U.S. Office of Personnel Management Worksheet for Special Salary Rate Requests

Interagency Report Control Number 0080-OPM-AN

Please indicate the type of Special Salary Rate request by checking the appropriate box(es) below:							
	Request to be excluded from an initial request or from an existing authorization. <i>Complete items I and VI-B</i>						
	Initial request/termi	nation/review other	than annual.				
			Initial request for Special Salary Rates. Complete items I through VI-A. Do not do item VII, salary comparisons, unless specifically required by OPM.				
		Out-of-cycle reviewinitial request.	ew of existing authorization.	Follow instructions for			
		Terminate an exis	ting authorization. Complete	items I and VI-B.			
	Annual review of ex	xisting authorization	ns where increase requested is	3:			
			eral Schedule increase. Compons in item II, Ending Snapsh				
			neral Schedule increase. Compons in item II, Ending Snapsh				
		Greater than the Crequest.	General Schedule increase. For	ollow instructions for initial			
			reduce current schedule. Con Positions in item II, Ending Sn				
For existing auth	norizations, please en	ter the Special Salar	y Rate Table Number				
Note: It may be possible to make the pay comparisons for this request using off-the-shelf salary surveys. If so, there will be no requirement to conduct a salary survey as part of this submission. Agencies may save time and effort by contacting OPM on the salary survey matter before a request is formally submitted.							
Name of submitting agency:			Location:				
Name of prepare	er:		Telephone:	Date prepared:			

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I - COVERAGE. For existing authorizations, if there is no change in coverage, it is not necessary to complete item I. Please be sure that the existing special salary rate table number is entered on the front page of this form.

A. OCCUPATION(S):

Please enter the occupation series code and job title for each occupation to be covered by this request. Attach a separate sheet if more room is required.

Occupation Series Code	Job Title	Occupation Series Code	Job Title

B. AGENCIES/GEOGRAPHIC LOCATIONS:

Please enter the code and name of each agency and subelement having positions to be covered by this request. Specify geographic location codes for all but Nationwide or Worldwide authorizations. If an entire MSA/PMSA is to be covered, give only the 4-digit MSA/PMSA code for each area (see note below.) If an entire CMSA is to be covered, simply give the official CMSA name; no code is required. Attach a separate sheet if more room is required.

Agency/ Subelement Code	Agency/Subelement Name	Duty Station Code(s) St., City, Cnty.	Duty Station Name(s)	Contact's Name & Phone

Note: As a guide for specifying the exact locations to be covered by the proposed special salary rate authorization, use the duty station code and its narrative description contained in items 38 and 39 on the SF-50 of the employees for whom special salary rates are being requested. The duty station codes for all locations to be covered <u>must</u> be given, except as stated above for MSA or CMSA coverage. Refer to NTIS publication PB90-214420 for metropolitan area names and their geographic coverage. For agency/subelements use the four-digit agency code found in item 47 on the SF-50.

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II - STAFFING STATUS

The staffing data presented on this page should represent a snapshot of your staffing situation at two specific times, the beginning date and the ending date.

If more than one agency is involved in this request, the OPM-designated lead agency should aggregate all staffing, recruitment, and turnover data (i.e., summed for all agencies for each category and grade).

All numbers should be current to within 60 days of submission, if possible.

All numbers sn	All numbers should be current to within 60 days of submission, if possible.							
Definitions of o	categories (At beg	ginning date/ending date)):					
On E	Board	Total filled positions in	the grac	le and occupation	n, at that time.			
Vacant Positions Total positions you were trying to fill in the grade and occur with appropriate authority and funding.						n, at that time,		
Total P	ositions	The sum of the on boar	d and va	cant positions, at	t that time.			
Beginning Date	e//		Ending	g Date/				
	Ве	eginning Snapshot		l	Ending Snapsho	t		
GS Grade	On Board +	Vacant Total	l	On Board +	Vacant Positions =	Total Positions		

	В	eginning Snapsho	t	Ending Snapshot			
GS Grade	On Board +	Vacant Positions =	Total Positions	On Board +	Vacant Positions =	Total Positions	

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III - RECRUITMENT AND TURNOVER

The data presented on this page should represent recruiting and turnover that occurred during the entire reporting period as defined by the beginning snapshot date (See Item II, page 3 of this form).

The OPM-designated lead agency should aggregate data for all agencies involved in this request.

Definition of categories:

Recruitment	during the period	d:						
Positions Tried to Fill				Number of vacancies the agency <i>tried to fill, with appropriate authority and funding.</i>				
(Offers Made		and outs	ide the Federal	le offers of emplo Service, under a t screening requi	ny appointing au	ithority, who	
N	umber Hired			l number of per les covered.	rsons hired by yo	our agency in the	occupations	
Turnover du	ring the period:							
	Losses			mber of losses ag action.	to the grade, for	all reasons, whic	ch resulted in a	
	Quits			mber of employulted in a recrui	yees who left Fediting action.	deral employmer	nt and whose	
(Quits for Pay		equivale		rsons leaving Fed side the governm alary is higher.			
	Recruit	ment D	uring the	ring the Period Turnover During the Peri			Period	
GS Grade	Positions Tried to Fill	Offer	s Made	Number Hired	Losses	Quits	Quits for Pay	

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IV - AGENCY	RECOMMENDAT	TION AND ESTIM	IATION OF ADD	DED COSTS				
Recommended S	cover	is the agency's requested new special salary rate for the first step of each grade covered. The recommended salaries do not have to correspond to current General Schedule steps.						
Current Salary				ral Schedule or the finds				
Added Salary	is the	difference between	the recommended	salary and the curre	nt salary.			
Total Positions	are th	e Total Positions fr	om the Ending Sna	apshot, Item II, page	3 of this form.			
Added Costs	are A	dded Salary multip	lied by Total Posit	ions.				
Total Added \$	is the	sum of the Added	Costs column.					
Formula:	[recommended salary]	- [current salary]	= [added salary]	H [total positions]	= [added costs]			
GS Grade	Recommended Salary	Current Salary	Added Salary	Total Positions	Added Costs			
				Total Added \$				
V - ADDITION	AL INFORMATION	ON			l			
A. Why are special salary rates needed? Please check at least one reason and as may others that apply to this specific situation.			B. Please estimate costs attributable to the staffing situation which would be offset if this special salary rate request is approved.					
Other Federal Go Local Gov't Pay Undesirable Wor Nature of Work	Private Sector Pay Other Federal Gov't Pay Local Gov't Pay Undesirable Working Conditions			Overtime Contracting Training Other (please explain)				

NOTE: A narrative description of any special circumstance that should be considered by OPM in the analysis of this request may be attached at the discretion of the submitting agency. In the absence of narrative information, the request will be decided on the strength of the staffing data and pay comparisons.

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VI-A CERTIFICATION FOR INCREASE
Please use this certification for all requests that involve the initial granting of special salary rates or an increase to an existing authorization.
The OPM-designated lead agency should collect and attach certifications for each agency involved in this request. Type 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 job redesign, improvement of working conditions, skills improvement, direct hire authority, OPM
delegation of examining authority, above-minimum entry rates, recruitment bonuses and retention allowances.
Position of certifying official Agency Name
Signature of certifying official
Date/
VI-B REQUEST FOR TERMINATION/REDUCTION/EXCLUSION
Please use the appropriate certification to request termination or reduction of an existing special salary rate authorization or to be excluded
from either a new request or an existing authorization. If termination or reduction is requested and more than one agency is covered by this
authorization, all must agree to its termination or reduction, and so certify.
I,, certify that the special salary rate authorization specified in Special Salary Rate Table
Number is no longer required by this agency to alleviate a staffing problem. Termination of the authorization is hereby requested.
<u> </u>
I,, certify that a special salary rate authorization specified in Special Salary Rate Table
Number is no longer required at the same level. Reduction of the rates is hereby requested.
is no longer required at the same level. Tedadeton of the faces is nevery requested.
I,, certify that this agency wishes to be excluded from:
this request for special salary rates, or the existing special salary rate authorization specified in Special Salary Rete Table Number
the existing special salary rate authorization specified in Special Salary Rate Table Number
Position of certifying official Agency Name
Signature of certifying official
Date//

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Part 1. Data Collection Worksheet VII - SALARY COMPARISONS If a survey is required, please complete one Part 1 worksheet for each occupation and level (grade) surveyed, then aggregate the data from several Parts 1 onto a single Part 2 Aggregate worksheet. Firms surveyed should be asked to supply data for Columns A, B, C, D, F, G, J, K, L, and M. Follow the instructions below to compute Columns E, H, and N. Federal Job **Industry Job** Title: Series: GS Grade (Level): Title: C H D Е F G Formula: = Η = Н L Н M = N В C E F \mathbf{G} K D Н J L M N A # Hrs in # New Wgt. # Receiving Wgt. Name of Does Firm Avg Weighted Total Avg Lowest Highest Avg. the Basic Hires in Number Annual Annual Dollars Bonus Dollar Firm Hire at Annual Annual Annual Annual Surveyed* Starting Starting This Work Last 12 of Incum-Base Sal. Base Sal. Base Base Amount Amount Level Week Months Salary of Salary of bents** of Incumof Incum-Salary Salary Bonus Bonus New Hires New Hires Paid bents bents Rate Rate Paid Totals *** * Non-Federal employers may include state, country, 1. Compute totals for each of columns C, F, and M. 5. Compute column N by multiplying columns L and M. Total municipal, and not-for-profit organizations if they represent column N. significant competition for well-qualified persons. ** Non-supervisory employees only, unless supervisory jobs 6. The totals computed in these 5 steps are the totals for a grade 2. Compute column E by multiplying corresponding row entries in columns C and D. Total column E. are being surveyed. for all firms surveyed. *** Please follow the numbered instructions to get totals, 3. Compute column H by multiplying corresponding row 7. Transfer the totals from this worksheet to the appropriate entries in columns F and G. Total column H. which are to be transferred to the aggregate worksheet, Part 2, grade and column of the Part 2 worksheet. page 8 of this form. 4. Total column J; divide the total by # of firms surveyed; place

the resulting average in column J total row. Compute column

K average the same way.

VII - Salary Comparisons

Part 2. Worksheet to Aggregate Salary Survey Data

Please use this worksheet to aggregate the data from all Part 1 worksheets

- 1. Enter the GS grade in the first column below.
- 2. Transfer the Totals from Part 1 worksheet for each grade as follows:

From Part 1, Column:	С	Е	F	Н	J	K	M	N
To Part 2, Column:	Р	О	S	R	U	V	X	W

3. Compute columns Q, T, and Y, Weighted Averages, as follows:

Column	= Column +	Column
Q	О	P
T	R	S
Y	W	X

4. Please check all computations. Send all worksheets to OPM.

Formula:	O +	- P =	Q	R +	S =	T			W +	X =	Y
GS Equivalent Grade Increases	O Total Weighted Annual Starting Salary New Hires	P Total # New Hires in Last 12 Months	Q Weighted Avg. Annual Starting Salary New Hires	R Total Weighted Annual Base Sal. of Incumbents	S Total # of Incumbents	T Weighted Avg. Annual Base Sal. of Incumbents	U Avg. of Lowest Annual Base Sal. Paid (unwgt.)	V Avg. of Highest Annual Base Sal. Paid (unwgt.)	W Total Avg. Dollar Amount Bonus Paid	X Total # Receiving Bonus	Y Weighted Average Bonus