



DEPARTMENT OF VETERANS AFFAIRS
Atlanta Medical Center
1670 Clairmont Road
Decatur, GA 30033

Reply Refer to: 508/05

Date December 7, 2015

To Whom It May Concern:

Employment Verification Letter

Jane Doe MD began employed at the Department of Veterans Affairs at the Atlanta medical Center, Decatur, Georgia, on October 10, 2010, on an excepted appointment as a full-time Physician in our Geriatric Rehabilitation Services Department, VM grade 15 step 03, base pay of \$106,621 and market pay of \$69,013 for a total annual salary of \$175,634.

When you review her pay check stub please look under Current Earnings to see her full annual salary.

The first amount is her bi-weekly base pay salary \$4,100.74 and the second amount is her bi-weekly market pay salary \$2,654.40. In order to get her yearly base and market pay amounts listed above. You must take those two amounts and multiply them by 26 because we have 26 pay periods per year.

Base Pay $\$4,100.74 \times 26 = \$106,619$

Market Pay $\$2,654.40 \times 26 = \$69,014.4$

The Department of Veterans Affairs utilizes a three-tiered salary system for Physicians and Dentists. It is comprised of Base Pay, Market Pay and Performance Pay.

(1) Basic Pay – Basic Pay is determined by the number of creditable years they have served the VA. There are fifteen steps in the Base Pay scale. If they do not have prior VA Service, they are assigned to Step 1. Every two years, they will be eligible for a step increase in their Base Pay.

(2) Market Pay - This component of basic pay is intended to reflect the recruitment and retention needs for the specialty or assignment of a particular VHA physician or dentist. Market Pay is determined by a Compensation Panel. The Market Pay must be reviewed at least once every two years. A Compensation Panel will review the Market Pay for each physician and dentist and recommend an appropriate tier and Market Pay amount based on the criteria in VA Handbook 5007. ANNUAL PAY is comprised of Base Pay and Market Pay. the Annual Pay will be used to compute retirement benefits, life insurance, thrift savings plan,

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and lump-sum annual leave payments

(3) Performance Pay - A component of compensation paid to recognize the achievement of specific goals and performance objectives prescribed on a fiscal year basis by an appropriate management official. Performance Pay is a maximum of \$15,000 or 7.5% of their annual pay. The period of evaluation for the purposes of Performance Pay is October 1 through September 30. Performance Pay is not used for the computation of benefits. Goals related to Performance Pay will be communicated to you by your Supervisor or Service Chief.

If you have any questions or need and further information feel free to contact the Human Resources Staffing and Recruitment Specialist Tanae C. McNeal, M.M., at (404) 321-6111 Dial 1 then enter in Extension 121153 Tanae.McNeal@va.gov or by fax at (404) 370-3877

Sincerely,

Tanae C. McNeal, MM,
Human Resources Staffing and Recruitment Specialist