PART A—NOTIFICATION OF BASIC PAY CHANGE

8. NATURE OF ACTION
   CODE
   892 QUALITY INCREASE
   893 ADMINISTRATIVE PAY INCREASE
   894 WITHIN GRADE INCREASE
   895 ADMINISTRATIVE PAY DECREASE
   896 PAY ADJUSTMENT
   OTHER (Specify)

9. EFFECTIVE DATE
   02-12-67

10. DATE OF LAST EQUIV. INCREASE
    02-14-65

11. OLD SALARY
    pa $22,085

12. (FOR AGENCY USE)
    Head, 8-Foot Tunnels Branch
    710-01-S

13. GRADE OR LEVEL
    GS-861-16

14. STEP OR RATE
    05

15. NEW SALARY
    pa $22,755

16. WORK IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.
    X

17. PERFORMANCE IS SATISFACTORY OR BETTER.
    X

18. SIGNATURE
    [Sign]

19. PERIOD(S)

20. TOTAL EXCESS
    [ ] 1. YES 2. NO

PART B—DATA ON UNPAID ABSENCE

21. IN PAY STATUS AT END OF WAITING PERIOD
    [ ] 1. YES 2. NO

PART C—PAYROLL CHANGE DATA

<table>
<thead>
<tr>
<th>BASE PAY</th>
<th>OVERTIME</th>
<th>GROSS PAY</th>
<th>FEDERAL TAX</th>
<th>FICA</th>
<th>STATE TAX</th>
<th>BOND</th>
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<td>23. PREV. NORM.</td>
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<td>24. NEW NORM.</td>
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<th>CSR</th>
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<th>HEALTH BENEFITS</th>
<th>ORGAN. DUES</th>
<th>NET PAY</th>
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<td>233. PREV. NORM.</td>
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<tr>
<td>244. NEW NORM.</td>
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<td>255. THIS PRD.</td>
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</table>

26. APPROPRIATION(S)

27. PREPARED BY

28. AUDITED BY

PART D—REMARKS

STANDARD FORM NO. 1126g (4-part)
6 GAO 8600 1126-215

PAYROLL CHANGE SLIP—EMPLOYEE'S COPY

★ GPO:1967 - 782-982
NOTIFICATION OF PERSONNEL ACTION

<table>
<thead>
<tr>
<th>1. NAME (CAPS)</th>
<th>2. (For agency use)</th>
<th>3. BIRTH DATE (Mo., Day, Year)</th>
<th>4. SOCIAL SECURITY NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHITCOMB, Richard T.</td>
<td>950471</td>
<td>02-21-21</td>
<td>021-16-9567</td>
</tr>
</tbody>
</table>

5. VETERAN PREFERENCE

6. TENURE GROUP

7. SERVICE COMP. DATE

8. PHYSICAL HANDICAP CODE

9. FGS

10. RETIREMENT

11. (For CSC use)

12. NATURE OF ACTION

Pay Adjustment

13. EFFECTIVE DATE (Mo., Day, Year)

08-14-64

14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

Subsection (2) of Sec. 203 (b) of the National Aeronautics and Space Act of 1958

15. FROM: POSITION TITLE AND NUMBER

Head, 8-Foot Tunnels Branch

710-01-S

16. PAY PLAN AND OCCUPATION CODE

Excepted

17. GRADE OR LEVEL

18. SALARY

pa $18,250.

19. NAME AND LOCATION OF EMPLOYING OFFICE

Langley Research Center

Full-Scale Research Division

Langley Station, Hampton, Virginia

20. TO: POSITION TITLE AND NUMBER

Same

21. PAY PLAN AND OCCUPATION CODE

Same

22. GRADE OR LEVEL

23. SALARY

pa $20,500.

24. NAME AND LOCATION OF EMPLOYING OFFICE

Same

25. DUTY STATION (City—county—State)

Langley Station, Hampton, Virginia

26. LOCATION CODE

45 1180 000

27. APPROPRIATION

Langley

28. POSITION OCCUPIED

1—COMPETITIVE SERVICE

2—EXCEPTED SERVICE

29. APPORTIONED POSITION

1—PROVED-1

2—WAIVED-2

30. REMARKS

A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING

B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM:

C. DURING PROBATION

D. FROM APPOINTMENT OF 6 MONTHS OR LESS

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)

32. OFFICE MAINTAINING PERSONNEL FOLDER (if different from employing office)

Personnel Records

33. CODE, EMPLOYING DEPARTMENT OR AGENCY

NN 26 NASA—Langley Research Center

34. SIGNATURE (Or other authentication) AND TITLE

Personnel Officer

35. DATE

08-14-64
NOTICE TO EMPLOYEE

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

I. Conditions Pertinent To All Types of Personnel Action

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

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

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

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

II. Information About Appointments

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

The first year following a non-temporary competitive appointment generally is a probationary period, during which period an appointee must demonstrate his full competence and fitness for Federal employment. Reinstatement is automatic if an appointee is inherently qualified for a position, or if he was previously completed. Transfers, promotions, changes to lower grade, and reassignments during a probationary period are subject to completion of probation.

Temporary appointments do not confer a civil service status and do not lead to a career or career-conditional appointment. Without some further action or qualification, temporary appointments are made when there is no continuing need for a person's service, regardless of the person's qualifications. Acceptance of such an appointment does not remove a person's name from the civil service register on which he may later be reached for career-conditional appointment.

Appointments to positions in the excepted service. Excepted appointments are made to positions which are excluded from the competitive service by law or other special authority. Generally, the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not confer an competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

III. Information About Tenure Groups

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

Employees serving under competitive appointments and those serving under excepted appointments are ranked separately for reduction-in-force purposes.

IV. Information About Your Status After Separation

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

If you are separated from a career or career-conditional appointment, you may have reinstatement eligibility and can apply directly to your former employing agency for reinstatement privileges based upon such service.

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

V. Availability of Further Information

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

## EMPLOYEE INFORMATION
- **Name:** Whitcomb, Richard T.
- **Birth Date:** 02-21-21
- **Social Security No.:** 021-16-9567

## Employer Information
1. **Nature of Action:** Correction
2. **Effective Date:** 07-05-64
3. **Civil Service or Other Legal Authority:** Space Act of 1958 Sec. 203(b) Sec. 503 (PL 88-426 Sec. 3(a) (PL 86-631)

## Action Details
- **From Position:** Head, 8-Foot Tunnels Branch
- **To Position:** Same
- **From Location:** Langley Research Center
- **To Location:** Same

## Salary
- **From Salary:** $18,250
- **To Salary:** $20,500

## Remarks
This corrects item #13 on SF 50 which read "08-14-64." This action is taken in reference to PL 88-631 approved 10-06-64 which authorizes a retroactive pay adjustment to July 5, 1964.

## Additional Information
- **Appropriation:** Langley
- **Location Code:** 45 1180 000

## Signature
[Signature]

---

1. **Employee Copy**
I. Conditions Pertinent To All Types of Personnel Action

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

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

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

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

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

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# NOTIFICATION OF PERSONNEL ACTION

**EMPLOYEE—See General Information on Reverse**

<table>
<thead>
<tr>
<th>1. NAME (CAPS) LAST-FIRST-MIDDLE</th>
<th>2. (For agency use)</th>
<th>3. BIRTH DATE (Mo., Day, Year)</th>
<th>4. SOCIAL SECURITY NO.</th>
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<td>WHITCOMB, Richard T. Mr.</td>
<td>950471</td>
<td>02-21-61</td>
<td>021-16-9567</td>
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<thead>
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<th>6. TENURE GROUP</th>
<th>7. SERVICE COMP. DATE</th>
<th>8. PHYSICAL HANDICAP CODE</th>
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<td>2—NONE</td>
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<td>Langley Research Center</td>
<td>Full-Scale Research Division</td>
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<tr>
<td>Langley Station, Hampton, Virginia</td>
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<th>22. GRADE OR LEVEL</th>
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<th>25. DUTY STATION (City—county—State)</th>
<th>26. LOCATION CODE</th>
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<tr>
<td>Langley Station, Hampton, Virginia</td>
<td>10 1180 000</td>
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<th>27. APPROPRIATION</th>
<th>28. POSITION OCCUPIED</th>
<th>29. APPOINTED POSITION</th>
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<th>30. REMARKS</th>
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<tr>
<td>C. DURING PROBATION</td>
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<th>31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)</th>
<th>34. SIGNATURE (Or other authentication) AND TITLE</th>
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<td>Personnel Officer</td>
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<th>35. DATE</th>
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<td>Personnel Records</td>
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<thead>
<tr>
<th>33. CODE, EMPLOYING DEPARTMENT OR AGENCY</th>
<th>35. DATE</th>
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<tbody>
<tr>
<td>NN 23</td>
<td>NASA - Langley Research Center</td>
</tr>
</tbody>
</table>

1. EMPLOYEE COPY
**NOTICE TO EMPLOYEE**

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

<table>
<thead>
<tr>
<th>1. NAME (CAPS) LAST-FIRST-MIDDLE</th>
<th>MR.-MISS-MRS.</th>
<th>2. (For agency use)</th>
<th>3. BIRTH DATE (Mo., Day, Year)</th>
<th>4. SOCIAL SECURITY NO.</th>
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<tr>
<td>WHITCOMB, Richard T.</td>
<td>Dr.</td>
<td>950471</td>
<td>02-21-21</td>
<td>021-16-9567</td>
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<tr>
<th>5. VETERAN PREFERENCE</th>
<th>6. TENURE GROUP</th>
<th>7. SERVICE COMP. DATE</th>
<th>8. PHYSICAL HANDICAP CODE</th>
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<td>03-01-43</td>
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<thead>
<tr>
<th>9. FEGLI</th>
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<th>11. (For CSC use)</th>
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<th>12. NATURE OF ACTION</th>
<th>13. EFFECTIVE DATE (Mo., Day, Year)</th>
<th>14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY</th>
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<td>Pay Adjustment</td>
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<th>15. FROM: POSITION TITLE AND NUMBER</th>
<th>16. PAY PLAN AND OCCUPATION CODE</th>
<th>17. GRADE OR LEVEL</th>
<th>18. SALARY</th>
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<tbody>
<tr>
<td>Head, 8-Foot Tunnels Branch</td>
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</table>

<table>
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<th>20. TO: POSITION TITLE AND NUMBER</th>
<th>21. PAY PLAN AND OCCUPATION CODE</th>
<th>22. GRADE OR LEVEL</th>
<th>23. SALARY</th>
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<td>$17,500</td>
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<table>
<thead>
<tr>
<th>24. NAME AND LOCATION OF EMPLOYING OFFICE</th>
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<tbody>
<tr>
<td>Full-Scale Research Division</td>
</tr>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>25. DUTY STATION (City—County—State)</th>
</tr>
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<tbody>
<tr>
<td>Langley Station, Hampton, Virginia</td>
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<tr>
<th>26. LOCATION CODE</th>
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<td>1-180 000</td>
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<table>
<thead>
<tr>
<th>30. REMARKS</th>
<th>31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)</th>
<th>32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)</th>
</tr>
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<tbody>
<tr>
<td>A. Subject to completion of 1 year probationary (or trial) period commencing</td>
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<td>Personnel Records</td>
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<tr>
<td>B. Service counting toward career (or permanent) tenure from</td>
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<td></td>
</tr>
<tr>
<td>C. During probation</td>
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<tr>
<td>D. From appointment of 6 months or less</td>
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</table>

<table>
<thead>
<tr>
<th>33. CODE, EMPLOYING DEPARTMENT OR AGENCY</th>
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<tbody>
<tr>
<td>NASA - Langley Research Center</td>
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<table>
<thead>
<tr>
<th>34. SIGNATURE (Or other authentication) AND TITLE</th>
</tr>
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<tbody>
<tr>
<td>Acting Personnel Officer</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>35. DATE</th>
</tr>
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<tbody>
<tr>
<td>12-20-63</td>
</tr>
</tbody>
</table>
I. Conditions Pertinent To All Types of Personnel Action

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

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

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

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

II. Information About Appointments

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

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

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

Appointments to positions in the excepted service. Excepted appointments are made to positions which are excepted from the competitive service by law or other special authority. Generally the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not confer a competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

III. Information About Tenure Groups

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

IV. Information About Your Status After Separation

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

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

V. Availability of Further Information

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

(EMPLOYEE—See General Information on Reverse)

1. NAME (CAPS) LAST-FIRST-MIDDLE MR.-MISS-MRS.
   WHITCOMB, Richard T. Dr.

2. (For agency use)

3. BIRTH DATE (Mo., Day, Year)
   02-21-21

4. SOCIAL SECURITY NO.
   021-16-9567

5. VETERAN PREFERENCE
   1 NO

6. TENURE GROUP
   1

7. SERVICE COMP. DATE
   03-01-43

8. PHYSICAL HANDICAP CODE
   1

9. FEGLI
   1

10. RETIREMENT
    1

11. (For CSC use)

12. NATURE OF ACTION
    Promotion

13. EFFECTIVE DATE (Mo., Day, Year)
    10-28-62

14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
   Subsection (2) of Section 203(b) of the National Aeronautics and
   Space Act of 1958

15. FROM: POSITION TITLE AND NUMBER
    Head, 8-Foot Tunnels Branch

16. PAY PLAN AND OCCUPATION CODE
    Excepted

17. GRADE OR LEVEL
    702

18. SALARY
    $16,000.00

19. NAME AND LOCATION OF EMPLOYING OFFICE
    Langley Research Center
    Full-Scale Research Division
    Langley Station, Hampton, Virginia

20. TO: POSITION TITLE AND NUMBER
    Same

21. PAY PLAN AND OCCUPATION CODE
    Same

22. GRADE OR LEVEL
    702

23. SALARY
    $17,000.00

24. NAME AND LOCATION OF EMPLOYING OFFICE
    Same

25. DUTY STATION (City—county—State)
    Langley Station, Hampton, Virginia

26. LOCATION CODE
    15 1180 000

27. APPROPRIATION
    Langley

28. POSITION OCCUPIED
    2

29. APPORTIONED POSITION
    2

30. REMARKS:

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only)
    10-26-62

32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)
    Personnel Records

33. CODE, EMPLOYING DEPARTMENT OR AGENCY
    NI 23 NASA - Langley Research Center

34. SIGNATURE (Or other authentication) AND TITLE
    Assistant Personnel Officer

35. DATE
    10-26-62

1. EMPLOYEE COPY
I. Conditions Pertinent To All Types of Personnel Action

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

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

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

Items 9 and 10 show the common types of payroll deductions: "FEGI" for Federal Employees Group Life Insurance, "CSS" for Civil Service Retirement, "FICA" for Social Security, and "OASDI" for Old-age, Survivors, Disability Insurance. Related to individual mandates, they may be made under the Federal Employee's Health Benefits program, and for income taxes, bonds, and other purposes authorized by law.

II. Information About Appointments

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

The first year following the noncontemporary competitive appointment generally is a probationary period, during which period an appointee must demonstrate his full competence and fitness for Federal employment.

Reinstatements are also subject to a probationary period unless one was previously completed. Transfers, promotions, changes to lower grade, and reassignments during a probationary period are subject to completion of probation.

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

Appointments to positions in the excepted service. Exempted appointments are made to positions which are excepted from the competitive service by law or other special authority. Generally the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not confer a competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

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Employees are ranked in tenure groups according to the nature of their appointment; those with unrestricted tenure are placed in Group I, those serving under conditional appointments which automatically lead to full tenure after a prescribed time and without further qualifications are placed in Group II, and those serving under temporary or indefinite appointments not limited to an exact time or date are placed in Group III. Within each tenure group, ranking is determined by length of tenure, performance rating, and merit Federal service.

If it should become necessary to reduce force, employees are selected for separation or transfer to another grade according to this general ranking. Employees serving under competitive appointments and those serving under excepted appointments are ranked separately for reduction in force purposes.

IV. Information About Your Status After Separation

If you are separated or placed on a nonexpiring status for an extended period, your employing agency will furnish you with a Form SF-1711 explaining your rights for unemployment insurance benefits. If you were covered by the civil service retirement system or Federal employees' group life insurance, you have previously been furnished certificates describing those programs, you can consult such certificates for information regarding your rights and benefits after separation.

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

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

V. Availability of Further Information

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**NOTIFICATION OF PERSONNEL ACTION**

(EMPLOYEE — See General Information on Reverse)

<table>
<thead>
<tr>
<th>1. NAME (CAPS) LAST-FIRST-MIDDLE</th>
<th>2. (For agency use)</th>
<th>3. BIRTH DATE (Mо, Day, Year)</th>
<th>4. SOCIAL SECURITY NO.</th>
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<tbody>
<tr>
<td>WHITCOMB, Richard T., Dr.</td>
<td></td>
<td>02-21-21</td>
<td>021-16-9567</td>
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5. VETERAN PREFERENCE

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<td>3-10 PT. DISAB.</td>
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<td>4-10 PT. COMP.</td>
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7. SERVICE COMP. DATE

| 03-01-43 |

8. PHYSICAL HANDICAP CODE

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9. FEGLI

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<th>COVERED</th>
<th>2</th>
<th>INELIGIBLE</th>
<th>3</th>
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11. EFFECTIVE DATE (Mо, Day, Year

| 06-24-62 |

12. NATURE OF ACTION

| Excepted Appointment |

13. PAY PLAN AND OCCUPATION CODE

| GS-361 | 15 |

14. GRADE OR LEVEL

| 15 |

15. PAY PLAN AND OCCUPATION CODE

| G100000 |

16. GRADE OR LEVEL

| 15 |

17. SALARY

| $15,030 |

18. PAY PLAN

| Excepted |

19. NAME AND LOCATION OF EMPLOYING OFFICE

| Aerospace Engineer (Fluid and Flight Mechanics) 710-01-S |

20. TO: POSITION TITLE AND NUMBER

| Head, 8-Foot Tunnels Branch 710-01-S |

21. PAY PLAN AND OCCUPATION CODE

| Excepted |

22. GRADE OR LEVEL

| 15 |

23. SALARY

| $16,000 |

24. NAME AND LOCATION OF EMPLOYING OFFICE

| Same |

25. DUTY STATION (City — county — State)

| Langley Station, Hampton, Virginia |

26. LOCATION CODE

| 451180000 |

27. APPROPRIATION

| Langley |

28. POSITION OCCUPIED

| 1 | 2-EXCEPTED SERVICE |

29. APPOINTMENTED POSITION

| 1 | 2-WAIVED-2 |

30. REMARKS:

A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING

B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM:

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE:

C. DURING PROBATION

D. FROM APPOINTMENT OF 6 MONTHS OR LESS FROM APPOINTMENT OF 6 MONTHS OR LESS

31. DATE OF APPOINTMENT AFFIDAVIT (Attest only)

| 06-19-62 |

32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)

**Personnel Records**

| NASA - Langley Research Center |

33. CODE EMPLOYING DEPARTMENT OR AGENCY

| 23 |

34. SIGNATURE (Or other Authentication) AND TITLE

| Personnel Officer |

35. DATE

| 06-19-62 |

---

1. EMPLOYEE COPY
NOTICE TO EMPLOYEE

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

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

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IV. Information About Your Status After Separation

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☆ U.S. GOVERNMENT PRINTING OFFICE: 1961 — 0-613443 #4
1. NAME (CAPS) LAST-FIRST-MIDDLE         MR.-MISS-MRS.  2. (For agency use)  3. BIRTH DATE   4. SOCIAL SECURITY NO.  
   WHITCOMB, Richard T.                02-21-21               021-16-9567  
   Mr.                                 

5. VETERAN PREFERENCE                  6. TENURE GROUP     7. SERVICE COMP. DATE     8. PHYSICAL HANDICAP CODE 
   1 - NO                               1 - YES                 03-01-43     
   2 - 5 PT.                             3 - FECA          9 - OTHER 
   3 - 10 PT. DISAB.                     4 - 10 PT. COMP.    
   5 - 10 PT. OTHER                     

9. FEGLI                                10. RETIREMENT       11. (For CNC use)  
   1 - COVERED                          2 - INELIGIBLE       
   2 - WAIVED                           3 - WAIVED          

12. NATURE OF ACTION                    13. EFFECTIVE DATE 
   721 CODE   Reassignment            04-15-62 

15. FROM: POSITION TITLE AND NUMBER    16. PAY PLAN AND  
   AST, Fluid and Flight Mechanics  710-01-8  OCCUPATION CODE 

19. NAME AND LOCATION OF EMPLOYING OFFICE  
   Langley Research Center  
   Full-Scale Research Division 
   Langley Station, Hampton, Virginia  

20. TO: POSITION TITLE AND NUMBER       21. PAY PLAN AND  
   Aerospace Engineer (Fluid and     OCCUPATION CODE 
   Flight Mechanics) 710-01-8  

24. NAME AND LOCATION OF EMPLOYING OFFICE  
   Same  

25. DUTY STATION (City—County—State)  
   Langley Station, Hampton, Virginia  

27. APPROPRIATION  
   Langley  

28. POSITION OCCUPIED  
   1 - COMPETITIVE SERVICE 

29. APPOINTED POSITION  
   1 - PROVED:  

30. REMARKS:  
   A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING:  
   B. SERVICE COUNTING TOWARDS CAREER (OR PERMANENT) TENURE FROM:  
   C. DURING PROBATION  
   D. FROM APPOINTMENT OF 6 MONTHS OR LESS:  

   SIGNATURE (Or other Authorization) AND TITLE  
   Personnel Officer  

   CODE, EMPLOYING DEPARTMENT OR AGENCY  
   NN 23 NASA - Langley Research Center  

31. DATE OF APPOINTMENT AFFIDAVIT (Agency only)  

32. OFFICE MAINTAINING PERSONNEL FOLDER 
   (If different from employing office)  

33. PERSONNEL RECORDS  

34. EMPLOYEE COPY  

The title and code of your position are being changed. In addition to your NASA title it is necessary to identify your position with a Civil Service title and code as above. This action does not affect your pay or Civil Service status.
NOTICE TO EMPLOYEE

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

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- "FGLI" for Federal Employees Group Life Insurance,
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- "FICA" for Social Security, and
- "FS" for Foreign Service.

Additional deductions may be made under the Federal Employees Health Benefits program, and for income taxes, bonds, and other purposes authorized by law.

II. Information About Appointments

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

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

Temporary appointments do not confer a civil service status and do not lead to a career or career-conditional appointment without some further examination or qualification. Limited temporary appointments are made when there is no continuing need for a person's services, regardless of the manner in which the position was originally established. An employee may be removed upon the expiration of the term of the appointment or prior to the expiration thereof if the position is no longer required.

Appointments to positions in the excepted service. Excepted appointments are made to positions which are excepted from the competitive service by law or other special authority. Generally the employing agency sets qualification requirements and conducts recruitment for such positions. Such appointments do not confer a competitive civil service status or eligibility for movement to jobs in the competitive service; they may be made without restrictions on tenure, with a conditional or indefinite limitation, or with a definite time limitation. A trial period may be required at the discretion of the employing office.

III. Information About Tenure Groups

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

IV. Information About Your Status After Separation

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

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

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

V. Availability of Further Information

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

1. NAME (LAST (CAPS)-First-Middle-Mr.-Miss-Mrs.)

WHITCOMB, Richard T. Dr.

2. DATE OF BIRTH

3. IDENTIFICATION (optional)

1166

4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.

5. NATURE OF ACTION (standard terminology must be used)

Reassignment

6. EFFECTIVE DATE OF ACTION

4-2-61

7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY

8. POSITION TITLE AND NUMBER

AST, Fluid and Flight Mechanics

NASA Code 710-01-S

GS-1301-15

$15,030 p/a

9. SERIES, GRADE, SALARY

10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED

WHITCOMB, Richard T. Dr.

NASA Code 100-3-3

GS-861-15

$15,030 p/a

Full-Scale Research Division

Langley Research Center

Langley Field, Virginia

11. DUTY STATION

Same

12. APPORTIONED POSITION

Yes

STATE: Yes

Apportionment Waived

13. VETERAN PREFERENCE

No

14. TENURE GROUP

15. POSITION OCCUPIED IS IN THE:

Competitive Service

16. APPROPRIATION

From: Langley

17. PAYROLL DEDUCTIONS

To:

CSR FICA FEGLI

18. DATE OF APPOINTMENT

AFFIDAVITS (excessions only)

a. Subject to completion of 1 year probationary (or trial) period commencing

b. Service counting toward career (or permanent) tenure from:

Separations: Show reasons below, as required. Check, if applicable:

c. During probation

d. From appointment of 6 months or less

This action is a result of a revision of the NASA position classification structure and of the CSC GS-1301 series. This revision results from an agency-wide study to establish the new occupational specialties which are being applied at this time for use in classifying professional positions in Aerospace Technology. This new occupational structure is also currently used in the Aero-Space Technology examination issued December 6, 1960.

Your old and new titles and position classification series are shown above. The action does not change your status, grade, salary, or organizational and duty assignment.

19. REMARKS:

20. EMPLOYING DEPARTMENT OR AGENCY

NASA - Langley Research Center

21. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than Item 16, above)

Personnel Records

22. SIGNATURE (or other authentication) AND TITLE

Personnel Officer

3-31-61
Notice to Employee:

Each time your pay changes you will receive a “Pay Roll Change Slip” with your pay check showing changes in earnings, deductions, and net pay. You should keep this change slip for future reference.

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