

Attachment B

Annual Report on Use of the Critical Position Pay Authority

Instructions for completing Attachment A

- (1) **Position Title** – Indicate the official position title and series.
- (2) **Incumbent Name** – Indicate the name of the person receiving critical pay.
- (3) **Applicable Pay Plan** – Indicate whether the employee is normally covered by the General Schedule, Executive Schedule, Senior Executive Service, etc.
- (4) **Applicable Grade Level** – Indicate the applicable grade and step if covered by the General Schedule or other pay system with grades and steps, or the level if covered by the Executive Schedule or other pay system with identified levels.
- (5) **Annual Rate(s) of Basic Pay Paid in Calendar Year 2008** – Indicate the annual rate(s) of basic pay (excluding bonuses) in dollars for the previous calendar year.
- (6) **Beginning Date(s) of the Rate(s) of Critical Pay** – Indicate the start date(s) for the payment of the applicable Critical Pay rate(s).
- (7) **Ending Date(s) of Rate(s) of Critical Pay** - Indicate the end date(s) for the payment of the applicable Critical Pay rate(s).
- (8) **Applicable Rate(s) of Pay without Critical Pay** – Indicate the annual rate(s) of basic pay (excluding bonuses) in dollars applicable to the position if the position was not covered by Critical Pay.
- (9) **Applicable Rate of Pay In Calendar Year 2009** – If known, indicate the rate of basic pay (excluding bonuses) planned for the position/individual for calendar year 2009, else indicate unknown.