

**U. S. DEPARTMENT OF ENERGY**  
**APPLICATION FOR CONTRACTOR COMPENSATION APPROVAL**

(Use Attachment To Provide Explanations, Supporting Data, and Justification)

1. Contractor and Location _____	2. Contractor Number _____
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**PROPOSED SALARY ACTION**

3. Employee's Name _____			6. New Hire <input type="checkbox"/> Merit Increase <input type="checkbox"/> Promotion <input type="checkbox"/>		
4. Title _____		5. Grade _____	Transfer <input type="checkbox"/> Other (specify) _____		
7. Proposed Date _____	8. Proposed Base Salary		9. Annual Increase _____ %	10. Period since last increase _____ months	11. Annualized Increase _____ %
	ANNUAL	MONTHLY	\$ _____		
			_____ %		12. Optional Most recent performance evaluation
					RATING      DATE
13. Proposed Incentive Compensation \$ _____		14. Salary Range - Minimum - _____ Maximum - _____		15. Estimate the percent of employee salary that will be charged to the contract _____ %	
16. Salary Increase Fund _____ %		17. Base salary data of others in same salary range or comparable positions		18. Is incentive compensation or bonus allowable under the contract? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Highest Salary _____		Number of employees in the range _____		If yes, complete the following for the past 3 years:	
Average Salary _____				Amount of bonus      Date received:	
Lowest Salary _____				_____	
19. Compa-Ratio or Range Percentile _____				22. Remarks: _____	
20. Person to whom this individual reports:		21. Other direct compensation e.g., location allowance			
Title _____		Type _____			
Salary \$ _____		Amount \$ _____ or _____ %			

**23. EDUCATION**

a. College or university and location	b. No. yrs. attended	c. Major field	d. Degree/Date

**24. SALARY HISTORY (Report salary history for past 5 years)**

a. Effective date	b. Position Title	c. Base Salary	d. Employer and Location
-Present			

**25. APPROVALS AND CONCURRENCES**

25a. Contractor:	25b. Headquarters	25c. Contracting officer (or designee)
Signature: _____	MA26: Signature: _____ Date: _____	Signature: _____
Title: _____	Program Official: _____	Title: _____
Date: _____	Signature: _____ Date: _____	Date: _____

26. DOE APPROVED SALARY _____	27. DOE APPROVED EFFECTIVE DATE _____
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*PRIVACY ACT STATEMENT, Information about an individual called for on this form and which pertains to the individual's rights benefits and privileges may become part of a "System of Records" subject to the Privacy Act of 1974. That Act provides that information be collected directly from the individual to the greatest extent practicable, and that such records pertaining to him are subject to his access upon request.*

*The purpose of the information is to provide the basis for DOE review and approval of contractor employee's compensation for reimbursement at the specified level under the contract.*

*If information is inadequate or incomplete, action on the request may be delayed or withheld.*

*Authority: Department of Energy Organization Act, P.L. 95-91.*