

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) EVERETT, KENTWAN BERNARD					2. Social Security Number XXX-XX-0686		3. Date of Birth 09-04-1980		4. Effective Date 01-14-2024				
FIRST ACTION					SECOND ACTION								
5-A. Code 894		5-B. Nature of Action GEN ADJ			6-A. Code		6-B. Nature of Action						
5-C. Code QWM		5-D. Legal Authority REG 531.207			6-C. Code		6-D. Legal Authority						
5-E. Code ZLM		5-F. Legal Authority E O 14113			6-E. Code		6-F. Legal Authority						
7. FROM: Position Title and Number					15. TO: Position Title and Number Inf Tec Spc (Systems Analysis/Applicat 66545939 94627A								
8. Pay Plan		9. Occ. Code	10. Grade or Level	11. Step or Rate	12. Total Salary \$101,779.00	13. Pay Basis PA	16. Pay Plan GS	17. Occ. Code 2210	18. Grade or Level 13	19. Step or Rate 02	20. Total Salary \$106,856.00	21. Pay Basis PA	
12A. Basic Pay \$87,364.00		12B. Locality Adj. \$14,415.00		12C. Adj. Basic Pay \$101,779.00		12D. Other Pay .00	20A. Basic Pay \$91,471.00		20B. Locality Adj. \$15,385.00		20C. Adj. Basic Pay \$106,856.00		20D. Other Pay .00
14. Name and Location of Position's Organization					22. Name and Location of Position's Organization INTERNAL REVENUE SERVICE SB/SE OPERATIONS SUPPORT OPERATIONS SUPPORT TECHNOLOGY SOLUTIONS TR 935412000101010000 PP 01 2024								
EMPLOYEE DATA													
23. Veterans Preference					24. Tenure			25. Agency Use		26. Veterans Preference for RIF			
6	1 - None	3 - 10 Point/Disability		5 - 10 Point/Other		2	0 - None 2 - Conditional 1 - Permanent 3 - Indefinite			X	YES	NO	
2	2 - 5 Point	4 - 10 Point/Compensable		6 - 10 Point/Compensable/30%									
27. FEGLI					28. Annuitant Indicator			29. Pay Rate Determinant					
C0	BASIC				9	NOT APPLICABLE				0			
30. Retirement Plan				31. Service Comp. Date (Leave)		32. Work Schedule			33. Part-Time Hours Per Biweekly Pay Period				
KF	FERS (FRAE)			12-23-2010		F	FULL TIME						
POSITION DATA													
34. Position Occupied				35. FLSA Category		36. Appropriation Code			37. Bargaining Unit Status				
1	1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved			E	E - Exempt N - Nonexempt					1724			
38. Duty Station Code 12-1690-105				39. Duty Station (City-County-State or Overseas Location) LAKELAND POLK FL									
40. Agency Data		41.			42.		43.			44.			
45. Remarks FEDERAL PAY INCREASE DUE TO E.O. 14113 SIGNED 12/21/23. SALARY INCLUDES A GENERAL INCREASE OF 4.7% ROUNDED AND A LOCALITY PAYMENT (OR OTHER GEOGRAPHIC ADJUSTMENT) APPLICABLE IN THIS AREA.													
46. Employing Department or Agency DEPARTMENT OF THE TREASURY							50. Signature/Authentication and Title of Approving Official ELECTRONICALLY SIGNED BY: MAUREEN E. BARANEK DEPUTY DIRECTOR, HR SHARED SERVICES						
47. Agency Code TR 93		48. Personnel Office ID 2753		49. Approval Date 12-21-2023									

NOTICE TO EMPLOYEE

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

The Action

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

Pay

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

Block 24 - Tenure

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

Block 26 - Veterans Preference for RIF

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

Block 30 - Retirement Plan

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

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and agency. If you are eligible to and elect to join an employee organization, you can elect to have

Block 31 - Service Computation Date (Leave)

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

Block 32 - Work Schedule

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

Block 33 - Part-time Hours Per Biweekly Pay Period

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

Block 34 - Position Occupied

- Identifies the employment system under which you are serving - the Competitive Service, the Excepted service, or the Senior Executive Service (SES).
- The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you leave Federal service.

Block 35 - FLSA Category

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

Block 37 - Bargaining Unit Status

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

Blocks 38 and 39 - Duty Station

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

OTHER INFORMATION

- your dues withheld from your salary.
- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

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