**Appendix 6**

**Calculations for Section 14: Agency Hours & Costs – Labor & Workforce Metrics Forms**

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

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| --- | --- | --- | --- |
| **TABLE 14.17.1: 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 |
| 0.05 | 0.25 | 0.70 | 1 |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE 14.17.2: 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](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/), 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 14.17.3: WEIGHTED LOADED LABOR COSTS for Agency Staff** | |
| Weighted Loaded Hourly Labor Cost | Explanation of Calculations |
| $77.42 | 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 – Labor Reporting Forms.*