# Appendix M

# Worksheet for Federal Wage System Special Rates

Each agency must complete a separate worksheet. The lead agency must complete an aggregate worksheet if two or more agencies are covered by the request. (Attach a separate sheet if more room is required for any of the tables in the worksheet. A formal agency request for special rates will consist of this worksheet plus a brief narrative statement covering additional documentation required by Subchapter S12-5d(1)(c).

### I COVERAGE

A. OCCUPATION(S) DIRECTLY COVERED: Enter the occupation series code for each occupation to be covered by this request.

Pay Plan & Series & Grade(s)	Job Title and Specialization (If Applicable)	Pay Plan & Series & Grade(s)	Job Title and Specialization (If Applicable)

#### B. OCCUPATION(S) INDIRECTLY COVERED: Enter data for affected leader or supervisory positions.

Pay Plan & Series & Grade(s)	Job Title and Specialization (If Applicable)	Pay Plan & Series & Grade(s)	Job Title and Specialization (If Applicable)

C. FEDERAL AGENCIES/FACILITIES: Name each agency/facility that has positions to be covered by this request.

Name of Agency/Facility	Address	County*/Parish	Contact's Name, Title, & Phone (Include Area Code)

\* In New England, minor civil divisions should also be listed in the county column.

## **II STAFFING STATUS**

Staffing data presented on this page must represent a snapshot of your staffing situation at two specific times—the beginning date and the ending date (usually covering at least 1 year). All numbers should be current to within 90 days of the formal special rate submission. (Staffing data prepared during the informal stage should be brought up to date prior to submitting the formal request.) Staffing data is for <u>directly</u> covered positions only. Staffing data should not be presented for indirectly covered positions, such as supervisors of covered positions.

Definition of categories (At beginning date/ending date):

On Board	Total filled positions in the grade and occupation or occupational specialization, at that time.
Vacant Positions	Total positions you were trying to fill in the grade and occupation or occupational specialization, at that time, with appropriate authority and funding.
Total Positions	The sum of the on board and vacant positions, at that time.

Beginning Date \_\_\_\_\_

Ending Date \_\_\_\_\_

Beginning Snapshot			Ending Snapshot			
Pay Plan & Series* & Grade	On Board	Vacant Positions	Total Positions	On Board	Vacant Positions	Total Positions

\* List separately each occupational specialization within an occupational series.

#### **III RECRUITMENT AND TURNOVER**

Data presented on this page should represent recruiting and turnover that occurred during the entire reporting period, as defined by the beginning snapshot date and ending snapshot date. (The reporting period should be identical to the reporting period used for Part II STAFFING STATUS on page 2).

Definition of categories:

Recruitment during the period:

Position to Fill	Number of vacancies the agency tried to fill, with appropriate authority and funding.
Offers Made	The number of bona fide offers of employment made to persons within and outside Federal service, under any appointment authority, who met all pre-employment screening required by your agency.
Number Hired	The total number of persons hired by your agency in the occupations or occupational specializations and grades covered.

Turnover during the period:

Losses	The total number of losses in the grade, for all reasons, that resulted in a recruiting action.
Quits	Total number of appropriated fund employees who left Federal employment and whose loss resulted in a recruiting action.
Quits for Pay	Total separations of appropriated fund employees leaving Federal service to take an equivalent position outside the Government, in the same occupation and location, because the salary is higher.

Quits for Pay

 RECRUITMENT DURING THE PERIOD
 TURNOVER DURING THE PERIOD

 Pay Plan & Series\*
 Positions Tried to Fill
 Offers Made
 Number Hired
 Losses
 Quits
 Quits

& Grade(s)	to Fill			

\* List separately each occupational specialization within an occupational series.