



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, June 23, 2000
CPM 2000-9

MEMORANDUM FOR: DIRECTORS OF PERSONNEL

FROM: HENRY ROMERO ASSOCIATE DIRECTOR FOR WORKFORCE
COMPENSATION AND PERFORMANCE

Subject: 2000 Annual Review of Special Salary Rates

This memorandum announces the 2000 annual review of special salary rates authorized under 5 U.S.C. 5305. Each agency with special rate employees must submit certifications to the Office of Personnel Management (OPM) documenting its recommendations for the adjustment of special rates and providing appropriate staffing data. We are providing the following materials to assist you:

[Attachment 1.](#) 2000 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.

You must submit all annual review materials to OPM by **September 30, 2000**. We will consider granting requests for a short extension of this deadline on a case-by-case basis. However, it is important that you submit your certifications on time so we can compile and review the data and obtain a consensus among affected agencies if there are substantial differences in agency requests.

You may obtain electronic copies of all the attachments on OPM's Internet website at opm.gov/oca/compmemo/index.htm.

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 Pay and Leave Administration Division at (202) 606-2858 or by email at payleave@opm.gov.

Attachments:

Attachment 1: 2000 ANNUAL REVIEW INSTRUCTIONS

1. General

The Office of Personnel Management (OPM) is conducting its annual review of special salary rates authorized by 5 U.S.C. 5305 and 5 CFR part 530, subpart C. OPM authorizes special rates for specific occupations, grades, and locations to alleviate existing or likely recruitment or retention problems. All special salary rate authorizations in effect as of September 30, 2000, are covered by the 2000 annual review.

2. Deadline

Agencies must submit all annual review materials to OPM by September 30, 2000, unless an extension is approved by OPM. Please send your materials to the following address:

*Office of Personnel Management
Workforce Compensation and Performance Service
Pay and Leave Administration Division
Attn: Special Rates Annual Review Team
1900 E Street NW., Room 7H31
Washington, DC 20415-8200*

3. Agency Reviews

OPM must review special rate authorizations in anticipation of salary adjustments to be made in the relevant underlying statutory pay schedules to determine whether an adjustment is necessary. In conducting this review, OPM relies on the reviews conducted by agencies employing special rate employees. In conducting their reviews, agencies must consider the following factors (consistent with OPM's regulations at 5 CFR 530.304):

- *the applicable staffing and labor market factors (to determine whether adjustments in special rate pay schedules are warranted);*
- *the former non-special pay rates of the special rate employees (to ensure that any adjustment in the special rates of pay would not cause those rates to fall below the non-special rates of pay to which the special rate employees would otherwise have been entitled);*
- *the likelihood that the factors leading to a statutory adjustment in pay will affect special rate employees as well; and*
- *other special rate adjustments that occurred prior to the date of the anticipated statutory pay adjustment.*

Agencies must determine whether to recommend a percentage adjustment equal to the across-the-board adjustment that will be applied to the General Schedule in 2001. You may recommend a different adjustment if, based on your review, you determine that conditions have changed to the extent that a particular special rate table warrants an adjustment that is less than or greater than the anticipated General Schedule adjustment. However, in such cases, you must submit certain supporting data, consistent with OPM regulations and the instructions on OPM Form 1397. (See [Attachment 2](#) and [section 4](#) of this attachment.)

4. OPM Form 1397

Agencies may use OPM Form 1397, Worksheet for Special Salary Rate Requests, for multiple purposes--e.g., to submit new requests for special rates, to request termination of a special rate schedule, and to document the annual review of existing special rates. (See [Attachment 2](#).) When using OPM Form 1397 for annual review purposes, you must identify the special rate schedule being reviewed, specify the adjustment being requested for that schedule, provide certain staffing-related data, and certify the agency's staffing-based need for any requested special rate increase.

Staffing data should cover the period **May 30, 1999, through June 3, 2000**.

Agencies requesting special rate increases **equal** to the across-the-board 2001 General Schedule adjustment do not need to submit full staffing data. They need only report the number of ending authorized positions for the grades covered. You may make submissions of this type on the short form version of OPM Form 1397. (See [Attachment 2](#).)

Agencies requesting adjustments **greater** than the across-the-board 2001 General Schedule adjustment must submit additional data, in accordance with OPM regulations and the instructions on OPM Form 1397. In certain circumstances, OPM may ask agencies to submit salary survey data. (Please contact OPM before conducting salary surveys.)

Agencies requesting adjustments that are **less than** the across-the-board 2001 General Schedule adjustment (including a zero adjustment) must submit a written justification and any applicable supporting data, in accordance with OPM regulations and the instructions on OPM Form 1397. Such a request may be appropriate if you have determined that special rates are no longer necessary to prevent a serious staffing problem and you wish to phase out special rates by granting zero adjustments. (See 5 CFR 530.304-305.) Also, if special rates have been surpassed by locality rates, you may wish to take this fact into account in considering the need for adjustments in those special rates.

5. Certification

The head of the department or agency must personally sign the certification for a special rate adjustment when (1) an agency is proposing to increase the special rate by more than the amount of the General Schedule increase; (2) the special rate applies to 1,000 or more positions; or (3) the increase in total expenditures (comparing the cost of the current special rates before the adjustment with the cost of the projected special rates) is \$4 million dollars or more. In all other cases, a headquarters official designated to act on behalf of the head of the department or agency may sign the certification.

6. Procedures

Several years ago, in an effort to expedite the data collection process for the annual review, we revised our procedures so that data no longer had to be submitted to OPM through a lead agency. Again, this year, each agency is responsible for submitting data on OPM Form 1397 directly to OPM for each authorization that covers the agency. However, if there are substantial differences in agency recommendations when data are received, OPM will designate a lead agency (usually the agency with the largest number of covered employees), which will be responsible for obtaining a consensus from the major agencies involved and submitting a final recommendation for that authorization. OPM will be the lead agency for worldwide/ nationwide authorizations and will contact the major agencies to determine the degree of consensus for adjusting these authorizations, if necessary. Each agency covered by an authorization is expected to cooperate with the designated lead agency in attempting to reach a consensus.

7. Effective Date

Adjustments in special rates resulting from this year's annual review will take effect on the same date as the across-the-board General Schedule pay adjustment--i.e., the first day of the first applicable pay period beginning on or after January 1, 2001. If there is no across-the-board General Schedule adjustment in 2000, the amount of the special rate adjustment will be zero, unless an increase greater than the General Schedule increase is requested and approved. Any such increase will take effect on the first day of the first applicable pay period beginning on or after January 1, 2001. However, OPM may authorize new authorizations and changes in existing special rates at any time during the year if all the normal criteria for establishing or adjusting special rates are met.

8. New Requests Not Part of the Annual Review

Agencies should indicate how requests to establish a new special rate schedule submitted between October 1 and December 31, 2000, relate to the anticipated 2001 General Schedule adjustment.

9. Requests for Reduction or Termination of Special Rates

Agencies may request to reduce or terminate special rates as part of the annual review process. However, under current law, the reduction or termination of a special rate may result in an increase in an employee's total pay. This is because the reduction or termination of special rates triggers the pay retention provisions of 5 U.S.C. 5363 and may result in locality pay being paid on top of employees' current pay (if converted to a General Schedule rate or a retained rate). Therefore, OPM advises agencies to consider phasing out special rates that are no longer necessary by providing for annual adjustments that are less than the across-the-board General Schedule pay increase.

Termination of a special rate schedule may be appropriate if there are no longer any employees covered by that schedule. In this case, the affected agency or agencies should provide a letter signed by an authorized official that requests the schedule termination and explains that there are no covered employees. (OPM Form 1397 is not required.)

Any agency contemplating a request for reduction or termination of a special rate schedule with covered employees should contact OPM's Pay and Leave Administration Division for additional information and instructions.

10. Study of Information Technology Employees

In an earlier memorandum to you (CPM 2000-7, May 18, 2000) we requested data for information technology (IT) employees in support of an OPM special rates study. That initiative is entirely independent of the annual review. Since a study of IT employees is underway, it is not necessary for agencies to submit requests for new special rates for IT employees as part of the annual review process.

Attachment 2: OPM FORM 1397

- OPM Form 1397 short form PDF (Adobe Acrobat)
- OPM Form 1397 long form PDF (Adobe Acrobat)

Attachment 3: Index to Title 5 Special Rate Tables By Agency

AGENCY/SUBEL AGENCY TITLE SPECIAL RATE TABLES

A*00 ALL FEDERAL GOVERNMENT AGENCIES 0491

AB00 AMERICAN BATTLE MONUMENTS COMMISSION 0029 0161

AD00 U.S. ARMS CONTROL & DISARMAMENT AGENCY 0029

AF DEPARTMENT OF THE AIR FORCE 0007 0010 0011 0012 0017 0023 0024 0029 0032
0036 0037 0039 0047 0057 0065 0070 0071 0072 0103 0105 0109 0113 0119 0121 0125 0133
0134 0137 0143 0153 0154 0156 0157 0162 0164 0165 0166 0173 0174 0198 0202 0214 0215
0219 0224 0230 0238 0252 0254 0265 0278 0282 0290 0302 0303 0304 0305 0309 0314 0316
0317 0318 0328 0329 0334 0336 0342 0347 0352 0354 0355 0361 0367 0376 0395 0396 0405
0406 0409 0414 0415 0422 0425 0426 0428 0433 0435 0436 0437 0462 0465 0476 0483 0489
0499 0505 0507 0508 0511 0512 0513 0517 0520 0524 0528 0537 0558 0589 0593 0697

AF0B U.S. AIR FORCE ACADEMY 0481

AG DEPARTMENT OF AGRICULTURE 0003 0010 0012 0023 0024 0029 0032 0037 0047
0057 0070 0109 0112 0113 0115 0119 0125 0132 0137 0154 0155 0157 0158 0159 0160 0161
0162 0164 0165 0166 0191 0201 0222 0223 0253 0255 0256 0263 0265 0266 0268 0304 0305
0342 0382 0388 0414 0417 0422 0479 0484 0490 0499 0524

AH01 NATIONAL ENDOWMENT FOR THE ARTS 0029 0164

AH02 NATIONAL ENDOWMENT FOR THE HUMANITIES 0029 0164

AH03 INSTITUTE OF MUSEUM & LIBRARY SERVICES 0029

AM00 AGENCY FOR INTERNATIONAL DEVELOPMENT 0029 0164 0499 0524

AN00 AFRICAN DEVELOPMENT FOUNDATION 0029 0164

AR DEPARTMENT OF THE ARMY 0002 0007 0010 0012 0016 0017 0018 0019 0023 0024
0028 0029 0032 0037 0039 0040 0041 0044 0045 0047 0050 0051 0056 0057 0064 0065 0068
0070 0071 0072 0074 0103 0109 0113 0114 0119 0125 0133 0135 0136 0145 0150 0151 0153
0154 0156 0157 0160 0161 0162 0164 0165 0166 0170 0177 0181 0182 0188 0191 0194 0195
0200 0204 0206 0214 0215 0216 0218 0219 0220 0223 0224 0225 0226 0228 0230 0233 0237
0238 0250 0252 0253 0255 0258 0259 0260 0264 0265 0266 0267 0268 0280 0282 0283 0290
0302 0303 0304 0305 0306 0308 0309 0313 0314 0316 0318 0319 0323 0328 0329 0330 0334
0335 0336 0337 0338 0339 0340 0342 0344 0347 0350 0352 0354 0355 0357 0360 0361 0367
0369 0371 0394 0397 0399 0403 0405 0406 0407 0409 0414 0415 0420 0422 0424 0425 0428
0430 0431 0433 0435 0439 0440 0454 0456 0462 0464 0465 0469 0470 0475 0476 0477 0478
0479 0481 0483 0484 0486 0489 0490 0499 0500 0501 0503 0505 0514 0522 0524 0528 0697

AU00 FEDERAL LABOR RELATIONS AUTHORITY 0023 0024 0029 0057 0119

BD00 MERIT SYSTEMS PROTECTION BOARD 0012 0023 0024 0029 0057 0112 0119

BF00 DEFENSE NUCLEAR FACILITIES SAFETY BOARD 0029

BG00 PENSION BENEFIT GUARANTY CORPORATION 0029 0137 0164

BO00 OFFICE OF MANAGEMENT AND BUDGET 0029 0164

BT00 ARCHITECT & TRANS BARRIER COMPLIANCE BD 0029

CC00 COMMISSION ON CIVIL RIGHTS 0029 0070 0119

CF00 COMMISSION OF FINE ARTS 0029

CM DEPARTMENT OF COMMERCE 0010 0012 0023 0024 0029 0032 0037 0047 0057 0070
0071 0072 0113 0119 0125 0141 0142 0159 0164 0223 0255 0304 0305 0310 0311 0312 0315
0342 0388 0414 0419 0422 0458 0523 0576 0697

CT00 COMMODITY FUTURES TRADING COMMISSION 0012 0029 0070 0119 0160 0164
0166 0263 0458 0904

CX00 NAT CMSN ON LIBRARIES AND INFO SCIENCE 0029

DD DEPARTMENT OF DEFENSE (EXCL MIL DEPTS) 0010 0012 0017 0023 0024 0029
0032 0033 0034 0035 0036 0037 0047 0057 0065 0070 0071 0072 0109 0119 0125 0137 0150
0151 0152 0154 0156 0157 0158 0160 0161 0162 0164 0165 0166 0170 0174 0191 0194 0198
0216 0223 0255 0263 0265 0282 0302 0304 0305 0388 0402 0414 0422 0428 0484 0556 0589
0697

DD07 DEFENSE LOGISTICS AGENCY 0105

DJ DEPARTMENT OF JUSTICE 0010 0012 0017 0023 0024 0029 0037 0047 0057 0065 0070
0071 0112 0113 0116 0119 0124 0125 0126 0127 0128 0129 0130 0136 0148 0152 0158 0160
0162 0164 0165 0166 0187 0190 0214 0224 0242 0243 0244 0245 0246 0247 0255 0263 0265
0266 0282 0285 0286 0287 0288 0289 0290 0291 0292 0293 0294 0296 0297 0298 0299 0300
0301 0304 0316 0352 0357 0364 0365 0366 0379 0383 0384 0385 0389 0410 0413 0414 0422
0434 0438 0439 0440 0453 0458 0464 0492 0495 0496 0497 0498 0502 0506 0510 0511 0518
0519 0520 0527 0532 0539 0540 0541 0904

DJ02 FEDERAL BUREAU OF INVESTIGATION 0348

DJ03 BUR OF PRISONS/FEDERAL PRISON SYSTEM 0013 0466

DL DEPARTMENT OF LABOR 0012 0023 0024 0029 0032 0037 0047 0057 0070 0071 0112
0113 0119 0125 0137 0154 0157 0158 0159 0160 0162 0164 0165 0166 0263 0304 0305 0352
0414 0417 0422 0499 0903 0904

DN00 DEPARTMENT OF ENERGY 0012 0023 0024 0029 0032 0034 0047 0119 0137 0161
0164 0165 0173 0263 0268 0290 0304 0305 0329 0331 0349 0367 0414 0415 0422 0485 0499
0504

EB00 EXPORT-IMPORT BANK OF THE UNITED STATES 0012 0029 0070 0113 0119 0160
0164 0414 0415 0417 0422

EC00 OFFICE OF ADMINISTRATION 0029 0164

ED DEPARTMENT OF EDUCATION 0012 0023 0024 0029 0032 0057 0070 0119 0157 0160
0162 0164 0165 0166 0263

EE00 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION 0010 0012 0023 0024 0029
0032 0047 0057 0070 0112 0113 0119 0125 0164 0458 0904

EM00 FEDERAL EMERGENCY MANAGEMENT AGENCY 0012 0017 0023 0024 0029
0057 0065 0119 0164 0165 0191 0329 0414 0422

EP00 ENVIRONMENTAL PROTECTION AGENCY 0012 0023 0024 0029 0032 0047 0057
0112 0119 0160 0164 0165 0263 0305 0414 0415 0422 0524

EQ00 COUNCIL ON ENVIRONMENTAL QUALITY 0029

FC00 FEDERAL COMMUNICATIONS COMMISSION 0012 0023 0024 0029 0057 0070 0113
0119 0125 0164 0304 0422 0484

FM00 FEDERAL MEDIATION AND CONCILIATION SERV 0012 0029 0119 0125 0164

FT00 FEDERAL TRADE COMMISSION 0012 0024 0029 0057 0070 0112 0119 0164 0458
0904

FW00 OFFICE OF SPECIAL COUNSEL 0024 0029 0057

GB00 OVERSEAS PRIVATE INVESTMENT CORPORATION 0029

GG00 OFFICE OF GOVERNMENT ETHICS 0029

GS GENERAL SERVICES ADMINISTRATION 0012 0017 0023 0024 0029 0037 0047 0057
0065 0070 0071 0105 0112 0113 0119 0125 0150 0151 0152 0157 0158 0159 0160 0161 0162
0164 0165 0166 0174 0175 0181 0182 0183 0219 0231 0232 0263 0265 0266 0267 0268 0305
0327 0329 0342 0349 0367 0414 0422 0461 0490

HB00 CMTE FOR PURCH FRM BLIND & OTH SEV HAND 0029

HD00 U.S. HOLOCAUST MEMORIAL COUNCIL 0029 0164 0191 0414

HE DEPARTMENT OF HEALTH AND HUMAN SERVICES 0012 0017 0023 0024 0029 0032
0037 0039 0047 0057 0065 0070 0071 0112 0113 0119 0125 0138 0157 0158 0160 0161 0162

0164 0165 0166 0168 0187 0263 0269 0270 0271 0272 0273 0274 0275 0290 0304 0305 0323
0329 0342 0352 0359 0388 0403 0414 0417 0422 0459 0474 0499 0524 0697

HE36 FOOD AND DRUG ADMINISTRATION 0458

HE37 INDIAN HEALTH SERVICE 0001 0316 0372 0467 0473 0487 0531 0536

HE38 NATIONAL INSTITUTES OF HEALTH 0424

HE39 CENTERS FOR DISEASE CONTROL & PREVENTION 0417 0531

HU DEPARTMENT OF HOUSING & URBAN DEVELOPMENT 0012 0023 0024 0029 0037
0047 0057 0070 0071 0112 0113 0119 0125 0136 0137 0157 0158 0160 0161 0162 0164 0165
0166 0263 0266 0267 0268 0342 0367 0414 0904

IF00 INTER-AMERICAN FOUNDATION 0029

IN DEPARTMENT OF THE INTERIOR 0012 0023 0024 0026 0029 0036 0037 0047 0057
0070 0071 0106 0109 0111 0113 0119 0125 0144 0154 0159 0164 0168 0191 0223 0241 0253
0255 0256 0257 0268 0279 0304 0305 0307 0342 0349 0356 0368 0388 0414 0415 0417 0422
0429 0435 0479 0490

IN08 GEOLOGICAL SURVEY 0010

IN10 NATIONAL PARK SERVICE 0416

LC00 LIBRARY OF CONGRESS 0029 0164 0304

LF00 FEDERAL ELECTION COMMISSION 0029 0164

LT00 U.S. TAX COURT 0029 0070 0458

MC00 FEDERAL MARITIME COMMISSION 0029

NF00 NATIONAL SCIENCE FOUNDATION 0029 0164 0414 0697

NL00 NATIONAL LABOR RELATIONS BOARD 0012 0023 0024 0029 0037 0047 0057 0070
0113 0119 0125 0164

NM00 NATIONAL MEDIATION BOARD 0029 0119

NN NATIONAL AERONAUTICS AND SPACE ADMIN 0010 0012 0029 0070 0071 0164
0165 0166 0265 0290 0305 0414 0422 0499 0524 0697

NP00 NATIONAL CAPITAL PLANNING COMMISSION 0029

NQ00 NATIONAL ARCHIVES AND RECORDS ADMIN 0023 0024 0029 0047 0057 0071
0119 0164 0388 0414

NS00 NATIONAL SECURITY COUNCIL 0029

NV DEPARTMENT OF THE NAVY 0004 0006 0010 0012 0017 0022 0023 0024 0029 0032
 0034 0036 0037 0039 0046 0047 0050 0055 0057 0058 0065 0066 0070 0071 0072 0103 0105
 0107 0108 0109 0113 0115 0119 0122 0125 0137 0139 0140 0144 0146 0149 0150 0151 0154
 0156 0157 0158 0160 0161 0162 0164 0165 0166 0170 0174 0175 0182 0185 0191 0198 0208
 0210 0213 0216 0220 0223 0224 0227 0230 0234 0235 0237 0238 0252 0253 0255 0263 0265
 0266 0268 0276 0282 0290 0302 0303 0304 0305 0309 0313 0316 0317 0321 0323 0324 0325
 0326 0328 0329 0332 0333 0334 0335 0342 0346 0347 0351 0352 0360 0374 0375 0377 0378
 0380 0388 0394 0402 0403 0405 0406 0414 0422 0424 0428 0460 0463 0484 0486 0490 0499
 0505 0524 0525 0528 0557 0589 0591 0697 0698

OM00 OFFICE OF PERSONNEL MANAGEMENT 0012 0023 0024 0029 0037 0047 0057
 0109 0119 0125 0137 0159 0164 0304 0349

OS00 OCCUPATIONAL SAFETY & HLTH REVIEW COMM 0029 0112

QQ00 OFFICE OF NATIONAL DRUG CONTROL POLICY 0029

RF00 FEDERAL RETIREMENT THRIFT INVESTMENT BD 0029 0164

RH02 U.S. SOLDIERS' AND AIRMEN'S HOME 0029 0039 0156 0164 0191 0290 0303 0304
 0313 0316 0334 0405 0414 0428

RR00 RAILROAD RETIREMENT BOARD 0012 0024 0029 0047 0052 0119

RS00 FEDERAL MINE SAFETY & HEALTH REVIEW COMM 002

SB00 SMALL BUSINESS ADMINISTRATION 0012 0024 0029 0047 0057 0070 0071 0113
 0119 0125 0157 0160 0162 0164 0165 0166 0263 0265 0414

SE00 SECURITIES AND EXCHANGE COMMISSION 0012 0023 0024 0029 0057 0070 0112
 0113 0119 0196 0197 0458 0515 0516 0904

SK00 CONSUMER PRODUCT SAFETY COMMISSION 0012 0024 0029 0032 0057 0119
 0164 0414 0422

SM SMITHSONIAN INSTITUTION 0012 0023 0029 0070 0164 0191 0223 0302 0304 0305
 0347 0356 0406 0414 0422 0499 0589

SM01 NATIONAL GALLERY OF ART 0029 0164 0191 0414

SS00 SELECTIVE SERVICE SYSTEM 0029 0119

ST00 DEPARTMENT OF STATE 0012 0023 0024 0029 0037 0047 0057 0070 0113 0119 0156
 0160 0164 0223 0290 0302 0304 0347 0414 0422

SZ00 SOCIAL SECURITY ADMINISTRATION 0023 0024 0037 0109

TB00 NATIONAL TRANSPORTATION SAFETY BOARD 0029 0047 0057 0070 0112 0113
0119 0164 0414 0415 0422 0458 0499 0589

TC00 U.S. INTERNATIONAL TRADE COMMISSION 0029 0164

TD DEPARTMENT OF TRANSPORTATION 0012 0023 0024 0029 0032 0037 0047 0057
0070 0113 0119 0125 0140 0154 0157 0158 0159 0160 0164 0165 0223 0263 0267 0268 0290
0304 0305 0309 0329 0334 0342 0367 0373 0393 0414 0422 0490 0524

TN00 OFFICE OF THE U.S. TRADE REPRESENTATIVE 0029

TR DEPARTMENT OF THE TREASURY 0010 0012 0017 0023 0024 0029 0032 0037 0047
0053 0057 0070 0071 0072 0109 0110 0112 0113 0119 0125 0136 0137 0154 0157 0158 0159
0160 0161 0162 0164 0165 0166 0187 0224 0263 0290 0304 0305 0335 0388 0414 0415 0417
0422 0697 0903 0904

TR93 INTERNAL REVENUE SERVICE 0284 0442 0443 0444 0445 0446 0447 0448 0449
0450 0451

TRAF U.S. CUSTOMS SERVICE 0348

TS00 OFFICE OF SCIENCE AND TECHNOLOGY POLICY 0029

VA DEPARTMENT OF VETERANS AFFAIRS 0010 0017 0024 0029 0032 0037 0057 0072
0112 0113 0117 0125 0137 0158 0162 0164 0165 0178 0199 0305 0370 0411 0414 0422 0458
0499 0538 0543 0544 0545 0546 0547 0548 0549 0550 0551 0552 0553 0554 0555 0904

Attachment 4: AGENCY CONTACTS: SPECIAL SALARY RATES

| AGENCY | CONTACT PERSON | TELEPHONE # |
|--|-----------------------|-------------------------|
| African Development Foundation | Constance Smith-Field | (202) 673-3916 |
| Agriculture | Susan Fonte | (202) 720-8417 |
| Air Force | Phil Seneschal | (703) 695-7384 |
| American Battle Monuments Commission | Theodore Gloukhoff | (703) 696-6908 |
| Architect of the Capitol | Ronald Wolz | (202) 226-2536 |
| Architectural and Trans. Barriers Compliance Board | Tonya Johnston | (202) 272-5434 Ext. 156 |
| Army | Beth Helmer | (703) 325-9974 |
| Commerce | Pat Schaefer | (202) 482-3528 |
| Commission on Civils Rights | Myra Hernandez | (202) 376-8364 |
| Commission on Fine Arts | Cenny Hester | (202) 504-2200 |
| Committee for Purchase from the Blind and Other Severely Handicapped | Connie Corley | (703) 603-7740 |
| Commodity Futures Trading Commission | Eric Oleson | (202) 418-0512 |

| AGENCY | CONTACT PERSON | TELEPHONE # |
|---|-----------------------|--------------------------|
| Consumer Product Safety Commission | Karen Benedict | (301) 504-0100 Ext. 1167 |
| Corporation for National Service | Jerry Gallun | (202) 606-5000 Ext. 313 |
| Council of Economic Advisers | Avelino Rodriguez | (202) 395-1088 |
| Council on Environmental Quality | Avelino Rodriguez | (202) 395-1088 |
| Defense- Government | Craig Jerabek | (703) 696-1742 |
| Defense Commissary Agency | Bill Zeiner | (804) 734-8587 |
| Defense Contract Audit Agency | Dave Hanegraaf | (703) 767-1236 |
| Defense Information Systems Agency | Fran Garman | (703) 607-4427 |
| Defense Logistics Agency | Linda Beal | (614) 692-5973 |
| Defense Nuclear Agency | Dee Papa | (703) 325-7593 |
| Defense Nuclear Facilities Safety Board | Susan Dickerson | (202) 208-6411 |
| Defense Security Service | Lynn Kasch | (410) 865-2210 |
| Education | John Allen | (202) 401-3136 |

| AGENCY | CONTACT PERSON | TELEPHONE # |
|--|------------------|-------------------------|
| Energy | Bruce Murray | (202) 586-3372 |
| Environmental Protection Agency | Ken Henderson | (202) 260-3350 |
| Equal Employment Opportunity Commission | Jeanne Crowe | (202) 663-4348 |
| Export-Import Bank | Dennis Heins | (202) 565-3316 |
| Federal Communications Commission | Michele Sutton | (202) 418-0137 |
| Federal Election Commission | Scott McBride | (202) 694-1080 |
| Federal Emergency Management Agency | Anita Washington | (202) 646-4089 |
| Federal Energy Regulatory Commission | Janet Dubbert | (202) 219-2966 |
| Federal Housing Finance Board | David Lee | (202) 408-2514 |
| Federal Labor Relations Authority | Tina Zabitchuck | (202) 482-6690 ext. 445 |
| Federal Maritime Commission | Robert Winfree | (202) 523-5773 |
| Federal Mediation and Conciliation Service | Cheryl Lauer | (202) 606-5460 |

| AGENCY | CONTACT PERSON | TELEPHONE # |
|--|-----------------------|--------------------------|
| Federal Mine Safety and Health Review Commission | Lisa Boyd | (202) 653-5615 |
| Federal Retirement Thrift Investment Board | Leonard B. Sese | (202) 942-1690 |
| Federal Trade Commission | Judy Jones | (202) 326-2347 |
| General Services Administration | Brenda Briscoe | (202) 501-3888 |
| Harry S. Truman Scholarship Foundation | Judy Reed | (202) 395-7433 |
| Health and Human Services | Don Krigbaum | (202) 690-8071 |
| Housing and Urban Development | Barbara Henson | (202) 708-0614 ext. 3113 |
| Institute of Museum Services | Linda Bell | (202) 606-8536 |
| Inter-American Foundation | Shirley Hutton | (703) 841-3866 |
| Interior | Nancy Barnett | (202) 208-7949 |
| Justice | John Cahill | (202) 514-6778 |
| Labor | James Smith | (202) 219-6656 Ext. 149 |
| Library of Congress | Don Ware | (202) 707-6934 |

| AGENCY | CONTACT PERSON | TELEPHONE # |
|---|-----------------------|--------------------------|
| Merit Systems Protection Board | Linda Nicholson | (202) 653-6772 Ext. 1207 |
| National Aeronautics and Space Administration | JoAnne Mueller | (202) 358-1202 |
| National Archives & Records Administration | Fran Brooks | (301) 713-6760 ext. 258 |
| National Capital Planning Commission | Teresa Jackson | (202) 482-7213 |
| National Commission on Libraries and Information Sciences | Judy Russell | (202) 606-9200 |
| National Endowment for the Arts | Leon Williams | (202) 682-5473 |
| National Endowment for the Humanities | Sandy Adams | (202) 606-8415 |
| National Gallery of Art | Terry Snyder | (202) 842-6288 |
| National Labor Relations Board | Anthony Wonkovich | (202) 273-3980 |
| National Mediation Board | June King | |
| National Science Foundation | Pam Harpe | (703) 306-1185 ext. 3025 |
| National Security Council | Avelino Rodriguez | (202) 395-1088 |

| AGENCY | CONTACT PERSON | TELEPHONE # |
|---|-----------------------|--------------------------|
| National Transportation Safety Board | Bernard Moffett | (202) 382-6751 |
| Navy | Carlos Saavedra | (202) 764-0754 |
| Occupational Safety & Health Review Commission R. | Christine McKenzie | (202) 606-5390 |
| Office of Administration of the Executive Office of the President | Avelino Rodriguez | (202) 395-1088 |
| Office of Government Ethics | Sharon Blank | (202) 208-8000 ext. 1126 |
| Office of Management and Budget | Avelino Rodriguez | (202) 395-1088 |
| Office of National Drug and Control Policy | Avelino Rodriguez | (202) 395-1088 |
| Office of Personnel Management | Janet Cope | (202) 606-1318 |
| Office of Science and Technology Policy | Avelino Rodriguez | (202) 395-1088 |
| Office of Special Counsel | Marie Glover | (202) 653-8964 |
| Office of U.S. Trade Representative | Avelino Rodriguez | (202) 395-1088 |
| Overseas Private Investment Corporation | Stephanie Wrightson | (202) 336-8531 |

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| Pension Benefit Guaranty Corporation | Stephanie Russell | (202) 326-4110 ext. 3597 |
| Railroad Retirement Board | Tom Powers | (312) 751-4558 |
| Securities & Exchange Commission | Gina Basile | (202) 942-4072 |
| Selective Service System | Mary Gauthier | (703) 605-4051 |
| Small Business Administration | Erma Gaines | (202) 205-6197 |
| Smithsonian | J.B. Weilepp | (202) 287-3097 |
| Social Security Administration | Nancy Koerner | (410) 965-6657 |
| State | Sally Mavlian | (202) 663-2323 |
| Transportation | Jan Karicher | (202) 366-9450 |
| Treasury | Anne Carlucci | (202) 622-2855 |
| U.S. Agency for International Development | Michelle Walker | (202) 712-5579 |
| U.S. Holocaust Memorial Council | Leslie Curley | (202) 314-0327 |
| U.S. Information Agency | Jeni Mallios | |

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| U.S. International Trade Commission | Michael Hillier | (202) 205-2651 |
| U.S. Soldiers & Airmen's Home | Mark Joy | (202) 722-3208 |
| U.S. Tax Courts | Vincent Natale | (202) 606-8724 |
| Veterans Affairs | Marie Favicchio | (202) 273-9804 |