

Agency: _____ Reporting Period: _____ to _____

Appointing Authority: _____

Person Completing Report: _____ Telephone Number: () _____

**INITIAL ASSIGNMENT OF PAY GRADE AND ALLOCATION OF NEW POSITIONS:
UNCLASSIFIED SERVICE**

<u>Date of Allocation</u>	<u>Position Allocated To Class, Code</u>	<u>Initial Assignment of Annual Salary</u>	<u>Current Fiscal Year Incremental Cost</u>	<u>Next Fiscal Year Incremental Cost</u>	<u>Reason for Action</u>
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Total Incremental Costs: \$ _____ \$ _____

Instructions:

- 1) List all new unclassified positions established during the reporting period.
- 2) In reporting incremental costs, provide the difference in the cost or savings resulting from action, as compared to the allocated funding of the position in the agency's budget work program
- 3) Current Fiscal Year Incremental Cost: Provide the prorated incremental cost (excluding benefits) for the current fiscal year from the date of the personnel action to the end of the current fiscal year.
- 4) Next Fiscal Year Incremental Cost: Provide the incremental cost (excluding benefits) for the entire next fiscal year
- 5) Reason For Action: Provide a brief statement describing why the action was taken.

OPM-142 (revised 1-3-02)