

**DEPARTMENT OF VETERANS AFFAIRS
PERSONNEL ACCOUNTABILITY**

- 1. REASON FOR ISSUE:** To establish the Department of Veterans Affairs policy and responsibilities for personnel accountability.
- 2. SUMMARY OF CONTENT/MAJOR CHANGES:** This Directive sets forth the policies and responsibilities for implementing and managing personnel accountability. The directive:
 - a. Establishes the personnel accountability oversight responsibilities.
 - b. Identifies the roles and responsibilities associated with personnel accountability.
 - c. Requires each Under Secretary, Assistant Secretary, and Other Key Official to comply with responsibilities in support of this departmental Directive.
- 3. RESPONSIBLE OFFICE:** The Office of Human Resources and Administration (006) and Office of Administration (03).
- 4. RELATED HANDBOOK:** None.
- 5. RESCISSIONS:** None.

CERTIFIED BY:

/s/
Stephen W. Warren
Executive in Charge and
Chief Information Officer,
Office of Information and Technology

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
Gina S. Farrisee
Assistant Secretary for
Human Resources and Administration

Distribution: Electronic

**DEPARTMENT OF VETERANS AFFAIRS
PERSONNEL ACCOUNTABILITY**

1. PURPOSE: The purpose of this Directive is to establish Department-wide policy and responsibilities for personnel accountability.

2. POLICY:

a. The Department will maintain an enterprise capability Personnel Accountability System (PAS). The capability will meet continuity of operations in support of the Department of Veterans Affairs Primary Mission Functions. The capability will ensure personnel safety and security in response to emergencies and daily operations.

b. The Department will deploy the enterprise VA Notification System (VANS) as an emergency notification system (ENS). All VA organizations will utilize VANS for their emergency alert notification requirements.

c. The Department will ensure emergency contact information is current and protected in accordance with Federal Law, Executive Orders, and Veterans Affairs Directives.

3. RESPONSIBILITIES:

a. The Secretary of Veterans Affairs will:

(1) Ensure that all VA employees have the capability to account for themselves in times of emergency and are able to receive alert notifications as part of a Comprehensive Emergency Management Program.

(2) Delegate authority to ensure implementation of this Directive and all policies, roles, and responsibilities herein to the Assistant Secretary for Human Resources and Administration.

b. Assistant Secretary for Human Resources and Administration will:

(1) Ensure the development, dissemination, and implementation of a Department personnel accountability system that is in alignment with VA's Comprehensive Emergency Management Program and the National Incident Management System (NIMS).

(2) Direct the personnel accountability program management and operational activities.

(3) Serves as the Veterans Affairs Crisis Response Team personnel accountability principle.

(4) Designate Kent DeHoney, Chief, Building Management/Emergency Manager, as program manager for VA PAS.

c. Assistant Secretary for Information and Technology (AS/IT). The AS/IT or Designee will:

- (1) Authorize VA Personnel Accountability System and increments in accordance with the Project Management Accountability System (PMAS).
- (2) Approve funding needed for project via the Budget Operating Plan (BOP).
- (3) Ensure compliance with PMAS policies and directives.
- (4) Appoint a COR to oversee program integration and resolve problems, conflicts and oversee training.

d. Under Secretaries, Assistant Secretaries, and Other Key Officials will:

- (1) Provide the Office of Administration with an organizational point of contact that will be responsible for employee and supervisor training, exercises, system tests and entry of employee, contractor, and VA affiliate personal telephone and electronic contact information.
- (2) Ensure that each administration appoints a representative/liaison and emergency coordinators to manage personnel accountability for their Administration, Staff Office, or Organization.
- (3) Ensure resources, materials, and equipment are readily available and key personnel are identified and trained to support Departmental and organizational employee accountability and alert notification actions.
- (4) Ensure the organizational personnel accountability system is exercised at least annually.
- (5) Designate an individual (e.g., an emergency coordinator) and an alternate who will represent the organization regarding the organization's personnel accountability responsibilities.

e. Emergency Coordinator will:

- (1) Complete the Emergency Coordinators Computer Based Training (CBT) for Emergency Coordination Representative.
- (2) Initiate emergency notification messages to employees, contractors, subcontractors and affiliates as directed by area/staff office leadership when required by local events.
- (3) Report status of events through the leadership back to the VA Integrated Operations Center.

f. Human Resources Representative/Liaison will:

(1) Ensure that individual employees, contractors, and VA affiliates update telephone and electronic contact information as changes occur.

(2) Ensure that personnel accountability is included as part of the onboarding/off boarding of all employees, contractors, subcontractors and VA affiliates working on a VA site or location.

g. Managers and Supervisors will:

(1) Ensure that individual employees, contractors, subcontractors and affiliates working on a VA site of location update telephone and electronic contact information as changes occur.

(2) Ensure that new employees/contractors, subcontractors and affiliates working on a VA site or location meet personnel accountability requirements.

h. Employees and Contractors and subcontractors and affiliates working on a VA site or location will:

(1) Provide, at a minimum, the following information for personnel accountability (all other contact information is optional):

(a) Work location address.

(b) Work number.

(c) Government issued cellular telephone number.

(d) Government e-mail.

4. REFERENCES:

a. Federal Continuity Directive1 (FCD 1), Federal Executive Branch National Continuity Program and Requirements, October 2012.

b. National Communications System Directive 3-10, Minimum Requirements for Continuity Communications Capabilities, July 25, 2007. (Classified Document)

c. National Incident Management System (NIMS), December 2008.

d. National Response Framework, January 2008, National Security Presidential Directive-51/Homeland Security Presidential Directive-20, National Continuity Policy, May 9, 2007.

- e. Presidential Policy Directive 8 (PPD-8), March 30, 2011.
- f. VA Directive 0320, Comprehensive Emergency Management Program, August 13, 2012.
- g. VA Directive 6071, Project Management Accountability System (PMAS), February 20, 2013.