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/te	Initial request/termination/review other than annual.								
		cial Salary Rates. Complete v comparisons, unless specifi	-						
	Out-of-cycle review of request.	f existing authorization. Fol	llow instructions for initial						
	Terminate an existing	authorization. Complete ite	ems I and VI-B.						
Annual review of	of existing authorization	s where increase requested is	:						
	_	Schedule increase. Complete in item II, Ending Snapshot							
		Schedule increase. Complet in item II, Ending Snapsho.							
	Greater than the General request.	ral Schedule increase. Follow	v instructions for initial						
		te current schedule. Complet in item II, Ending Snapsho							
For existing authorizations, please	enter 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 contacing OPM on the salary survey matter before a request is formally submitted.									
Name of submitting agency:		Location:							
Name of Preparer:		Telephone:	Date prepared:						

I-COVERAGE. For existing authorizations, if there is no change in coverage, it is not necessary to complete item 1. 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 ¹. 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.

and content content number, no even is required a separate short a 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								

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.

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, ar	nd turnover data (i.	e., summed for all	agenci	es for ea	ch category and g	rade).			
All numbers s	hould be current t	o within 60 days	of subm	nission,	if possible.				
Definitions of	categories (At beg	rinning date/ending	g date):						
On Board Total filled positions in the grade and occupation, at that time.									
Vacant		Total positions you			_	and occupation, a	t that time,		
Total	Positions	The sum of the or	n board	and vac	ant positions, at tl	nat time.			
Beginning Dat	e			Ending	Date				
	Beg	gining Snapsho	t		E	nding Snapshot	t		
GS Grade	On Board +	Vacant Positions =	Total Posit		On Board +	Vacant Positions =	Total Positions		

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 peri	iod:							
Posit	ions Tried to Fill			Number of vacancies the agency <i>tried to fill, with appropriate authority and funding.</i>					
	Offers Made		outside t	The nubmer of bona fide offers of employment made to persons within and outside the Federal Service, under any appointing authority, who met all pre-employment screening required by your agency.					
N	Number Hired		The total grades co		rsons hired by you	r agency in the o	ecupations and		
Turnover du	ring the period:	:							
	Losses		Total nu recruitin		to the grade, for al	l reasons, which	resulted in a		
	Quits		ı	mber of employ in a recruiting a	rees who left Fede action.	ral employment a	nd whose loss		
(Quits for Pay		postion o	Total separations of persons leaving Federal service to take an equivalent postion outside the government, in the same occupation and location, because the salary is higher.					
	Recruitn	ient Du	iring the	Period	Turnover During the Period				
GS Grade	Positions Tried to Fill	Offei	rs Made	Number Hired	Losses	Quits	Quits for Pay		

IV - AGENCY RI	ECOMMENDATIO	N AND ESTIMAT	TION OF ADDED (COSTS						
Recommended S	covere	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			the current General lule for each grade co							
Added Salary	is the d	lifference between t	he recommended sal	ary and the current s	salary.					
Total Positions	s are the	Total Positions fro	om the Ending Snap	shot, Item II, page	3 of this form.					
Added Costs	are Ad	ded Salary multipli	ied by Total Position	ns.						
Total Added \$	is the s	sum of the Added C	Costs column.							
Formula:	[recommended salary]	- [current salary] =	= [added salary] X	[total positions] =	[added costs]					
GS Grade	Recommended Salary	Current Salary	Added Salary	Total Positions	Added Costs					
				Total Added \$						
V - ADDITIONAL	L INFORMATION									
	l salary rates needed ad as many others th		B. Please estimate costs attributable to the staffing situation which would be offset if this special salary rate request is approved.							
Private Sector Pay Other Federal Gov Local Gov't Pay Undesirable Work Nature of Work Other Reasons (ple	't Pay	- - - -	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.

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 and that this agency has the funds required to pay the increased salaries and benefits that would result from approval of the request. 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
(recruitment bonus/retention allowance.)
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.
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.
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 Rate Table Number
Position of certifying official Agency Name
Signature of certifying official
D-t-

OPM Form 1397

VII - SALARY COMPARISONS

Part 1. Data Collection Worksheet

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.

H, and N.				11 7		, , -, , ,	-,,,,,,					,	
Federal Job	1						Indus	try Job					
Title:			Series:		GS Grade (Le	vel):	Title:						
			C	x D	= E	F	x G =	= H			L x	M = N	
Name of Firm Surveyed	A Does Firm hire at this level	B # Hrs in the basic work week	C # New hires in last 12 months	D Avg Annual Starting Salary of New Hire	Salary of	F Total Number of Incum- bents**	G Avg Annual Base Sal. Of Incum- bents	H Wgt. Annual Base Sal. Of Incum- bents	J Lowest Annual Base Salary Rate	K Highest Annual Base Salary Rate	L Avg. Dollars Amount Bonus Paid	M # Receiving Bonus	N Wgt. Dollar Amount Bonus Paid
	Totals ***												
and not-for-pr	l employers may rofit organization or well-qualified	ns if they repres			1. Compute totals for each of Column C, F, and M.					5. Compute column N by multiplying columns L and M. Total column N.			
** Non-super being surveye	visory employe	es only, unless	supervisory jo		2. Compute Colum in columns C and I			ing row entries		6. The totals computed in these 5 seps are the totals for a grade for all firms surveyed.			
*** Please follow the numbered instructions to get totals, which are to be transferred to the aggregate worksheet, Part 2, page 8 of this form.				3. Compute Column H by multiplying corresponding row entries in column F and G. Total column H.					fer the totals fr mn of the Part		eet to the appropri	ate grade	
					4. Total column J; the resulting average average the same w	ge in column J to							

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	E	F	Н	J	K	M	N
From Part 2, Column:	P	0	S	R	U	V	X	W

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

Column	= Column	+ Column
Q	0	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 Salaries 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