

November 19, 2009

**GENERAL PAY INCREASE AND SPECIAL RATES APPROVED  
UNDER TITLE 38 UNITED STATES CODE (U.S.C.) 7455  
(REPORT CONTROL NUMBER (RCN) 05-0827)**

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive authorizes approval of a general pay increase equal to the amount of the basic General Schedule (GS) increase effective January 3, 2010, for employees being paid special rates authorized under Title 38 United States Code (U.S.C.) 7455, when necessary to ensure adequate staffing or competitive pay rates.

**2. POLICY:** It is VHA policy to increase the GS rate of special rates authorized under 38 U.S.C. 7455 by an amount equal to the basic GS increase when necessary to ensure adequate staffing or competitive pay, and local funds are available to support the amount of the adjustment.

**3. ACTION**

a. **Facility Director.** The facility Director is responsible for reviewing a summary of the special rate authorizations covered by the annual review to determine if an increase is necessary. Human Resources Information Service distributed the summary to facilities through the Roger Software Development (RSD) (on-line viewing) by October 30, 2009. On RSD the report name is SSR REVIEW 2010. It is recommended that facility Directors notify the local exclusive labor union and employees of any decision not to authorize an increase. If an adjustment is not necessary, the facility Director must ensure that:

(1) The signed certifications are formatted in the manner shown in Attachment A.

(2) The signed certifications are submitted no later than December 4, 2009, to the appropriate Network Director (10N *insert Veterans Integrated Service Network number/055*) for coordination and processing.

(3) Copies of signed certifications are faxed to the Compensation and Classification Service (055) at 202-208-2434. If a certification that “an increase is not necessary” is not received in 055 by December 11, 2009, the occupation will receive the GS increase.

***NOTE:** If the facility Director certifies that an increase is not necessary for a special rate established under the fixed percentage supplement method (in accordance with the Office of Human Resources Management’s HRML 05-09-01 dated March 12, 2009) a new authorization must also be submitted to reduce the fixed percentage supplement rate. It is important to indicate, on the certification form (Att. A), whether or not the special rate was established with a*

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*fixed percentage supplement as the Compensation and Classification Service will contact the local Human Resources Management Service (HRMS) and provide additional instructions for submitting a new authorization.*

b. **VA Central Office Compensation and Classification Service (055).** VA Central Office Compensation and Classification Service (055) staff are responsible for contacting the facility Human Resources Management Service (HRMS) to confirm receipt of certification that “an increase is not necessary.” If the facility HRMS contact person has not received confirmation by December 18, 2009, the certification was not received by Compensation and Classification Service (055), and the occupation will receive the GS increase, unless immediate action is taken. Increases granted as a result of certifications received past the deadline may not be rescinded.

*NOTE: Advisory assistance on the provisions of this Directive may be obtained by contacting the Compensation and Classification Service (055) representative handling special rates for your facility.*

**4. REFERENCES**

a. Title 38 U.S.C. 7455.

b. VA Handbook 5007, Part VI.

**5. FOLLOW-UP RESPONSIBILITY:** The Office of Human Resources Management (055) is responsible for the contents of this Directive. Questions may be directed to 202-461-7818.

**6. RESCISSION:** VHA Directive 2008-068 is rescinded. This VHA Directive expires November 30, 2014.

Gerald M. Cross, MD, FAAFP  
Acting Under Secretary for Health

Attachment

DISTRIBUTION: E-mailed to the VHA Publications Distribution List 11/23 /2009

ATTACHMENT A

**SAMPLE FORMAT FOR  
CERTIFICATION THAT AN INCREASE IN SPECIAL RATES IS NOT NECESSARY**

I certify that existing special rates are competitive and an increase equivalent to the general schedule increase is not necessary to maintain adequate staffing.

Occupation

Reason

Medical Technologist, GS-644

Current rates are competitive with non-Federal health care facilities.

This schedule \_\_\_\_\_ established under the fixed percentage supplement rate method.  
(was or was not)

1. Signature of certifying Official: \_\_\_\_\_  
(Facility Director)

2. Facility: \_\_\_\_\_  
(Enter Facility Name and Station Number)

3. Human Resources Management Service Contact Person, Telephone Number, and Date:

\_\_\_\_\_  
(Human Resources Management Service Contact Person)

Telephone Number \_\_\_\_\_

Date: \_\_\_\_\_