



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Thursday, June 11, 1998
CPM 98-03

MEMORANDUM FOR: Human Resources Directors

FROM: Donald J. Winstead Associate Director

Subject: 1998 Annual Review of Special Salary Rates Authorized Under 5 U.S.C. 5305

This memorandum announces the 1998 annual review of special salary rates authorized under 5 U.S.C. 5305. All agencies with special rate employees must submit certifications to the Office of Personnel Management (OPM) documenting the agency's recommendations for the adjustment of special rates and provide appropriate staffing data. The following materials are provided to assist agencies:

[Attachment 1](#). 1998 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 OPM is **September 30, 1998**. 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 can contact the Pay and Leave Administration Division with any questions you might have at (202) 606-2858 or email to payleave@opm.gov.

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