



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, July 25, 2003
CPM 2003-8

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kay Coles James

Subject: 2003 Annual Review of special Salary Rates

This memorandum announces the 2003 annual review of special salary rates authorized under 5 U.S.C. 5305 and 5 CFR part 530, subpart C, and requests agency recommendations on the adjustment of special rate schedules in January 2004. The Office of Personnel Management (OPM) authorizes special salary rates for specific occupations, grades, and locations to alleviate existing or likely significant recruitment or retention problems. Prior to any across-the-board adjustment authorized for General Schedule basic rates of pay (but at least annually), OPM must review special salary rate schedules to determine whether the factors in the special salary rate regulations require those schedules to continue and, if so, how they should be adjusted. Each agency with special rate employees must submit certifications to OPM documenting its recommendations for the adjustment of special rates.

We are providing the following materials to assist you in providing annual review certifications:

- Attachment 1 - 2003 annual review instructions.
- Attachment 2 - Special salary rate request and annual review forms (OPM Forms [1397](#) and [1398](#)).
- Attachment 3 - Index of current special rate authorizations by agency.
- Attachment 4 - Special rate agency contacts.

Agencies must submit all annual review materials to OPM by **October 15, 2003**. 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 Web site at opm.gov/oca/compmemo/index.htm.

New OPM Forms 1397 and 1398

We have revised the forms that agencies may use to request special salary rates and provide annual review certifications. (See new forms in Attachment 2.) To comply with the Paperwork Reduction Act, OPM has created an electronic, fillable Special Salary Rate Request Form (OPM Form 1397) and Work Sheet for Special Salary Rate Annual Review (OPM Form 1398). These forms also have been redesigned to make them more user friendly to agencies. Additional information on these forms is provided in Attachment 1.

IT Special Rates

In January 2004, we plan to amend the information technology (IT) special rate tables 999A - 999F to **delete** the former GS-334 Computer Specialist series designation. The IT special rate tables will continue to cover the GS-854 Computer Engineer, GS-1550 Computer Scientist, and GS-2210 Information Technology Management occupational series. The job family position classification standard for administrative work in the Information Technology Group, GS-2200, issued in May 2001, canceled the GS-334 Computer Specialist Series. We retained the GS-334 series designation on the IT special rate tables to give agencies more time to implement the new classification standard. By January 2004, agencies should have completed their reclassification actions and classified affected IT positions to the appropriate series. However, if you will be unable to complete reclassifying your GS-334 positions by January 2004, we ask that you let us know by **November 14, 2003**. Please contact us by email at pay-performance-policy@opm.gov.

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 Group by telephone at (202) 606-2858, by fax at (202) 606-0824, or by email at pay-performance-policy@opm.gov.

cc: Human Resources Directors

Attachments:

Attachment 1 - 2003 annual review instructions.

Attachment 2 - Special salary rate request and annual review forms (OPM Forms [1397](#) and [1398](#)).

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

Attachment 4 - Special rate agency contacts.

*Attachment 1***2003 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 salary rates for specific occupations, grades, and locations to alleviate existing or likely significant recruitment or retention problems. Prior to any across-the-board adjustment authorized for General Schedule (GS) basic rates of pay (but at least annually), OPM must review special salary rate schedules to determine whether the factors in the special salary rate regulations require those schedules to continue and, if so, how they should be adjusted. Each agency with special rate employees must submit certifications to OPM documenting its recommendations for the adjustment of special rates.

All special salary rate authorizations in effect as of September 30, 2003, are covered by the 2003 annual review. The special rate authorizations applicable to your agency are listed in Attachment 3. Please note that the six authorizations for Information Technology (IT) employees, tables 999A-F, are listed at the top of the index and are applicable to all agencies even though they are not shown in the individual agency listings.

2. Deadline

Agencies must submit all annual review materials to OPM by **October 15, 2003**, unless an extension is approved by OPM. Please send your materials to the Pay and Leave Administration Group by fax on (202) 606-0824 or mail to the following address:

Office of Personnel Management
Division for Strategic Human Resources Policy
Pay and Leave Administration Group
Attn: Special Rates Annual Review Team
1900 E Street NW., Room 7H31
Washington, DC 20415-8200

3. Agency Reviews

In conducting the special salary rate annual 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 January 2004. 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 GS adjustment.

4. Certification

The head of each agency must document and certify its recommendations regarding the adjustment of special rate schedules and submit such certifications to OPM. A headquarters official designated to act on behalf of the head of the department or agency may sign the certification for a special rate adjustment.

If there are substantial differences in agency recommendations for a particular special rate table, OPM will designate a lead agency (usually the agency with the largest number of covered employees). OPM will be the lead agency for worldwide/nationwide authorizations. The lead agency will be responsible for obtaining a consensus from the major agencies involved and submitting a final recommendation for that authorization. We expect each agency covered by an authorization to cooperate with the designated lead agency in attempting to reach a consensus.

5. Adjustments Equal to the GS Adjustment--OPM Form 1398

Agencies requesting special rate increases **equal** to the across-the-board 2004 GS adjustment should use OPM Form 1398. (See Attachment 2.) This form requires only that you identify the special rate tables for which you are requesting an increase equal to the GS adjustment and provide the required written certification. A single OPM Form 1398 may be used to document the certification for all special rate tables for which the agency is requesting an increase equal to the GS adjustment. (Note that this form was formally called "OPM Short Form 1397.")

6. Adjustments Greater Than or Less than GS Adjustments--OPM Form 1397

Agencies requesting adjustments **greater** than the across-the-board 2004 GS adjustment must submit additional data, in accordance with OPM regulations and the instructions on OPM Form 1397. Staffing data should cover the period from June 2, 2002, through May 31, 2003, if possible. (See OPM Form 1397 in attachment 2 for additional instructions.) The agency must include a note on the certification if the special rate adjustment applies to 1,000 or more positions or increases total expenditures (comparing the cost of the current special rates before the adjustment with the cost of the projected special rates) by \$4 million dollars or more.

Agencies requesting adjustments that are **less than** the across-the-board 2004 GS 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 a zero adjustment. (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.

7. 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 GS 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 GS 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.

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 Group by telephone at (202) 606-2858 or by email at pay-performance-policy@opm.gov for additional information and instructions.

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, 2003, relate to the anticipated 2004 GS adjustment.

9. 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, 2004. If there is no across-the-board General Schedule adjustment in 2004, 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, 2004. 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.

10. IT Special Rates

In January 2004, we plan to amend the information technology (IT) special rate tables 999A 999F to **delete** the former GS-334 Computer Specialist series designation. The IT special rate tables will continue to cover the GS 854 Computer Engineer, GS-550 Computer Scientist, and GS-2210 Information Technology Management occupational series. The job family position classification standard for administrative work in the Information Technology Group, GS 2200, issued in May 2001, canceled the GS 334 Computer Specialist Series. We retained the GS 334 series designation on the IT special rate tables to give agencies more time to implement the new classification standard. By January 2004, agencies should have completed their reclassification actions and classified affected IT positions to the appropriate series. However, if you will be unable to complete reclassifying your GS-334 positions by January 2004, we ask that you let us know by November 14, 2003. Please contact us by email at pay-performance-policy@opm.gov.

Attachment 3

INDEX TO TITLE 5 SPECIAL RATE TABLES BY AGENCY

Agency	Subelem	Title	SPECIAL RATE TABLES
AN	00	AFRICAN DEVELOPMENT FOUNDATION	0029, 0164,
AM	00	AGENCY FOR INTERNATIONAL DEVELOPMENT	0029, 0164, 0499, 0524,
A*	00	ALL FEDERAL GOVERNMENT AGENCIES	999A, 999B, 999C, 999D, 999E, 999F
AB	00	AMERICAN BATTLE MONUMENTS COMMISSION	0029, 0161,
BT	00	ARCHITECT & TRANS BARRIER COMPLIANCE BD	0029,
LA	00	ARCHITECT OF THE CAPITOL	0029, 0164, 0180, 0304, 0414, 0422,
RH	02	ARMED FORCES RETIREMENT HOME-WASHINGTON	0029, 0039, 0156, 0164, 0191, 0290, 0303, 0304, 0313, 0316, 0334, 0405, 0414, 0428,
IB	00	BROADCASTING BOARD OF GOVERNORS	0012, 0029, 0070, 0113, 0164, 0191, 0414, 0422,
DJ	03	BUR OF PRISONS/FEDERAL PRISON SYSTEM	0013, 0466
HE	39	CENTERS FOR DISEASE CONTROL & PREVENTION	0417, 0531,
HB	00	CMTE FOR PURCH FRM BLIND & OTH SEV HAND	0029,
CF	00	COMMISSION OF FINE ARTS	0029,
CC	00	COMMISSION ON CIVIL RIGHTS	0029, 0070, 0119,
CT	00	COMMODITY FUTURES TRADING COMMISSION	0012, 0029, 0070, 0119, 0160, 0164, 0166, 0263, 0458, 0904,
SK	00	CONSUMER PRODUCT SAFETY COMMISSION	0012, 0024, 0029, 0032, 0057, 0119, 0164, 0414, 0422,

Agency	Subelem	Title	SPECIAL RATE TABLES
EQ	00	COUNCIL ON ENVIRONMENTAL QUALITY	0029,
DD	07	DEFENSE LOGISTICS AGENCY	0105, 0562
BF	00	DEFENSE NUCLEAR FACILITIES SAFETY BOARD	0029,
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, 0564
CM		DEPARTMENT OF COMMERCE	0010, 0012, 0023, 0024, 0029, 0032, 0037, 0047, 0057, 0070, 0071, 0072, 0113, 0119, 0125, 0141, 0159, 0164, 0223, 0255, 0304, 0305, 0310, 0311, 0312, 0342, 0388, 0414, 0419, 0422, 0458, 0576, 0589, 980D, 983C, 983D
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, 0567, 0589
ED		DEPARTMENT OF EDUCATION	0012, 0023, 0024, 0029, 0032, 0057, 0070, 0119, 0157, 0160, 0162, 0164, 0165, 0166, 0263,

Agency	Subelem	Title	SPECIAL RATE TABLES
DN	00	DEPARTMENT OF ENERGY	0012, 0023, 0024, 0029, 0032, 0034, 0047, 0119, 0137, 0161, 0164, 0165, 0173, 0263, 0268, 0290, 0304, 0305, 0329, 0331, 0367, 0414, 0415, 0422, 0485, 0499, 0504
HE		DEPARTMENT OF HEALTH AND HUMAN SERVICES	0012, 0017, 0023, 0024, 0029, 0032, 0037, 0039, 0047, 0057, 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, 983D,
HS	00	DEPARTMENT OF HOMELAND SECURITY	0010, 0012, 0023, 0024, 0029, 0037, 0047, 0057, 0070, 0071, 0112, 0113, 0119, 0125, 0136, 0140, 0157, 0159, 0160, 0162, 0164, 0165, 0187, 0191, 0224, 0263, 0266, 0268, 0285, 0290, 0304, 0305, 0309, 0316, 0329, 0334, 0348, 0364, 0365, 0366, 0373, 0382, 0388, 0393, 0414, 0422, 0499, 0564, 0904, 980A, 980B, 980C, 980D, 980E, 980F, 983A, 983B, 983C, 983D, 983E, 983F

Agency	Subelem	Title	SPECIAL RATE TABLES
DJ		DEPARTMENT OF JUSTICE	0010, 0012, 0013, 0017, 0023, 0024, 0029, 0032, 0037, 0047, 0057, 0070, 0071, 0112, 0113, 0119, 0124, 0125, 0126, 0128, 0136, 0148, 0152, 0157, 0160, 0162, 0164, 0165, 0166, 0187, 0190, 0214, 0224, 0255, 0263, 0265, 0266, 0282, 0285, 0286, 0286, 0288, 0289, 0290, 0292, 0293, 0294, 0297, 0298, 0299, 0300, 0301, 0304, 0316, 0352, 0357, 0364, 0365, 0366, 0379, 0384, 0385, 0410, 0413, 0414, 0422, 0438, 0439, 0440, 0453, 0458, 0464, 0492, 0495, 0496, 0497, 0498, 0502, 0506, 0510, 0511, 0518, 0519, 0527, 0532, 0539, 0540, 0541, 0904, 983A, 983D, 983E,
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,
ST	00	DEPARTMENT OF STATE	0012, 0023, 0024, 0029, 0037, 0047, 0057, 0070, 0113, 0119, 0156, 0160, 0164, 0223, 0290, 0302, 0304, 0347, 0414, 0422,

Agency	Subelem	Title	SPECIAL RATE TABLES
AF		DEPARTMENT OF THE AIR FORCE	0007, 0010, 0011, 0012, 0017, 0023, 0024, 0029, 0032, 0036, 0037, 0039, 0047, 0057, 0065, 0070, 0071, 0072, 0105, 0109, 0113, 0119, 0121, 0125, 0133, 0134, 0137, 0143, 0153, 0154, 0156, 0157, 0162, 0164, 0165, 0166, 0173, 0174, 0198, 0202, 0214, 0219, 0220, 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, 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, 983S, 983T,

Agency	Subelem	Title	SPECIAL RATE TABLES
AR		DEPARTMENT OF THE ARMY	0007, 0010, 0012, 0016, 0017, 0018, 0023, 0024, 0029, 0032, 0037, 0039, 0044, 0045, 0047, 0051, 0056, 0057, 0064, 0065, 0068, 0070, 0071, 0072, 0109, 0113, 0114, 0119, 0125, 0133, 0136, 0150, 0151, 0153, 0154, 0156, 0157, 0160, 0161, 0162, 0164, 0165, 0166, 0170, 0177, 0181, 0182, 0188 0194, 0195, 0195, 0204, 0206, 0214, 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, 0308, 0309, 0313, 0314, 0316, 0318, 0319, 0323, 0328, 0329, 0330, 0334, 0335, 0336, 0337, 0338, 0339, 0342, 0344, 0347, 0350, 0352, 0354, 0357, 0360, 0361, 0367, 0394, 0397, 0399, 0403, 0405, 0406, 0407, 0409, 0414, 0415, 0420, 0422, 0424, 0425, 0428, 0430, 0431, 0433, 0435, 0440, 0454, 0456, 0462, 0465, 0469, 0470, 0475, 0476, 0477 0479, 0481, 0483, 0484, 0486, 0489, 0490, 0499, 0500, 0501, 0503, 0505, 0514, 0522, 0524, 0528, 0563, 0565, 0566, 983P, 983Q, 983R, 983S, 983T, 983U
IN		DEPARTMENT OF THE INTERIOR	0012, 0023, 0024, 0029, 0036, 0037, 0047, 0057, 0070, 0111, 0113, 0119, 0125, 0154, 0159, 0164, 0168, 0191, 0220, 0223, 0241, 0253, 0255, 0256, 0257, 0268, 0279, 0304, 0305, 0307, 0342, 0349, 0356, 0368, 0388, 0414, 0415, 0417, 0422, 0429, 0435, 0479, 0490, 0563, 983A, 983B, 983C, 983F

Agency	Subelem	Title	SPECIAL RATE TABLES
NV		DEPARTMENT OF THE NAVY	0010, 0012, 0017, 00220, 023, 0024, 0029, 0032, 0034, 0036, 0037, 0039, 0046, 0047, 0055, 0057, 0058, 0065, 0066, 0070, 0071, 0072, 0105, 0107 0108, 0109, 0113, 0115, 0119, 0122, 0125, 0137, 0139, 0140, 0146, 0150, 0151, 0154, 0156, 0157, 0158, 0160, 0161, 0162, 0164, 0165, 0166, 0170, 0174, 0175, 0182, 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, 0325, 0328, 0329, 0333, 0334, 0335, 0342, 0346 0347, 0351, 0352, 0360, 0374, 0375, 0377, 0378, 0388, 0394, 0402, 0403, 0405, 0406, 0414, 0422, 0424, 0428, 0460, 0463, 0484, 0486, 0490, 0499, 0505, 0524, 0525, 0528, 0557, 0559, 0589, 0591, 983P, 983R, 983S, 983T, 983U
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, 0903, 0904, 983D,

Agency	Subelem	Title	SPECIAL RATE TABLES
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, 0316, 0329, 0334, 0342, 0367, 0373, 0393, 0414, 0422, 0490, 0524, 983E,
VA		DEPARTMENT OF VETERANS AFFAIRS	0010, 0017, 0024, 0029, 0032, 0037, 0057, 0112, 0113, 0117, 0125, 0137, 0158, 0162, 0164, 0165, 0199, 0305, 0370, 0411, 0414, 0422, 0458, 0499, 0538, 0543, 0544, 0545, 0546, 0547, 0548, 0549, 0550, 0551, 0552, 0553, 0554, 0555, 0904,
HU		DEPTMENT 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,
EP	00	ENVIRONMENTAL PROTECTION AGENCY	0012, 0023, 0024, 0029, 0032, 0047, 0057, 0112, 0119, 0157, 0160, 0164, 0165, 0263, 0305, 0414, 0415, 0422, 0524,
EE	00	EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	0010, 0012, 0023, 0024, 0029, 0032, 0047, 0057, 0070, 0112, 0113, 0119, 0125, 0164, 0458, 0904,
EB	00	EXPORT-IMPORT BANK OF THE UNITED STATES	0012, 0029, 0070, 0113, 0119, 0160, 0164, 0414, 0415, 0417, 0422,
DJ	02	FEDERAL BUREAU OF INVESTIGATION	0348,
FC	00	FEDERAL COMMUNICATIONS COMMISSION	0012, 0023, 0024, 0029, 0057, 0070, 0113, 0119, 0125, 0164, 0304, 0422, 0484,

Agency	Subelem	Title	SPECIAL RATE TABLES
LF	00	FEDERAL ELECTION COMMISSION	0029, 0164,
AU	00	FEDERAL LABOR RELATIONS AUTHORITY	0023, 0024, 0029, 0057, 0119,
MC	00	FEDERAL MARITIME COMMISSION	0029, 0164,
FM	00	FEDERAL MEDIATION AND CONCILIATION SERV	0012, 0029, 0119, 0125, 0164,
RS	00	FEDERAL MINE SAFETY & HEALTH REVIEW COMM	0029,
RF	00	FEDERAL RETIREMENT THRIFT INVESTMENT BD	0029, 0164,
FT	00	FEDERAL TRADE COMMISSION	0012, 0023, 0024, 0029, 0057, 0070, 0112, 0119, 0164, 0458, 0904,
HE	36	FOOD AND DRUG ADMINISTRATION	0458,
GS		GENERAL SERVICES ADMINISTRATION	0012, 0017, 0023, 0024, 0029, 0037, 0047, 0057, 0070, 0071, 0105, 0112, 0113, 0119, 0125, 0150, 0151, 0152, 0157, 0158, 0159, 0160, 0161, 0162, 0164, 0165, 0166, 0263, 0265, 0266, 0267, 0268, 0305, 0327, 0329, 0342, 0349, 0367, 0414, 0422, 0461, 0490,
IN	08	GEOLOGICAL SURVEY	0010,
HE	37	INDIAN HEALTH SERVICE	0001, 0316, 0372, 0467, 0473, 0487, 0531, 0536
AH	03	INSTITUTE OF MUSEUM & LIBRARY SERVICES	0029,
IF	00	INTER-AMERICAN FOUNDATION	0029,

Agency	Subelem	Title	SPECIAL RATE TABLES
TR	93	INTERNAL REVENUE SERVICE	0284, 0442, 0443, 0444, 0445, 0446, 0447, 0448, 0449, 0450, 0451
LC	00	LIBRARY OF CONGRESS	0029, 0164, 0304,
BD	00	MERIT SYSTEMS PROTECTION BOARD	0012, 0023, 0024, 0029, 0057, 0112, 0119,
CX	00	NAT CMSN ON LIBRARIES AND INFO SCIENCE	0029,
NN		NATIONAL AERONAUTICS AND SPACE ADMIN	0010, 0012, 0029, 0070, 0071, 0164, 0165, 0166, 0265, 0290, 0305, 0414, 0422, 0499, 0524,
NQ	00	NATIONAL ARCHIVES AND RECORDS ADMIN	0023, 0024, 0029, 0047, 0057, 0071, 0119, 0164, 0388, 0414,
NP	00	NATIONAL CAPITAL PLANNING COMMISSION	0029,
AH	01	NATIONAL ENDOWMENT FOR THE ARTS	0029, 0164,
AH	02	NATIONAL ENDOWMENT FOR THE HUMANITIES	0029, 0164,
SM	01	NATIONAL GALLERY OF ART	0029, 0164, 0191, 0414,
HE	38	NATIONAL INSTITUTES OF HEALTH	0424,
NL	00	NATIONAL LABOR RELATIONS BOARD	0012, 0023, 0024, 0029, 0037, 0047, 0057, 0070, 0113, 0119, 0125, 0164,
NM	00	NATIONAL MEDIATION BOARD	0029, 0119,
IN	10	NATIONAL PARK SERVICE	0416
NF	00	NATIONAL SCIENCE FOUNDATION	0029, 0164, 0414,
NS	00	NATIONAL SECURITY COUNCIL	0029,

Agency	Subelem	Title	SPECIAL RATE TABLES
TB	00	NATIONAL TRANSPORTATION SAFETY BOARD	0029, 0047, 0057, 0070, 0112, 0113, 0119, 0164, 0414, 0415, 0422, 0458, 0499, 0589,
OS	00	OCCUPATIONAL SAFETY & HLTH REVIEW COMM	0029, 0112,
EC	00	OFFICE OF ADMINISTRATION	0029, 0164,
GG	00	OFFICE OF GOVERNMENT ETHICS	0029,
BO	00	OFFICE OF MANAGEMENT AND BUDGET	0029, 0164,
QQ	00	OFFICE OF NATIONAL DRUG CONTROL POLICY	0029,
OM	00	OFFICE OF PERSONNEL MANAGEMENT	0012, 0023, 0024, 0029, 0032, 0037, 0047, 0057, 0109, 0119, 0125, 0137, 0159, 0164, 0304, 0349,
TS	00	OFFICE OF SCIENCE AND TECHNOLOGY POLICY	0029,
FW	00	OFFICE OF SPECIAL COUNSEL	0024, 0029, 0057,
TN	00	OFFICE OF THE U.S. TRADE REPRESENTATIVE	0029,
GB	00	OVERSEAS PRIVATE INVESTMENT CORPORATION	0029,
CM	56	PATENT AND TRADEMARK OFFICE	0029, 0164, 0419, 0576,
BG	00	PENSION BENEFIT GUARANTY CORPORATION	0029, 0137, 0164,
RR	00	RAILROAD RETIREMENT BOARD	0012, 0024, 0029, 0047, 0119,
SS	00	SELECTIVE SERVICE SYSTEM	0029, 0119,
SB	00	SMALL BUSINESS ADMINISTRATION	0012, 0024, 0029, 0047, 0057, 0070, 0071, 0113, 0119, 0125, 0157, 0160, 0162, 0164, 0165, 0166, 0263, 0265, 0414,

Agency	Subelem	Title	SPECIAL RATE TABLES
SM		SMITHSONIAN INSTITUTION	0012, 0023, 0029, 0070, 0164, 0191, 0223, 0302, 0304, 0305, 0347, 0356 0406, 0414, 0422, 0499, 0589,
SZ	00	SOCIAL SECURITY ADMINISTRATION	0010, 0023, 0024, 0029, 0032, 0037, 0039, 0047, 0057, 0070, 0071, 0072, 0109, 0112, 0113, 0119, 0125, 0138, 0154, 0165, 0187, 0263, 0304, 0305, 0323, 0352, 0388, 0403, 04, 140422, 0499,
AF	0B	U.S. AIR FORCE ACADEMY	0481,
AD	00	U.S. ARMS CONTROL & DISARMAMENT AGENCY	0029,
TR	AF	U.S. CUSTOMS SERVICE	0348,
HD	00	U.S. HOLOCAUST MEMORIAL COUNCIL	0029, 0164, 0191, 0414,
TC	00	U.S. INTERNATIONAL TRADE COMMISSION	0029, 0164,
LT	00	U.S. TAX COURT	0029, 0070, 0458,
AR	MC	US ARMY MEDICAL COMMAND	

*Attachment 4***AGENCY CONTACTS: SPECIAL SALARY RATES**

AGENCY	CONTACT PERSON	TELEPHONE #
African Development Foundation	Chiquita Evans	(202) 673-3916
Agriculture	Susan Fonte	(202) 720-8417
Air Force	Jeff Nelson	(703) 697-5285
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) 272-0004
Armed Forces Retirement Home	Mark Joy	(202) 730-3208
Army	Richard Maitz	(703) 325-6816
Commerce	Edward Liverani	(202) 482-0272
Commission on Civils Rights	Myrna 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
Consumer Product Safety Commission	Darlene Harold	(301) 504-7925
Corporation for National Service	Colleen Lanza	(202) 606-5000 Ext. 323
Council of Economic Advisers	Susie Shannon	(202) 395-1296
Council on Environmental Quality	Susie Shannon	(202) 395-1296
Defense- Government	Dawna Powell	(703) 696-1736
Defense Commissary Agency	Bill Zeiner	(804) 734-8587

AGENCY	CONTACT PERSON	TELEPHONE #
Defense Contract Audit Agency	Dave Hanegraaf	(703) 767-1236
Defense Information Systems Agency	Jerry Peterson	(703) 607-4427
Defense Logistics Agency	Linda Beal	(614) 692-5973
Defense Nuclear Agency	Skip Glasser	(703) 325-6071
Defense Nuclear Facilities Safety Board	Susan Dickerson	(202) 208-6411
Department of Homeland Security	Melissa Allen	(202) 786-0061
Education	John Allen	(202) 401-3136
Energy	Bruce Murray	(202) 586-3372
Environmental Protection Agency	Ken Henderson	(202) 564-7784
Equal Employment Opportunity Commission	Ken Myers	(202) 663-4339
Export-Import Bank	Kristen Thomas	(202) 565-3349
Federal Communications Commission	Gary Pickenpaugh	(202) 418-0149
Federal Election Commission	Scott McBride	(202) 694-1080
Federal Emergency Management Agency	Kathleen Kidd	(202) 646-4024
Federal Energy Regulatory Commission	Mary Trainum	(202) 502-6155
Federal Housing Finance Board	David Lee	(202) 408-2514
Federal Labor Relations Authority	Doug Godell	(202) 218-7770
Federal Maritime Commission	Hatsie Charbonneau	(202) 523-5773
Federal Mediation and Conciliation Service	Glorious Broughton	(202) 606-5460
Federal Mine Safety and Health Review Commission	Lisa Boyd	(202) 434-9900

AGENCY	CONTACT PERSON	TELEPHONE #
Federal Retirement Thrift Investment Board	Leonard B. Sese	(202) 942-1690
Federal Trade Commission	George Koliopoulos	(202) 326-2364
General Services Administration	Robert Schoenfelder	(202) 501-3888
Harry S. Truman Scholarship Foundation	Tonji Barrow	(202) 395-7430
Health and Human Services	Donna Jackson	(202) 690-6137
Housing and Urban Development	Anita Gould	(202) 708-2906 ext. 3009
Institute of Museum Services	Linda Bell	(202) 606-8536
Inter-American Foundation	Ellen Bliss	(703) 390-6613
Interior	Lisa Williams	(202) 208-6755
Justice	Jamie Higgins	(202) 514-5781
Labor	Andy Glasgow	(202) 693-7690
Library of Congress	Don Ware	(202) 707-6934
Merit Systems Protection Board	Linda Nicholson	(202) 653-6772 Ext. 1207
National Aeronautics and Space Administration	Jim Tingwald	(202) 358-1182
National Archives & Records Administration	Fran Brooks	(301) 713-6760 ext. 258
National Capital Planning Commission	Pam Pemberton	(202) 482-7217
National Commission on Libraries and Information Sciences	Madeleine McCain	(202) 606-9194
National Endowment for the Arts	Craig McChord	(202) 682-5473
National Endowment for the Humanities	Mary Keys	(202) 606-8415
National Gallery of Art	Terry Snyder	(202) 842-6288

AGENCY	CONTACT PERSON	TELEPHONE #
National Labor Relations Board	Anthony Wonkovich	(202) 273-3980
National Mediation Board	Larry Slagle	(202) 692-5008
National Science Foundation	Mary Keys	(703) 292-4380
National Security Council	Susie Shannon	(202) 395-1296
National Transportation Safety Board	Bernard Moffett	(202) 314-6235
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	Susie Shannon	(202) 395-1296
Office of Government Ethics	Cheryl McMillan	(202) 208-8000 ext. 1126
Office of Management and Budget	Susie Shannon	(202) 395-1296
Office of National Drug and Control Policy	Susie Shannon	(202) 395-1296
Office of Personnel Management	Charlene Heermans	(202) 606-2129
Office of Science and Technology Policy	Susie Shannon	(202) 395-1296
Office of Special Counsel	Marie Glover	(202) 653-8964
Office of U.S. Trade Representative	Susie Shannon	(202) 395-1296
Overseas Private Investment Corporation	Stephanie Wrightson	(202) 336-8531
Patent and Trademark Office	Bruce Valoris	(703) 305-0255
Pension Benefit Guaranty Corporation	Michele Pilipovich	(202) 326-4110 ext. 3597
Railroad Retirement Board	Tom Powers	(312) 751-4558
Selective Service System	Verona King	(703) 605-4040

AGENCY	CONTACT PERSON	TELEPHONE #
Small Business Administration	Carol Cordova	(202) 205-6162
Smithsonian	J.B. Weilepp	(202) 287-3097
Social Security Administration	Nancy Koerner	(410) 965-6657
State	Sally Mauvlian	(202) 663-2323
Transportation	DeShawn Shepard	(202) 366-8085
Treasury	Chris Cejka	(202) 622-0606
U.S. Agency for International Development	Michelle Walker	(202) 712-5579
U.S. Holocaust Memorial Museum	Leslie Curley	(202) 314-0327
U.S. International Trade Commission	Jeri Buchholz	(202) 205-2651
U.S. Tax Courts	Vincent Natale	(202) 606-8724
Veterans Affairs	Donna Schroeder	(202) 273-9810