

**CHAPTER 291. REPORTS**

<b>PARAGRAPH</b>	<b>PAGE</b>
1. Scope .....	1
2. Purpose .....	1
3. Policy .....	1
4. Required Recurring Reports .....	1

**ILLUSTRATION  
FIGURE**

Recurring Human Resources Management Reports .....	2
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**APPENDICES**

A. Recruitment Bulletin Report (RCS 05-0532) .....	App. A-1
B. Annual Report on Expert and Consultant Appointments (IRCN 0417-OPM-AN).....	App. B-1
C. Part-Time Career Employment Program Report (IRCN 0218-OPM-SA) <u>(CANCELLED)</u> .....	App. C-1
D. Report on Special Salary Rate Increases Coincident to General Schedule Adjustments (RCS 05-0827) .....	App. D-1
E. Annual Report of Upward Mobility Training (RCS 05-0512).....	App. E-1
F. Annual Incentive Awards Program Report (IRCN 1059-OPM-AN) .....	App. F-1
G. Annual Ethics Report (RCS 02-0884).....	App. G-1
H. Annual Listing of Congressional Medal of Honor Holders (RCS 05-0524).....	App. H-1
I. Annual Report on Federal Employee Assistance Programs (IRCN 0058-OPM-AN).....	App. I-1
J. Report on Survey of Health Occupational Staff (RCS 05-0831).....	App. J-1
K. Annual Report of Summer Hires (IRCN 0405-OPM-AN) <u>(CANCELLED)</u> .	App. K-1

**Appendices (Continued)**

- L. Annual Report of Training Activities (IRCN 1056-OPM-AN)(CANCELLED)App. L-1
- M. Annual Report on Federal Drug-Free Workplace Program  
(RCS 05-0853).....App. M-1
- N. Annual Report of Student Volunteer Service (IRCN 0270-OPM-AN) ..... App. N-1
- O. Annual Report on Delegation of Personnel Management Authorities  
(RCS 05-0513)..... App. O-1
- P. Annual Report on Intergovernmental Personnel Act Mobility Assignments  
(IRCN 0314-OPM-AN)(CANCELLED) ..... App. P-1
- Q. Quarterly Reduction-in-Force & Placement Activity Report  
(IRCN 0337-OPM-QU)(CANCELLED) ..... App. Q-1

## CHAPTER 291. REPORTS

### 1. SCOPE

This chapter applies to recurring manually prepared human resources management reports required from all VA facilities. These reports are required from all Department of Veterans Affairs facilities for meeting information needs for external reports, e.g., those requested by the Office of Personnel Management and other elements of the executive and legislative branches of the Government, and for internal reports for operational and evaluation purposes of the human resources management program. This chapter does not apply to reports that are generated automatically from the PAID System without additional input from facilities.

### 2. PURPOSE

The purpose of this chapter is to provide a medium for the incorporation of continuing instructions for recurring reports initially established by either temporary or permanent media, and a reference list of recurring manually prepared human resources management reports.

### 3. POLICY

- a. The amount and frequency of reporting will be the minimum required for meeting external human resources reporting requirements; for ascertaining and planning program needs and improvements; and for evaluating the effectiveness of human resources management.
- b. Automatic data processing techniques will be used, as practicable and feasible, for obtaining employment statistics, workforce data, and human resources program information.
- c. Narrative reports and manually prepared employment and human resources statistics will be requested only when it is not feasible, economical, or permissible to obtain the required information by use of automated data processing methods.
- d. Recurring reports will be reviewed periodically to confirm continuing need to determine possible reduction in frequency, and for simplification.

### 4. REQUIRED RECURRING REPORTS

- a. Figure 1 identifies recurring human resources management reports required from facilities. This listing will be updated periodically but will not supersede official reporting instructions.
- b. The appendices to this chapter provide reporting instructions not elsewhere specified for individual reports.

RCS/IRCN	TITLE	FREQUENCY	REFERENCE
RCS 05-0532	Recruitment Bulletin Report	Monthly (051B2)	MP-5, Part I, Chapter 291 Appendix A
IRCN 0417-OPM-AN	Annual Report on Expert and Consultant Appointments	Annually (051A2)	MP-5, Part I, Chapter 291 Appendix B
RCS 05-0827	Report on Special Salary Rate Increases Coincident to General Schedule Adjustments	Annually (051)	MP-5, Part I, Chapter 291 Appendix D
RCS 05-0512	Annual Report of Upward Mobility Training	Annually (10A2D)	MP-5, Part I, Chapter 291 Appendix E
IRCN 1059-OPM-AN	Annual Incentive Awards Program Report	Annually (052A)	MP-5, Part I, Chapter 291 Appendix F
RCS 02-0884	Annual Ethics Report	Annually (051A1)	MP-5, Part I, Chapter 291 Appendix G
RCS 05-0524	Annual Listing of Congressional Medal of Honor Holders	Annually (054C3)	MP-5, Part I, Chapter 291 Appendix H
IRCN 0058-OPM-AN	Annual Report on Federal Employee Assistance Programs	Annually (051B1)	MP-5, Part I, Chapter 291 Appendix I
RCS 05-0831	Report on Survey of Health Occupational Staff	Quarterly (10A2D)	MP-5, Part I, Chapter 291 Appendix J
RCS 05-0853	Annual Report on Federal Drug-Free Workplace Program	Annually (051B)	MP-5, Part I, Chapter 291 Appendix M

RCS/IRCEN	TITLE	FREQUENCY	REFERENCE
IRCEN 0270-OPM-AN	Annual Report of Student Volunteer Service	Annually (051A)	MP-5, Part I, Chapter 291 Appendix N
RCS 05-0513	Annual Report on Delegation of Personnel Management Authorities	Annually (054D)	MP-5, Part I, Chapter 291 Appendix O
COIN PAI P-31A	Monthly Positions Report	Monthly (PAID System)	MP-6, Part V, Sup. 1.5 Chapter 5
<u>RCS 05-0910</u>	<u>VA Career Transition Assistance Report</u>	<u>Annually</u> <u>(051A)</u>	VA Handbook 5330
RCS 05-0536	Report on Delegated/Special Examining Units	Annually (051A1)	VHA SUP. MP-5, PART I Chapter 332
RCS 05-0876	Annual Retention Allowance Report	Annually (052)	MP-5, Part I, Chapter 575 Section C
RCS 05-0870	Annual Relocation Bonus Report	Annually (052)	MP-5, Part I Chapter 575 Section B
IRCEN 0216-DOS	Report of Foreign Gifts & Decorations	Annually (051B1)	5 USC 7342(f)(1)
IRCEN 0324-DOS	Gifts of More Than Minimal Value Given to Foreign Individuals	As Requested (051B1)	



**RECRUITMENT BULLETIN REPORT  
(RCS 05-0532)**

**1. PURPOSE**

This report provides vacancy information for use in the compilation and issuance of the monthly Department of Veterans Affairs Recruitment Bulletin. (See MP-5, Part I, Chapter 332, Appendix F, for basic policy.)

**2. PREPARING OFFICES**

The procedures and reporting requirements apply VA-wide to all field facilities, Central Office organizational elements and the Headquarters & Executive Resources Team (HQ&ER), Office of Human Resources Management (OHRM).

**a. Central Office**

(1) Reporting elements may notify the Office of Human Resources Management (051B) by memorandum the vacancies they wish to be reported for all field facility positions over which they exercise appointment control. These include centralized positions, centrally funded trainee positions and other facility positions for which Central Office concurrence is required prior to appointment.

(2) The Team Leader (HQ&ER) may report Central Office vacancies.

**b. Field Facilities**

(1) Human Resources Management offices will report vacancies for all positions under their appointment jurisdictions except those positions identified in subparagraph a(1) above. OLDE screen RBOA will be completed on or before the reporting date established. Human Resources Officers servicing more than one VA facility will submit a separate report for each facility which is under separate management and has its own station number.

(2) These reporting requirements do not replace instructions which may require field facility officials to report, informally or otherwise, vacancy information to their counterpart or other officials in Central Office. Such vacancies, however, will also be reported under the provisions of these instructions if they meet the criteria.

**3. REPORTING REQUIREMENTS**

a, All full-time and part-time positions in both the competitive and excepted services are covered by the provisions of these instructions. A position must meet all of the following criteria in order to be reported:

1. The position is either vacant or expected to become vacant;
2. Active recruitment is being initiated;

3. The position is to be filled by an appointment expected to last more than one year;
5. Funds and ceiling are available or will be made available when needed to fill the position;  
and
6. Recruitment assistance is needed and desired beyond the local labor market area or beyond the resources of the facility.

*NOTE: Because of the key role of physicians and nurses in VHA health care facilities, special attention should be given to identifying and reporting those staffing needs. Total physician and nurse staffing needs should be assessed and reported. The assessment should include careful consideration of the projected needs of the veteran population served and the sufficiency of recruitment sources to meet those needs. Thus, total physician and nurse staffing needs should be reported whether an actual vacancy exists, provided ceiling and funds are available for commitments.*

b. Recruitment Bulletin information may be entered any number of times during the report month. Input does not have to be accomplished on any single day. All transactions will remain in the database until the first workday of the month. Until that time stations may modify former entries or designate certain transactions for deletion at the end of the month. On the first workday of the month the AAC will automatically refresh the database by deleting records which have been either marked for deletion by the user or have a Report Thru Month/Year date which is less than the current report month.

#### **4. OLDE ACCESS INSTRUCTIONS**

a. Access to Recruitment Bulletin processing will be controlled by OLDE security and restricted to employees with action code RD. This is a new action code and will allow users to perform all Recruitment Bulletin functions for their authorized stations. On a one-time basis and prior to installation of the Recruitment Bulletin project into the OLDE system, employees with action code PD (personnel data entry) or CI (correct personnel data) will automatically be granted action code RD—access to Recruitment Bulletin processing. Once the project has been installed, however, station action will be required to provide action code RD for new employees or those employees who did not previously have access to OLDE through action code PD or CI. On the other hand, access coordinators will be responsible for removing the automatically granted RD code for those employees not responsible for Recruitment Bulletin activities.

b. Individuals who will be responsible for Recruitment Bulletin activity in OLDE and who do not presently have access must apply for authorization via VAF 30-9957, Timesharing User Access Request. Applicants should indicate that they desire access to PAID-OTRAN (rather than OLDE). Facility Human Resources Management Officers are authorized to approve access to PAID personnel data/screens. Facility directors must approve access for Human Resources Officers.

c. Locally approved forms must be mailed/FAXed to Department of Veterans Affairs, Automation Center, ATTN: 001B2, 1615 East Woodward Street, Austin, Texas 78772. The FAX number is 512-326-6069.

d. Once the Austin Automation Center (AAC) has provided a user identification code, the local access security coordinator may assign the RD action code as well as any other OLDE code desired.

## 5. RECRUITMENT BULLETIN OLDE SCREEN INSTRUCTIONS

Select the MISCELLANEOUS APPLICATIONS MENU (Screen M000) from the PAID SYSTEMS SELECTION MENU (Screen PADMNTRY). If entering data for a secondary station which you service, change the pre-filled station number at this time. Then choose RECRUITMENT BULLETIN MENU, screen RB00. This latter selection will allow you the opportunity to choose screens from which you may add, modify, delete or view recruitment bulletin transactions. These screens are discussed below.

### a. Screen RBOA, Add—Recruitment Bulletin Records

(1) **Station.** *This field is pre-filled and cannot be changed by the user.*

(2) **Occupation Series/Title/Assignment.** *This field must be completed.* Enter the appropriate eight-digit code used by the PAID system. See MP-6, Part V, Supplement 1.5, Appendix F.

(a) If no assignment code is appropriate, as in the case of most general schedule and wage system positions, enter two zeros.

(b) The PAID assignment codes for chaplain or social worker positions cannot be used for Recruitment Bulletin purposes. When entering either of these two occupations, enter 00 as the assignment code.

**NOTE:** *Sometimes the use of specific assignment codes (those other than 00), when used with a valid occupational series and title code, will result in an on-screen message, "Position Record Not Found." When this happens, reenter both the occupational series and title code but use 00 rather than the specific assignment code.*

(3) **Report Thru Month/Year.** The Report Thru Month/Year field will determine when a record is to be automatically deleted by the system. *This field will be pre-filled with the name of the following month and the current year.* For example, MAY 1994 would be displayed during the month of April 1994. A record will be deleted on the first workday of the month subsequent to the Report Thru Month/Year. Until the record is actually deleted, the Report Thru Month/Year may be extended to continue recruitment for that position. *This field may be changed by the user. It will accept any future date but will not accept the current month and year.*

(4) **Station Name.** *This field is pre-filled and cannot be changed by the user.*

(5) **Position Name.** *This is a protected field and is not accessible to the user for either initial entry or change.* Once the screen has been completed with valid entries and the ENTER or RETURN key has been pressed, the data will be immediately transferred to the Recruitment Bulletin List Pending file (screen RBOL). However, the terminal screen will not be refreshed.

and the input will continue to be displayed. At this time the user will find that the Position Name field has now been completed and reflects the position title that will appear in the Recruitment Bulletin. This title is based on the occupational series/title/assignment code input.<sup>1</sup>

**(6) Number of Vacancies.** *This field must be completed.* Enter the number of vacancies existing for each position reported. It is not necessary to enter a zero before the appropriate number if less than 10 vacancies exist. For example, enter 9 rather than 09.

**(7) Pay Plan.** Must be GS, WG, WL, WS or blank. *Leave this field blank for all title 38 positions.*

**(8) Grade(s) of Position.** Up to four grades may be listed for each GS position. Only one grade may be listed for wage positions. *This field must remain blank for title 38 positions.* Grades may be entered in a variety of ways, e.g., 3, 4, 5, 6 (single digits separated by a comma; the spaces are entered automatically) or 03 04 05 06 (two-digit numbers, no commas; spaces entered automatically) or 3 4 5 6 (a single digit placed in either the 1<sup>st</sup> space, hit the TAB bar to advance the cursor to the next grade field.).

**(9) Hourly Rate.** *This field must be completed for all wage vacancies; for other positions, leave blank.* For rates that include both dollars and cents, the user must enter the decimal point in the proper location. It is not necessary to use lead zeros. For example, code \$9.52 rather than \$09.52. For whole dollar amounts, a decimal is not required.

**(10) VA Only.** Place an X in this field if only current VA employees may apply for the position.

**(11) Chief/Asst Chief.** Enter C if the assignment is a service chief position or an A for an assistant chief position; otherwise, leave blank.

**(12) Part-Time.** If the position is part-time, place an X in the field; otherwise, leave blank.

**NOTE:** *Once the ADD screen has been completed and the ENTER or RETURN key has been pressed, the data will be immediately entered into the system but the screen will continue to display the input. In addition the station name will be displayed and the POSITION NAME field will contain an entry that corresponds to the occupational series code. To enter another position, either type over the old input, deleting all extraneous field input from the former transaction OR press the PF2 key to clear the screen and then enter the new data.*

#### **b. Screen RBOL, List—Recruitment Bulletin Records**

This screen displays all current Recruitment Bulletin transactions input by the user. On the first workday of the following month the AAC will automatically refresh the screen by erasing records which have been marked for deletion by the user or have a Report Thru Month/Year date

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<sup>1</sup>If, at this time, it is decided that the initial input was incorrect, DO NOT ENTER ANY CHANGES ON THIS PARTICULAR SCREEN (RBOA). It will be necessary for the user to access either the RBOM screen (to modify, i.e., to make changes) or the RBOD screen (to delete). Changes cannot be accomplished on the RBOA (Add) screen. See paragraph 5C for additional information.

less than the current report month. This is an informational screen only. Transactions cannot be retrieved from this display.

**c. Screen RBOM, Modify—Recruitment Bulletin Records**

This screen contains most transactions input by the user during the month. It will not include transactions designated by the user (on screen RBOD) for deletion when the database is purged on the first workday of the following month. Transactions may be retrieved one at a time for modification. (Multiple checks will not process.) The transactions will appear on screen RBM1, a modification subscreen identical to the Add Screen (RBOA). (The station number and occupation series are protected fields and cannot be modified by the user at this time. In addition wage system pay plans cannot be replaced with the GS plan and vice versa. If the transaction contains such errors, the transactions must be deleted (on screen RBOD); they are unable to be modified.) Once the modification has been accomplished and the user presses the ENTER or RETURN key, the RBOM screen will reappear. At that time the user may either exit or select another screen for modification.

**d. Screen RBOD, Delete—Recruitment Bulletin Records**

This screen contains all transactions input by the user that have not yet expired. The user may select records for deletion by entering an X in the SEL (select) field that appears on the left side of the screen. Multiple records may be selected for deletion prior to pressing the ENTER or RETURN key. When the ENTER or RETURN key is pressed, these selection(s) will be highlighted with an asterisk (\*); they will not be erased from the screen. Therefore, if the user later decides to let the transaction process, the asterisk may be deleted. This may be accomplished by placing an X over the asterisk and pressing the ENTER or RETURN key.

**6. REPORTS CONTROL SYMBOL**

Reports Control Symbol 05-0532 is assigned to this report.



## APPENDIX B. ANNUAL REPORT ON EXPERT AND CONSULTANT APPOINTMENTS

### 1. PURPOSE

This appendix provides instructions for reporting expert and consultant service under 5 U.S.C. 3109.

### 2. PREPARING OFFICES

The report will be prepared by Human Resources Management Service at each facility and by Central Office Human Resources Management Service.

### 3. REPORTING REQUIREMENTS

a. The "Annual Report on Expert and Consultant Appointments" will be made on a calendar year basis. It will be forwarded to Office of Human Resources Management (051A2) by the first workday of February of each year. The report will cover only those experts and consultants appointed under 5 U.S.C. 3109. The report does not apply to experts and consultants appointed under 38 U.S.C. 7405.

b. The following format will be used in reporting information on each expert or consultant appointed at each station for the preceding calendar year:

(1) Last name, first name, M.I.

(2) Social Security number (SSN).

(3) Enter "expert" or "consultant" to show type of position.

(4) Enter "intermittent" or "other" to show work schedule.

(5) Number of days worked during the year reported.

(6) Total gross pay. Use the "wages" figure, box 1, on the IRS W-2 Statement, unless the employee also worked in some other capacity for your station during the year.

c. Negative reports are not required.

### 5. REPORTS CONTROL SYMBOL

Interagency Report Control Number (IRCN) 0417-OPM-AN is assigned to this report.



**APPENDIX D. REPORT ON SPECIAL SALARY RATE INCREASES  
COINCIDENT TO GENERAL SCHEDULE ADJUSTMENTS**

**1. PURPOSE**

This appendix provides instructions for the preparation of a report in support of any increase coincident to adjustments in the General Schedule (GS) for employees being paid special rates authorized under 38 U.S.C. 7455.

**2. PREPARING OFFICES**

The report will be prepared by Human Resources Management offices at each applicable field facility.

**3. REPORTING REQUIREMENTS**

a. The report on "Special Salary Rate Increases Coincident to General Schedule Adjustments" will be prepared according to instructions issued annually by the Under Secretary for Health. The report will normally contain the following information on current title 38 special rates authorizations for each facility:

(1) Occupation.

(2) GS Grade.

(3) Number of Positions Filled (by grade).

(4) Number of Positions Vacant (by grade).

(5) Certification by Center Director that the adjustment is necessary for recruitment and/or retention purposes.

(6) Name and Location of Duty Facility.

b. This report is used to support pay increases for employees being paid special rates authorized under 38 U.S.C. 7455 that are equal to and simultaneous with pay increases to the General Schedule as authorized by the Under Secretary for Health. Requests for pay increases that do not meet this criteria will be handled through the normal special rates reviewing process.

c. A VA Notice issued by the Under Secretary for Health will define the due date and submission of the report to Office of Human Resources Management (051A).

d. Negative reports are required to be submitted.

**4. REPORTS CONTROL SYMBOL**

Reports Control Symbol 05-0827 is assigned to this report.



## APPENDIX E. ANNUAL REPORT OF UPWARD MOBILITY TRAINING

### 1. PURPOSE

The Annual Report of Upward Mobility gathers information on all episodes of upward mobility training conducted at field facilities and Central Office. To evaluate more accurately and to improve the Departmentwide Upward Mobility Program, information is required on all such training, whether Central Office funded or facility funded.

### 2. PREPARING OFFICES

The report will be prepared by the Human Resources Management office of each field facility; Human Resources Management Offices serving more than one facility will prepare a separate report for each facility. The report will be prepared by Central Office Human Resources Management Service for Central Office employees and for employees who are on Central Office rolls and assigned at field facilities. Reporting of any activity during the fiscal year is necessary, even though it was concluded before the end of the year.

### 3. REPORTING REQUIREMENTS

a. This report will be limited to planned management action to train competitively selected employees in lower level positions (below GS-9 or equivalent) that offer minimal opportunities for further career advancement. The training must be for a specific target position in a different occupational field (or in the same field if formal education or training is a prerequisite for further career advancement) that will open up the opportunity for advancement beyond the limits of the trainee's former occupational field. Do not report on progression of employees where continued experience and normal on-the-job training will provide the required qualifications. Also, do not report on movement between occupational fields, where the individual already meets the qualifications without further training. For further information on upward Mobility Training, see MP-5, Part I, Chapter 410, Appendix A.

b. VA Form 3477 (formerly VAF 5-3477), Report on Upward Mobility Training, will be used. One copy of the form will be completed for each employee receiving upward mobility training. Negative reports are required; in such cases, fill in the identification at the top and insert "negative" in section 1. Additionally, VA Form 4692, Individual Development Plan, for non-Central Office funded trainees needs to be submitted.

c. VA Form 3477 will be sent through appropriate line officials to Office of Health Care Staff Development and Retention (10A2D) by August 15 or the first workday thereafter. The data reported should have a constructive date extending through September 30, with estimates made as needed.

### 4. REPORTS CONTROL SYMBOL

Reports Control Symbol 05-0512 is assigned to this report.



## **APPENDIX F. ANNUAL INCENTIVE AWARDS PROGRAM REPORT**

### **1. PURPOSE**

This fiscal year report provides basic data on results achieved under the incentive awards program. It is used in conjunction with PAID report COIN PAI 27 to compile the Department's annual report to Office of Personnel Management (OPM) and for various internal management reports.

### **2. REPORTING REQUIREMENTS**

The Annual Incentive Awards Program Report will be completed and submitted by all field facilities to Office of Human Resources Management (052A). A VA Notice will be issued each year to provide current instructions for preparing offices, including format, due date, and data required.

### **3. REPORTS CONTROL SYMBOL**

Interagency Reports Control Number (IRCN) 1059-OPM-AN is assigned to this report.



## APPENDIX G. ANNUAL ETHICS REPORT

### 1. PURPOSE

This appendix provides general instructions to assist field facilities in reporting ethics information to Central Office for inclusion in the Departmentwide "Annual Agency Ethics Report" which is required by Section 402(e)(1) of the Ethics in Government Act of 1978, as amended and submitted to the Office of Government Ethics.

### 2. PREPARING OFFICES

The report will be prepared by the Human Resources Management office at each facility and by Central Office Human Resources Management Service

### 3. REPORTING REQUIREMENTS

a. The "Annual Agency Ethics Report" will be prepared on a calendar year basis. It will be forwarded to Office of Human Resources Management (051A) by the 10th workday of December of each year and should project data through the end of the year.

b. Field facilities will be provided with specific information to be reported in advance of the due date to ensure timely submission of the report.

c. Negative reports are required.

### 4. REPORTS CONTROL SYMBOL

Reports Control Symbol, 02-0884 is assigned to this report.



## APPENDIX H. ANNUAL LISTING OF CONGRESSIONAL MEDAL OF HONOR HOLDERS

### 1. PURPOSE

This appendix provides instructions for the preparation of an annual listing of employees who are Congressional Medal of Honor holders and for updating the information as changes occur.

### 2. PREPARING OFFICES

The annual listing and updating will be prepared by Human Resources Management offices at each field facility, and by the Central Office of Human Resources Management Service. Human Resources Management offices serving more than one facility will report separately for each activity.

### 3. REPORTING REQUIREMENTS

a. The "Annual Listing of Congressional Medal of Honor Holders" will be prepared as of September 30 each year. The listing will contain the following information for each Congressional Medal of Honor holder:

- (1) Name (Last, First, Middle Initial).
- (2) Service (Army, Navy, etc.).
- (3) War, Conflict, Era.
- (4) Position Title.
- (5) Grade.
- (6) Organizational Element (Field).  
Department or Staff (VA Central Office).
- (7) Name and Location of VA Employing Office.
- (8) Name and Location of Duty Facility.

b. An original and one copy, in letter form, of the annual listing will be forwarded to Central Office, Office of Human Resources Management (054C3), no later than 10 workdays after September 30 of each year.

c. Changes to the annual listing, i.e., new hires, separations, changes in any of the above information, etc., are to reported as they occur.

d. Negative reports are not required.

**December 31, 1998**

**MP-5, Part I  
Chapter 291  
Appendix H**

#### **4. REPORTS CONTROL SYMBOL**

Reports Control Symbol 05-0524 is assigned to this report.

**APPENDIX I. ANNUAL REPORT ON FEDERAL EMPLOYEE ASSISTANCE PROGRAMS**

**1. PURPOSE**

This appendix provides reporting requirements for the Office of Personnel Management (OPM) Annual Report on Federal Employee Assistance Programs.

**2. PREPARING OFFICES**

The report will be prepared by the Human Resources Management office at each field facility and by Central Office Human Resources Management Service. Human Resources Management offices servicing more than one facility will prepare a separate report for each facility.

**3. REPORTING REQUIREMENTS**

a. The report will be completed on a fiscal year basis. Field facilities and Central Office Human Resources Management Service will be notified annually by VA Notice of the due date for the report.

b. Field facilities will be provided with specific information to be reported in advance of the due date to assure timely completion of the report. Information will be reported in the format provided in the VA Notice.

c. Reports will be sent to the Office of Human Resources Management (051B1).

d. Negative reports are required.

**4. INTERAGENCY REPORTS CONTROL NUMBER.**

Interagency Reports Control Number (IRCN) 0058-OPM-AN is assigned to this report.



## **APPENDIX J. REPORT ON SURVEY OF HEALTH OCCUPATIONAL STAFF**

### **1. PURPOSE**

The Report on the Survey of Health Occupational Staff assesses staffing trends among selected VHA health care occupations. Data is compiled from facility questionnaires and merged with PAID (Personnel Accounting Integrated Data) files to generate current and accurate information regarding nationwide staffing, such as turnover and vacancy rates.

### **2. PREPARING OFFICES**

The report will be prepared by the Human Resources Management office of each field facility. Also, an annual VA published report will be prepared.

### **3. REPORTING REQUIREMENTS**

a. Facilities will submit completed survey forms on a quarterly basis according to formats indicated in annual VHA directives and forward them to Office of Health Care Staff Development and Retention (10A2D). As needed, attachments to the directive also contain reporting requirements about special related reports, such as annual information concerning nurse special pay authorities.

b. Forms will be forwarded within 2 weeks after the end of each respective quarter of the fiscal year.

### **4. REPORTS CONTROL SYMBOL**

Reports Control Symbol 05-0831 is assigned to this report.



**APPENDIX M. ANNUAL REPORT ON FEDERAL DRUG-FREE WORKPLACE PROGRAM**

**1. PURPOSE**

This appendix provides reporting requirements for the Department of Health and Human Services (HHS) Annual Report on Federal Drug-Free Workplace Program.

**2. PREPARING OFFICES**

The report will be prepared by the Human Resources Management office at each field facility and by Central Office Human Resources Management Service. Human Resources Management offices servicing more than one facility will prepare a separate report for each facility.

**3. REPORTING REQUIREMENTS**

a. The report will be completed on an annual basis. Field facilities and Central Office Human Resources Management Service will be notified annually by VA Notice of the due date of the report.

b. Field facilities will be provided with specific information to be reported in advance of the due date to assure timely completion of the report. Information will be reported in the format provided in the VA Notice.

c. Reports are to be sent to Office of Human Resources Management (051B).

d. Negative reports are required.

**4. REPORTS CONTROL SYMBOL**

Reports Control Symbol 05-0853 is assigned to this report.



**APPENDIX N. ANNUAL REPORT OF STUDENT VOLUNTEER SERVICE**

**1. PURPOSE**

This appendix provides instructions for reporting student volunteer service under 5 U.S.C. 3111.

**2. PREPARING OFFICES**

The report will be prepared by the Human Resources Management office at each facility and by Central Office Human Resources Management Service. Human Resources Management offices servicing more than one facility will prepare a separate report for each facility.

**3. REPORTING REQUIREMENTS**

a. The "Annual Report of Student Volunteer Service" will be made on a fiscal year basis and forwarded to Office of Human Resources Management (051A) no later than the last workday of October of each year. The report will cover only those student volunteers assigned under 5 U.S.C. 3111. The report does not apply to student volunteers assigned under 38 U.S.C. 513.

b. The count of participants for each report period is cumulative for that period, rather than just on-board volunteers as of the end of the period. The following format will be used in reporting information on participants in student volunteer service at each facility for the preceding fiscal year:

- (1) Total Participants.
- (2) Male.
- (3) Female.
- (4) High School.
- (5) Trade School.
- (6) Vocational/Technical Institution.
- (7) Two-Year College.
- (8) Four-Year College.
- (9) Graduate.
- (10) The Largest Academic Concentration Among Students.

c. Negative reports are required.

**December 31, 1998**

**MP-5, Part I  
Chapter 291  
Appendix N**

#### **4. REPORTS CONTROL SYMBOL**

Interagency Reports Control Symbol (IRCN) 0270-OPM-AN is assigned to this report.

**APPENDIX O. ANNUAL REPORT ON DELEGATION OF PERSONNEL  
MANAGEMENT AUTHORITIES**

**1. PURPOSE**

This appendix provides instructions for preparation of an annual report required to monitor the use of personnel management authorities delegated to the Department of Veterans Affairs (VA) by the Office of Personnel Management (OPM).

**2. PREPARING OFFICES**

The report will be prepared by the Human Resources Management office at each facility and by Central Office Human Resources Management Service.

**3. REPORTING REQUIREMENTS**

a. The "Annual Report on Delegation of Personnel Management Authorities" will be made on a calendar year basis. It will be forwarded to Office of Human Resources Management (054D) by the 10th workday of January of each year. The report will cover the following delegated authority:

Assignment of Schedule C Excepted Employees to Competitive Positions.

b. The following information will be reported on the authority:

(1) Number of requests considered.

(2) Number of actions taken.

(3) Significant problems encountered, if any.

(4) Benefits derived.

(5) Title, series, grade levels, duty locations of positions on which the action was authorized will be included for each authority.

c. Records on the use of other delegated authorities will be maintained locally.

**4. REPORTS CONTROL SYMBOL**

Reports Control Symbol 05-0513 is assigned to this report.