



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

October 5, 2018

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES, AND
OTHER KEY OFFICIALS**

SUBJECT: Delegation of Authority to Approve Personnel Actions

1. DELEGATION. Under the authority vested in me as Secretary of the Department of Veterans Affairs (VA) and pursuant to 38 United States Code (U.S.C.) § 512, I delegate to the Deputy Secretary, Chief of Staff, Under Secretaries, Assistant Secretaries, or Other Key Officials the authority, within their respective supervisory spans of control, to perform the following actions:

- a. Approve, except as noted in the restrictions below, all personnel actions for the following positions:
 - All VA Central Office (VACO) and field positions in the Senior Executive Service/Title 38 equivalent, Senior Level series, Experts, and Consultants following review by the Corporate Senior Executive Management Office (CSEMO) and concurrence by the Assistant Secretary for Human Resources and Administration;
 - All Veterans Health Administration and Veterans Benefits Administration director, associate director, and assistant director positions at the GS-15 level in the field; and those VACO positions at the GS-15 level and above;
 - All positions listed in 38 U.S.C. § 7306;
 - Positions of director of service and equivalent in VACO;
- b. Approve all Permanent Change of Station actions for which the Secretary retains prior approval authority;
- c. Take appropriate action when a finding of intentional discrimination is made against an employee; and
- d. Approve all recruitment, relocation, and retention incentives following review by CSEMO and concurrence by the Assistant Secretary for Human Resources and Administration.

2. AUTHORITY. 38 U.S.C. § 512, 38 U.S.C. § 516(d), VA Directive 0000, Delegations of Authority, VA Handbook 5001, Part II, Appendix A, Positions for which the Secretary Retains Prior Approval Authority (April 15, 2002), VA Financial Policy, Volume XIV, Chapter 8.

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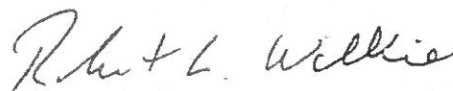
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3. RESTRICTIONS.

- a. The following personnel actions are not subject to this delegation: Non-Career Senior Executive Service, Schedule C, and Veterans Law Judge appointments; Secretary Honor Awards; Presidential Rank Awards; and annual summary ratings, performance-based awards, and pay adjustments for executives.
- b. In exercising the authority delegated by this Memorandum, a delegate shall ensure that the action taken conforms to the rules and regulations governing VA and the policies and procedures prescribed by the Secretary.
- c. Nothing in this Memorandum precludes the Department's Executive Resources Board from exercising authorities delegated to its membership in serving as the Department's governing board for executive resources policy and management.
- d. Nothing in this Memorandum precludes the Secretary from exercising any of the authorities delegated herein.

4. REDELEGATION. This authority may not be re-delegated.

5. EFFECTIVE DATE. All actions pursuant to any authority delegated prior to this Memorandum or pursuant to any authority delegated by this Memorandum taken prior to and in effect on the date of this Memorandum are ratified and remain in force as if taken under this Memorandum, unless or until rescinded, amended, or suspended. This delegation of authority is effective upon signature.



Robert L. Wilkie