

**CERTIFIED SUMMARY OF
FIREFIGHTER PAY and TOUR**

Name: John P. King	Locality Pay Area: Philadelphia
SSN: 123-45-6789	Date of Birth: 03-19-1944

Instructions to Employing Agency

You must use this worksheet if your agency payroll is not able to post the following items on the Individual Retirement Record:

- An "Annualized Salary" notation under column 4 of the SF 2806, and 3107
- The firefighter's tour of duty in effect during the entire high-3 average salary period
- The expiration date for any unused sick leave

You must also use this worksheet to reflect any changes in tour during the employee's high-3 average salary period.

This worksheet is also a useful tool for retirement counseling purposes.

Effective Date of each pay change:	Grade and Step:	Salary from Locality Pay charts:	Salary with Premium Pay Included to be shown on SF 2806 & 3100:	Firefighters weekly tour (or average hours worked per week if on rotating tour):
01-05-97	GS 6/8	28,786	35,982	72
01-04-98	GS 6/8	29,558	36,947	72
05-24-98	GS 6/9 WGI	30,356	37,945	72
Date:	Grade and Step:	Salary from Locality Pay charts:	Annualized Salary to be shown on SF 2806 & 3100:	Firefighters weekly tour (or average hours worked per week if on rotating tour):
10-11-98	GS 6/9 PL 101-277	30,356	41,221.44	72
01-03-99	GS 6/9	31,481	42,756.48	72
01/02/00	GS 6/9	33,053	44,890.56	72
11/30/00	Retirement	33,053	44,890.56	72

Provide Leave Expiration Date for Unused Sick Leave if employee is on an uncommon tour of duty at retirement: **USL expires 03/23/2001**

Remarks:

Agency Certification

I certify that the information shown above accurately reflects verified information in official pay records.	Full agency name and address: ABC Agency Payroll Processing Division 123 Main Ave. Washington, DC 20000
Signature: /s/	
Official Title: Payroll Specialist	
Telephone Number: (202) 999-9999	