

**CERTIFIED SUMMARY OF
FIREFIGHTER PAY and TOUR**

Name:	Locality Pay Area:
SSN:	Date of Birth:

Instructions to Employing Agency

This worksheet is used to transmit information OPM needs in order to accurately compute a retiree's benefit.

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.

Use the remarks section to document any other pertinent changes (e.g., change in employee's locality pay area)

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):
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):

Provide Leave Expiration Date for Unused Sick Leave if employee is on an uncommon tour of duty at retirement:

Remarks:

Agency Certification	
I certify that the information shown above accurately reflects verified information in official pay records.	Full agency name and address:
Signature:	
Official Title:	
Telephone Number: ()	