

Appendix 4

Calculations for Section 14: Agency Hours & Costs – General Forms

Step 1: Calculate proportion of respondent burden hours across all staff roles at relevant levels of seniority.

TABLE 14.1.1: PROPORTION of Agency Hours by Staff Role			
Number of Hours: Management (GS-15, Step 1)	Number of Hours: Program Lead (GS-14, Step 1)	Number of Hours: Project Officer (GS-11, Step 1)	Total Proportion
0.10	0.20	0.70	1

Step 2: Calculate weighted loaded labor cost across all staff roles involved.

TABLE 14.1.2: LOADED WAGE RATES for Agency Staff Wage rate + 60% loading for account for costs of benefits			
Wage Rate/Hour: Management	Wage Rate/Hour: Program Lead	Wage Rate/Hour: Project Officer	Agency wage rate data used to calculate labor costs gathered from the U.S. Office of Personnel Management Salary Table 2024-DCB , for employees based in the Washington, DC metropolitan area.
\$125.70 (GS-15, Step 1 wage rate + 60% loading)	\$106.86 (GS-14, Step 1 wage rate + 60% loading)	\$63.46 (GS-11, Step 1 wage rate + 60% loading)	

TABLE 14.1.3: WEIGHTED LOADED LABOR COSTS for Agency Staff	
Weighted Loaded Hourly Labor Cost	Explanation of Calculations
\$78.36	Weighted Hourly Labor Cost = (Wage rate * proportion of hours) calculated for each respondent group (Management, Program Lead, Project Officer) and summed.

Total burden calculations (hours and costs) are shown in Section 14 – General Forms.