



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, reading "Arthur A. Elkins Jr.", is placed to the right of the "FROM:" line.

**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 C<sup>1</sup> 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.

<sup>1</sup> 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](http://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] [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 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 X 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 3 - SES General 2 - Excepted Service 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 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							

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) [Redacted]		Local Tracking No: [Redacted]
4. Proposed Effective Date 03/06/2017		
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 Request Date) E. Scott Pruitt / Administrator

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 03-08-17
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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 [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/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 [Redacted]	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 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Permanent 6 - 10-Point/Permanent/20A	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF
27. FEGLI [Redacted]	28. Annuitant Indicator 9	29. Pay Rate 0	Determinant
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 - Competitive Service 3 - SES General 4 - SES Career Reserved	35. FLSA Category FN	36. Appropriation Code 17/18 B 11A ZZZME8	37. Bargaining Unit Status 8868
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 1 - USA 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.	[Signature]		D. Staff	[Signature]	03-08-17
B. PSB	[Signature]	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 [Signature]	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 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: 03-08-17

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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 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 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											

FPS  
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) <u>[Redacted]</u>		Local Tracking No: <u>[Redacted]</u>	
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>		7. FROM: Position Title and Number <u>[Redacted]</u>	
1. Name <u>[Redacted]</u>		2. Social Security Number <u>[Redacted]</u>	
3. Date of Birth <u>[Redacted]</u>		4. Effective Date <u>07-09-17</u>	
5-A. Code <u>510</u>		5-B. Nature of Action <u>Conv to Excepted Appt</u>	
5-C. Code <u>41M</u>		5-D. Legal Authority <u>Sch C, 513.3321 Agency-Unique</u>	
5-E. Code <u>[Redacted]</u>		5-F. Legal Authority <u>Schedule C Authority</u>	
6-A. Code <u>[Redacted]</u>		6-B. Nature of Action <u>[Redacted]</u>	
6-C. Code <u>[Redacted]</u>		6-D. Legal Authority <u>[Redacted]</u>	
6-E. Code <u>[Redacted]</u>		6-F. Legal Authority <u>[Redacted]</u>	
14. Name and Location of Position's Organization <u>Same -&gt;</u>		22. Name and Location of Position's Organization <u>A0000000 - USEPA, Office of the Administrator Immediate Office Washington, DC 20460</u>	
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 <u>[Redacted]</u>		13. Pay Basis <u>[Redacted]</u>	
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 <u>[Redacted]</u>		12B. Locality Adj. <u>[Redacted]</u>	
12C. Adj. Basic Pay <u>[Redacted]</u>		12D. Other Pay <u>[Redacted]</u>	
20A. Basic Pay <u>[Redacted]</u>		20B. Locality Adj. <u>[Redacted]</u>	
20C. Adj. Basic Pay <u>[Redacted]</u>		20D. Other Pay <u>[Redacted]</u>	
23. Veterans Preference <u>1 - None</u>		24. Tenure <u>3</u>	
25. Agency Use <u>[Redacted]</u>		26. Veterans Preference <u>YES</u>	
27. FEGLI <u>[Redacted]</u>		28. Annuity Indicator <u>[Redacted]</u>	
29. Pay Rate <u>[Redacted]</u>		30. Retirement Plan <u>[Redacted]</u>	
31. Service Comp. Date (Leave) <u>[Redacted]</u>		32. Work Schedule <u>[Redacted]</u>	
33. Part Time Hours Per Biweekly Pay Period <u>[Redacted]</u>		34. Position Occupied <u>2</u>	
35. FLSA Category <u>E</u>		36. Appropriation Code <u>17/18 B 11A 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 <u>[Redacted]</u>	
41. <u>[Redacted]</u>		42. <u>[Redacted]</u>	
43. <u>[Redacted]</u>		44. <u>[Redacted]</u>	
45. Educational Level <u>[Redacted]</u>		46. Year Degree Attained <u>[Redacted]</u>	
47. Academic Discipline <u>[Redacted]</u>		48. Functional Class <u>[Redacted]</u>	
49. Citizenship <u>1 - USA</u>		50. Veterans Status <u>[Redacted]</u>	
51. Supervisory Status <u>N</u>		1. Office/Function <u>A.</u>	
Initials/Signature <u>[Redacted]</u>		Date <u>07-11-17</u>	
Office/Function <u>D. Staff</u>		Initials/Signature <u>[Redacted]</u>	
Date <u>[Redacted]</u>		Office/Function <u>E.</u>	
Initials/Signature <u>[Redacted]</u>		Date <u>[Redacted]</u>	
Office/Function <u>F.</u>		Initials/Signature <u>[Redacted]</u>	
Date <u>[Redacted]</u>		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>[Redacted]</u>		Approval Date <u>07-11-17</u>	

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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.

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 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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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 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 <b>AD Appointment</b>	2. Request Number <b>AO-2018-015</b>
3. For Additional Information Call (Name and Telephone Number) <b>[REDACTED]</b>	4. Proposed Effective Date <b>ASAP</b>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson, Chief of Staff</b> <i>[Signature]</i> <b>3/9/18</b>	6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b> <i>[Signature]</i> <b>3/9/18</b>

## 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) <b>[REDACTED]</b>	2. Social Security Number <b>[REDACTED]</b>	3. Date of Birth <b>[REDACTED]</b>	4. Effective Date <b>[REDACTED]</b>
--	--	---------------------------------------	--

### FIRST ACTION

5-A. Code <b>GS</b>	5-B. Nature of Action <b>301</b>	5-C. Code <b>13</b>	5-D. Legal Authority <b>05</b>	5-E. Code <b>\$109,900.00</b>	5-F. Legal Authority <b>PA</b>
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### SECOND ACTION

6-A. Code <b>AD</b>	6-B. Nature of Action <b>301</b>	6-C. Code <b>00</b>	6-D. Legal Authority <b>00</b>	6-E. Code <b>\$16,420.00</b>	6-F. Legal Authority <b>PA</b>
------------------------	-------------------------------------	------------------------	-----------------------------------	---------------------------------	-----------------------------------

### 7. FROM: Position Title and Number

**[REDACTED]**

### 15. TO: Position Title and Number

**[REDACTED]**

8. Pay Plan <b>GS</b>	9. Occ Code <b>301</b>	10. Grade or Level <b>13</b>	11. Step or Rate <b>05</b>	12. Total Salary <b>\$109,900.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>AD</b>	17. Occ Code <b>301</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>\$16,420.00</b>	21. Pay Basis <b>PA</b>
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 Biweekly Pay Period <input type="checkbox"/>

## 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 <b>18/19 B 11A 000ME8</b>	37. Bargaining Unit Status <input type="checkbox"/>			
38. Duty Station Code <b>11-0011-001</b>	39. Duty Station (City - County - State or Overseas Location) <b>Washington, DC</b>					
40. AGENCY DATA <b>41.</b>	42. <b>43.</b>	44. <b>45. EDUCATIONAL LEVEL</b>	46. YR. DEGREE ATTAINED <b>47. Academic Discipline</b>	48. FUNCTIONAL CLASS <b>49. CITIZENSHIP</b> <input type="checkbox"/> 1-USA 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

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): 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



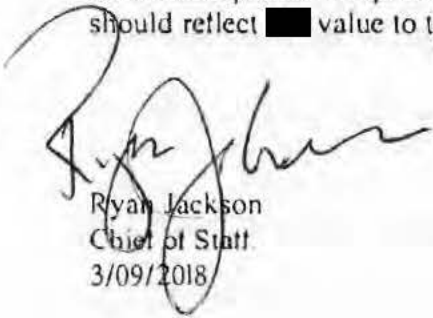
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

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]  
[REDACTED] has shown to have knowledge of broad-ranging policies and leaderships 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



Printed on Recycled Paper



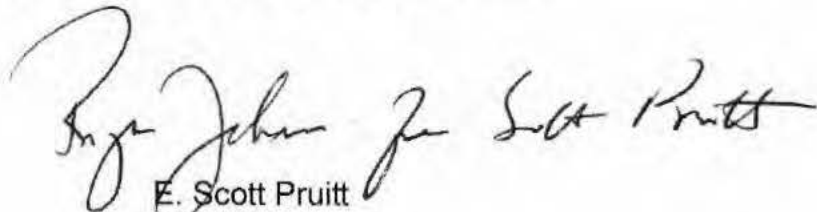
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

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  
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			
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>							
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					
<b>EMPLOYEE DATA</b>											
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 <input 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	
<b>POSITION DATA</b>											
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: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR					
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/06/2017							



FPS  
03.15.17

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) [Redacted]		4. Proposed Effective Date 03/05/2017
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Michael Flynn Acting Deputy Administrator 2/23/17	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator [Signature]	

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date 03-13-17
5-A. Code 170	5-B. Nature of Action Exempted 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 [Redacted]					
8. Pay Plan AD	9. Occ. Code 0301	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary/Award \$ 66,510	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 \$ 66,510	21. Pay Basis 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						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 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/24				24. Tenure 3 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite		25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> 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) 03-13-17		32. Work Schedule F		33. Part Time Hours Per Biweekly Pay Period 00	

34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Executive Career 4 - SES Career Research		35. FLSA 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 1 1 - USA 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.	[Signature]		D. [Signature]	[Signature]	03-06-17
B. PSB	[Signature]	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 [Signature]	Approval Date 03-06-17
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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 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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>									
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]									
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							
<b>EMPLOYEE DATA</b>														
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 X 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				
<b>POSITION DATA</b>														
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 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: VICKIE H. TELLIS ACTG DIR, EXEC RESOURCES DIV, OHR							
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 01/03/2018 [REDACTED]										



SRO Approval

John E Reeder

# 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: [Redacted]
4. Proposed Effective Date 07-09-17	
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
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 07-09-17

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

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 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Announcement 6 - 10-Point/Announcement/20%	24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite	25. Agency Use	26. Veterans Preference YES NO for RIF
27. FEGLI	28. Annuity 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 - Excepted Service 4 - SES Career Bandwidth	35. FLSA Category E	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. 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. [Signature]	[Signature]	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 [Signature]	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							
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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								
<b>EMPLOYEE DATA</b>															
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 <input 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						
<b>POSITION DATA</b>															
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. 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 <b>AD Appointment</b>	2. Request Number <b>AO-2018-014</b>
3. For Additional Information Call (Name and Telephone Number) <b>[REDACTED]</b>	4. Proposed Effective Date <b>ASAP</b>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson, Chief of Staff</b> <i>[Signature]</i> <b>3/9/18</b>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b> <i>[Signature]</i> <b>3/9/18</b>

## 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) <b>[REDACTED]</b>	2. Social Security Number <b>[REDACTED]</b>	3. Date of Birth <b>[REDACTED]</b>	4. Effective Date <b>[REDACTED]</b>
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### FIRST 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

### SECOND ACTION

7. FROM: Position Title and Number <b>[REDACTED]</b>	15. TO: Position Title and Number <b>[REDACTED]</b>										
8. Pay Plan <b>GS</b>	9. Occ Code <b>301</b>	10. Grade or Level <b>11</b>	11. Step or Rate <b>10</b>	12. Total Salary <b>\$88,450.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>AD</b>	17. Occ Code <b>301</b>	18. Grade or Level <b>00</b>	19. Step or Rate	20. Total Salary/Award <b>\$114,590.00</b>	21. Pay Basis <b>PA</b>
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 <b>A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office</b>						22. Name and Location of Position's Organization <b>A0000000 - Environmental Protection Agency Office of the Administrator, Immediate Office</b>					

### 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 Biweekly Pay Period <input type="checkbox"/>

### 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 <b>18/19 B 11A 000ME8</b>	37. Bargaining Unit Status <input type="checkbox"/>
38. Duty Station Code <b>11-0011-001</b>	39. Duty Station (City - County - State or Overseas Location) <b>Washington, DC</b>		
40. AGENCY DATA <input type="checkbox"/>	41. <input type="checkbox"/>	42. <input type="checkbox"/>	43. <input type="checkbox"/>
44. <input type="checkbox"/>	45. EDUCATIONAL LEVEL <input type="checkbox"/>		
46. YR DEGREE ATTAINED <input type="checkbox"/>	47. Academic Discipline <input type="checkbox"/>	48. FUNCTIONAL CLASS <input type="checkbox"/>	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

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



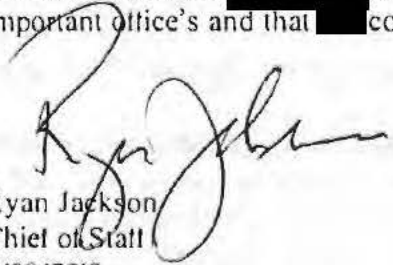
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

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



Printed on Recycled Paper





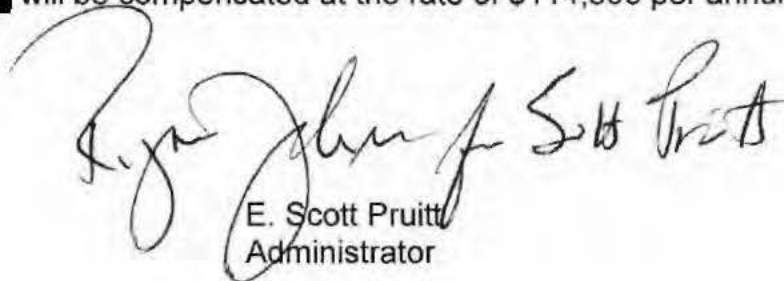
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

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		
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
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						
<b>EMPLOYEE DATA</b>											
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 X 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		
<b>POSITION DATA</b>											
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 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							

ECI: [REDACTED]

FPPS  
5/8/17SF 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)		(HR- [REDACTED])		Local Tracking No:		4. Proposed Effective Date		05/08/2017	
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		5/4/17	
1. Name		[REDACTED]		2. Social Security Number		3. Date of Birth		4. Effective Date	
5-A. Code		5-B. Nature of Action		6-A. Code		6-B. Nature of Action			
170		Exempted Appt.							
5-C. Code		5-D. Legal Authority		6-C. Code		6-D. Legal Authority			
21M		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					
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary	
AD		0301		OU		OU		\$44,941.00	
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay			
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization		A0000000 - U.S. Environmental Protection Agency, 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		1 - None 3 - 10-Point/Disability 5 - 10-Point/Other		3		0 - None 2 - Conditional		26. Veterans Preference	
27. FEGLI				28. Annuitant Indicator		9		29. Pay Rate	
				30. Retirement Plan		KF		31. Service Comp. Date (Leave)	
				32. Work Schedule		F		33. Part Time Hours Per Biweekly Pay Period	
				34. Position Occupied		1 - Competitive Service 3 - SES General		35. FLSA Category	
				2		1 - Competitive Service 3 - SES General		N	
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		N		51. Supervisory Status		N			
1. Office/Function		Initials/Signature		Date		Office/Function		Initials/Signature	
A.		[Signature]		4/24/17		D. Stetty		5/4/17	
B.		[Signature]				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		5/4/17			
		[Signature]		5/4/17					

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-6239

(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.

SRO Approval

John E Reeder

# 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]	
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										7. FROM: Position Title and Number Same →	
8. Name [Redacted]										9. Social Security Number [Redacted]	
10. Date of Birth [Redacted]										11. Effective Date 07-16-17	
12. SA Code 570										13. Nature of Action Conv to Excepted Appt	
14. SC Code Y7M										15. Legal Authority Sch C, 213.3324 Agency-Lingue	
16. SE Code [Redacted]										17. Legal Authority Schedule C Authority dated 07-13-17	
18. TO: Position Title and Number [Redacted]										19. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office	
20. Pay Plan AD										21. Occ. Code 0301	
22. Grade or Level 00										23. Step or Rate 00	
24. Total Salary \$44,941										25. Pay Basis PA	
26. Basic Pay [Redacted]										27. Locality Adj. [Redacted]	
28. Adj. Basic Pay [Redacted]										29. Other Pay [Redacted]	
30. Name and Location of Position's Organization Same →										31. Name and Location of Position's Organization A0000000 - U.S. Environmental Protection Agency, Office of the Administrator, Immediate Office	
32. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other										33. Tenure 0 - None 2 - Conditional	
34. Agency Use [Redacted]										35. Veterans Preference YES NO RIF	
36. FEGLI [Redacted]										37. Annuitant Indicator [Redacted]	
38. Retirement Plan [Redacted]										39. Pay Rate Determinant	
40. Service Comp. Date (Leave) [Redacted]										41. Work Schedule [Redacted]	
42. Part Time Hours Per Biweekly Pay Period [Redacted]										43. Position Occupied 2	
44. FLSA Category N										45. Appropriation Code 1718 B 11A ZZZME8	
46. Bargaining Unit Status 8888										47. Duty Station Code Washington, DC	
48. Agency Data [Redacted]										49. Educational Level [Redacted]	
50. Year Degree Attained [Redacted]										51. Academic Discipline [Redacted]	
52. Functional Class [Redacted]										53. Citizenship 1 - USA 8 - Other	
54. Veterans Status [Redacted]										55. 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)
-------------------	-------------------	----------------	---

**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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Excepted Service 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 <b>Conversion - AD Appt.</b>						2. Request Number <b>10-2018-035</b>					
3. For Additional Information Call (Name and Telephone Number) [Redacted]						4. Proposed Effective Date [Redacted]					
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson, Chief of Staff</b> <i>[Signature]</i> 11/11/18				6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b> <i>[Signature]</i> 11/11/18							
1. Name (Last, First, Middle) [Redacted]		2. Social Security Number [Redacted]		3. Date of Birth [Redacted]		4. Effective Date <b>2-18-2018</b>					
5-A. Code <b>570</b>		5-B. Nature of Action <b>Conv to Exc Appt.</b>		6-A. Code		6-B. Nature of Action					
5-C. Code <b>21M</b>		5-D. Legal Authority <b>P.L. 95-190</b>		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 <b>GS</b>		9. One Code <b>0301</b>		10. Grade or Level <b>07</b>		11. Step or Rate <b>01</b>		12. Total Salary <b>\$45,972</b>		13. Pay Basis <b>PA</b>	
12A. Basic Pay		12B. Locality Adj		12C. Adj. Basic Pay		12D. Other Pay		16. Pay Plan <b>AD</b>		17. One Code <b>0301</b>	
								18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>	
								20. Total Salary/Amount <b>\$56,233</b>		21. Pay Basis <b>PA</b>	
14. Name and Location of Position's Organization <b>US, EPA - OFFICE OF THE ADMINISTRATOR IMMEDIATE OFFICE A0000000</b>				22. Name and Location of Position's Organization <b>US, EPA - OFFICE OF THE ADMINISTRATOR IMMEDIATE OFFICE A0000000</b>							
23. Veterans Preference <b>1</b> 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%				24. Tenure <b>3</b> 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
27. FEGLI [Redacted]				28. Annuitant Indicator <b>9</b>		29. Pay Rate Determinant <b>0</b>					
30. Retirement Plan <b>KF</b>				31. Service Comp. Date (Leave) <b>05/07/2017</b>		32. Work Schedule <b>F</b>		33. Part-Time Hours Per <b>0</b> Biweekly Pay Period			
34. Position Occupied <b>2</b> 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved				35. FLSA Category <b>N</b> B - Exempt N - Nonexempt		36. Appropriation Code <b>2018/2019 B 11A 000ME8</b>		37. Bargaining Unit Status <b>8888</b>			
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station (City - County - State or Overseas Location) <b>WASHINGTON, DC</b>							
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 <input type="checkbox"/>			
								51. SUPERVISORY STATUS <b>N</b>			
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 <i>[Signature]</i>		Approval Date <b>2/15/2018</b>			

CONTINUED ON REVERSE

OVER

7PP3

(Note to Supervisors: Do not check "for conflicting reasons" if the employee is resigning or retiring.  
If "YES," please state the reasons on a separate sheet and attach to SF 52.)

☐ YES ☐ NO

OGE 450 Not Required

OGE 450 Required

Signed \_\_\_\_\_ DEO

#### Employee Statement

You are requested to furnish a statement for your resignation or retirement and, if forwarding copies of your records, to indicate whether in any future decision regarding your re-employment you will be considered for determination of your eligibility for re-employment. Your statement and records will be used only for the purpose of your re-employment and will not be used for any other purpose. You are not required to furnish a statement or records if you are not eligible for re-employment.

This information is required by sections 3301, 3302, and 3303 of title 5, U.S. Code, Sections 3301, 3302, and 3303 of title 5, U.S. Code, and is required to issue regulations.

with regard to employment of individuals in the Federal service and their records, while sections 3301, 3302, and 3303 of title 5, U.S. Code, require the specific reason for termination of Federal service to be furnished 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 or Retirement (SF 52): Your reasons are listed at the end of this form. Please be specific and avoid generalizations. Your resignation or retirement is effective at the end of the day \_\_\_\_\_ (unless you specify otherwise.)

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

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  
ADMINISTRATION  
AND RESOURCE  
MANAGEMENT

[REDACTED]

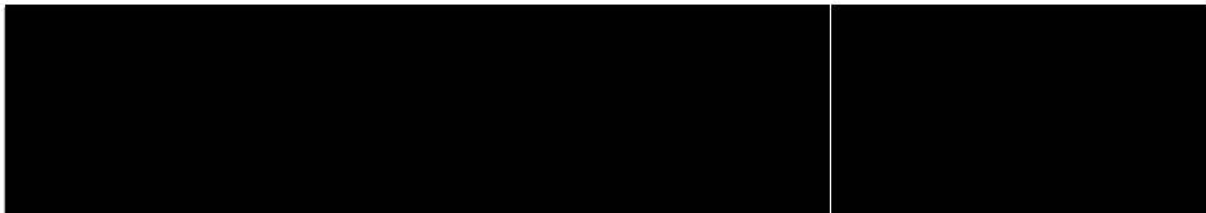
Congratulations! You have been selected for an appointment with the U.S. Environmental Protection Agency (EPA). This is to officially inform you of your position as [REDACTED] Office of the Administrator. This position is in the Immediate Office of the Administrator; Washington, DC.

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 *CSM*

*E. Scott Pruitt*  
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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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					1 [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										
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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:								
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/27/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR									



SRO Approval

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) (HR- )		Local Tracking No: 4. Proposed Effective Date 03/27/2017	
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		2. Social Security Number	
3. Date of Birth		4. Effective Date 03-26-17	
5-A. Code 17D Excepted Appt.		5-B. Nature of Action	
5-C. Code ZLM P.h. 95-190		5-D. Legal Authority	
5-E. Code		5-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 \$130,692.00		13. Pay Basis PA	
12A. Basic Pay		12B. Locality Adj.	
12C. Adj. Basic Pay		12D. Other Pay	
14. Name and Location of Position's Organization		22. 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/Anniversary 5 - 10-Point/Other 6 - 10-Point/Anniversary/Other		24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> for RIF	
27. FEGLI		28. Annuity 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		1. Office/Function	
Initials/Signature		Date	
A.		D. Staff A. Feaster 3/24/17	
B. PSB		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 Cecelia Fort 3/24/17	
Approval Date		3/24/17	

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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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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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 NONCOIMPETITIVELY 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											

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

1. Actions Requested <i>Conversion ID</i>	Schedule C Appointment	2. Request Number OPA-2017-010
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR- [Redacted])	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 <i>[Signature]</i> 4/15/17	6. 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 05-14-17
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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, 213.3312. Agency-unique	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority Schedule C Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number <i>Same</i>	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	16. Pay Plan GS	17. Occ. Code 0301	18. Grade or Level 14	19. Step or Rate 6	20. Total Salary/Award \$130,692	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 <i>Same</i>	22. Name and Location of Position's Organization AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs
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23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Nonresidence 6 - 10-Point/Nonresidence/20%	24. Tenure 3 None 2 - Conditional 1 - Permanent 2 - 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 2 - Extended Service 4 - SES Career Research
35. FLSA Category E	36. Appropriation Code 17/18 B 11H 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. 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	<i>[Signature]</i>	5-15-17
B. PSB	<i>[Signature]</i>	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 <i>[Signature]</i>	Approval Date 5-15-17
--	---------------------------------	--------------------------

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 a 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.

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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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							
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-COMPETIVELY															
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											

SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

1. Actions Requested <b>Conversion to Non Career SES Appt.</b>		2. Request Number <b>OPA-2017-016</b>	
3. For Additional Information Call (Name and Telephone Number) <b>[Redacted]</b> (HR- <b>[Redacted]</b> )		4. Proposed Effective Date <b>ASAP</b>	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson Chief of Staff</b>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator, EPA</b>	
1. Name <b>[Redacted]</b>		2. Social Security Number <b>[Redacted]</b>	
3. Date of Birth <b>[Redacted]</b>		4. Effective Date <b>08-13-17</b>	
5-A. Code <b>546</b>		5-B. Nature of Action <b>Conv to SES Non-Career Appt</b>	
5-C. Code <b>546</b>		5-D. Legal Authority <b>5 U.S.C. 3394CA)</b>	
5-E. Code <b>AWM</b>		5-F. Legal Authority <b>non career, con OPM Reg 1652</b>	
7. FROM: Position Title and Number <b>[Redacted]</b>		15. TO: Position Title and Number <b>[Redacted]</b>	
8. Pay Plan <b>GS</b>		9. Occ. Code <b>0301</b>	
10. Grade or Level <b>14</b>		11. Step or Rate <b>6</b>	
12. Total Salary <b>\$130,692</b>		13. Pay Basis <b>[Redacted]</b>	
12A. Basic Pay		12B. Locality Adj.	
12C. Adj. Basic Pay		12D. Other Pay	
16. Pay Plan <b>ES</b>		17. Occ. Code <b>0340</b>	
18. Grade or Level <b>00</b>		19. Step or Rate <b>00</b>	
20. Total Salary/Award <b>\$161,900.00</b>		21. Pay Basis <b>PA</b>	
20A. Basic Pay		20B. Locality Adj.	
20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization <b>AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs</b>		22. Name and Location of Position's Organization <b>AOG00000 - US EPA, Office of the Administrator, Office of Public Affairs</b>	
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"/> 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 <b>[Redacted]</b>		28. Annuitant Indicator <b>[Redacted]</b>	
29. Pay Rate <b>[Redacted]</b>		30. Retirement Plan <b>KF</b>	
31. Service Comp. Date (Leave) <b>3-26-17</b>		32. Work Schedule <b>[Redacted]</b>	
33. Part Time Hours Per Biweekly Pay Period <b>[Redacted]</b>		34. Position Occupied <b>3</b>	
35. FLSA Category <b>E</b>		36. Appropriation Code <b>17/18 B 11H ZZZME8</b>	
37. Bargaining Unit Status <b>3888</b>		38. Duty Station Code <b>11-0010-001</b>	
39. Duty Station <b>Washington, DC 20460</b>		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"/> 6 - Other		50. Veterans Status	
51. Supervisory Status <b>S</b>		52.	
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 <b>Patterson M...</b>	
Approval Date <b>8-11-17</b>		[Redacted]	

CONTINUED ON NEXT PAGE

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 Covered, Previously Covered  
M45 - Employee is automatically Covered Under FEERS.  
K18 - Employee position is 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 <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> [REDACTED]	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>	[REDACTED]	ES	0340	00	
<b>4. Supervisor's Recommendation</b>	[REDACTED]	ES	0301	00	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>		<b>6. NAME OF EMPLOYEE</b>			
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>		c. [REDACTED]			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f. [REDACTED]			
b. Office of the Administrator		g. [REDACTED]			
c. Office of Public Affairs		h. Employing Office Location Washington, DC			
d. [REDACTED]		i. Organization Code [REDACTED]			
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> <b>[2] Supervisor or Manager.</b> 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"/> <b>[4] Supervisor.</b> 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"/> <b>[5] Management Official.</b> 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"/> <b>[6] Lead.</b> 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"/> <b>[7] Team Leader.</b> 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"/> <b>[8] All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> 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.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff		<b>d. Typed Name and Title of Second-Level Supervisor</b> E. Scott Pruitt, Administrator			
<b>b. Signature</b> [Signature]	<b>c. Date</b> 3/10/17	<b>e. Signature</b> [Signature]		<b>f. Date</b> 3/10/17	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> 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.					
<b>a. Promotion Potential</b> <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>b. PSB Risk Designation</b> <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	<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	<b>d. "Identical, Additional" (IA) Allocation</b> 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		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	<b>f. Functional Classification Code</b>
<b>g. Bargaining Unit Code</b> 3888	<b>h. Check, if applicable:</b> <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 (____)		<b>i. Classifier's Signature</b> [Signature]		<b>j. Date</b> 03/13/17
<b>11. REMARKS</b>  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] 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**

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		
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>						
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						
<b>EMPLOYEE DATA</b>											
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 X 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		
<b>POSITION DATA</b>											
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 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:						
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 04/24/2017		SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR					

ECL: [REDACTED]

FPPS  
4/24/17SF 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. [REDACTED]	
4. Proposed Effective Date 04-23-17		5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson, Chief of Staff [Signature] 3/21/17	
6. Action Authorized By (Typed Name, Title, Signature, and Conference Date) E. Scott Pruitt, Administrator [Signature]		7. FROM: Position Title and Number [REDACTED]	
1. Name [REDACTED]		2. Social Security Number [REDACTED]	
3. Date of Birth [REDACTED]		4. Effective Date 04-23-17	
5-A. Code 110		5-B. Nature of Action Exceeded Appt.	
5-C. Code 21M		5-D. Legal Authority P.L. 95-190	
5-E. Code		5-F. Legal Authority	
6-A. Code		6-B. Nature of Action	
6-C. Code		6-D. Legal Authority	
6-E. Code		6-F. Legal Authority	
8. Pay Plan PA		16. Pay Plan AD	
9. Occ. Code 0301		17. Occ. Code 00	
10. Grade or Level 00		18. Grade or Level 00	
11. Step or Rate 00		19. Step or Rate 00	
12. Total Salary \$115,755.00		20. Total Salary/Award \$115,755.00	
13. Pay Basis PA		21. Pay Basis PA	
12A. Basic Pay		20A. Basic Pay	
12B. Locality Adj.		20B. Locality Adj.	
12C. Adj. Basic Pay		20C. Adj. Basic Pay	
12D. Other 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 2 - 5-Point 4 - 10-Point/Permanent Disability 6 - 10-Point/Permanent Disability/VA		24. Tenure 3 - 3 0 - None 2 - Conditional 1 - Permanent 2 - Indefinite	
25. Agency Use		26. Veterans Preference YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF	
27. FEGLI [REDACTED]		28. Annuitant Indicator 9	
29. Pay Rate 0		30. Determinant 0	
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 - 1 - Competitive Service 3 - SES General 2 - Exempted Service 4 - SES Career Research	
35. FLSA Category N		36. Appropriation Code 1718 B 11A ZZZME8	
37. Bargaining Unit Status 8538		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 3		1. Office/Function A. [REDACTED] Initials/Signature [Signature] Date 4/12/17	
2. Office/Function D. Staff Initials/Signature [Signature] Date 4/19/17		3. Office/Function E. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
4. Office/Function F. [REDACTED] Initials/Signature [Signature] Date 4/19/17		5. Office/Function G. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
6. Office/Function H. [REDACTED] Initials/Signature [Signature] Date 4/19/17		7. Office/Function I. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
8. Office/Function J. [REDACTED] Initials/Signature [Signature] Date 4/19/17		9. Office/Function K. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
10. Office/Function L. [REDACTED] Initials/Signature [Signature] Date 4/19/17		11. Office/Function M. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
12. Office/Function N. [REDACTED] Initials/Signature [Signature] Date 4/19/17		13. Office/Function O. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
14. Office/Function P. [REDACTED] Initials/Signature [Signature] Date 4/19/17		15. Office/Function Q. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
16. Office/Function R. [REDACTED] Initials/Signature [Signature] Date 4/19/17		17. Office/Function S. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
18. Office/Function T. [REDACTED] Initials/Signature [Signature] Date 4/19/17		19. Office/Function U. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
20. Office/Function V. [REDACTED] Initials/Signature [Signature] Date 4/19/17		21. Office/Function W. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
22. Office/Function X. [REDACTED] Initials/Signature [Signature] Date 4/19/17		23. Office/Function Y. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
24. Office/Function Z. [REDACTED] Initials/Signature [Signature] Date 4/19/17		25. Office/Function AA. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
26. Office/Function AB. [REDACTED] Initials/Signature [Signature] Date 4/19/17		27. Office/Function AC. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
28. Office/Function AD. [REDACTED] Initials/Signature [Signature] Date 4/19/17		29. Office/Function AE. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
30. Office/Function AF. [REDACTED] Initials/Signature [Signature] Date 4/19/17		31. Office/Function AG. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
32. Office/Function AH. [REDACTED] Initials/Signature [Signature] Date 4/19/17		33. Office/Function AI. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
34. Office/Function AJ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		35. Office/Function AK. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
36. Office/Function AL. [REDACTED] Initials/Signature [Signature] Date 4/19/17		37. Office/Function AM. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
38. Office/Function AN. [REDACTED] Initials/Signature [Signature] Date 4/19/17		39. Office/Function AO. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
40. Office/Function AP. [REDACTED] Initials/Signature [Signature] Date 4/19/17		41. Office/Function AQ. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
42. Office/Function AR. [REDACTED] Initials/Signature [Signature] Date 4/19/17		43. Office/Function AS. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
44. Office/Function AT. [REDACTED] Initials/Signature [Signature] Date 4/19/17		45. Office/Function AU. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
46. Office/Function AV. [REDACTED] Initials/Signature [Signature] Date 4/19/17		47. Office/Function AW. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
48. Office/Function AX. [REDACTED] Initials/Signature [Signature] Date 4/19/17		49. Office/Function AY. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
50. Office/Function AZ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		51. Office/Function BA. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
52. Office/Function BB. [REDACTED] Initials/Signature [Signature] Date 4/19/17		53. Office/Function BC. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
54. Office/Function BD. [REDACTED] Initials/Signature [Signature] Date 4/19/17		55. Office/Function BE. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
56. Office/Function BF. [REDACTED] Initials/Signature [Signature] Date 4/19/17		57. Office/Function BG. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
58. Office/Function BH. [REDACTED] Initials/Signature [Signature] Date 4/19/17		59. Office/Function BI. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
60. Office/Function BJ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		61. Office/Function BK. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
62. Office/Function BL. [REDACTED] Initials/Signature [Signature] Date 4/19/17		63. Office/Function BM. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
64. Office/Function BN. [REDACTED] Initials/Signature [Signature] Date 4/19/17		65. Office/Function BO. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
66. Office/Function BP. [REDACTED] Initials/Signature [Signature] Date 4/19/17		67. Office/Function BQ. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
68. Office/Function BR. [REDACTED] Initials/Signature [Signature] Date 4/19/17		69. Office/Function BS. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
69. Office/Function BT. [REDACTED] Initials/Signature [Signature] Date 4/19/17		70. Office/Function BU. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
70. Office/Function BV. [REDACTED] Initials/Signature [Signature] Date 4/19/17		71. Office/Function BW. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
71. Office/Function BX. [REDACTED] Initials/Signature [Signature] Date 4/19/17		72. Office/Function BY. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
72. Office/Function BZ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		73. Office/Function CA. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
73. Office/Function CB. [REDACTED] Initials/Signature [Signature] Date 4/19/17		74. Office/Function CC. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
74. Office/Function CD. [REDACTED] Initials/Signature [Signature] Date 4/19/17		75. Office/Function CE. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
75. Office/Function CF. [REDACTED] Initials/Signature [Signature] Date 4/19/17		76. Office/Function CG. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
76. Office/Function CH. [REDACTED] Initials/Signature [Signature] Date 4/19/17		77. Office/Function CI. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
77. Office/Function CJ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		78. Office/Function CK. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
78. Office/Function CL. [REDACTED] Initials/Signature [Signature] Date 4/19/17		79. Office/Function CM. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
79. Office/Function CN. [REDACTED] Initials/Signature [Signature] Date 4/19/17		80. Office/Function CO. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
80. Office/Function CP. [REDACTED] Initials/Signature [Signature] Date 4/19/17		81. Office/Function CQ. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
81. Office/Function CR. [REDACTED] Initials/Signature [Signature] Date 4/19/17		82. Office/Function CS. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
82. Office/Function CT. [REDACTED] Initials/Signature [Signature] Date 4/19/17		83. Office/Function CU. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
83. Office/Function CV. [REDACTED] Initials/Signature [Signature] Date 4/19/17		84. Office/Function CW. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
84. Office/Function CX. [REDACTED] Initials/Signature [Signature] Date 4/19/17		85. Office/Function CY. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
85. Office/Function CZ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		86. Office/Function DA. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
86. Office/Function DB. [REDACTED] Initials/Signature [Signature] Date 4/19/17		87. Office/Function DC. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
87. Office/Function DD. [REDACTED] Initials/Signature [Signature] Date 4/19/17		88. Office/Function DE. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
88. Office/Function DF. [REDACTED] Initials/Signature [Signature] Date 4/19/17		89. Office/Function DG. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
89. Office/Function DH. [REDACTED] Initials/Signature [Signature] Date 4/19/17		90. Office/Function DI. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
90. Office/Function DJ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		91. Office/Function DK. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
91. Office/Function DL. [REDACTED] Initials/Signature [Signature] Date 4/19/17		92. Office/Function DM. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
92. Office/Function DN. [REDACTED] Initials/Signature [Signature] Date 4/19/17		93. Office/Function DO. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
93. Office/Function DP. [REDACTED] Initials/Signature [Signature] Date 4/19/17		94. Office/Function DQ. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
94. Office/Function DR. [REDACTED] Initials/Signature [Signature] Date 4/19/17		95. Office/Function DS. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
95. Office/Function DT. [REDACTED] Initials/Signature [Signature] Date 4/19/17		96. Office/Function DU. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
96. Office/Function DV. [REDACTED] Initials/Signature [Signature] Date 4/19/17		97. Office/Function DW. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
97. Office/Function DX. [REDACTED] Initials/Signature [Signature] Date 4/19/17		98. Office/Function DY. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
98. Office/Function DZ. [REDACTED] Initials/Signature [Signature] Date 4/19/17		99. Office/Function EA. [REDACTED] Initials/Signature [Signature] Date 4/19/17	
99. Office/Function EB. [REDACTED] Initials/Signature [Signature] Date 4/19/17		100. Office/Function EC. [REDACTED] Initials/Signature [Signature] Date 4/19/17	

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN 7540-01-333-6239



(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)

#### 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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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

SRO Approval John E Reeder

# REQUEST FOR PERSONNEL ACTION

1. Actions Requested <u>Commission ID</u>		Schedule C. Appt.		2. Request Number 10-2017-094	
3. For Additional Information Call (Name and Telephone Number)		Local Tracking No:		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			
1. Name		2. Social Security Number		3. Date of Birth	
4. Effective Date		05-14-17			
5-A. Code 570		5-B. Nature of Action COM to Exc App		6-A. Code	
5-C. Code VTM		5-D. Legal Authority Sch C 33M		6-B. Nature of Action	
5-E. Code		5-F. Legal Authority		6-C. Code	
				6-D. 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	
14. Name and Location of Position's Organization Same →		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	
22. Name and Location of Position's Organization A0000000 - U.S. EPA, Office of the Administrator, Immediate Office					
23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Nonmilitary 5 - 10-Point/Other 6 - 10-Point/Nonmilitary/Other		24. Tenure 3 0 - None 1 - Permanent 2 - Conditional 3 - Interim		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 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 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 A		51. Supervisory Status S			
1. Office/Function		Initials/Signature		Date	
A.					
B.					
C.					
D. Staffing		C. Feaster		5/18/17	
E.					
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 Andrew Leister		Approval Date 5/18/17	

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.

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 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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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											



SRO Approval

John E Reeder

# REQUEST FOR PERSONNEL ACTION

FPRS  
2/20/17

1. Actions Requested <b>Conversion to NL SES Appt</b>						2. Request Number <b>IO-2017-110</b>																																																																													
3. For Additional Information Call (Name and Telephone Number) [Redacted]						Local Tracking NO: [Redacted]						4. Proposed Effective Date <b>ASAP</b>																																																																							
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson, Chief of Staff</b>						6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b>						[Redacted]																																																																							
1. Name [Redacted]						2. Social Security Number [Redacted]						3. Date of Birth [Redacted]						4. Effective Date <b>07-16-17</b>																																																																	
5-A. Code <b>546</b>						5-B. Nature of Action <b>Conv to SES Non-Career Appt</b>						6-A. Code						6-B. Nature of Action																																																																	
5-C. Code <b>V4L</b>						5-D. Legal Authority <b>5 U.S.C. 3394(a) Non-Career</b>						6-C. Code						6-D. Legal Authority																																																																	
5-E. Code <b>AWM</b>						5-F. Legal Authority <b>and OPM Form 1652 dated 07-13-17</b>						6-E. Code						6-F. Legal Authority																																																																	
7. FROM: Position Title and Number [Redacted]						15. TO: Position Title and Number [Redacted]						[Redacted]						[Redacted]																																																																	
8. Pay Plan <b>GS</b>						9. Occ. Code <b>0301</b>						10. Grade or Level <b>14</b>						11. Step or Rate <b>02</b>						12. Total Salary <b>\$115,755.00</b>						13. Pay Basis <b>PA</b>						16. Pay Plan <b>ES</b>						17. Occ. Code <b>0340</b>						18. Grade or Level <b>00</b>						19. Step or Rate <b>00</b>						20. Total Salary/Award <b>\$140,000</b>						21. Pay Basis <b>PA</b>																	
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 <b>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office</b>												22. Name and Location of Position's Organization <b>A0000000 - U.S. EPA, Office of the Administrator, Immediate Office</b>																																																																							
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Permanent 6 - 10-Point/Permanent/30%												24. Tenure 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 3 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Research												35. FLSA Category <b>E</b>												36. Appropriation Code <b>1718 B 11A ZZZME8</b>												37. Bargaining Unit Status <b>8888</b>																																															
38. Duty Station Code <b>11-0010-001</b>												39. Duty Station <b>Washington, DC</b>																																																																							
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 <b>S</b>											
1. Office/Function												Initials/Signature												Date												Office/Function												Initials/Signature												Date																							
A.												[Redacted]												[Redacted]												D. Staff												Ann Hackley												07-19-17																							
B.												[Redacted]												[Redacted]												E.												[Redacted]												[Redacted]																							
C.												[Redacted]												[Redacted]												F.												[Redacted]												[Redacted]																							
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 <b>Ann Hackley</b>												Approval Date <b>07-19-17</b>																																																											

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.

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) Ryan Jackson, Chief of Staff <i>[Signature]</i> 4/17/18		6. Action Authorized By (Typed Name, title, signature, and Concurrence Date) E. Scott Pruitt, Administrator <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 [Redacted]	3. Date of Birth [Redacted]	4. Effective Date [Redacted]
<b>FIRST ACTION</b>		<b>SECOND ACTION</b>		
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. Org Code 0340	10. Grade or Level 00	11. Step or Rate 00	12. Total Salary \$140,000	13. Pay Basis PA	16. Pay Plan	17. Org 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		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 [Redacted]					

## 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 <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 Diweekly Pay Period							

## POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt		36. Appropriation Code 18/19 B 11A 000ME8		37. Bargaining Unit Status	
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 1-USA 8-OTHER		50. Vietnam Era Vet
							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

CONTINUED ON REVERSE

OVER



**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.

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-

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.

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)

3/17/9

3/17/8

**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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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										
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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 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: SUZANNE L. ROBERTS ACTG DIR, EXEC RESOURCES DIV, OHR									
47. Agency Code EP00		48. Personnel Office ID 3216		49. Approval Date 03/13/2017											

FPPS  
3/27/17

SRO Approval \_\_\_\_\_  
John E Reeder

# REQUEST FOR PERSONNEL ACTION

1. Actions Requested <b>Administratively Determined Appointment</b>		2. Request Number <b>OP-2017-017</b>
3. For Additional Information Call (Name and Telephone Number) [Redacted] (HR-[Redacted])		4. Proposed Effective Date <b>03/27/2017</b>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Michael Flynn, Acting Deputy Administrator</b> <i>[Signature]</i> <b>3/23/17</b>		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt, Administrator</b> <i>[Signature]</i>

1. Name [Redacted]	2. Social Security Number [Redacted]	3. Date of Birth [Redacted]	4. Effective Date <b>03-26-17</b>
5-A. Code <b>P10</b>	5-B. Nature of Action <b>Excepted Appt</b>	6-A. Code	6-B. Nature of Action
5-C. Code <b>2um</b>	5-D. Legal Authority <b>P.L. 95-190</b>	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 [Redacted]	9. Occ. Code [Redacted]	10. Grade or Level [Redacted]	11. Step or Rate [Redacted]	12. Total Salary [Redacted]	13. Pay Basis <b>PA</b>	16. Pay Plan <b>AD</b>	17. Occ. Code <b>0301</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>\$149,337.00</b>	21. Pay Basis <b>PA</b>
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						22. Name and Location of Position's Organization <b>AA000000 - U.S. Environmental Protection Agency, Office of the Administrator, Office of Policy</b>					

23. Veterans Preference <input checked="" type="checkbox"/> 1 - None <input type="checkbox"/> 3 - 10-Point/Disability <input type="checkbox"/> 5 - 10-Point/Other				24. Tenure <b>X3</b> <input type="checkbox"/> 0 - None <input type="checkbox"/> 2 - Conditional		25. Agency Use		26. Veterans Preference for RIF <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
27. FEGLI [Redacted]				28. Annuitant Indicator <b>9</b>		29. Pay Rate <b>0</b> Determinant		33. Part Time Hours Per Biweekly Pay Period <b>00</b>			
30. Retirement Plan <b>KE</b>				31. Service Comp. Date (Leave) <b>03-26-17</b>		32. Work Schedule <b>F</b>		37. Bargaining Unit Status <b>8888</b>			
34. Position Occupied <b>2</b> <input type="checkbox"/> 1 - Competitive Service <input type="checkbox"/> 3 - SES General <input type="checkbox"/> 2 - Executive Service <input type="checkbox"/> 4 - SES Career Development				35. ELSA Category <b>E</b>		36. Appropriation Code <b>1718 B 11B ZZZMH9</b>		37. Bargaining Unit Status <b>8888</b>			
38. Duty Station Code <b>11-0010-001</b>				39. Duty Station <b>Washington, DC</b>							
40. Agency Data		41.		42.		43.		44.			
45. Educational Level		46. Year Degree Attained		47. Academic Discipline		48. Functional Class <b>—</b>		49. Citizenship <input checked="" type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other		50. Veterans Status <input checked="" type="checkbox"/> <input type="checkbox"/> N	

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.	<i>[Signature]</i>		D. <i>Phaff</i>	<i>Gunn Hackley</i>	<b>3.23.17</b>
B. <b>PSB</b>	<i>[Signature]</i>	<b>3/16/17</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>Gunn Hackley</i>		Approval Date <b>3.23.17</b>

(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)
-------------------	-------------------	----------------	---

#### 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							
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>											
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											
<b>EMPLOYEE DATA</b>																
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 X 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						
<b>POSITION DATA</b>																
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												

SRO Approval

John E Reeder

# 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])		Local Tracking No: [Redacted]		4. Proposed Effective Date ASAP	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff [Signature] 4/16/17		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt, Administrator [Signature]			
1. Name [Redacted]		2. Social Security Number [Redacted]		3. Date of Birth [Redacted]	
4. Effective Date 05-14-17					
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	
5-E. Code		5-F. Legal Authority		6-C. Code	
6-D. Legal Authority		6-E. Code		6-F. Legal Authority	
7. FROM: Position Title and Number Spec →		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		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			
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - E-Print 4 - 10-Point/Announcement 6 - 10-Point/Announcement/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 [Redacted]		28. Annuitant Indicator 9	
29. Pay Rate Determinant 0		30. Retirement Plan KR		31. Service Comp. Date (Leave)	
32. Work Schedule F		33. Part Time Hours Per Biweekly Pay Period 00			
34. Position Occupied 2 1 - Competitive Service 3 - SES General 2 - Executive 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 1 - USA 8 - Other		50. Veterans Status A	
51. Supervisory Status S					
1. Office/Function A.		Initials/Signature [Signature]		Date [Redacted]	
B. PSB		[Signature]		4/12/17	
C.		[Signature]			
D. Staff		[Signature]		5/18/17	
E.		[Signature]			
F.		[Signature]			
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	

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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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									
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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											

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 <b>Conversion TO</b>	2. Request Number <b>OP-2017-025</b>
3. For Additional Information Call (Name and Telephone Number) <b>(HR- )</b>	4. Proposed Effective Date <b>07-16-17</b>
5. Action Requested By (Typed Name, Title, Signature, and Request Date) <b>Ryan T. Jackson Chief of Staff</b>	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) <b>E. Scott Pruitt / Administrator</b>

## 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 <b>[Redacted]</b>	2. Social Security Number <b>[Redacted]</b>	3. Date of Birth <b>[Redacted]</b>	4. Effective Date <b>07-16-17</b>
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FIRST ACTION				SECOND ACTION			
5-A. Code <b>546</b>	5-B. Nature of Action <b>Conv to SES Non-Career Appt</b>	6-A. Code <b>[Redacted]</b>	6-B. Nature of Action <b>[Redacted]</b>	5-C. Code <b>V4L</b>	5-D. Legal Authority <b>5 U.S.C. 3394(a) Non-Career and</b>	6-C. Code <b>[Redacted]</b>	6-D. Legal Authority <b>[Redacted]</b>
5-E. Code <b>AWM</b>	5-F. Legal Authority <b>Opm Form 1652 dated 07-13-17</b>	6-E. Code <b>[Redacted]</b>	6-F. Legal Authority <b>[Redacted]</b>				

7. FROM: Position Title and Number <b>[Redacted]</b>	15. TO: Position Title and Number <b>[Redacted]</b>
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8. Pay Plan <b>GS</b>	9. Occ. Code <b>301</b>	10. Grade or Level <b>15</b>	11. Step or Rate <b>05</b>	12. Total Salary <b>\$149,337.00</b>	13. Pay Basis <b>PA</b>	16. Pay Plan <b>ES</b>	17. Occ. Code <b>0340</b>	18. Grade or Level <b>00</b>	19. Step or Rate <b>00</b>	20. Total Salary/Award <b>\$151,700</b>	21. Pay Basis <b>PA</b>
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 <b>AA00000 - US, EPA, Office of the Administrator Office of Policy</b>	22. Name and Location of Position's Organization <b>AA00000 - US, EPA, Office of the Administrator Office of Policy</b>
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## EMPLOYEE DATA

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	33. Part Time Hours Per Biweekly Pay Period
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	

## POSITION DATA

34. Position Occupied <b>3</b> 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	35. FLSA Category <b>E</b>	36. Appropriation Code <b>2017/2018 B 11B ZZZMH9</b>	37. Bargaining Unit Status <b>8888</b>
38. Duty Station Code <b>11-0010-001</b>	39. Duty Station <b>Washington, DC</b>		
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 <b>S</b>	

## 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	<b>Ann Hackley</b>	<b>07-19-17</b>
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 <b>Ann Hackley</b>		Approval Date <b>07-19-17</b>

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.

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 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: \$151,700

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: [Signature]

Date Signed: 7/5/17

Agency White House Liaison

Name: Charles Munoz

Phone: 564-3097

Signature: [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: [Signature]

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 <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> [REDACTED]	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
<b>Official Allocation</b>		ES	0340	00	
<b>4. Supervisor's Recommendation</b>		ES	0340		
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>		<b>6. NAME OF EMPLOYEE</b> [REDACTED]			
		<b>c.</b>			
<b>a. U.S. ENVIRONMENTAL PROTECTION AGENCY</b>		<b>f.</b>			
<b>b. OFFICE OF THE ADMINISTRATOR</b>		<b>g.</b>			
<b>c. Office of Policy</b>		<b>h. Employing Office Location</b> Washington, DC			
<b>d.</b>		<b>i. Organization Code</b> AA000000			
<b>8. SUPERVISORY STATUS</b>					
<input checked="" type="checkbox"/> <b>[2] Supervisor or Manager.</b> 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"/> <b>[4] Supervisor.</b> 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"/> <b>[5] Management Official.</b> 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"/> <b>[6] Lead</b> 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"/> <b>[7] Team Leader.</b> 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"/> <b>[8] All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> 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.					
<b>a. Typed Name and Title of Immediate Supervisor</b> <b>Ryan T. Jackson, Chief of Staff</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b> <b>E. Scott Pruitt, Administrator, EPA</b>		
<b>b. Signature</b> [Signature]		<b>c. Date</b> 7/1/17		<b>e. Signature</b> [Signature]	
				<b>f. Date</b> 7/2/17	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> 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.					
<b>a. Promotion Potential</b> <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>b. PSB Risk Designation</b> <input type="radio"/> 1 Low <input type="radio"/> 2 Moderate <input checked="" type="radio"/> 3 High Security Clearance Required: <b>Yes</b>		<b>c. Financial Disclosure Form</b> <input type="radio"/> OGE-450 Required <input checked="" type="radio"/> OGE-278 Required No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="radio"/> may be IA'ed <input checked="" type="radio"/> may not be IA'ed <input type="radio"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="radio"/> NONEXEMPT <input type="radio"/> EXEMPT (*check exemption category) <input type="radio"/> Administrative <input checked="" type="radio"/> Professional <input type="radio"/> Executive		<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b> 8688		<b>h. Check, if applicable:</b> <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 ( )		<b>i. Classifier's Signature</b> [Signature]	
				<b>j. Date</b> 07/06/17	
<b>11. REMARKS</b> 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: [Redacted]	
5. Action Requested By (Typed Name, Title, Signature, and Request Date) Ryan T. Jackson Chief of Staff [Signature]		6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date) E. Scott Pruitt / Administrator [Signature]	
4. Proposed Effective Date		4. Proposed Effective Date	

### 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]	
<b>FIRST ACTION</b>				<b>SECOND ACTION</b>			
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											

<b>EMPLOYEE DATA</b>						<b>EMPLOYEE DATA</b>						<b>EMPLOYEE DATA</b>											
23. Veterans Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Companionship 6 - 10-Point/Companionship/20%						24. Tenure 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						33. Part Time Hours Per Biweekly Pay Period					
30. Retirement Plan						31. Service Comp. Date (Leave)						32. Work Schedule						33. Part Time Hours Per Biweekly Pay Period					

<b>POSITION DATA</b>						<b>POSITION DATA</b>						<b>POSITION DATA</b>																													
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved						35. FLSA Category						36. Appropriation Code 2018/2019 B 11B 000MH9						37. Bargaining Unit Status																							
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					

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.

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)

**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]

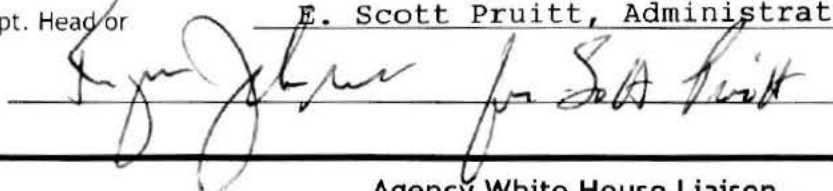
Proposed Title:

## 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

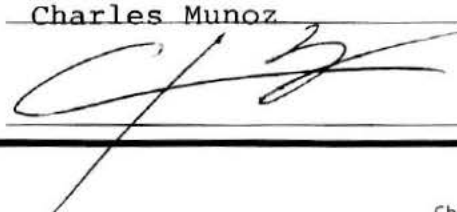
Signature: 

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 <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b>  Washington, DC		<b>2. POSITION NUMBER</b>	
3. <b>CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position [REDACTED]					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b>					
<b>4. Supervisor's Recommendation</b>		[REDACTED]		ES	0343
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> [REDACTED]		
			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator					
c. Office of Policy			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - AA0000000		
<b>8. SUPERVISORY STATUS</b>					
<p>Ⓒ [2] <b>Supervisor or Manager.</b> 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.</p> <p>Ⓒ [4] <b>Supervisor.</b> 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.</p> <p>Ⓒ [5] <b>Management Official.</b> 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).</p> <p>Ⓒ [6] <b>Lead.</b> 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.</p> <p>Ⓒ [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE.</p> <p>Ⓒ [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.</p>					
<b>9. SUPERVISORY CERTIFICATION</b> 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.					
<b>a. Typed Name and Title of Immediate Supervisor</b>  <b>Ryan T. Jackson, Chief of Staff</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>  <b>E. Scott Pruitt, Administrator</b>		
<b>b. Signature</b> [Signature]		<b>c. Date</b> 12/8/17		<b>e. Signature</b> [Signature]	
				<b>f. Date</b> 12/8/17	
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> 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.					
<b>a. Promotion Potential</b> Ⓒ This position has no promotion potential Ⓒ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> Ⓒ 1 Low Ⓒ 2 Moderate Ⓒ 3 High Security Clearance Required: <b>Yes TS/SCI</b>		<b>c. Financial Disclosure Form</b> Ⓒ OGE-450 Required Ⓒ OGE-278 Required No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position Ⓒ may be IA'ed Ⓒ may not be IA'ed Ⓒ is limited to current incumbent	
				<b>e. FLSA Determination</b> Ⓒ NONEXEMPT Ⓒ EXEMPT* (*check exemption category) Ⓒ Administrative Ⓒ Professional Ⓒ Executive	
<b>g. Bargaining Unit Code</b>  88888		<b>h. Check, if applicable:</b> Ⓒ Medical Monitoring Required Ⓒ Extramural Resources Management Duties ( 0 % of time) Ⓒ This position is subject to random drug testing ( )		<b>i. Classifier's Signature</b>	
				<b>j. Date</b>	
<b>11. REMARKS</b>					



## 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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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								
<b>EMPLOYEE DATA</b>															
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 X 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				
<b>POSITION DATA</b>															
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						
<b>FIRST ACTION</b>					<b>SECOND ACTION</b>										
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										
<b>EMPLOYEE DATA</b>															
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 X 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					
<b>POSITION DATA</b>															
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 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)

Local Tracking No:

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 Commencement Date)

E. Scott Pruitt / Administrator

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

1. Name

2. Social Security Number

3. Date of Birth

4. Effective Date

## FIRST ACTION

5-A. Code

5-B. Nature of Action  
conv to Exc Appt

5-C. Code

5-D. Legal Authority  
P.L. 95-140

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

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 \$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
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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
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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

2 - 5-Point 4 - 10-Point/Permanent 6 - 10-Point/Permanent/POB

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

## POSITION DATA

34. Position Occupied

1 - Competitive Service 3 - SES General

2 - Excepted Service 4 - SES Career Reserved

35. FLSA Category

E

36. Appropriation Code

17/18 B 11A ZZZME8

37. Bargaining Unit Status

8666

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

1 - USA 8 - Other

50. Veterans Status

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

Approval Date

CONTINUED ON NEXT PAGE

Editions Prior to 7/91 Are Not Usable After 6/30/93  
NSN-7540-01-333-6239

FPRS

(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

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:	
4. Proposed Effective Date	03/05/2017		
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)		
Michael Flynn Acting Deputy Administrator	E. Scott Pruitt / Administrator		

1. Name	2. Social Security Number	3. Date of Birth	4. Effective Date
			03-13-2017

5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
17D	EXC APPT.		
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
ZLM	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										
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
						AD	0301	00	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	22. Name and Location of Position's Organization
	USEPA, Office of the Administrator Office of Public Affairs Washington, DC 20460

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Preference
1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Performance 5 - 10-Point/Other 6 - 10-Point/Performance/Other	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> RIF
27. FEGLI	28. Annuitant Indicator	29. Pay Rate	
	9	0	Determinant
30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part Time Hours Per Biweekly Pay Period
KR	03-13-17	F	00

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
2 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved	E	17/18 B 11H ZZZME8	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	50. Veterans Status	51. Supervisory Status
				1 - USA 6 - Other	X	N

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D. Staffing	G. Feeder	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

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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