



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Monday, December 15, 2008

CPM 2008-27

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Michael W. Hager Acting Director

Subject: Request for Data on Calendar Year 2008 Critical Position Pay

To comply with a requirement that the U.S. Office of Personnel Management (OPM) report to Congress on the operation of the Critical Position Pay authority under 5 U.S.C. 5377, we request that you provide OPM with a report on your use of this authority by **January 30, 2009**

Under the critical position pay authority, OPM may, upon the request of the head of an agency, grant the use of the critical position pay authority for positions that require a very high level of expertise in a scientific, technical, professional, or administrative field and are critical to the accomplishment of the agency's mission. Critical position pay authority is granted to recruit or retain well-qualified individuals for a critical position. 5 C.F.R. part 535 provides the regulatory framework for the program and section 535.107 stipulates this annual reporting requirement.

Your report must include data on incumbents receiving Critical Position Pay in calendar year 2008. If known, please also provide 2009 pay data for these employees. Attachment A contains a data worksheet to be completed by agencies reporting the required data. Attachment B provides additional guidance and instructions for completing the worksheet.

Please send your report(s) to the attention of Mr. Robbins Byrne at:

*U.S. Office of Personnel Management
Center for Performance and Pay Systems
1900 E Street, NW., Room 7H31
Washington, DC 20415-8200*

You may also submit your report by email at pay-performance-policy@opm.gov or by fax at (202) 606-4264. To ensure we receive your report on time, we ask that agencies submitting reports by standard mail also send an electronic copy. If you have any questions regarding this request, or **wish to submit a negative report**, please contact Robbins Byrne of OPM's Center for Performance and Pay System at (202) 606-1317.

cc: Human Resources Directors

Attachments:

- Attachment A – Annual Report on Use of the Critical Position Pay Authority
- Attachment B – Instructions for Completing Attachment A