C. Adj. Basic Pay 56233		20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC									
EMPLOYEE DATA															
23. Veterans Preference 1 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO					
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 05/07/2017			32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period						
POSITION DATA															
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA											
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK							
45. Remarks CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 APPOINTMENT IS INDEFINITE. OPF MAINTAINED BY U.S. EPA, HRMD, MD C639-02, RTP, NC 27711 THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT.															
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180483764 / ELECTRONICALLY SIGNED BY: JEREMY A. TAYLOR HUMAN RESOURCES OFFICER									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 02/18/2018											

REQUEST FOR PERSONNEL ACTION

1. Action Requested Conversion - AD Appt.	2. Request Number 10-2018-035
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3. For Additional Information Call (Name and Telephone Number) [Redacted]	4. Proposed Effective Date 2-18-2018
--	--

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff <i>[Signature]</i> 1/11/18	6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) E. Scott Pruitt, Administrator <i>[Signature]</i> 1/11/18
--	--

1. Name (Last, First, Middle) [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 2-18-2018
---	---	--------------------------------	---------------------------------------

5-A. Code 570	5-B. Nature of Action Conv to Exc Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21M	5-D. Legal Authority P.L. 95-190	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 [Redacted]	15. TO: Position Title and Number [Redacted]
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8. Pay Plan GS	9. One Code 0301	10. Grade or Level 07	11. Step or Rate 01	12. Total Salary \$45,972	13. Pay Basis PA	16. Pay Plan AD	17. One Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Amount \$56,233	21. Pay Basis PA
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14. Name and Location of Position's Organization US, EPA - OFFICE OF THE ADMINISTRATOR IMMEDIATE OFFICE A0000000	22. Name and Location of Position's Organization US, EPA - OFFICE OF THE ADMINISTRATOR IMMEDIATE OFFICE A0000000
--	--

23. Veterans Preference <input checked="" type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 4 - 10-Point/Compensable <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 6 - 10-Point/Compensable/50%	24. Tenure 3 0 - None 1 - Permanent	25. Agency Use	26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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27. FEGLI [Redacted]	28. Annuitant Indicator 9	29. Pay Rate Determinant 0
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30. Retirement Plan KP	31. Service Comp. Date (Leave) 05/07/2017	32. Work Schedule F	33. Part-Time Hours Per 0 Bimonthly Pay Period
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34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category N B - Exempt N - Nonexempt	36. Appropriation Code 2018/2019 B 11A 000ME8	37. Bargaining Unit Status 8888
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38. Duty Station Code 11-0010-001	39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DC
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40. AGENCY DATA	41.	42.	43.	44.	45. EDUCATIONAL LEVEL	46. YR. DBORHE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP <input type="checkbox"/> 1-USA <input type="checkbox"/> 8-OTHER	50. Vietnam Era Vet	51. SUPERVISORY STATUS N
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I. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <i>Palmer Moore</i>	Approval Date 2/15/2018
--	----------------------------------	-----------------------------------

(Note to Supervisors: Do not check this box if you have any compelling reasons for recommending retirement?
If YES, please state those reasons on a separate sheet and attach to SF 523)

YES NO

OGE 456 Not Required

OGE 450 Required

Signed: _____ DEO

Employee Statement

You are responsible for furnishing the reason for your resignation or retirement and for furnishing the specific reason for your resignation or retirement. This information is used to determine your unemployment compensation benefits. Your resignation or retirement will be based on the information you provide. You are not permitted to participate in any program that is entitled to...

with regard to employment of individuals in the Federal service and their records, while you are in the Federal service. Agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State Agency in connection with administration of unemployment compensation programs.

This information is required by sections 301, 3601, and 3602 of Title 5, U.S. Code. Sections 301, 3601, and 3602 of Title 5, U.S. Code authorize the Secretary of Labor to issue regulations...

The furnishing of this information is voluntary; however, failure to provide it may result in your being denied: (1) your copies of these documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reason for Resignation/Retirement: Your reasons are used to determine your unemployment benefits. Please be specific and avoid generalizations. (Your preferred benefit is effective at the end of 10 day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M39: Creditability military service: none

M45: Employee is automatically covered under FERS, FERS-RAE or FERS-FRAE

M40: Previous Retirement Coverage: previously covered

K18: Position is at the full performance level

M38: Frozen service: 0000

E01: Appointment is Indefinite

ZZZ: This appointment does not confer eligibility to be noncompetitively
Converted to career-conditional or career appointment.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

February 6, 2018

OFFICE OF
ADMINISTRATIVE
MANAGEMENT



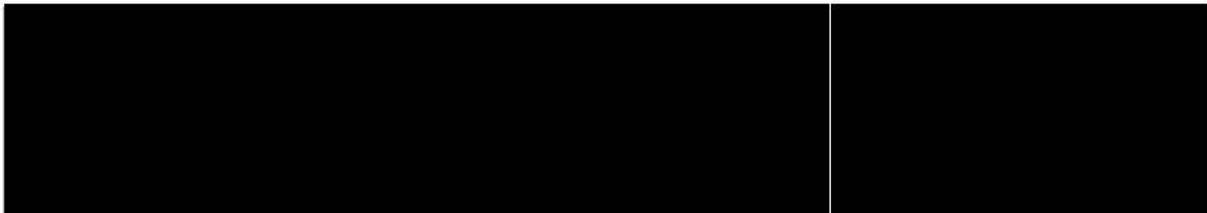
Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED] Office of the Administrator. This position is in the Immediate Office of the Administrator; Washington, DC.

This position is an Excepted Service Administratively Determined (AD) position. Pursuant to the authority vested in the Administrator under Public Law 95-190, your compensation for this position has been set at \$56,233 per annum. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will increase to the amount of \$56,233;
- ▶ Your immediate supervisor will be [REDACTED] Office of the Administrator; your second level supervisor will be Ryan Jackson, Chief of Staff to the Administrator; and
- ▶ You will continue to work a full-time schedule.

Benefits



We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely,

[REDACTED]
Executive Resources Staff
Office of Human Resources



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
THE ADMINISTRATOR

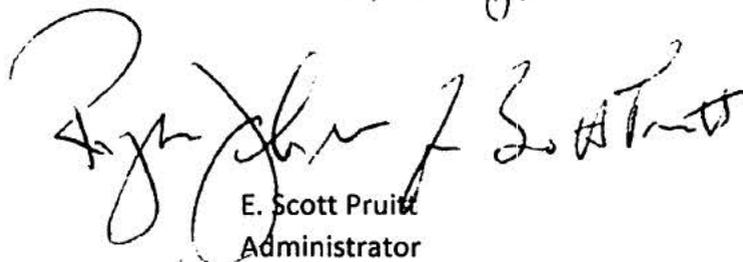
MEMORANDUM FOR THE RECORD

SUBJECT: Appointment of Personnel to Position Under the Authority of P.L. 95-190

Pursuant to the authority vested in me under P.L. 95-190, I hereby authorize the
Appointment of [REDACTED] in the Office of Administrator.

[REDACTED] will be compensated at the rate of ~~\$61,926.00~~ per annum.

\$56,233.00 *OSM*



E. Scott Pruitt
Administrator



Appendix D: Employee D

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/26/2017					
FIRST ACTION				SECOND ACTION									
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190			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 [REDACTED]					[REDACTED]								
8. Pay Plan	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 130692	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 102826		20B. Locality Adj. 27866	20C. Adj. Basic Pay 130692	20D. Other Pay 0		
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC							
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%						24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO		
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA										
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK					
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-26-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170633719 / ELECTRONICALLY SIGNED BY: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/27/2017									

FPS
3/27/17

SRO Approval
[Signature]
John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appt.		2. Request Number IO-2017-078
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		Local/Tracking No: [Redacted]
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff <i>[Signature]</i>		4. Proposed Effective Date 03/27/2017
8. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator, EPA <i>[Signature]</i>		

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 03-26-17
5-A. Code 17D	5-B. Nature of Action Excepted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code ZLM	5-D. Legal Authority P.h. 95-190	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						
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary	13. Pay Basis PA	16. Pay Plan	17. Occ. Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$130,692.00	21. Pay Basis PA
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 AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs			

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Competitive 5 - 10-Point/Other 6 - 10-Point/Competitive/Other			24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> for RIF	
27. FEGLI [Redacted]			28. Annuitant Indicator 9			29. Pay Rate 0		30. Retirement Plan KE	
31. Service Comp. Date (Leave) 03/26/17			32. Work Schedule F			33. Part Time Hours Per Biweekly Pay Period 00		34. Position Occupied 2	
35. FLSA Category E			36. Appropriation Code 17/18 B 11H ZZZME8			37. Bargaining Unit Status 8888		38. Duty Station Code 11-DD10-001	
39. Duty Station Washington, DC 20460			40. Agency Data			41.		42.	
43.			44.			45. Educational Level		46. Year Degree Attained	
47. Academic Discipline			48. Functional Class			49. Citizenship 1 - USA 8 - Other		50. Veterans Status A	
51. Supervisory Status A			52.			53.		54.	

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	<i>[Signature]</i>		D. Staff	<i>[Signature]</i>	3/24/17
B. PSB	<i>[Signature]</i>	3/14/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: *[Signature]* Approval Date: 3/24/17

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Your Signature

4. Date Signed

5. Forwarding Address (Number, Street, City, State, ZIP Code)

M01: Appointment Affidavit executed: _____

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Never Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/14/2017				
FIRST ACTION						SECOND ACTION						
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action				
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C, 213.3313 AGE				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 [REDACTED]						15. TO: Position Title and Number [REDACTED]						
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 130692		13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 06	20. Total Salary/Award 130692	21. Pay Basis PA
12A. Basic Pay 102826		12B. Locality Adj. 27866	12C. Adj. Basic Pay 130692		12D. Other Pay 0	20A. Basic Pay 102826		20B. Locality Adj. 27866	20C. Adj. Basic Pay 130692		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO			
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks FROZEN SERVICE NONE CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT APPOINTMENT IS INDEFINITE.												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170893972 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 05/15/2017								

FPS
5/15/17

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Conversion to</u> <u>Schedule C Appointment</u>		2. Request Number <u>OPA-2017-010</u>
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		4. Proposed Effective Date <u>ASAP</u>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <u>Ryan T. Jackson Chief of Staff</u> <u>[Signature]</u> <u>4/15/17</u>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <u>E. Scott Pruitt, Administrator, EPA</u> <u>[Signature]</u>

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth <u>[Redacted]</u>	4. Effective Date <u>05-14-17</u>
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5-A. Code <u>570</u>	5-B. Nature of Action <u>Conv to Excepted Appt</u>	6-A. Code	6-B. Nature of Action
5-C. Code <u>Y7M</u>	5-D. Legal Authority <u>Sch C, 213.3312, Agency-unique</u>	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority <u>Schedule C Authority</u>	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number <u>Same</u>	15. TO: Position Title and Number [Redacted]
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8. Pay Plan <u>AD</u>	9. Occ. Code <u>0301</u>	10. Grade or Level <u>00</u>	11. Step or Rate <u>00</u>	12. Total Salary	13. Pay Basis	16. Pay Plan <u>GS</u>	17. Occ. Code <u>0301</u>	18. Grade or Level <u>14</u>	19. Step or Rate <u>6</u>	20. Total Salary/Award <u>\$130,692</u>	21. Pay Basis <u>PA</u>
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 <u>Same</u>	22. Name and Location of Position's Organization <u>AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs</u>
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Annesha No R - 10-Point/Annesha/20%	24. Tenure <u>3</u> None 2 - Conditional - Permanent 2 - Indefinite	25. Agency Use	26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RIF
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

34. Position Occupied <u>2</u> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	35. FLSA Category <u>E</u>	36. Appropriation Code <u>17/18 B 11H ZZZME8</u>	37. Bargaining Unit Status <u>8888</u>
38. Duty Station Code <u>11-0010-001</u>	39. Duty Station <u>Washington, DC 20460</u>		

40. Agency Data	41.	42.	43.	44.	
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	
				50. Veterans Status	51. Supervisory Status <u>S</u>

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	[Signature]		D. Staff	[Signature]	5-15-17
B. PSB	[Signature]	4/12/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <u>[Signature]</u>	Approval Date <u>5-15-17</u>
--	---------------------------------	---------------------------------

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to include specific reasons for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 08/13/2017				
FIRST ACTION				SECOND ACTION								
5-A. Code 546		5-B. Nature of Action CONV TO SES NONCAREER APPT				6-A. Code		6-B. Nature of Action				
5-C. Code V4L		5-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER				6-C. Code		6-D. Legal Authority				
5-E. Code AWM		5-F. Legal Authority NON CAREER OPM FORM1652 80917				6-E. Code		6-F. Legal Authority				
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]							
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 06	12. Total Salary 130692		13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 161900	21. Pay Basis PA
12A. Basic Pay 102826		12B. Locality Adj. 27866	12C. Adj. Basic Pay 130692		12D. Other Pay 0		20A. Basic Pay 161900		20B. Locality Adj. 0	20C. Adj. Basic Pay 161900	20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						
EMPLOYEE DATA												
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO			
27. FEGLI [REDACTED]				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 3 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK				
4 [REDACTED] CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. TENURE AS USED FOR 5 U.S.C. 3502 IS NOT APPLICABLE TO THE SENIOR EXECUTIVE SERVICE. PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NON-COMPETITIVELY												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171580091 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 08/24/2017								

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Conversion to Non Career SES Appt.		2. Request Number OPA-2017-016
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator, EPA

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth 08-13-17	4. Effective Date 08-13-17
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5-A. Code 546	5-B. Nature of Action Conv to SES Non-Career Appt	6-A. Code	6-B. Nature of Action
5-C. Code 546	5-D. Legal Authority 5 U.S.C. 3394CA)	6-C. Code	6-D. Legal Authority
5-E. Code AWM	5-F. Legal Authority non career, see OPM Reg 1652	6-E. Code 849-17	6-F. Legal Authority
7. FROM: Position Title and Number [Redacted]		15. TO: Position Title and Number [Redacted]	

8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 6	12. Total Salary \$130,692	13. Pay Basis	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$161,900.00	21. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay

14. Name and Location of Position's Organization A0G00000 - US EPA, Office of the Administrator, Office of Public Affairs	22. Name and Location of Position's Organization A0G00000 - US EPA, Office of the Administrator, Office of Public Affairs
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23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 4 - 10-Point/Annuitant <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 6 - 10-Point/Annuitant/Other	24. Tenure <input checked="" type="checkbox"/> 0 - None <input type="checkbox"/> 1 - Permanent <input type="checkbox"/> 2 - Conditional <input type="checkbox"/> 3 - Indefinite	25. Agency Use <input type="checkbox"/>	26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO RIF
27. FEGLI [Redacted]	28. Annuitant Indicator <input type="checkbox"/>	29. Pay Rate <input checked="" type="checkbox"/> Determinant <input type="checkbox"/> Other	
30. Retirement Plan KF	31. Service Comp. Date (Leave) 3-26-17	32. Work Schedule E	33. Part Time Hours Per Biweekly Pay Period 0

34. Position Occupied 3 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reappointment	35. FLSA Category E	36. Appropriation Code 17/18 B 11H ZZZME8	37. Bargaining Unit Status 3888
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC 20460		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
				50. Veterans Status <input type="checkbox"/>
				51. Supervisory Status S

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Rubon M...	Approval Date 8-11-17
--	--------------------------------	---------------------------------

PPRS

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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M39 - Creditable Military Service ^{None}
M40 - Previous Retirement ^{Previously Covered}
M43 - Employee is automatically covered under FEBS.
K18 - Employee positions at the full performance level
222 - This position is designated for Drug Testing
222 - This appointment does not confer eligibility to be
Non-competitively converted to Career-Conditional or
~~career Appointment~~
Appointment is Indefinite

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
Official Allocation		b. Title		c. Pay Plan	d. Series
[REDACTED]		[REDACTED]		ES	0340
4. Supervisor's Recommendation		[REDACTED]		ES	0301
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
[REDACTED]			[REDACTED]		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Office of Public Affairs			h. Employing Office Location Washington, DC		
d.			i. Organization Code [REDACTED]		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards.					
<input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG.					
<input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10).					
<input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system.					
<input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.					
<input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature [Signature]		c. Date 3/10/17	e. Signature [Signature]		f. Date 3/10/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code 3888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature [Signature]		j. Date 03/13/17
11. REMARKS Top Secret					

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/26/2017

POC: [REDACTED] Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED] Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No Duration: ES Pay Level: \$161,900 Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED] Title: [REDACTED]

Organization Name: OFFICE OF PUBLIC AFFAIRS

Recruited From: SAME BUREAU, SAME AGENCY GEO Location: WASHINGTON

Current Title: [REDACTED]

Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or E. Scott Pruitt, Administrator

Signature: [Signature] Date Signed: 7/27/17

Agency White House Liaison

Name: Charles Munoz Phone: 202-564-3097

Signature: [Signature] for Charles Munoz Date Signed: 7/27/17

OPM USE ONLY

Check the appropriate Box(es)

- Your request for a new noncareer appointment authority, reassignment or pay level change is: Approved Approved with Modification *
- Your request for a limited term emergency appointment authority for the duration of _____ is: Disapproved Return without Action
- Your request for temporary space allocation
- * Modification

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official: [Signature] Date Signed: 8/9/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

AUG 10 2017

[REDACTED]

Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED]. This position is located in the Office of the Administrator, Office of Public Affairs, Immediate Office; Washington, DC. Your appointment to this position will be made effective August 13, 2017.

This position is a Non-Career Senior Executive Service (SES) position. Your acceptance of this position means that: (1) your position is not in the competitive service; (2) you will serve at the pleasure of the Administrator; and (3) termination of your appointment may occur at anytime upon notice thereof. During a change in Administration, each position is generally reviewed on a case-by-case basis to determine if they meet the needs of the new Administration's goals and objectives for the Agency.

Information About Your Position

- ▶ Your annual salary will increase to the level of \$161,900;
- ▶ Your immediate supervisor will be Ryan Jackson, Chief of Staff to the Administrator; your second level supervisor will be E. Scott Pruitt, Administrator
- ▶ You will continue to work a full-time schedule;
- ▶ You will earn 8 hours of annual leave per pay period and 4 hours of sick leave per pay period. A maximum of 720 hours of annual leave can be carried forward into next leave year; and there is no cap on accrued sick leave;
- ▶ You may be required to update your SF-278 Financial Disclosure form. Please contact [REDACTED] to obtain additional information;
- ▶ Your position has been designated by our Personnel Security Office as a High Risk position. This designation will require your position to be subject to random drug testing procedures.

Benefits

[REDACTED]

We are pleased that you have chosen to continue your Federal career at the U.S. Environmental Protection Agency. We hope that you will find your new assignment both challenging and rewarding. If you have questions or concerns, please feel free to call me on [REDACTED]

Sincerely yours,

[REDACTED]

Office of Human Resources

Appendix E: Employee E

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 04/23/2017				
FIRST ACTION					SECOND ACTION								
5-A. Code 170		5-B. Nature of Action EXC APPT			6-A. Code		6-B. Nature of Action						
5-C. Code ZLM		5-D. Legal Authority P.L. 95-190			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 [REDACTED]								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary		13. Pay Basis	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 115755	21. Pay Basis PA
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay 91074		20B. Locality Adj. 24681	20C. Adj. Basic Pay 115755	20D. Other Pay 0		
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC								
EMPLOYEE DATA													
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%					24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0					
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 04/23/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA										
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK					
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 04/24/17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DOES NOT CONFER ELIGIBILITY TO BE NONCOMETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO					50. Signature/Authentication and Title of Approving Official 170696199 / ELECTRONICALLY SIGNED BY: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR								
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 04/24/2017									

ECL: [Redacted]

FPPS
4/24/17

SF 52 (E-Forms 4.4)
Rev. 7/91
U.S. Office of Personnel Management
FPMR Supp. 296-33, Subch. 3

SRO Approval John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested AD Appointment		2. Request Number IO-2017-083	
3. For Additional Information Call (Name and Telephone Number) [Redacted]		Local Tracking No.	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Conference Date) E. Scott Pruitt, Administrator	
4. Proposed Effective Date 04-23-17			

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 04-23-17
5-A. Code 170	5-B. Nature of Action Exempted Appt.	6-A. Code	6-B. Nature of Action
5-C. Code 21M	5-D. Legal Authority P.L. 95-190	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 [Redacted]
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8. Pay Plan PA	9. Occ. Code AD	10. Grade or Level 0301	11. Step or Rate 00	12. Total Salary \$115,755.00	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$115,755.00	21. Pay Basis PA
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 A0000000 - U.S. EPA, Office of the Administrator, Immediate Office
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Performance 6 - 10-Point/Performance/RIF	24. Tenure 3	25. Agency Use	26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF
27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate 0	30. Determinant
30. Retirement Plan RF	31. Service Comp. Date (Leave) 04-19-17	32. Work Schedule E	33. Part Time Hours Per Biweekly Pay Period 00

34. Position Occupied 2	35. FLSA Category N	36. Appropriation Code 1718 B 11A ZZZME8	37. Bargaining Unit Status 8558
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status L
				51. Supervisory Status 9

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	[Signature]		D. Staff	[Signature]	4/19/17
B. PSB	[Signature]	4/12/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Cecilia Leaster	Approval Date 4/19/17
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CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES

NO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART I - Remarks for SF 52

M01: Appointment Affidavit executed 04-24-17
M39: Creditable Military Service: None
M40: Previous Retirement Coverage: Never covered
M45: Employee is automatically covered under FERS.
K18: Employee position is at the full performance level.
ZZZ: This position is designated for Drug Testing.
ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.
F01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/14/2017				
FIRST ACTION						SECOND ACTION						
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action				
5-C. Code Y7M		5-D. Legal Authority SCH C, 213.33SCH C 3317				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 [REDACTED]						15. TO: Position Title and Number [REDACTED]						
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 115755		13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 02	20. Total Salary/Award 115755	21. Pay Basis PA
12A. Basic Pay 91074		12B. Locality Adj. 24681	12C. Adj. Basic Pay 115755		12D. Other Pay 0		20A. Basic Pay 91074		20B. Locality Adj. 24681	20C. Adj. Basic Pay 115755		20D. Other Pay 0
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO			
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 04/23/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks FROZEN SERVICE NONE CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170921379 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 05/18/2017								

FPPS 5/18/17

SF 52 (EForms 4.4)
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

SRO Approval _____
John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Commission ID</u> Schedule C. Appt.		2. Request Number IO-2017-094
3. For Additional Information Call (Name and Telephone Number)		4. Proposed Effective Date

5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator
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1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date 05-14-17
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5-A. Code 570	5-B. Nature of Action EOMV to Exec AD	6-A. Code	6-B. Nature of Action
5-C. Code VTM	5-D. Legal Authority Sch C 33M	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 Same →	15. TO: Position Title and Number
--	-----------------------------------

8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 02	20. Total Salary/Award \$115,755.00	21. Pay Basis PA
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 Same →	22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office
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23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Nontransferable 5 - 10-Point/Other 6 - 10-Point/Nontransferable	24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> RIF
27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate 0 Determinant	30. Retirement Plan RR
31. Service/Comp. Date (Leave) 4/23/17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00	

34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Resistant	35. FLSA Category E	36. Appropriation Code 1718 B 11A ZZZME8	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other
				50. Veterans Status A
				51. Supervisory Status S

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staffing	C. Foster	5/18/17
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature Amanda L. ...	Approval Date 5/18/17
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/16/2017					
FIRST ACTION						SECOND ACTION							
5-A. Code 002		5-B. Nature of Action CORRECTION				6-A. Code 546		6-B. Nature of Action CONV TO SES NONCAREER APPT					
5-C. Code		5-D. Legal Authority				6-C. Code V4L		6-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER					
5-E. Code		5-F. Legal Authority				6-E. Code AWM		6-F. Legal Authority 07-13-17					
7. FROM: Position Title and Number [REDACTED]						15. TO: Position Title and Number [REDACTED]							
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 02	12. Total Salary 115755		13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 140000	21. Pay Basis PA	
12A. Basic Pay 91074		12B. Locality Adj. 24681		12C. Adj. Basic Pay 115755		12D. Other Pay 0	20A. Basic Pay 140000		20B. Locality Adj. 0		20C. Adj. Basic Pay 140000	20D. Other Pay 0	
14. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC						22. Name and Location of Position's Organization ENVIRONMENTAL PROTECTION AGENCY OFFICE OF THE ADMINISTRATOR WASHINGTON,DC							
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO			
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0			
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 04/23/2017			32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA													
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA										
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK					
45. Remarks CORRECTS ITEM NUMBER 15 FROM [REDACTED]													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 180317519 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 01/18/2018									

FPRS
 7/20/17

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Conversion to NL SES Appt

2. Request Number IO-2017-110

3. For Additional Information Call (Name and Telephone Number) _____ Local Tracking NO: _____

4. Proposed Effective Date ASAP

5. Action Requested By (Typed Name, Title, Signature, and Request Date)
Ryan T. Jackson, Chief of Staff

6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)
E. Scott Pruitt, Administrator

1. Name _____ 2. Social Security Number _____ 3. Date of Birth _____ 4. Effective Date 07-16-17

5-A. Code 546 5-B. Nature of Action Conv to SES Non-Career Appt 6-A. Code _____ 6-B. Nature of Action _____

5-C. Code V4L 5-D. Legal Authority 5 U.S.C. 3394(a) Non-Career 6-C. Code _____ 6-D. Legal Authority _____

5-E. Code AWM 5-F. Legal Authority and OPM Form 1652 dated 07-13-17 6-E. Code _____ 6-F. Legal Authority _____

7. FROM: Position Title and Number _____ 15. TO: Position Title and Number _____

8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 14	11. Step or Rate 02	12. Total Salary \$115,755.00	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$140,000	21. Pay Basis PA
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
 A0000000 - U.S. EPA, Office of the Administrator, Immediate Office

22. Name and Location of Position's Organization
 A0000000 - U.S. EPA, Office of the Administrator, Immediate Office

23. Veterans Preference
 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other

24. Tenure
 0 - None 2 - Conditional

25. Agency Use
 1 - Permanent 3 - Indefinite

26. Veterans Preference
 YES NO for RIF

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 _____

34. Position Occupied 3 1 - Competitive Service 3 - SES General
 2 - Exempt Service 4 - SES Career Research

35. FLSA Category E

36. Appropriation Code 1718 B 11A ZZZME8

37. Bargaining Unit Status 8888

38. Duty Station Code 11-0010-001 39. Duty Station Washington, DC

40. Agency Data _____ 41. _____ 42. _____ 43. _____ 44. _____

45. Educational Level _____ 46. Year Degree Attained _____ 47. Academic Discipline _____ 48. Functional Class _____ 49. Citizenship 1 - USA 8 - Other _____ 50. Veterans Status _____ 51. Supervisory Status S

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	<u>Ann Hackley</u>	<u>07-19-17</u>
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature Ann Hackley Approval Date 07-19-17

CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
-------------------	-------------------	----------------	---

M39: Creditable Military Service: NONE

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested Resignation	2. Request Number TBA
3. For Additional Information Call (Name and Telephone Number) [Redacted]	4. Proposed Effective Date 3/12/18

5. Action Requested By (Typed Name, Title, Signature, and Request Date) <i>Ryan Jackson, Chief of Staff</i> <i>[Signature]</i> 4/17/18	6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) <i>E. Scott Pruitt, Administrator</i> <i>[Signature]</i> 4/15/18
--	---

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle) [Redacted]	2. Social Security Number	3. Date of Birth	4. Effective Date
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FIRST ACTION		SECOND ACTION	
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 [Redacted]	15. TO: Position Title and Number
--	-----------------------------------

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>8. Pay Plan</td> <td>9. Org Code</td> <td>10. Grade or Level</td> <td>11. Step or Rate</td> <td>12. Total Salary</td> <td>13. Pay Basis</td> </tr> <tr> <td>ES</td> <td>0340</td> <td>00</td> <td>00</td> <td>\$140,000</td> <td>PA</td> </tr> <tr> <td>12A. Basic Pay</td> <td>12B. Locality Adj</td> <td>12C. Adj. Basic Pay</td> <td>12D. Other Pay</td> <td colspan="2"></td> </tr> </table>	8. Pay Plan	9. Org Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis	ES	0340	00	00	\$140,000	PA	12A. Basic Pay	12B. Locality Adj	12C. Adj. Basic Pay	12D. Other Pay			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>16. Pay Plan</td> <td>17. Org Code</td> <td>18. Grade or Level</td> <td>19. Step or Rate</td> <td>20. Total Salary/Award</td> <td>21. Pay Basis</td> </tr> <tr> <td>20A. Basic Pay</td> <td>20B. Locality Adj</td> <td>20C. Adj. Basic Pay</td> <td>20D. Other Pay</td> <td colspan="2"></td> </tr> </table>	16. Pay Plan	17. Org Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis	20A. Basic Pay	20B. Locality Adj	20C. Adj. Basic Pay	20D. Other Pay		
8. Pay Plan	9. Org Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis																										
ES	0340	00	00	\$140,000	PA																										
12A. Basic Pay	12B. Locality Adj	12C. Adj. Basic Pay	12D. Other Pay																												
16. Pay Plan	17. Org Code	18. Grade or Level	19. Step or Rate	20. Total Salary/Award	21. Pay Basis																										
20A. Basic Pay	20B. Locality Adj	20C. Adj. Basic Pay	20D. Other Pay																												

14. Name and Location of Position's Organization A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office	22. Name and Location of Position's Organization
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EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference for RIF
1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		<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

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	E - Exempt N - Nonexempt	18/19 B 11A 000ME8	
38. Duty Station Code	39. Duty Station (City - County - State or Overseas Location)		

40. AGENCY DATA	41.	42.	43.	44.	
45. EDUCATIONAL LEVEL	46. YR. DEGREE ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS	49. CITIZENSHIP	50. Vietnam Era Vet
				1 - USA 8 - OTHER	51. SUPERVISORY STATUS

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature	Approval Date
-----------	---------------

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

tions with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal Service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regula-

The furnishing of this information is voluntary, however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.
Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date

3. Date Signed

4. Forwarding Address (Number, Street, City, State, ZIP Code)

3/17/19

3/17/19

PART F - Remarks for SF 50

Appendix F: Employee F

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/26/2017															
FIRST ACTION						SECOND ACTION																	
5-A. Code 170		5-B. Nature of Action EXC APPT				6-A. Code		6-B. Nature of Action															
5-C. Code ZLM		5-D. Legal Authority P. L. 95-190				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 [REDACTED]																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan AD		17. Occ. Code 0301		18. Grade or Level 00		19. Step or Rate 00		20. Total Salary/Award 149337		21. Pay Basis PA	
12A. Basic Pay			12B. Locality Adj.		12C. Adj. Basic Pay			12D. Other Pay			20A. Basic Pay 117496			20B. Locality Adj. 31841		20C. Adj. Basic Pay 149337		20D. Other Pay 0					
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization [REDACTED] WASHINGTON,DC																	
EMPLOYEE DATA																							
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%						24. Tenure 3 - None 1 - Permanent 2 - Conditional 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>												
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 - NOT APPLICABLE			29. Pay Rate Determinant 0														
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period														
POSITION DATA																							
34. Position Occupied 2 - 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code				37. Bargaining Unit Status 8888													
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA																			
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY HIGH RISK															
45. Remarks FROZEN SERVICE NONE APPOINTMENT AFFIDAVIT EXECUTED 03-27-17. CREDITABLE MILITARY SERVICE: NONE PREVIOUS RETIREMENT COVERAGE: PREVIOUSLY COVERED THIS POSITION IS DESIGNATED FOR DRUG TESTING 5 NATIONAL SECURITY 5CFR 732.102 EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. APPOINTMENT IS INDEFINITE. POSITION IS AT THE FULL PERFORMANCE LEVEL OR BAND. THIS POSITION IS DESIGNATED FOR DRUG TESTING THIS APPOINTMENT DIES BIT CIBFER ELIGIBILITY TO BE NONCOMPETITIVELY CONVERTED TO CAREER-CONDITIONAL OR CAREER APPOINTMENT																							
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 170620790 / ELECTRONICALLY SIGNED BY:																	
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/13/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR																	

FPPS
3/27/17

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number OP-2017-017	
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		4. Proposed Effective Date 03/27/2017	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn, Acting Deputy Administrator <i>[Signature]</i> 3/27/17		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) Scott Pruitt, Administrator <i>[Signature]</i>	

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 03-26-17
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5-A. Code P10	5-B. Nature of Action Excepted Appt	6-A. Code	6-B. Nature of Action
5-C. Code Zum	5-D. Legal Authority P.L. 95-190	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 [Redacted]	15. TO: Position Title and Number [Redacted]
--	---

8. Pay Plan [Redacted]	9. Occ. Code [Redacted]	10. Grade or Level [Redacted]	11. Step or Rate [Redacted]	12. Total Salary [Redacted]	13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award \$149,337.00	21. Pay Basis PA
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 [Redacted]	22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy
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23. Veterans Preference <input type="checkbox"/> 1 - None <input type="checkbox"/> 2 - 5-Point <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 4 - 10-Point/Nonresizable <input type="checkbox"/> 5 - 10-Point/Other <input type="checkbox"/> 6 - 10-Point/Nonresizable/Other	24. Tenure 03 0 - None 1 - Permanent 2 - Indefinite	25. Agency Use	26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO for RIF
27. FEGLI [Redacted]	28. Annuitant Indicator 9	29. Pay Rate 0 Determinant	
30. Retirement Plan KE	31. Service Comp. Date (Leave) 03-26-17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00

34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Development	35. ELSA Category E	36. Appropriation Code 1718 B 11B ZZZMH9	37. Bargaining Unit Status 8888
38. Duty Station Code 11-0010-001	39. Duty Station Washington, DC		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class -	49. Citizenship <input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
				50. Veterans Status <input checked="" type="checkbox"/>
				51. Supervisory Status N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	<i>[Signature]</i>		D. Plaff	<i>[Signature]</i>	3-23-17
B. PSB	<i>[Signature]</i>	3/16/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature <i>[Signature]</i>	Approval Date 3-23-17
--	---------------------------------	---------------------------------

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART B

M01: Appointment Affidavit executed: _____

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

K18: Employee position is at the full performance level.

ZZZ: This position is designated for Drug Testing.

ZZZ: This appointment does not confer eligibility to be noncompetitively converted to Career-Conditional or Career Appointment.

E01: Appointment is Indefinite.

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 05/14/2017				
FIRST ACTION					SECOND ACTION							
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 570		6-B. Nature of Action CONV TO EXC APPT					
5-C. Code		5-D. Legal Authority			6-C. Code Y7M		6-D. Legal Authority SCH C, 213.33SCH C 3316					
5-E. Code		5-F. Legal Authority			6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]							
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 149337		13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 15	19. Step or Rate 05	20. Total Salary/Award 149337	21. Pay Basis PA
12A. Basic Pay 117496		12B. Locality Adj. 31841	12C. Adj. Basic Pay 149337		12D. Other Pay 0		20A. Basic Pay 117496		20B. Locality Adj. 31841	20C. Adj. Basic Pay 149337		20D. Other Pay 0
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC						
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO			
27. FEGLI [REDACTED]				28. Annuitant Indicator 9 NOT APPLICABLE				29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA			31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA									
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks CORRECTS ITEM NUMBER 31 FROM 03-26-17												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171535155 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 08/21/2017								

FPPS 5/18/17

REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Conversion to</u> Schedule C Appointment		2. Request Number OP-2017-020
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		4. Proposed Effective Date ASAP
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator	

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 05-14-17
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5-A. Code 570	5-B. Nature of Action Conv to Exe Appt.	6-A. Code	6-B. Nature of Action
5-C. Code V7M	5-D. Legal Authority Schc 3317	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 Spec →	15. TO: Position Title and Number [Redacted]
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8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 15	19. Step or Rate 05	20. Total Salary/Award \$149,337.00	21. Pay Basis PA
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 Spec →	22. Name and Location of Position's Organization AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Unserviceable 6 - 10-Point/Unserviceable/30%	24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 2 - Indefinite	25. Agency Use	26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> for RIF
27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate D Determinant	33. Part Time Hours Per Biweekly Pay Period 00
30. Retirement Plan KR	31. Service Comp. Date (Leave)	32. Work Schedule F	

34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Executive	35. FLSA Category E	36. Appropriation Code 1718 B 11B ZZZMH9	37. Bargaining Unit Status 8888
38. Duty Station Code	39. Duty Station Washington, DC		

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status A	51. Supervisory Status S

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	[Signature]		D. Staff	[Signature]	5/18/17
B. PSB	[Signature]	4/12/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature [Signature]	Approval Date 5/18/17
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CONTINUED ON NEXT PAGE

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]					2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 07/16/2017			
FIRST ACTION					SECOND ACTION							
5-A. Code 002		5-B. Nature of Action CORRECTION			6-A. Code 546		6-B. Nature of Action CONV TO SES NONCAREER APPT					
5-C. Code		5-D. Legal Authority			6-C. Code V4L		6-D. Legal Authority 5 U.S.C. 3394(A) NONCAREER					
5-E. Code		5-F. Legal Authority			6-E. Code AWM		6-F. Legal Authority 07-13-17					
7. FROM: Position Title and Number [REDACTED]					15. TO: Position Title and Number [REDACTED]							
8. Pay Plan GS	9. Occ. Code 0301	10. Grade or Level 15	11. Step or Rate 05	12. Total Salary 149337	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0340	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 151700	21. Pay Basis PA	
12A. Basic Pay 117496		12B. Locality Adj. 31841	12C. Adj. Basic Pay 149337		12D. Other Pay 0	20A. Basic Pay 151700		20B. Locality Adj. 0	20C. Adj. Basic Pay 151700		20D. Other Pay 0	
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR [REDACTED] OFFICE OF POLICY WASHINGTON,DC						
EMPLOYEE DATA												
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%					24. Tenure 0 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO		
27. FEGLI [REDACTED]					28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0				
30. Retirement Plan KF FERS-FRAE & FICA				31. Service Comp. Date (Leave) 03/26/2017		32. Work Schedule F FULL-TIME		33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA												
34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				35. FLSA Category E E - Exempt N - Nonexempt		36. Appropriation Code			37. Bargaining Unit Status 8888			
38. Duty Station Code 11-0010-001				39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA								
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 2		44. POSITION SENSITIVITY HIGH RISK				
45. Remarks CORRECTS ITEM NUMBER 31 FROM 03-26-17												
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171581755 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 08/21/2017								

FAPS
7/20/17

SRO Approval _____
John E Reeder

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Conversion TO Non Career - SES		2. Request Number OP-2017-025	
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		4. Proposed Effective Date [Redacted]	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator	
7. FROM: Position Title and Number [Redacted]		15. TO: Position Title and Number [Redacted]	

FIRST ACTION				SECOND ACTION			
5-A. Code 546	5-B. Nature of Action Conv to SES Non-Career Appt	6-A. Code	6-B. Nature of Action	5-C. Code V4L	5-D. Legal Authority 5 U.S.C. 3394(a) Non-Career and	6-C. Code	6-D. Legal Authority
5-E. Code AWM	5-F. Legal Authority Opm Form 1652 dated 07-13-17	6-E. Code	6-F. Legal Authority	8. Pay Plan GS			
9. Occ. Code 301				9. Occ. Code 0340			
10. Grade or Level 15				10. Grade or Level 00			
11. Step or Rate 05				11. Step or Rate 00			
12. Total Salary \$149,337.00				12. Total Salary/Award \$151,700			
13. Pay Basis PA				13. Pay Basis PA			

14. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy	22. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%		24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference YES <input type="checkbox"/> NO <input type="checkbox"/> for RIF
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		34. Position Occupied 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved		

35. FLSA Category E		36. Appropriation Code 2017/2018 B 11B ZZZMH9		37. Bargaining Unit Status 8888	
38. Duty Station Code 11-0010-001		39. Duty Station Washington, DC			
40. Agency Data	41.	42.	43.	44.	
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship 1 - USA 8 - Other	50. Veterans Status
					51. Supervisory Status S

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staff	<i>Ann Hackley</i>	07-19-17
B.			E.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.				Signature <i>Ann Hackley</i>	Approval Date 07-19-17

CONTINUED ON NEXT PAGE

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

M39: Creditable Military Service: None

M40: Previous Retirement Coverage: Previously Covered

M45: Employee is automatically covered under FERS.

M38: Frozen Service: 00-00

T55: Tenure as used for U. S. C. is not applicable to the Senior Executive Service.

ZZZ: This position is designated for Drug Testing.

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 07/06/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: EP170079

Request Type: APPOINTMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: 5151,700

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

Current Title: [REDACTED]

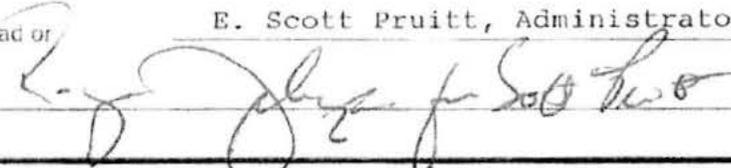
Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or

E. Scott Pruitt, Administrator

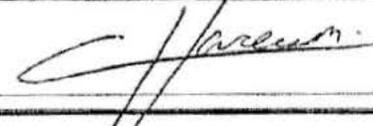
Signature: 

Date Signed: 7/5/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3097

Signature: 

Date Signed: 7/10/17

OPM USE ONLY

Check the appropriate Box(es)

Your request for a new noncareer appointment authority, reassignment or pay level change is:

Approved

Approved with Modification *

Your request for a limited term emergency appointment authority for the duration of _____ is:

Disapproved

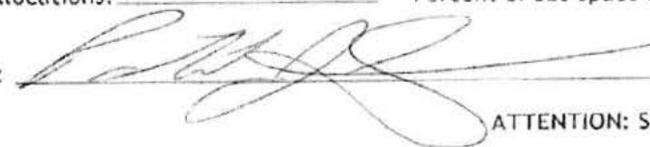
Return without Action

Your request for temporary space allocation

* Modification

Number of non-career allocations: _____

Percent of SES space allocation: _____ %

OPM Approving Official: 

Date Signed: 7/13/17

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER [REDACTED]	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title		c. Pay Plan	d. Series	e. Grade
Official Allocation	[REDACTED]		ES	0340	OD
4. Supervisor's Recommendation	[REDACTED]		ES	0340	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			c. [REDACTED]		
b. OFFICE OF THE ADMINISTRATOR			f. [REDACTED]		
c. Office of Policy			g. [REDACTED]		
d. [REDACTED]			h. Employing Office Location Washington, DC		
[REDACTED]			i. Organization Code AA000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WL.GEG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WL.GEG. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Ryan T. Jackson, Chief of Staff			E. Scott Pruitt, Administrator, EPA		
b. Signature		c. Date	e. Signature		f. Date
[Signature]		7/2/17	[Signature]		7/2/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation		c. Financial Disclosure Form		d. "Identical, Additional" (IA) Allocation	
<input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: Yes		<input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				e. FLSA Determination	
				<input type="checkbox"/> NONEXEMPT <input type="checkbox"/> <input checked="" type="checkbox"/> EXEMPT (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
g. Bargaining Unit Code		h. Check, if applicable:		i. Classifier's Signature	
8688		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		[Signature]	
				j. Date	
				07/06/17	
11. REMARKS					
Security Clearance					

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested Non Career - SES		2. Request Number OP-2018-000	
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		Local Tracking No:	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator	

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date [Redacted]
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FIRST ACTION		SECOND ACTION	
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 [Redacted]	15. TO: Position Title and Number [Redacted]
--	---

8. Pay Plan ES	9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary	13. Pay Basis PA	16. Pay Plan ES	17. Occ. Code 0343	18. Grade or Level	19. Step or Rate	20. Total Salary/Award \$161,900.00	21. Pay Basis PA
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 AA00000 - US, EPA, Office of the Administrator Office of Policy	22. Name and Location of Position's Organization AA00000 - US, EPA, Office of the Administrator Office of Policy
--	--

EMPLOYEE DATA		24. Tenure		25. Agency Use		26. Veterans Preference	
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Companesha 6 - 10-Point/Companesha/20%		0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				YES <input type="checkbox"/> NO <input type="checkbox"/> for RIF	
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	

POSITION DATA		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status	
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved				2018/2019 B 11B 000MH9			
38. Duty Station Code		39. Duty Station Washington, DC		40. Agency Data		41. 42. 43. 44.	
45. Educational Level		46. Year Degree Attained		47. Academic Discipline		48. Functional Class	
				49. Citizenship 1 - USA 8 - Other		50. Veterans Status	
						51. Supervisory Status	

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.	Signature	Approval Date
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PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have, (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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PART F - Remarks for SF 50

Request for Senior Executive Service Appointing Authority

Agency Name: ENVIRONMENTAL PROTECTION AGENCY

Print Date: 12/19/2017

POC: [REDACTED]

Phone: [REDACTED]

Fax: (202) 564-9612

Request No: [REDACTED]

Request Type: REASSIGNMENT

Appointment Authority: NONCAREER

Extension: No

Duration:

ES Pay Level: \$161,900

Temporary Allocation: No

Candidate: [REDACTED]

Position No: [REDACTED]

Title: [REDACTED]

Organization Name: [REDACTED]

Recruited From: SAME BUREAU, SAME AGENCY

GEO Location: WASHINGTON

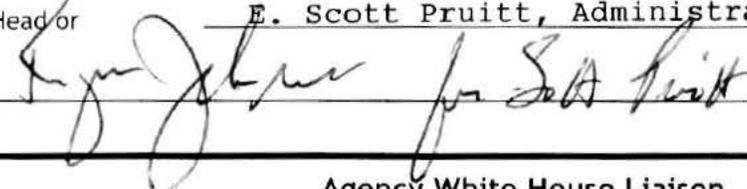
Current Title: [REDACTED]

Proposed Title:

SES Endorsement Statement

I endorse the above request made to the Office of Personnel Management. I certify that the position is a General position and certify that the candidate meets the professional/technical, executive and managerial qualifications for the position.

Agency/Dept. Head or E. Scott Pruitt, Administrator

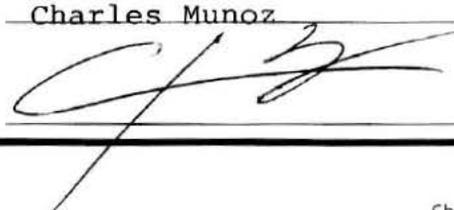
Signature: 

Date Signed: 12/20/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3097

Signature: 

Date Signed: 12/20/17

OPM USE ONLY

Check the appropriate Box(es)

Your request for a new noncareer appointment authority, reassignment or pay level change is:

Approved

Approved with Modification *

Your request for a limited term emergency appointment authority for the duration of _____ is:

Disapproved

Return without Action

Your request for temporary space allocation

* Modification

Number of non-career allocations: _____ Percent of SES space allocation: _____ %

OPM Approving Official: _____ Date Signed: _____

EMAIL: SERS@opm.gov

ATTENTION: Senior Executive Resource Services

Source: Office of Personnel Management

Report 1652, Version November 2008

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC	2. POSITION NUMBER		
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position [REDACTED]					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	[REDACTED]	ES	0343		
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			[REDACTED]		
b. Office of the Administrator			c.		
c. Office of Policy			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - AA0000000		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor E. Scott Pruitt, Administrator		
b. Signature [Signature]		c. Date 12/8/17	e. Signature [Signature]		f. Date 12/15/17
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: Yes TS/SCI	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code
g. Bargaining Unit Code 88888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature		j. Date
11. REMARKS					

Appendix G: Employee G

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 09/03/2017					
FIRST ACTION						SECOND ACTION							
5-A. Code 570		5-B. Nature of Action CONV TO EXC APPT				6-A. Code		6-B. Nature of Action					
5-C. Code ZLM		5-D. Legal Authority P.L 95-190				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 [REDACTED]						15. TO: Position Title and Number [REDACTED]							
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary 79720		13. Pay Basis PA	16. Pay Plan AD	17. Occ. Code 0301	18. Grade or Level 00	19. Step or Rate 00	20. Total Salary/Award 100981	21. Pay Basis PA	
12A. Basic Pay 62722		12B. Locality Adj. 16998		12C. Adj. Basic Pay 79720		12D. Other Pay 0	20A. Basic Pay 100981		20B. Locality Adj. 0		20C. Adj. Basic Pay 100981		20D. Other Pay 0
14. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC						22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR WASHINGTON,DC							
EMPLOYEE DATA													
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO				
27. FEGLI [REDACTED]						28. Annuitant Indicator 9 NOT APPLICABLE			29. Pay Rate Determinant 0				
30. Retirement Plan KR FERS-RAE & FICA			31. Service Comp. Date (Leave) 03/13/2017			32. Work Schedule F FULL-TIME			33. Part-Time Hours Per Biweekly Pay Period				
POSITION DATA													
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			35. FLSA Category E E - Exempt N - Nonexempt			36. Appropriation Code			37. Bargaining Unit Status 8888				
38. Duty Station Code 11-0010-001			39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA										
40. Agency Data FUNC CLS 00		41. VET STAT X		42. EDUC LVL [REDACTED]		43. SUPV STAT 8		44. POSITION SENSITIVITY MODERATE RISK					
45. Remarks CREDITABLE MILITARY SERVICE: NONE EMPLOYEE IS AUTOMATICALLY COVERED UNDER FERS, FERS-RAE OR FERS-FRAE. PREVIOUS RETIREMENT COVERAGE: NEVER COVERED FROZEN SERVICE NONE													
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO						50. Signature/Authentication and Title of Approving Official 171662485 / ELECTRONICALLY SIGNED BY: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 09/06/2017									

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) [REDACTED]				2. Social Security Number [REDACTED]		3. Date of Birth [REDACTED]		4. Effective Date 03/13/2017															
FIRST ACTION						SECOND ACTION																	
5-A. Code 002		5-B. Nature of Action CORRECTION				6-A. Code 170		6-B. Nature of Action EXC APPT															
5-C. Code		5-D. Legal Authority				6-C. Code ZLM		6-D. Legal Authority P.L. 95-190															
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 [REDACTED]																	
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis		16. Pay Plan AD		17. Occ. Code 0301		18. Grade or Level 00		19. Step or Rate 00		20. Total Salary/Award 79720		21. Pay Basis PA	
12A. Basic Pay			12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay					20A. Basic Pay 62722			20B. Locality Adj. 16998		20C. Adj. Basic Pay 79720		20D. Other Pay 0				
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization OFFICE OF THE ADMINISTRATOR OFFICE OF PUBLIC AFFAIRS WASHINGTON,DC											
EMPLOYEE DATA																							
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%												24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite						25. Agency Use			26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO		
27. FEGLI [REDACTED]												28. Annuitant Indicator 9 NOT APPLICABLE						29. Pay Rate Determinant 0					
30. Retirement Plan KR FERS-RAE & FICA						31. Service Comp. Date (Leave) 03/13/2017						32. Work Schedule F FULL-TIME						33. Part-Time Hours Per Biweekly Pay Period					
POSITION DATA																							
34. Position Occupied 2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved						35. FLSA Category E E - Exempt N - Nonexempt						36. Appropriation Code						37. Bargaining Unit Status 8888					
38. Duty Station Code 11-0010-001						39. Duty Station (City - County - State or Overseas Location) WASHINGTON, DISTRICT OF COLUMBIA																	
40. Agency Data FUNC CLS 00				41. VET STAT X				42. EDUC LVL [REDACTED]				43. SUPV STAT 8				44. POSITION SENSITIVITY MODERATE RISK							
45. Remarks CORRECTS ITEM NUMBER 15 FROM [REDACTED]																							
46. Employing Department or Agency EP - ENVIRONMENTAL PROTECTIO												50. Signature/Authentication and Title of Approving Official 171236184 / ELECTRONICALLY SIGNED BY: BENJAMIN H. PEABODY ACTG DIR, EXEC RESOURCES DIV, OHR											
47. Agency Code EP00				48. Personnel Office ID 3216				49. Approval Date 07/12/2017															

REQUEST FOR PERSONNEL ACTION

PART A: Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 38.)

1. Actions Requested: Conversion of AD Appt.

2. Request Number: IO-2017-119

3. For Additional Information Call (Name and Telephone Number): [Redacted] (HR- [Redacted]) Local Tracking No: [Redacted] Proposed Effective Date: [Redacted]

5. Action Requested By (Typed Name, Title, Signature, and Request Date): Ryan T. Jackson Chief of Staff

6. Action Authorized By (Typed Name, Title, Signature, and Commencement Date): E. Scott Pruitt / Administrator [Signature] 8/16/17

7. Name: [Redacted] 2. Social Security Number: [Redacted] 3. Date of Birth: [Redacted] 4. Effective Date: 09-03-17

FIRST ACTION

5-A. Code: 570 5-B. Nature of Action: conv to Exc Appt

5-C. Code: 20m 5-D. Legal Authority: P.L. 95-190

5-E. Code: [Redacted] 5-F. Legal Authority: [Redacted]

SECOND ACTION

6-A. Code: [Redacted] 6-B. Nature of Action: [Redacted]

6-C. Code: [Redacted] 6-D. Legal Authority: [Redacted]

6-E. Code: [Redacted] 6-F. Legal Authority: [Redacted]

7. FROM: Position Title and Number: [Redacted]

15. TO: Position Title and Number: [Redacted]

8. Pay Plan: AD	9. Occ. Code: 0301	10. Grade or Level: 00	11. Step or Rate: 00	12. Total Salary: \$94,796.00	13. Pay Basis: PA	16. Pay Plan: AD	17. Occ. Code: 0301	18. Grade or Level: 00	19. Step or Rate: 00	20. Total Salary/Award: \$100,981.00	21. Pay Basis: PA
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: US, EPA, Office of the Administrator - A0G000000 Office of Public Affairs

22. Name and Location of Position's Organization: A0000000 - US EPA, Office of the Administrator Washington, DC 20460

EMPLOYEE DATA

23. Veterans Preference: 1 - None, 3 - 10-Point/Disability, 5 - 10-Point/Other

24. Tenure: 0 - None, 2 - Conditional, 1 - Permanent, 2 - Indefinite

25. Agency Use: [Redacted]

26. Veterans Preference: YES [Redacted] NO RIF [Redacted]

27. FEGLI: [Redacted]

28. Annuitant Indicator: [Redacted]

29. Pay Rate: Determinant [Redacted]

30. Retirement Plan: [Redacted]

31. Service Comp. Date (Leave): [Redacted]

32. Work Schedule: [Redacted]

33. Part Time Hours Per Biweekly Pay Period: [Redacted]

POSITION DATA

34. Position Occupied: 2 (1 - Competitive Service, 2 - Excepted Service, 3 - SES General, 4 - SES Career Reserved)

35. FLSA Category: E

36. Appropriation Code: 17/18 B 11A ZZZME8

37. Bargaining Unit Status: 8668

38. Duty Station Code: [Redacted]

39. Duty Station: Washington, DC 20460

40. Agency Data: [Redacted]

41. [Redacted] 42. [Redacted] 43. [Redacted] 44. [Redacted]

45. Educational Level: [Redacted] 46. Year Degree Attained: [Redacted] 47. Academic Discipline: [Redacted] 48. Functional Class: [Redacted]

49. Citizenship: 1 - USA, 8 - Other [Redacted]

50. Veterans Status: [Redacted] 51. Supervisory Status: N

PART C: Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: [Signature] Approval Date: 9-6-17

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES NO

OGE 450 Not Required

OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day #midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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SRO Approval

FRS
5/16/17
John E Reeder

REQUEST FOR PERSONNEL ACTION

1. Actions Requested Administratively Determined Appointment		2. Request Number IO-2017-058
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator

1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date 03-13-2017
5-A. Code 17D	5-B. Nature of Action EXC APPT.	6-A. Code	6-B. Nature of Action
5-C. Code ZLM	5-D. Legal Authority P.L. 95-190	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						
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary	13. Pay Basis PA	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 USEPA, Office of the Administrator Office of Public Affairs Washington, DC 20460
--	---

23. Veterans Preference 1	24. Tenure 3	25. Agency Use	26. Veterans Preference <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF
27. FEGLI	28. Annuitant Indicator 9	29. Pay Rate 0	Determinant
30. Retirement Plan KR	31. Service Comp. Date (Leave) 03-13-17	32. Work Schedule F	33. Part Time Hours Per Biweekly Pay Period 00

34. Position Occupied 2	35. FLSA Category E	36. Appropriation Code 17/18 B 11H ZZZME8	37. Bargaining Unit Status 8888
38. Duty Station Code	39. Duty Station Washington, DC 20460		

40. Agency Data	41.	42.	43.	44.
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship <input checked="" type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other
				50. Veterans Status <input checked="" type="checkbox"/>
				51. Supervisory Status N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staffing		3/10/17
B. PSB		3/17/17	E.		
C.			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.

Signature: Approval Date: **3/10/17**

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
If "YES", please state these facts on a separate sheet and attach to SF 52.)

YES

NO

___ OGE 450 Not Required

___ OGE 450 Required

Signed: _____, DEO

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8508 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations

with regard to employment of individuals in the Federal service and their records, while section 8508 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)
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