

**Department of
Veterans Affairs**

Memorandum

Date: **SEP 03 2019**

From: Chief of Staff (00A)

Subj: Chief of Staff Signature on Documents

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

1. In order to respond to our stakeholders in a more efficient manner, effective immediately, I will sign the following documents on behalf of the Secretary:

- Government Accountability Office report letters to Congress;
- Federal Register Notices, Rules, and Regulations;
- Testimony and Questions for the Record; and
- All Employee Messages.

These documents should be prepared for my signature when they are submitted to the Office of the Executive Secretary (EXECSEC) for review.

2. In addition, EXECSEC will task the following types of correspondence to be signed by the Under Secretary, Assistant Secretary, or Other Key Official of the responsible organization:

- Constituent mail (non-Congressional letters from Veterans and Congressional constituent mail); and
- Complimentary and executive courtesy letters.

Please follow EXECSEC's tasking and dispatch instructions when completing those types of correspondence.

3. Also, the Office of Special Counsel extension requests will now be signed by Ms. Carrie A. McVicker, Executive Secretary.

4. Please send any questions to Ms. Carrie A. McVicker, Executive Secretary, at Carrie.McVicker@va.gov.



Pamela Powers



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

AUG 22 2019

MEMORANDUM FOR THE CHIEF OF STAFF

SUBJECT: Delegation of Authority to Sign on Behalf of the Secretary

1. **DELEGATION.** This memorandum delegates to the Chief of the Staff the authority to review and sign all documents that would otherwise be reviewed and signed by the Secretary with the exception of those documents that relate to authorities which, by statute, may not be delegated.
2. **AUTHORITY.** 38 United States Code § 512
3. **RESTRICTIONS.** None. This delegation cancels and supersedes all previous delegations of authority.
4. **REDELEGATION.** The Chief of Staff may not re-delegate this authority.
5. **EFFECTIVE DATE.** This delegation of authority is effective upon signature and will expire 2 years after the date delegated.

A handwritten signature in cursive script, reading "Robert L. Wilkie", is positioned above the printed name.

Robert L. Wilkie