



**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES  
NATIONAL VETERANS AFFAIRS COUNCIL #53**

**Affiliated with the AFL - CIO  
Mid-Term Bargaining Committee**

<b>Oscar L. Williams Jr., Chair</b> 2 <sup>nd</sup> Exec. V-President 29 Lake Street Danville, IL 61832-6101	<b>Bill Wetmore, Member</b> 3 <sup>rd</sup> Exec. V-President 2319 Alava Court Waldorf, MD 20603	<b>Willie Haywood, Member</b> 6 <sup>th</sup> Dist. Rep., NVAC 17705 Garden Blvd. Cleveland, OH 44128	<b>Jeff Sladek, Member</b> 13 <sup>th</sup> Dist. Rep., NVAC VAMC 3601 S. 6 <sup>th</sup> Ave. Tucson, AZ 85723	<b>Stephanie Starks, Member</b> National Rep., NVAC VAMC Philadelphia Philadelphia, PA 19104
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November 26, 2012

Leslie B. Wiggins, Deputy Assistant Secretary  
Office of Labor Management Relations (LMR)  
Department of Veterans Affairs  
810 Vermont Avenue, NW Bldg. 1575  
Washington, DC 20420

Subject: VA Handbook 5007 Pay Administration, Recruitment, Relocation and Retention  
Incentives

Dear Ms. Wiggins:

In accordance with Article 47 Section 2 C., of the Master Agreement the National VA Council #53 is formally demanding to bargain on VA Handbook 5007 cited above within the Department. Please provide the above named Mid-Term Bargaining Committee with all information and/or data related to the subject. The negotiations of this matter should normally begin no later than twenty (20) workdays after the Management Chief Negotiator receives our demand to bargain.

Please cease and desist any implementation until the bargaining obligation has been met. The named NVAC's Mid-Term Bargaining Committee may request a briefing over the cited subject above, before sending any proposals. If you have any questions please call me at (217) 554-4866.

Sincerely,

Oscar L. Williams, Jr.  
Chairperson, Mid-Term Bargaining Committee  
2<sup>nd</sup> Executive Vice President  
National VA Council #53

cc: Alma L. Lee, President National VA Council #53  
NVAC Executive Committee

**AFGE: Good Government We Are Ready!**



**DEPARTMENT OF VETERANS AFFAIRS**  
Deputy Assistant Secretary for  
**OFFICE LABOR-MANAGEMENT RELATIONS**  
Washington DC 20420

NOV 21 2012

Oscar L. Williams, Jr.  
2<sup>nd</sup> Executive Vice President  
National VA Council AFGE  
29 Lake Street  
Danville, IL 61832

Dear Mr. Williams:

The VA Office of Inspector General (OIG) conducted an administrative investigation (Report No. 10-02887-30, issued November 14, 2011) and found VA's existing policy concerning the recruitment, relocation and retention incentive program lacked clear guidance, oversight and training. Based on the OIG review and subsequent report, the Department has revised VA's policy in order to provide additional guidance, and new instructions that will be used when requesting, approving and monitoring all recruitment, relocation and retention incentives.

The additional guidance, clarification and new instructions will significantly benefit facilities by providing an enhanced policy revision and new forms that will be used in order to meet the requirements found in 5 CFR Part 575. The enhanced policy revision also meets the recommendations made by the OIG and to provide periodic monitoring and oversight to ensure compliance with regulations.

This policy revision also reflects the Office of Personnel Management's guidance and recommendation to strengthen and improve the administration of the recruitment, relocation and retention incentive program and to ensure strategic and prudent use of each incentive.

Enclosed for your review and comment is VA Handbook 5007, Pay Administration which contains mandatory VA procedures on pay administration. The pages in this issuance replace the corresponding page numbers in VA Handbook 5007. Due to the significant number of changes, the entire chapters 1, 2 and 3 related to recruitment, relocation, and retention incentives and related appendices are replaced in their entirety. These changes will be incorporated into the electronic version of VA Handbook 5007 that is maintained on the Office of Human Resources Management Website. Significant changes include:

- a. Revises approval levels for all incentives.
- b. Requires mandatory review and reauthorization of all retention incentives.
- c. Establishes annual certification and reporting requirements for all incentives.
- d. Revises and limits payment options and methods.

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- e. Requires advertisement of incentives on vacancy announcements.
- f. Automatically terminates retention incentives lacking an annual review.
- g. Adds authorization forms.
- h. Clarifies that for re-employed annuitants, the employee's salary before any offset for annuity will be used to compute incentive amount.

The proposed implementation date is December 22, 2012. If you would like to discuss or a briefing, please contact Edson Morales no later than December 21, 2012. Edson can be reached at (631) 261-4400 extension 2746 or [Edson.Morales@va.gov](mailto:Edson.Morales@va.gov). Questions regarding this handbook should be addressed to Debra Doty at (757) 728-3381 or [Debra.Doty@va.gov](mailto:Debra.Doty@va.gov).

Sincerely yours,



Leslie Wiggins  
Deputy Assistant Secretary  
for Labor-Management Relations

Enclosures

**Received**

**NOV 26 2012**

Nat'l VA Council  
Midterm Bargaining Committee