

## PAY ADMINISTRATION

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures related to the annual report on staffing required under the Locality Pay System.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on pay administration. The pages in this issuance replace the corresponding page numbers in part X, appendix B of VA Handbook 5007/3, dated October 25, 2002. This revision adds new required fields to the report. These changes will be incorporated into the electronic version of VA Handbook 5007 that is maintained on the [Office of Human Resources Management website](#).
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Programs and Policies Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVES:** VA Directive 5007, "Pay Administration."
- 5. RESCISSIONS:** None.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS**

/s/John A. Gauss  
Assistant Secretary for  
Information and Technology

/s/William H. Campbell  
Acting Assistant Secretary for  
Human Resources and Administration

ELECTRONIC DISTRIBUTION ONLY



**APPENDIX B. ANNUAL REPORT ON STAFFING**

In accordance with the reporting requirements established by Section 201 of P.L. 106-419, facility Directors are required to submit an annual report on staffing for registered nurse (RN) and nurse anesthetist positions. Reports must be submitted to the Office of Human Resources Management (051) no later than July 31 of each year. Separate reports will be submitted for RNs and nurse anesthetists, as well as for any category for which a specialty schedule has been established.

**FACILITY NAME:** \_\_\_\_\_ **FACILITY NUMBER:** \_\_\_\_\_  
**POSITION TITLE:** \_\_\_\_\_ **PAY SCHEDULE NO.:** N\_\_\_\_\_  
**OTHER (Specify):** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_  
**VISN:** \_\_\_\_\_ **CONTACT NUMBER:** \_\_\_\_\_

**1. STAFFING DATA for \*Nxxx (auto-fill from above)**

a. Provide turnover and vacancy rates for the occupation or specialty for the 1-year period ending June 30 of the current year and the preceding 3 years. The turnover rate will be calculated by dividing the losses by the average number on board. The vacancy rate will be calculated by dividing the vacancies at the end of the reporting period by the authorized ceiling.

	[6/30/03	6/30/02	6/30/01	6/30/00]
Turnover Rate:	____.____%	____.____%	____.____%	____.____%
Vacancy Rate:	____.____%	____.____%	____.____%	____.____%

b. Provide the following information for the occupation or specialty for the 1-year period ending June 30 of the current year.

[Beginning Authorized Ceiling: \_\_\_\_\_ Ending Authorized Ceiling: \_\_\_\_\_  
Beginning On Board: \_\_\_\_\_ Ending On Board: \_\_\_\_\_  
Number of Losses: \_\_\_\_\_ Number of Vacancies: \_\_\_\_\_ ]

c. Please check all recruitment efforts used in the past year, and indicate the number of times each was used.

- |  |   |
|--|---|
| <input type="checkbox"/> Newspaper Ads _____ times   | <input type="checkbox"/> Internal _____ times             |
| <input type="checkbox"/> Job Fairs _____ times   | <input type="checkbox"/> VA Careers.com _____ times       |
| <input type="checkbox"/> Journal Ads _____ times   | <input type="checkbox"/> Other Internet sites _____ times |
| <input type="checkbox"/> Posting of vacancy announcement at schools of nursing _____ times | <input type="checkbox"/> Other: _____ times               |
|  | <input type="checkbox"/> No recruitment conducted         |

**PART X  
APPENDIX B**

d. What was the average duration of vacancies for positions paid **from \*Nxxx auto-fill** during the past year?

[ \_ \_ months]

e. Please check all of the following pay incentives that have been offered within the occupation or specialty in the past year by indicating the frequency used.

- |   |                                     |                                       |                                 |
|---|-------------------------------------|---------------------------------------|---------------------------------|
| Recruitment Bonus:                      | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Rarely |
| Relocation Bonus:                       | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Rarely |
| Retention Allowance:                    | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Rarely |
| Higher Rates for<br>Specialized Skills: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Rarely |

**2. DIRECTOR'S FINDINGS CONCERNING THE STAFFING SITUATION for \*Nxxx auto-fill**

a. Positions in the occupation or specialty that meet at least three of the following criteria are considered to be experiencing, or likely to experience, a significant pay-related staffing problem for the purpose of determining whether a salary survey must be conducted. Please check all that apply to the occupation or specialty:

- A 5 percent increase\* in turnover since June 30 of the prior year.
- A significant number of losses since June 30 of the prior year were quits for pay.
- A 10 percent increase\* in the vacancy rate since June 30 of the prior year.
- Positions remain vacant for 6 months or more despite active recruitment.
- Positions have been abolished due to recruitment difficulty.
- Any other criteria deemed appropriate by the facility Director. Define the criteria in the narrative section at the end of this report.

**\*NOTE:** *The increase in turnover and vacancy rates will be calculated by subtracting the previous rate from the current rate (e.g., a change from 10% to 12% is a 2% increase; a change from 8% to 13% is a 5% increase).*

b. Based on the criteria in 2a above, is there currently, or is there likely to be a significant pay-related staffing problem for the occupation or specialty? (If three or more boxes in 2a are checked, you MUST answer Yes.)

- YES                       NO