# 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)

<sup>\*</sup> 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 occurrence.	upation or occupational specialization, at that	
Vacant Positions	Total positions you were trying to fill in the specialization, at that time, with appropriations are the specialization.		
Total Positions The sum of the on board and vacant positions, at that time.			
	Beginning Date	Ending Date	

Beginning Snapshot

**Ending Snapshot** 

Deginning Shapshot			Ending Shapshot			
Pay Plan & Series* & Grade	On Board	Vacant Positions	Total Positions	On Board	Vacant Positions	Total Positions

<sup>\*</sup> 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.

#### RECRUITMENT DURING THE PERIOD

#### TURNOVER DURING THE PERIOD

	TELEFORM TO THE TELEFORM		TOTAL OF PERENCE TIES TERROR			
Pay Plan & Series* & Grade(s)	Positions Tried to Fill	Offers Made	Number Hired	Losses	Quits	Quits for Pay

<sup>\*</sup> List separately each occupational specialization within an occupational series.