

U.S. OFFICE OF PERSONNEL MANAGEMENT
WORKSHEET FOR SPECIAL SALARY RATE REQUESTS
SHORT FORM FOR 2001 ANNUAL REVIEW

ATTENTION: This short form version of OPM Form 1397 is to be used only when the agency is requesting an increase EQUAL to the across-the-board January 2002 General Schedule (GS) increase and is not requesting any type of change in table coverage.

1. List the table numbers for all special rate tables for which you are requesting an increase EQUAL to the January 2002 GS increase:

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2. Complete the following certification:

CERTIFICATION FOR INCREASE EQUAL TO THE ACROSS-THE-BOARD 2002 GENERAL SCHEDULE INCREASE

Print clearly the name of the certifying official in the blank space provided in the text of the certification.

I, _____, certify that the special rates requested are necessary to ensure staffing adequate to accomplish the agency's mission. This agency has made all possible efforts to overcome the staffing problems in other ways, including use of some or all of the recommended techniques such as conducting an aggressive recruiting program, using appropriate appointment authorities, redesigning jobs, establishing training programs, and improving working conditions.

Position of certifying official: _____

Signature of certifying official: _____ Date: ____ / ____ / ____

Name of submitting agency:	Email Address:	
Name of preparer:	Telephone:	Date Sent to OPM: