

Certification of Agency Posting Salary Tables or Rate Ranges

Please read the information below and check one of the four boxes to certify your agency’s progress with posting salary tables or rate ranges outside of the General Schedule or other Governmentwide pay systems. Sign and date the form and provide the contact information requested below. This certification form must be signed by the Chief Human Capital Officer (CHCO), Human Resources Director, or an official at your agency’s headquarters level who is authorized to sign on behalf of the CHCO or HR Director. (Each agency should submit only one consolidated certification form for all of its components and pay systems. More than one page or alternative formats may be used as long as all of the information below is provided.) Email a copy of the completed certification form to pay-leave-policy@opm.gov. If you have any questions regarding this form, please contact Carey Jones at this email address or (202) 606-2858.

- My agency does not have authority to establish salary tables or rate ranges outside of the General Schedule or other Governmentwide pay systems.
- My agency has posted its salary tables or rate ranges outside of the General Schedule or other Governmentwide pay systems. This information is available on our website at - _____ [list all applicable URLs]
- My agency plans to post its salary tables or rate ranges by _____ [insert date].
- My agency is not able to post its salary tables or rate ranges because - _____

Certifying Official

Signature _____ Date _____

Name [printed] _____

Title _____

Agency _____

Agency Contact Point

Name _____

Title _____

Phone number _____

Email address _____