STAFFING DATA FOR INFORMATION TECHNOLOGY WORKERS (FORM B)

I - STAFFING STATUS

The staffing data presented on this page should represent a snapshot of the staffing situation for each skill category at two specific times, the beginning date and the ending date.

All numbers should be current to within 60 days of submission, if possible.

Definitions of categories (At beginning date/ending date):

On Board	Total filled positions in the grade and skill category at that time.
Vacant Positions	Total positions you were trying to fill in the grade and skill category, at that time, with appropriate authority and funding.
Total Positions	The sum of the on board and vacant positions at that time.

Skill Category _____

Beginning Date _____/_____/_____   Ending Date _____/_____/_____

GS Grade	Beginning Snapshot			Ending Snapshot		
	On Board +	Vacant Positions =	Total Positions	On Board +	Vacant Positions =	Total Positions

II – RECRUITMENT AND TURNOVER

The data presented on this page should represent recruiting and turnover that occurred during the entire reporting period as defined by the beginning snapshot date for the particular skill category identified on page 1.

Definition of categories:

Recruitment during the period:

Positions Tried to Fill	Number of vacancies the agency *tried to fill, with appropriate authority and funding.*
Offers Made	The number of bona fide offers of employment made to persons within and outside the Federal service, under any appointing authority, who met all pre-employment screening required by your agency.
Number Hired	The total number of persons hired by your agency in the skill category and grades covered.

Turnover during the period:

Losses	Total number of losses at the grade, for all reasons, *which resulted in a recruiting action*.
Quits	Total number of employees who left Federal employment and *whose loss resulted in a recruiting action*.
Quits for Pay	Total separations of persons leaving Federal service to take an equivalent position outside the Government, in the same skill category and location, *because the salary was higher*.

Skill Category _____

GS Grade	Recruitment During the Period			Turnover During the Period		
	Positions Tried to Fill	Offers Made	Number Hired	Losses	Quits	Quits for Pay