



**MEMORANDUM**

TO : Charlotte Bigthumb, Human Resources Director  
DHR/Department of Personnel Management

FROM : \_\_\_\_\_

DATE :

SUBJECT: **Request for Automation of the General Wage Adjustment ("GWA")**

This memorandum is to request for the Department of Personnel Management ("DPM") to automate the implementation of the new Salary Schedules for all eligible employees occupying positions funded by the following Business Unit Number(s):

To Be Completed by Program/Department	To Be Completed by OMB/Contracts/Grants Section	
Current Business Unit No	New Business Unit No	Budget End Date

We certify that budgets for these Business Unit(s) are sufficient to cover personnel expenditures resulting from the extension of assignments. Furthermore, we certify that a copy of the approved budget, including budget forms 3 & 5, are attached to this request, and authorize the Department of Personnel Management to automate the extension of assignments based on the information provided above for those employees who meet the requirements for automation.

\_\_\_\_\_  
Division Director

\_\_\_\_\_  
Date

**OFFICE OF MANAGEMENT & BUDGET - BUDGET VERIFICATION**

\_\_\_\_\_  
Contracting Officer

\_\_\_\_\_  
Date

**OFFICE OF THE CONTROLLER - AUTHORIZATION FOR EXPENDITURE OF FUNDS**

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Date

**DEPARTMENT OF PERSONNEL MANAGEMENT**

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date