



**DEPARTMENT OF VETERANS AFFAIRS**  
**ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION**  
**WASHINGTON DC 20420**

**JUL - 3 2019**

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

**SUBJECT: Delegation of Authority to Approve or Deny Phased Retirement  
Requests**

1. **DELEGATION.** Authority is delegated to the Chief Human Capital Officer to approve or deny phased retirement requests for VA employees in accordance with VA Handbook 5009/12 Part V, Phased Retirement, Section 2(a), dated June 6, 2016. This delegation does not change the authority of the Assistant Inspector General for Management and Administration to approve or deny phased retirement requests for employees of the Office of Inspector General.
2. **AUTHORITY.** VA Handbook 5009/12 Part V.
3. **RESTRICTIONS.** None. This delegation cancels and supersedes all previous delegations of authority that may conflict with this delegation.
4. **REDELEGATION.** None.
5. **EFFECTIVE DATE.** This delegation of authority is effective upon signature and will remain in effect until rescinded.

  
Daniel R. Sitterly