

SALARY PROPOSAL DOCUMENTATION

A. RPA INFORMATION

1. Date: _____ 2. Code: _____

3. RPA No.: _____

4. Action: _____

5. Name: _____

6. Track: _____ 7. Series: _____ 8. Level: _____

9. Title: _____

10. Duty Station: _____

11. Charge Type: _____ Direct _____ Indirect _____ G & A

12. Division Request

Salary	
Current Salary	\$ _____
Proposed Salary	
Basic	\$ _____
Locality	\$ _____
Adj. Basic Salary	\$ _____
% Above Current Salary	\$ _____
Other Pay Incentives	
Recruitment Bonus	\$ _____
Relocation Bonus	\$ _____
Other _____	\$ _____

13. Education:	Year	Major	Institution	GPA
BS	_____	_____	_____	_____
MS	_____	_____	_____	_____
PhD	_____	_____	_____	_____

14. Years of Experience in Field: _____ 15. Estimated EOD: _____

B. MARKET SURVEY

Watson Wyatt ESC: _____ Title: _____ Level Guide: _____ WW Region: _____

Survey: _____ Date: _____ Chart Aged to: _____

WW Level(s) Covering Recommended Demo Career Level

	<u>WW Level</u>	<u>-10%</u>	<u>WW Market Average*</u>	<u>+10%</u>
Position equates to:	_____	\$ _____	\$ _____	\$ _____
Person equates to:	_____	\$ _____	\$ _____	\$ _____

*Equivalent to Adjusted Basic Pay (Total)

Comments

Demo Pay Range: _____ (includes locality)

Prepared By: _____
 Concur: _____
 Concur: _____

Instructions for filling out the Salary Proposal Documentation:

Section A is to be filled out by the Division.

No. 2 through 10 should be the same as on the RPA.

No. 12 Salary data must be broken out as requested.

Current Salary - reflects the total current salary of a non-government recruit. If the recruit is a government employee, use basic salary for the value of current salary.

No. 14 refers to years of experience in the field, that relates to the job.

Section B is to be filled out by the Division's personnel specialist in the Human Resources Office and returned to the Division. Market survey information may be used in conjunction with the incumbent's current salary as a point of reference in determining the appropriate salary request.

Supporting documentation is required when the proposed salary exceeds 6% of the current salary or the proposed salary exceeds 10% of the Watson Wyatt market average.

Attach a copy of resume or OF-612.