

**Model Language for Year 2000 Conversion  
Request for Delegated Dual Compensation Waiver Authority**

Ms. Janice R. Lachance, Director  
Attention: Ms. May Lou Lindholm, Room 6500  
U.S. Office of Personnel Management  
1900 E Street, NW.  
Washington, DC 20415

The \_\_\_\_\_ *[department or agency]* is having difficulty in hiring persons with the competencies needed to complete the Year 2000 computer conversion. I understand that you have already determined that the Year 2000 conversion is an emergency involving an “unusual circumstance,” as described in law.

To help us cope with this emergency, I request delegated authority under the regulatory provisions of 5 CFR 553.202, so we may approve individual exceptions to dual compensation reductions required by law in 5 U.S.C. 5532 [uniformed services retired or retainer pay], 5 U.S.C. 8344 [CSRS], and 5 U.S.C. 8468 [FERS]. This would make it easier to re-employ annuitants who have the needed programming skills and system knowledge.

I acknowledge that provisions of law require agency heads to exercise the delegated waiver authority “...on a case-by-case basis, for an employee serving on a temporary basis, but only if, and for so long as, the authority is necessary due to an emergency involving a direct threat of life or property, or other unusual circumstance.” In approving individual cases, we will be guided by the appropriate criteria in 5 CFR 553.201 for “emergency hiring,” “severe recruiting difficulty,” or “need to retain a particular individual,” and will ensure that vacancies are first given extensive publicity (e.g., posted on USAJOBS) and that other available incentives are used (e.g., recruitment bonuses and retention allowances).

Specifically, I request this delegated authority to approve dual compensation waivers to fill jobs in the following occupations, grades (GS equivalent), and locations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The maximum number of individual exceptions that we expect to grant is \_\_\_\_\_ *[insert number]*. We do not expect the emergency to last beyond \_\_\_\_\_, 2000. *[Insert date. If later than March 31, 2000, please add a sentence describing why you expect the emergency to last that long.]* No reemployment will extend beyond that date.

Within the \_\_\_\_\_ *[department or agency]*, this delegated waiver authority may be redelegated to \_\_\_\_\_ *[position of official not below agency’s headquarters level]*.

*Request should be signed by agency head or designated headquarters level official.*