

WORK SHEET FOR SPECIAL SALARY RATE REQUESTS

SHORT FORM FOR 1999 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 2000 General Schedule increase and is not requesting any type of change in table coverage.

1. Enter special rate table number: _____

2. Complete the ending snapshot: Ending date 05 / 29 / 99

GS Grade	Ending Snapshot		
	On Board	Vacant Positions	Total Positions

Definition of categories (at ending date):

On Board Total filled positions in the grade and occupation *at that time*.

Vacant Positions Total positions you were trying to fill in the grade and occupation, *at that time*, with appropriate authority and funding.

Total Positions The sum of the on board and vacant positions, *at that time*.

3. Complete the following certification:

CERTIFICATION FOR INCREASE EQUAL TO THE ACROSS-THE-BOARD 1999 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 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 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:	Location:	
Name of preparer:	Telephone:	Date prepared:

