



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, July 3, 1997
CPM 97-08

MEMORANDUM FOR: Other Stakeholders

FROM: Donald J. Winstead, Assistant Director for Compensation Policy

Subject: 1997 Annual Review of Special Salary Rates Authorized Under 5 U.S.C. 5305

This memorandum provides agencies with the following:

Attachment 1. 1997 annual review instructions.

Attachment 2. Worksheet for Special Salary Rate Requests (OPM Form 1397, long and short form versions).

Attachment 3. Index of current special rate authorizations by agency.

Attachment 4. Special rate agency contacts.

The deadline for submitting all annual review materials to the Office of Personnel Management (OPM) is **September 30, 1997**. OPM will consider granting requests for a short extension of this deadline on a case-by-case basis. However, it is important that agencies make timely submissions so that there is adequate time to compile and review the data and to obtain a consensus among affected agencies in the event that there are substantial differences in agency requests.

We ask agency headquarters to bring any problems encountered in implementing the annual review process to our attention as they arise. You may contact the Compensation Administration Division with any questions you may have at (202) 606-2858, FAX: (202) 606-0824, or email to payleave@opm.gov.