



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Washington DC 20420

NOV 17 2000

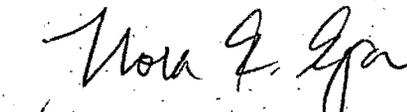
VBA Letter 20-00-44

Director (00)

All VACO Services and Offices and all Regional Offices and Centers <sup>In Reply Refer To:</sup>

Subj: Moratorium on Changes to the Benefits Delivery Network (BDN)  
Compensation and Pension (C&P) Application

1. This memorandum establishes a moratorium on changes to the Benefits Delivery Network's (BDN) Compensation and Pension (C&P) application on the Bull and IBM mainframes. Waivers will be granted if the change is specifically related to developing code required for the conversion to Veterans Service Network (VETSNET), for resolving a production or hardware problem, or for an annual cost-of-living adjustment. The moratorium will begin December 1, 2000, and be in effect for the remainder of the BDN's life.
2. This moratorium is established to limit the unnecessary expense of critical resources and to focus these resources on Veterans Benefits Administration's (VBA) number one Information Technology (IT) priority – implementing VETSNET C&P. VBA does not have sufficient resources to maintain two computing environments. In addition, as we are finalizing plans for conversion from the BDN to VETSNET C&P, we want to minimize the complexity of this effort.
3. Waivers will be considered and will be evaluated in terms of the cost-benefit to VBA. Waivers should be submitted with the Project Initiation Request (PIR) to the PIR Mailbox. Waivers for software changes will be evaluated as shown in the attachment. OIM and the business sponsor will review the PIR, the estimated level of effort to implement the change, and the impact to VETSNET and other planned work and decide whether to implement the change. The Under Secretary for Management will resolve PIRs when OIM and the business sponsor cannot agree.
4. New legislative requirements that require changes to the C&P BDN systems are not automatically excluded under this waiver. We will investigate alternate means of implementing new C&P legislation either procedurally, or using the VETSNET, Internet, Data Warehouse, or a LAN application.
5. If you have questions please contact Thomas Lloyd, Acting Deputy Chief Information Officer, who can be reached on (202) 273-7004 or Sally Wallace, VETSNET Implementation Program Manager, who can be reached on (202) 273-7015.

  
Joseph Thompson

Enclosures

**BDN C&P Moratorium  
Waiver Request Procedures**

**October 27, 2000**

- Waiver requests for changes to the BDN Compensation and Pension applications should be forwarded to the "**VAVBAWAS/CO/RAT**" mailbox accompanying the Project Initiation Request for consideration.
- Waivers will be evaluated as described below and a recommendation made to the Chief Information Officer. The Chief Information Officer will review and discuss the recommendation with the requesting Service of the recommendation. The Deputy Under Secretary for Management will resolve disagreements.
- Production problem fixes or the annual cost-of-living adjustments do not need waivers. All legislatively mandated changes requiring changes to the BDN must submit a waiver if it is not practical to use VETSNET, Internet, the Data Warehouse or a LAN application. BDN code required for the conversion to VETSNET (e.g., conversion runs) will be approved by the VETSNET Implementation Program Management Officer.
- The attached is the waiver template to be submitted with the PIR. Also attached is the evaluation that will be performed on this request. Complete and specific information will provide for a quicker turn around of these requests.
- Questions may be directed to Sally Wallace on 202-273-7015

**BDN C&P Moratorium  
Waiver Request for BDN Changes  
(to accompany Project Initiation Request (PIR))**

***Side 1 To Be Completed by the Requestor***

**Date:** [Date of request.]

**Project Sponsor:** [C&P, Resource Management, etc.]

**Application Name:** [Name or title of application that would be changed.]

**Description of Desired Change:**

[A description of the modifications/changes required on the BDN. Extract from PIR]

**Desired Implementation Date:**

**Services' Assessment as to whether the change can be implemented in the VETSNET environment, the Data Warehouse, the Internet or a LAN application.**

[Describe whether or not change can be incorporated to these environments]

**Impact of Delaying Request until it can be incorporated into VETSNET C&P?**

[Address business impacts due to delay.]

**Services' Estimate of FTEE and level of effort to implement change on BDN:**

[Estimate of how many FTEE and how many weeks to incorporate change]

**BDN C&P Moratorium  
Waiver Request for BDN Changes  
(to accompany Project Initiation Request (PIR))**

***Side 2 To Be Completed by Office of Information Management (20S)***

**PCL Number:**

**OIM Assessment as to whether the change can be implemented in the VETSNET environment, the Data Warehouse, the Internet or a LAN application.**

[Describe whether or not change can be incorporated to these environments]

**OIM Estimate of FTEE and level of effort to implement change on BDN:**

[Estimate of how many FTEE and how many weeks to incorporate change]

**OIM Estimate of the Lines of Code that would have to be changed on the BDN:**

**OIM Estimate of the Lines of Code that would have to be written to accommodate change in VETSNET environment, the Data Warehouse, the Internet or a LAN application.**

**OIM Estimate of the Lines of Code that would have to be transferred to VETSNET at a later date.**

**OIM Recommendation: (Approve/disapprove)**

**CIO Recommendation: (Approve/disapprove)**



THE UNDER SECRETARY OF VETERANS AFFAIRS FOR BENEFITS

WASHINGTON, D.C. 20420

NOV 28 2000

VBA Letter 20-00-45

Director (00)

All VACO Services and Offices and All Regional Offices and Centers

SUBJ: Secretary's 21<sup>st</sup> Annual Olin E. Teague Award

1. We are accepting nominations for the 21<sup>st</sup> Annual Olin E. Teague Award. This prestigious award recognizes an area of utmost importance to the Department's mission: the rehabilitation and improvement in the quality of life of war-injured veterans. Nominations of individuals or small groups of full-time employees who work as a team may be submitted.
2. Each nomination must include a comprehensive description of the accomplishment(s) and, at a minimum, address the following: the number of patients/clients actually benefiting, the degree to which the accomplishment(s) affected patients/clients, the degree to which accomplishment(s) could be used by others, the uniqueness of the accomplishment(s), the degree of creativity involved in the development, and the sacrifice demanded of the nominee. In accordance with MP-5, Part I, Chapter 451, Incentive Awards, Appendix B, please state the following:
  - a. full name of nominee(s)
  - b. name and location of VA facility,
  - c. position title, series, and grade,
  - d. chronological review of Federal employment,
  - e. work experience other than Federal employment,
  - f. military service, if any, and;
  - g. educational background.
3. You may include supporting documentation such as publicity, citations, photographs, etc., but only one complete set is required for each nomination. Please complete the attached VA Form 3496, Authorization to Release Information, on each nominee.
4. Nominations must be endorsed by appropriate officials and forwarded to the Office of Human Resources (20A2) no later than January 17, 2001. Please include one copy of each nomination. You may e-mail or call Francene Shelton on 202-273-5913 with questions regarding this announcement.

  
Joseph Thompson

Attachment

**AUTHORIZATION TO RELEASE INFORMATION**

The following Privacy Act Addendum, Authorization to Release Information, must be submitted with each nomination. Information is disclosed voluntarily and is used in the selection process and for publicity and related purposes. Not providing all or part of the requested information may result in a nominee not receiving full consideration.

(Clip and attach to nomination)

Name of Nominee(s): \_\_\_\_\_

Title/Grade/Pay Plan: \_\_\_\_\_

Organization: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION:** Except as specified below, VA may use all personal information contained in my nomination for promotion and publicity of the 21<sup>st</sup> Annual Olin E. Teague Award.

**Exceptions:** Please specify any personal information that you do not want released.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Washington DC 20420

NOV 30 2000

In Reply Refer to

VBA Letter 20-00-46

Director (00)

All VACO Services and Offices and Regional Offices and Centers

Subject: Implementation of Strong Passwords

The purpose of this letter is to notify you that we plan to require all VBA employees to use strong passwords to log on to applications accessed through Common Security beginning December 11, 2000.

**Why are Strong Passwords being implemented?**

Strong passwords are fundamental to the adequate security of information resources. Audits have repeatedly succeeded in penetrating VA networks because our passwords are weak. The Acting Principal Deputy Assistant Secretary for Information and Technology (005) mandated the use of strong passwords on all VA computer systems. We have already implemented strong passwords for Benefits Delivery Network (BDN), Local Area Networks (LANs) and screen savers. This effort will complete the implementation of strong passwords for VBA computer systems.

**What is a Common Security Strong Password?**

Common Security strong passwords are case sensitive, must be eight characters in length, and contain three of the following four kinds of characters:

- upper case letters
- lower case letters
- numbers
- characters that are neither letters nor numbers (like "#", "@", or "\$").

**What can employees expect?**

After close of business Friday, December 8, 2000, all users' Common Security passwords will be reset to their user-id in Uppercase. Effective December 11<sup>th</sup> employees will logon on with their UPPERCASE Common Security user-id and then will be prompted to change their password. Thereafter, passwords must be changed every ninety days.

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Director (00)

All VACO Services and Offices and Regional Offices and Centers

### **What will your IRM staff have to do?**

The Office of Information Management (OIM) modified the Common Security log on routine for the VBA applications listed below to support the implementation of strong passwords.

AVAPS	Automated Voucher Audit and Payment Systems
ACTLOG	Activity Log
BDN301	Benefits Delivery Network interface for RBA 2000
RBA 2000	Rating Board Automation 2000
CAPS	Claims Automated Processing
CHAIRS	Chapter 35 Alternate Input Replacement System
CS	Common Security CSUM
CMU	Case Management Utility
COVERS	Control of Veterans Records
CPS	Claims Processing System
ELI	Expanded Lender Information
ALPS-LP	Automated Loan Processing
LS&C	Loan Service and Claims
PIES	Personnel Information Exchange System
SHARE	Share - BDN, BIRLS, SSA, COVERS and Corporate access
VAI	Veterans Assistance Inquiry
WINRS	Waco, Indianapolis, Newark, Roanoke, Seattle

### **Network Servers**

IRM staffs will need to re-install these applications on network servers on Saturday, December 9, 2000, once notified by the Systems Implementation Office (SIO). Friday evening, December 8, 2000, IRM staff will backup network servers in the event a problem occurs and requires a roll back to the original applications. We estimate that the server installation will take approximately two to three hours to complete.

### **Employee Workstations**

Each application on the list above that is used by an employee will also have to be re-installed on their workstation. The workstation installations will be time consuming and the installation time on each workstation will depend on the number of applications to be re-installed.

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Director (00)

All VACO Services and Offices and Regional Offices and Centers

We estimate that each PC installation on average will take approximately one hour. Applications on collocated veteran service officer workstations will also need to be reinstalled by your IRM staff. We will notify veterans service organizations of this strong password implementation at the national level and request you notify them at your Regional Office (RO). We will also notify VHA, NCA and BVA Intranet BDN/Beneficiary Identification Records Locator System (BIRLS) Access (IBBA) users of this strong password change.

**Will normal weekend overtime work be available?**

Unfortunately, this installation activity will prevent employees from being able to work the normal Saturday overtime as applications they normally use to perform their work will be unavailable.

**Whom can you contact for assistance?**

The OIM Systems Implementation Division (SID) is coordinating this effort and will disseminate detailed technical instructions to your IRM staffs. Over the installation weekend, staffs of the Information Technology Support Center, Systems Implementation Office, Austin Systems Development Center and Network Support Centers will be on duty to assist ROs. Information will be provided in the form of a user notice to remind employees of the upcoming cut over to strong passwords. Questions should be referred to Bill Miller, Director, SID, who can be reached on 708-681-6809.

We appreciate your cooperation in this matter.

  
Joseph Thompson  
Under Secretary for Benefits



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Washington DC 20420

DEC - 6 2000

In Reply Refer To:

20A2

VBA Letter 20-00-47

Director (00)

All VACO Services and Offices and All Regional Offices and Centers

SUBJ: The VBA COHO Template Library - A Shortcut to Creating and Classifying Positions Using the COHO Classification System

In order to reduce the time and effort required to create and classify VBA's frequently used position descriptions (PDs) using the new COHO Classification System, a team of employees including both VBA functional experts and Human Resource specialists developed a shortcut tool called the VBA COHO Template Library.

**What is the VBA COHO Template Library?**

The VBA COHO Template Library is a repository for already-created VBA PDs that:

- reflect like work performed by significant numbers of employees
- typically apply to work done at multiple locations across VBA
- contain standardized formatting and content

**How will this Template Library aid users?**

The VBA COHO Template Library will aid users because it:

- contains properly classified PDs with primary duties provided in correct order and format
- achieves consistency for essentially similar positions across VBA
- allows users to select applicable PDs in a quick and simple fashion
- will have other information, required by the Shared Service Center (SSC) for recruitment, such as:
  - Knowledge, Skills, and Abilities (KSA)
  - Crediting Plans

### **When can I use the Template Library?**

By the end of 2000 approximately two-thirds of the most populated positions will be available in the VBA COHO Library, and more are being completed. The VBA Template Library work group is editing the next group of positions to be added to the Library. New positions such as supervisory positions for the Regional Loan Centers for Loan Guaranty and Regional Processing Offices for Education, as well as additional Veterans Service Center positions should be included in the Library in the near future.

### **Why aren't all of VBA's commonly used PDs in the Library now?**

Some positions that will be in the Library are not yet there for varying reasons. Those requiring more work will be added to the Library after:

- content revision by VBA management
- modifications to the COHO Classification System to accommodate VBA specific verbiage
- editing by members of the VBA Template Library Task Force
- additional changes to the computerized systems in order to integrate the Library with the coming COHO staffing process.

### **What are the requirements for using PDs in this Library?**

Although most PDs in the Template Library have been placed there as examples, Library PDs in certain series are intended to be used as provided in the Library, by all supervisors. This is to ensure that:

- those positions requiring certain lines of progression are not modified in any significant way
- there will be nationwide classification consistency among like positions.

The position descriptions that must be used are:

- C&P Service (Veterans Service Center) - GS-303, 930, 996 and 1801
- Education Service - GS-996 and 1801
- Loan Guaranty (Regional Loan Centers) - GS-1165
- Vocational Rehabilitation & Education Service - GS-101 and 180

Page 3.

The list may be changed from time to time, but for the most part, use of Library PDs other than those listed above are optional.

**How will users receive information about new entries into the Library?**

Users will receive e-mail bulletins sent to regional offices as the Library becomes populated with additional PDs.

**How can users recruit for the positions that cannot be created from scratch and are not in the Library?**

SSC officials have agreed on a temporary basis to allow VBA supervisors to send in paper copies of existing classified PDs and other required documents (e.g., KSAs and Crediting) for those and other one-of-a kind jobs.

After required systems modifications are completed, paper copies of PDs will no longer be accepted by the SSC.

**Who should users contact for further information?**

Contact the following two members of the VBA COHO Template Library Task Force for specific Library or technical PD development information.

Fran Tandarich at 215-842-2000, extension 4129

Janis Wood at 602-640-4824

  
Joseph Thompson  
Under Secretary for Benefits

**Attachments:**

COHO VBA Template Library Quick Reference Guide  
Listing of Template Positions

# **COHO VBA TEMPLATE LIBRARY QUICK REFERENCE GUIDE**

**(STEP-BY-STEP DIRECTIONS FOR ACCESSING, VIEWING, PRINTING AND SAVING POSITION DESCRIPTIONS IN THE COHO VBA TEMPLATE LIBRARY)**

## **1. CONNECT TO HR LINKS**

IN MOST VBA STATIONS THE HR LINKS ICON CAN BE FOUND BY FOLLOWING THIS SEQUENCE:  
- START MENU - COMMUNICATIONS, - HR LINKS ICON

## **2. THE HR LINKS MENU SCREEN WILL APPEAR**

CLICK ON THE "COHO" ICON.

## **3. TO SEE THE LIST OF VBA POSITIONS IN THE VBA TEMPLATE LIBRARY**

CLICK ON "LIST OF POSITIONS YOU CAN CREATE AND CLASSIFY IN COHO"

THE SCREEN THAT HAS "CLASSIFIABLE POSITIONS" AT THE TOP WILL APPEAR

ON THIS SCREEN CLICK ON "VBA AGENCY TEMPLATES"

YOU WILL SEE A SCREEN THAT HAS THE HEADING "LIST OF VBA AGENCY TEMPLATES CURRENTLY AVAILABLE IN COHO"

**NOTE:** THIS SECTION WILL BE UPDATED PERIODICALLY BY THE HR LINKS STAFF

## **4. TO ACTUALLY VIEW POSITIONS CURRENTLY IN THE VBA TEMPLATE LIBRARY YOU WILL NEED TO USE YOUR COHO USER ID AND PASSWORD.**

CLICK ON THE BACK ARROW OF YOUR BROWSER UNTIL YOU REACH THE MAIN COHO MENU SCREEN

CLICK ON THE GRAY "COHO" BUTTON

ENTER YOUR USER ID AND PASSWORD IN THE COHO LOGIN BOX

CLICK "OKAY"

IF YOU DO NOT HAVE A USER ID OR PASSWORD, PLEASE CONTACT YOUR HUMAN RESOURCES LIAISON

## **5. THE NEXT SCREEN THAT WILL APPEAR WILL HAVE TABS THAT SAY "NEW", "OPEN", "TEMPLATES" AND "INSTRUCTIONS"**

CLICK ON THE "TEMPLATES" TAB

## **6. A SCREEN WILL APPEAR WITH A LIST OF AVAILABLE TEMPLATES (NCA, OGC, OIG, SSC, VBA , AND VHA)**

CLICK ON "VBA TEMPLATES" - IT WILL BECOME HIGHLIGHTED

CLICK THE "OPEN" BUTTON ON THE BOTTOM LEFT OF THE SCREEN

**7. ONCE THE SCREEN WITH THE VBA TEMPLATES ON IT APPEARS, USE THE SCROLL BAR TO VIEW THE POSITIONS THAT ARE IN THE LIBRARY**

**8. TO VIEW A POSITION DESCRIPTION**

CLICK ON THE POSITION YOU WISH TO VIEW - IT WILL BECOME HIGHLIGHTED

CLICK THE "OPEN" BUTTON ON THE BOTTOM LEFT OF THE SCREEN

**9. A SCREEN THAT IS TITLED "POSITION INFORMATION" WILL NOW BE VISIBLE**

CLICK "OK" IN THE BOTTOM RIGHT OF THE SCREEN

**10. ON THE NEXT SCREEN CLICK ON THE "REPORT" HEADING**

CLICK ON THE "POSITION DESCRIPTION" OPTION

ON THE NEXT SCREEN CLICK ON "GENERATE"

A SCREEN THAT IS TITLED "POSITION DESCRIPTION OPTIONS" WILL APPEAR

CLICK ON "OK"

**11. YOU CAN NOW VIEW THE POSITION DESCRIPTION ON THE SCREEN BY USING THE SCROLL BAR**

**12. TO PRINT THE POSITION DESCRIPTION**

CLICK ON THE "PRINT" BUTTON

A SCREEN ENTITLED "COHO REPORT - MICROSOFT INTERNET EXPLORER" WILL APPEAR

UNDER THE "FILE" HEADING SELECT "PRINT" OR CLICK ON THE PRINTER ICON

CLICK "OKAY" TO OBTAIN A PRINTED COPY

**13. IF YOU WISH TO MODIFY A POSITION FOR LOCAL USE YOU WILL NEED TO**

SELECT "SAVE AS" FROM THE FILE MENU

CLICK IN THE BLOCK THAT HAS "UNTITLED" IN IT

NAME THE POSITION - IT IS SUGGESTED YOU RETITLE THE POSITION - PERHAPS YOU WILL ONLY WANT TO REPLACE VBA IN THE TITLE WITH YOUR STATION NUMBER

ONCE YOU RENAME THE POSITION, CLICK THE "SAVE" BUTTON

THIS WILL SAVE THE POSITION UNDER THE "OPEN" TAB AND IT WILL ONLY BE ACCESSIBLE WITH YOUR USER ID AND PASSWORD

ONCE THE POSITION DESCRIPTION IS SAVED IN THIS MANNER, YOU CAN THEN MAKE CHANGES, ADDITIONS, OR DELETIONS TO THE POSITION DESCRIPTION

FILE NAME	PP	SER	GR	TITLE	ORGANIZATIONAL TITLE	STATUS
AGENCY						
VBA-0101-12-28-RO (VRC)	GS	0101	12	Vocational Rehabilitation Counselor		Agency
VBA-0180-12-28-RO	GS	0180	12	Counseling Psychologist		Agency
VBA-0301-12-28-RO (ES)	GS	0301	12	Employment Specialist		Agency
VBA-0303-04-21-RO	GS	0303	4	Program Support Clerk		Agency
VBA-0305-03-21-RO (File)	GS	0305	3	File Clerk		Agency
VBA-0305-03-24-RO (Mail)	GS	0305	3	Mail Clerk		Agency
VBA-0305-04-21-RO (File)	GS	0305	4	File Clerk		Agency
VBA-0305-05-24-RO (Mail)	GS	0305	5	Mail Clerk		Agency
VBA-0334-09-20S (Austin)	GS	0334	9	Computer Specialist (Systems Analyst)		Agency
VBA-0334-09-2S-RO (CSSA)	GS	0334	9	Computer Specialist (Systems Analyst)		Agency
VBA-0334-11-20S (Austin)	GS	0334	11	Computer Specialist (Systems Analyst)		Agency
VBA-0334-11-2S-RO (CSSA)	GS	0334	11	Computer Specialist (Systems Analyst)		Agency
VBA-0334-12-20S (Austin)	GS	0334	12	Computer Specialist (Systems Analyst)		Agency
VBA-0334-12-20S (StPete)	GS	0334	12	Computer Specialist (Systems Analyst)		Agency
VBA-0334-12-2S-RO (CSSA)	GS	0334	12	Computer Specialist (Systems Analyst)		Agency
VBA-0334-13-20S (StPete)	GS	0334	13	Computer Specialist (Systems Analyst)		Agency
VBA-0343-12-OO-RO (MA)	GS	0343	12	Management Analyst		Agency
VBA-0343-13-OO-RO (MA)	GS	0343	13	Management Analyst		Agency
VBA-0343-13-21-CO	GS	0343	13	Program Analyst		Agency
VBA-0503-05-24-RO	GS	0503	5	Fiscal Accounts Clerk		Agency
VBA-0503-07-24-RO	GS	0503	7	Accounts Receivable Technician		Agency
VBA-0510-09-24-RO	GS	0510	9	Accountant		Agency
VBA-0510-11-24-RO	GS	0510	11	Accountant		Agency
VBA-0525-07-24-RO	GS	0525	7	Accounting Technician		Agency
VBA-0530-06-24-RO	GS	0530	6	Teller		Agency
VBA-0540-05-24-RO	GS	0540	5	Voucher Examiner		Agency
VBA-0963-09-21-RO	GS	0963	9	Legal Instruments Examiner (Fiduciary)		Agency
VBA-0996-09-21-RO	GS	0996	9	Veterans Claims Examiner	VSR	Agency
VBA-0996-10-21-RO	GS	0996	10	Veterans Claims Examiner	VSR	Agency
VBA-0996-10-22-RPO (Education)	GS	0996	10	Veterans Claims Examiner	Education Case Manager	Agency
VBA-0996-11-21-RO	GS	0996	11	Veterans Claims Examiner	VSR	Agency
VBA-0996-11-22-RPO (Education)	GS	0996	11	Veterans Claims Examiner	VCE - Education	Agency
VBA-0996-12-21-RO (Rating VSR)	GS	0996	12	Veterans Claims Examiner (Ratings Specialist)	Rating VSR	Agency
VBA-0996-12-22-RPO (Education)	GS	0996	12	Supv Veterans Claims Examiner	Education Supervisor	Agency
VBA-0996-13-21-CO	GS	0996	13	Veterans Claims Examiner	Senior VSR	Agency
VBA-0996-13-21-RO (MRVSR)	GS	0996	13	Veterans Claims Examiner (Instructor)/(Ratings Specialist)	Master Rating VSR	Agency
VBA-0996-13-22-RPO (Education)	GS	0996	13	Supv Veterans Claims Examiner	Assistant Education Officer	Agency
VBA-0996-14-22-RPO (Education)	GS	0996	14	Supv Veterans Claims Examiner	Education Officer	Agency
VBA-1165-09-26-RLC (LAS)	GS	1165	9	Loan Specialist (Realty)		Agency
VBA-1165-09-26-RLC (LP)	GS	1165	9	Loan Specialist (Realty)		Agency
VBA-1165-11-26-RLC (LAS)	GS	1165	11	Loan Specialist (Realty)		Agency
VBA-1165-11-26-RLC (LP)	GS	1165	11	Loan Specialist (Realty)		Agency
VBA-1165-12-26-RLC (LAS)	GS	1165	12	Lead Loan Specialist (Realty)		Agency
VBA-1165-12-26-RLC (Lead LP)	GS	1165	12	Lead Loan Specialist (Realty)		Agency
VBA-1165-12-26-RO (SAH)	GS	1165	12	Loan Specialist (Realty)		Agency
VBA-1171-09-26-RO (CV)	GS	1171	9	Appraiser		Agency
VBA-1171-11-26-RO (CV)	GS	1171	11	Appraiser		Agency
VBA-1801-10-21-RO	GS	1801	10	Field Examiner		Agency
VBA-1801-10-22-RPO (Compliance)	GS	1801	10	Education Compliance Survey Specialist		Agency
VBA-1801-11-22-RPO (ELR)	GS	1801	11	Education Liaison Representative		Agency
VBA-1801-13-22-RPO (Education)	GS	1801	13	Supv Education Compliance Survey Specialist	Chief Education Liaison Officer	Agency



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Washington DC 20420

DEC - 7 2000

In Reply Refer To:

VBA Letter 20-00-48

Director (00)

All VACO Services and Offices and Regional Offices and Centers

SUBJ: Directory of Central Office and Field Staff Management

1. The Office of Human Resources is developing a directory of central office and field staff management. The directory will provide background information and a picture of central office service and staff directors as well as each VA regional office director, assistant director, division chief, and assistant division chief or equivalent.
2. We ask that you e-mail the enclosed questionnaire about yourself, your assistant director and, if applicable, each division chief and assistant division chief, along with a digital image file containing a recent picture of you, your assistant director, division chiefs, and assistant division chiefs to VAVBAWAS/CO/STAFFDIRECTORY. Please send questionnaires as a ".doc" file. The image file format may be in either \*.tif (TIFF) or \*.jpg (JPEG). Please do not use \*.bmp (BITMAP) files. Management staff working in an "Acting" capacity may be included in this directory.
3. Please submit your ".doc and .tif or .jpg" files by December 15, 2000. Questions concerning this effort may be directed to Francene Shelton via e-mail or telephone at (202) 273-5913.

  
Joseph Thompson  
Under Secretary for Benefits

Enclosure

Name of VA Regional Office \_\_\_\_\_

### Questionnaire for Directory of Central Office and Field Staff Management

Please provide the following information about you, your assistant director, if applicable, division chiefs and assistant division chiefs or equivalent:

- Name and position title of questionnaire respondent \_\_\_\_\_
- Date of assignment to present position \_\_\_\_\_
- Brief description of career background:
  - Date began VA career \_\_\_\_\_
  - Title, date, and location of previous three career assignments  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mark all that apply.

- Education/training: Bachelors \_\_\_\_\_, Masters \_\_\_\_\_, Doctorate \_\_\_\_\_, LVA graduate \_\_\_\_\_
- Name and date of three Awards: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Significant career achievement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Special interests/hobbies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Washington DC 20420

DEC - 8 2000

VBA Letter 20-00-49

In Reply Refer To:

Director (00)  
All VA Regional Offices and Centers

SUBJ: Instructions for Completing the FY 2000 Affirmative Employment Program for Minorities and Women Accomplishment Report and FY 2001 Plan Update

1. This letter transmits instructions for the development and submission of the FY 2000 Affirmative Employment Program (AEP) for Minorities and Women Accomplishment Report and FY 2001 Plan Update. These instructions have been developed in accordance with Equal Employment Opportunity Commission (EEOC) Management Directive 714, dated October 6, 1987, and EEOC's memorandum dated August 23, 1991, (Subject: EEO-MD 714, Accomplishment Reports).

2. **VBA field stations with 100 or more full/part-time permanent employees are required to submit a full FY 2000 AEP Accomplishment Report and FY 2001 Plan Update.** VBA field stations with fewer than 100 full/part-time permanent employees are exempt from this requirement. However, the latter VBA facilities may submit the following sections of the FY 2000 accomplishment report:

- a. Title page (Page B-1);
- b. Noteworthy activities/initiatives in the area of recruitment and employment of minorities and women (Page B-6); and
- c. Narrative report of accomplishments in the prevention of sexual harassment in the work place.

3. These instructions do not pertain to VA Medical and Regional Office Centers or other non-VBA facilities where VBA employees are stationed. The Veterans Health Administration and other appropriate parent organizations will issue instructions to their field facilities.

4. In addition to the guidance provided on pages A-1 through A-5, the supplemental instructions below should be followed by VBA field facilities when preparing the full accomplishment report and program update.

a. VBA field facilities should **not** submit copies of COIN PAI reports as substitutions for the required EEOC data forms.

b. Actual numbers, **not percentages**, are required for EEOC forms 568 (pages B-4, B-5, B-9 and B-10). The numbers entered in the columns under the various racial groups on pages B-4, B-5, B-9 and B-10 should be added both vertically and horizontally with the sums placed in the "Total" columns and rows on each of the four pages.

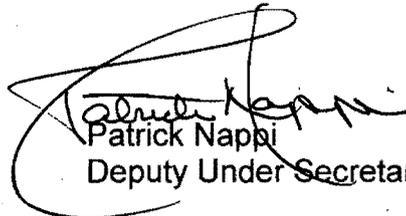
c. The numbers entered on Forms 568 (Pages B-4 and B-5) should reflect the accessions in each PATCOB group and major occupation, not the number of individuals employed in the PATCOB group or major occupation;

d. Numbers entered on Forms 568 (Pages B-9 and B-10) for the FY 2001 update should be the numbers of individuals the station hopes to recruit/hire, not the total number of individuals already employed in the PATCOB group or major occupation.

e. The major occupations for regional offices, which may be entered on Forms 568 (Pages B-5 and B-10) and Form 570 (Page B-8) include: Counseling Psychologist (series 180), Vocational Rehabilitation Specialist (series 1715), Vocational Rehabilitation Counselor (series 101), Veterans Service Representative (series 996) and Loan Specialist (series 1165). For the Hines Benefits Delivery Center, the Computer Specialist occupation (series 334) should be listed among the major (i.e., the most populous) occupations at the facility.

5. Field station personnel who are preparing the FY 2000 accomplishment report and FY 2001 plan update for the first time should consult with the individuals at their stations who had this responsibility in the past. They may also obtain assistance from Marsha A. Smith, Equal Opportunity Program Manager for VBA at Central Office, on (202) 273-6772 or Lenore Jacobs, Office of Diversity Management and Equal Employment Opportunity (06A), on (202) 273-5866.

6. All VBA field stations responding to this request should submit their FY 2000 AEP Accomplishment Report and FY 2001 Plan Update to Ms. Smith no later than **FRIDAY, JANUARY 12, 2001**. A courtesy copy should be sent to Lenore Jacobs, ODM&EEO/06.

  
Patrick Nappi  
Deputy Under Secretary for Operations

Enclosures

## INSTRUCTIONS FOR THE DEVELOPMENT OF ANNUAL ACCOMPLISHMENT REPORTS AND PLAN UPDATES FOR MINORITIES AND WOMEN

### 1. BACKGROUND

a. These instructions have been developed in accordance with the EEOC's Management Directive 714 (EEO-MD-714) dated October 6, 1989, EEOC memorandum dated August 23, 1991 (Subject: EEO-MD 714 Accomplishment Reports) and guidance issued by VA's Office of Equal Opportunity (06).

b. VA facilities with 100 or more full/part-time permanent employees are required to submit annual accomplishment reports and plan updates.

### 2. ANNUAL ACCOMPLISHMENT REPORT.

Annual accomplishments should be reported on EEOC Forms 568 (Attachment B). The following information should be reported:

a. **EEOC FORM 568: TITLE PAGE (page B-1).** This form should be completed and signed by the head of the organization or a designated official.

[**NOTE:** the signature of the head of the organization or designated official should be on the last line of the form]. Also, please ensure that the number entered on the "Total" line, for employees covered by the plan, is the sum of the numbers entered on each of the lines for the PATCOB categories (i.e., Professional, Administrative, Technical, Clerical, other and Blue Collar)].

b. **EEOC FORM 568, SUMMARY ANALYSIS OF WORKFORCE (page B-2).** Annually, in October, the Austin Automation Center distributes to each organization its workforce data in COIN PAI reports 172, 173 and 174. Using these COIN PAI reports, as of September 30, 2000, each organization should compare FY 2000 with FY 1999 data, and provide a narrative analysis of its workforce. This narrative should include an analysis of:

- (1) PATCOB categories and grade groupings
- (2) Major occupations
- (3) Current workforce with the previous year's workforce
- (4) Significant employment trends and changes in the workforce

(See Attachment D, COIN PAI Data, for the appropriate reports to use for making workforce analyses).

**c. EEOC FORM 568, ACCOMPLISHMENT REPORT OF OBJECTIVES AND ACTION ITEMS (page B-3).** To complete page B-3:

(1) Review the Report of Objectives and Action Items in previous plan updates for objectives and action items targeted for FY 2000. Transfer the information (program element, problem/barrier statement, objective, responsible official, target items and target date) pertaining to these objectives and action items to EEOC Form 568, page B-3 in the FY 2000 report.

(2) Provide a narrative on the accomplishment of objectives and action items at the bottom of page B-3. Also, provide an explanation of unachieved targeted objectives and action items. If no objectives and action items were targeted for the reporting year, indicate this on the form.

**NOTE:** Complete a separate page B-3 for each program element with FY 2000 target dates.

**d. EEOC FORMS 568, NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB (page B-4) and NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (page B-5).** To complete pages B-4 and B-5, follow the guidance provided in subparagraphs (1) and (2) below:

(1) If pages B-4 and B-5 were used to report "Planned" numerical objectives in the plan update section of last year's (FY 1999) report, transfer this information to the "Planned" rows on the FY 2000 report form. Follow the instructions for completing the "Actual" line in subparagraph (2) below.

(2) If pages B-4 and B-5 were not used, but numerical objectives were reported in last year's plan update, transfer the numerical objectives from this section onto the "Planned" line of pages B-4 and B-5. Follow the instructions provided in subparagraph (a) and (b) below for completing the "Planned" and "Actual" lines.

(a) "Planned" line – Report on this line your station's FY 2000 numerical objectives (goals) from last year's plan update.

(b) "Actual" line – Add total accessions and conversions data from COIN PAI report 174.

**NOTE:** For aggregation purposes, report all numerical objectives by whole numbers only. If numerical objectives were not established in last year's plan update, make a note of this on pages B-4 and B-5.

**e. EEOC FORM 568, NOTEWORTHY ACTIVITIES/INITIATIVES (page B-6).**

Organizations should report noteworthy activities or initiatives implemented during FY 2000 for inclusion in EEOC's annual report to Congress and the President. Report only those activities that have been successful in improving the employment and promotional opportunities for minorities and women. For example, using the upward mobility program, participating at job fairs, using special hiring authorities, using cooperative education programs and widely posting or publicizing job announcements.

**f. PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT.** Report on the accomplishment of activities identified in the FY 2000 Plan for the Prevention of Sexual Harassment. Use plain bond paper to document accomplishments.

**3. ANNUAL AFFIRMATIVE EMPLOYMENT PLAN UPDATE (FY 2001)**

**a. FY 2001 UPDATE.** Organizations should review their initial multi-year plan to ensure that all parts of the plan are updated. EEOC Form 566, in your initial AEP Plan, along with previous annual updates, should be used for the FY 2001 update. To help in identifying the FY 2001 update pages, type the word **"Update"** in the upper right corner of each page in this section. The following are some examples of items, which may need to be updated:

- (1) The EEO policy statement, when a change in the organizational head occurs;
- (2) The organizational chart, when changes in the organizational structure occur;
- (3) Addition/modification of program analysis, problem/barrier identification, report of objectives and action items, and/or plan for the prevention of sexual harassment.

**b. EEOC FORM 569, DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCOB (page B-7) AND EEOC FORM 570, DISTRIBUTION OF EEO GROUPS AND COMPARISON FOR MAJOR OCCUPATIONS (page B-8).**

Annually, organizations should compare their workforce with the appropriate Civilian Labor Force (CLF) by completing EEOC Forms 569 and 570. To complete pages B-7 and B-8, follow the guidance provided in subparagraphs (1) and (2) below:

(1) **"Agency" line** – copy on this line the percentage and number for each PATCOB category and EEO group. Use COIN PAI report 173, Change in White Collar Profile FT/PT (appropriate table), as of September 30, 2000.

(2) **"Civilian Labor Force" line** – copy on this line the corresponding CLF percentage for each PATCOB category and EEO group from the relevant geographic data listed in EEOC's 1990 Census Availability Data by PATCOB.

**NOTE:** All organizations should use **Attachment C** in completing EEOC Form 570. Use COIN PAI report 173, Change In workforce Profile by Occupational Level (appropriate table).

Also, provide an explanation of the geographic area and CLF percentages used in comparing the organization's workforce. Organizations should use the geographic area from which they recruit applicants for specific occupations or occupational categories. For example, if organizations recruit locally for an occupation, they should use local CLF data. If the organizations recruit nationally for an occupation, they should use national CLF data.

See **Attachment E** for guidance on preparing an analysis of workforce data on EEOC Forms 569 and 570.

**NOTE:** You may use the disk distributed to all VBA EEO Program Managers at the September 2000 EEO Program Managers' training conference in Orlando, FL, which contains the spreadsheet for calculating data for EEOC Forms 569 and 570 at this VHA web site:

**c. EEOC FORMS 568, NUMERICAL OBJECTIVES ACCOMPLISHMENTS BY PATCOB (page B-9) AND NUMERICAL OBJECTIVES ACCOMPLISHMENTS BY MAJOR OCCUPATIONS (page B-10).** To complete pages B-9 and B-10, follow the guidance provided in subparagraphs (1) and (2) below:

(1) **"Planned" line** – If numerical objectives by PATCOB and major occupations were established for FY 2000, they should be recorded on these pages.

(2) **"Actual" line** – leave this line blank.

**NOTE:** Pages B-9 and B-10 will be used again for reporting the "Actual" numerical objective accomplishments in the FY 2000 Annual Accomplishment Report.

#### **4. AGGREGATION (MOC AND REGIONAL LEVELS)**

a. Aggregation is completed by incorporating common concerns from field facility reports and updates into the reports and updates submitted by Major Operating Components (MOC's), and finally into a Department-wide report and update.

b. MOCs and the Department may exercise discretion in how much of the information from subordinate unit reports and updates should be included in the aggregation. Care should be taken to ensure that aggregation includes the most common concerns within the MOCs and the Department. Please note that in the workforce analysis, all grade/pay levels should be included in the aggregation. This ensures that all employees and program priorities within an organization are covered by and affirmative employment plan and report.

**NOTE:** The field station AEP report/update should be discussed with all responsible management officials and labor representatives before it is signed by the head of the organization.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**  
**ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**  
**FOR FISCAL YEAR 2000**

\*\*\*\*\*  
\* SUMMARY ANALYSIS OF WORKFORCE  
\* ACCOMPLISHMENT REPORT ON OBJECTIVES AND ACTION ITEMS  
\* NOTEWORTHY ACTIVITIES AND INITIATIVES  
\*\*\*\*\*

\_\_\_\_\_  
NAME OF ORGANIZATION

\_\_\_\_\_  
ADDRESS OF ORGANIZATION

ORGANIZATIONAL LEVEL: AGENCY \_\_\_\_\_ MOC \_\_\_\_\_ REGION \_\_\_\_\_  
COMMAND \_\_\_\_\_ INSTALLATION \_\_\_\_\_ HEADQUARTERS \_\_\_\_\_

NUMBER OF EMPLOYEES COVERED BY PLAN: TOTAL \_\_\_\_\_  
PROFESSIONAL \_\_\_\_\_ ADMINISTRATIVE \_\_\_\_\_ TECHNICAL \_\_\_\_\_  
CLERICAL \_\_\_\_\_ OTHER \_\_\_\_\_ BLUE COLLAR \_\_\_\_\_

\_\_\_\_\_  
NAME OF CONTACT PERSON/PERSON PREPARING FORMS TELEPHONE

\_\_\_\_\_  
TITLE AND TITLE OF PRINCIPAL EEO OFFICIAL TELEPHONE

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL EEO OFFICIAL DATE  
CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714

\_\_\_\_\_  
NAME AND TITLE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL

\_\_\_\_\_  
SIGNATURE OF HEAD OF ORGANIZATION OR DESIGNATED OFFICIAL DATE  
CERTIFIES THAT THIS REPORT IS IN COMPLIANCE WITH EEO-MD-714.

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**  
**ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**  
**FOR FISCAL YEAR 2000**

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**SUMMARY ANALYSIS OF WORKFORCE**

**PROVIDE A NARRATIVE WORKFORCE ANALYSIS USING THE RELEVANT CIVILIAN  
LABOR FORCE. ANALYZE OCCUPATIONAL CATEGORIES, GRADE GROUPINGS  
AND MAJOR OCCUPATIONS.**

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**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**  
**ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**  
**FOR FISCAL YEAR 2000**

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**PROGRAM ELEMENT:**

**PROBLEM/BARRIER STATEMENT:**

**OBJECTIVE:**

**RESPONSIBLE OFFICIAL:**

**TARGET DATE:**

**ACTION ITEMS:**

**RESPONSIBLE  
OFFICIAL**

**TARGET  
DATE**

**REPORT ON ACCOMPLISHMENT OF OBJECTIVE:**

NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB

OCCUPATIONAL CATEGORY	PLANNED ACTUAL	TOTAL ALL #	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #
PROFESSIONAL	PLANNED											
	ACTUAL											
ADMINISTRATIVE	PLANNED											
	ACTUAL											
TECHNICAL	PLANNED											
	ACTUAL											
CLERICAL	PLANNED											
	ACTUAL											
OTHER	PLANNED											
	ACTUAL											
BLUE COLLAR	PLANNED											
	ACTUAL											
TOTAL	PLANNED											
	ACTUAL											
	PERCENT											

**NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY MAJOR OCCUPATIONS**

SERIES NAME CATEGORY	PLANNED/ ACTUAL	TOTAL ALL #	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											

**AFFIRMATIVE EMPLOYMENT PROGRAM FOR MINORITIES AND WOMEN**  
**ANNUAL AFFIRMATIVE EMPLOYMENT PROGRAM ACCOMPLISHMENT REPORT**  
**FOR FISCAL YEAR 2000**

**NOTEWORTHY ACTIVITIES/INITIATIVES**

**LIST NOTEWORTHY ACTIVITIES/INITIATIVES WHICH HAVE BEEN SUCCESSFUL  
IN IMPROVING EMPLOYMENT AND PROMOTIONAL OPPORTUNITIES FOR  
MINORITIES AND WOMEN**

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DISTRIBUTION OF EEO GROUPS AND COMPARISON BY PATCOB

OCCUPATIONAL CATEGORY	TOTAL ALL %	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
		MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %
AGENCY PROFESSIONAL	100										
CIVILIAN LABOR FORCE	100										
AGENCY ADMINISTRATIVE	100										
CIVILIAN LABOR FORCE	100										
AGENCY TECHNICAL	100										
CIVILIAN LABOR FORCE	100										
AGENCY CLERICAL	100										
CIVILIAN LABOR FORCE	100										
AGENCY OTHER	100										
CIVILIAN LABOR FORCE	100										
AGENCY BLUE COLLAR	100										
CIVILIAN LABOR FORCE	100										

**DISTRIBUTION OF EEO GROUPS AND COMPARISON OF MAJOR OCCUPATIONS**

SERIES NAME CATEGORY		TOTAL	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
		%										
		ALL	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %	MALE %	FEMALE %
GS-- (NAME) (CATEGORY)	AGENCY	100										
	CIVILIAN LABOR FORCE	100										
GS-- (NAME) (CATEGORY)	AGENCY	100										
	CIVILIAN LABOR FORCE	100										
GS-- (NAME) (CATEGORY)	AGENCY	100										
	CIVILIAN LABOR FORCE	100										
GS-- (NAME) (CATEGORY)	AGENCY	100										
	CIVILIAN LABOR FORCE	100										
GS-- (NAME) (CATEGORY)	AGENCY	100										
	CIVILIAN LABOR FORCE	100										

NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY PATCOB

FY 2001 UPDATE

OCCUPATIONAL CATEGORY	PLANNED ACTUAL	TOTAL ALL #	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #
PROFESSIONAL	PLANNED											
	ACTUAL											
ADMINISTRATIVE	PLANNED											
	ACTUAL											
TECHNICAL	PLANNED											
	ACTUAL											
CLERICAL	PLANNED											
	ACTUAL											
OTHER	PLANNED											
	ACTUAL											
BLUE COLLAR	PLANNED											
	ACTUAL											
TOTAL	PLANNED											
	ACTUAL											
	PERCENT											

**NUMERICAL OBJECTIVE ACCOMPLISHMENTS BY MAJOR OCCUPATIONS**

FY 2001 UPDATE

SERIES NAME CATEGORY	PLANNED ACTUAL	TOTAL ALL #	WHITE		BLACK		HISPANIC		ASIAN AMERICAN PACIFIC ISLANDER		AMERICAN INDIAN ALASKAN NATIVE	
			MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #	MALE #	FEMALE #
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											
GS-- (NAME) (PATCOB)	PLANNED											
	ACTUAL											

**MAJOR OCCUPATIONS IN THE DEPARTMENT OF VETERANS AFFAIRS  
OCCUPATIONAL SERIES**

**PROFESSIONAL**

1. Vocational Rehabilitation Counselor (P- 101) \*
2. Psychologist (P- 180) \*
3. Social Worker (P-185)
4. Physician (P- 602)
5. Dentist (P- 680)
6. Nurse (P- 610)
7. Medical Technologist (P- 644)
8. Pharmacist (P- 660)

**ADMINISTRATIVE**

9. Computer Specialist (A- 334) \*
10. Veterans Service Representative (A- 996) \*
11. Loan Specialist (A- 1165) \*
12. Vocational Rehabilitation Specialist (A- 1715) \*

**TECHNICAL**

13. Accounting Technician (T- 525)
14. Medical Technician (T- 645)
15. Diagnostic Radiologic Technologist (T-647)
16. Medical Machine Technician (T- 649)
17. Pharmacy Technician (T- 661)
18. Purchasing (T- 1105)
19. Physician Assistant (T- 603)
20. Psychology Aid (T- 181)

**WAGE**

21. Cemetery Caretaker (W- 4754)

**\* = Denotes major occupations for the Veterans Benefits Administration**

## COIN PAI DATA

### WORKFORCE PROFILES

Annually, the Austin Automation Center in Austin, Texas, distributes COIN PAI reports 172, 173 and 174 to each VA field and Central Office organization. This workforce data covers full-time and part-time permanent employees.

Workforce data is critical for the evaluation of the organization's progress and Department-wide trends for the annual report to the Equal Employment Opportunity Commission. Use of the COIN PAI reports will ensure uniformity of data and will facilitate workforce analysis. Each organization is responsible for ensuring that its workforce data is accurate. Using the appropriate COIN PAI reports listed below, each organization should provide a summary analysis of the workforce by PATCOB category, grade groupings and major occupational series. Organizations should also identify employment trends, which may require corrective action or further study.

a. PATCOB Categories by EEO Group

COIN PAI report 173: Use appropriate tables - Change in Workforce Profile by Occupation/Level or Change in White Collar, EEO Profile, FT/PT

b. Grade Groupings by EEO Group for White and Blue Collar Positions

COIN PAI report 172: Use appropriate tables - Workforce Profile by Grade/Pay Level or Change in Workforce Profile for White/Blue Collar Positions FT/PT.

c. Major Occupations

COIN PAI report 173, Change in Workforce Profile by Occupational/Level (appropriate table).

d. Current Year's Workforce with Previous Year's Workforce

COIN PAI report 172, Change in Workforce Profile by Grade/Pay Level (appropriate table).

- e. Provide a summary describing significant employment changes and trends in the organization's workforce. This element should be used to select areas for affirmative employment initiatives.

**NOTE:** COIN PAI reports 172 and 173 are distributed to field stations on March 31<sup>st</sup> and September 30<sup>th</sup>.

Use COIN PAI report 174, Personnel Transactions, to identify trends and changes in promotions, separations, accessions, transfers, and conversions. Report distribution is quarterly, December 31<sup>st</sup>, March 31<sup>st</sup>, June 30<sup>th</sup> and September 30<sup>th</sup>.

## ANALYSIS OF WORKFORCE DATA

This attachment provides guidance on how to analyze workforce data on EEOC Forms 569 and 570 and how to identify employment trends for affirmative action efforts or additional study.

### EXAMPLE 1

1. EEOC Forms 569 and 570 (pages B-7 and B-8). Compare the percentages for each EEO group by PATCOB categories and for major occupations, as follows:

(a) % of group in employment category

(divided by)

(b) % of group in relevant CLF x 100

**NOTE:** Round percentages to the nearest tenth of a decimal point. For example, 33.09 rounds to 33.1%; 4.96 round to 5.0%; 55.33% rounds to 55.3%.

2. If the percentage for an EEO group in the Agency row (top row) is greater than the corresponding percentage in the Civilian Labor Force (CLF) row (bottom row), the organization does not need to initiate affirmative action efforts for this EEO group.

3. If the percentage for an EEO group in the Agency row is less than the corresponding percentage in the CLF, a conspicuous absence or manifest imbalance may exist. Organizations may need to establish numerical objectives (goals) and/or initiate actions for recruitment and barrier analysis for this EEO group and PATCOB/major occupational category.

4. A "Manifest imbalance" exists when a minority group and/or women in the organization's workforce are 26 to 75 percent of the CLF.

5. A "Conspicuous absence" exists when a minority group and/or women in the organization's workforce are 25 percent or less than the CLF.

By focusing attention on areas where an EEO group is not fully represented, the organization might be able to identify recruitment strategies for increasing the number in the EEO group showing a manifest imbalance or conspicuous absence.

Conversely, by studying areas where an EEO group is making progress, the organization might identify successful recruitment strategies that could be adapted to other areas where little or no progress is occurring.

## **EXAMPLE 2**

### Grade Groupings

Identify grade groupings in which EEO groups are concentrated or are few in numbers. This kind of analysis would assist the organization in identifying strategies, such as upward mobility, that would contribute to the advancement of minorities and women in the organization.