



**THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON**

JUL 24 2019

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

SUBJECT: Delegation of Authority to Approve Personnel Actions (199709)

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 and 5 U.S.C. § 302, I delegate to the Deputy Secretary, Chief of Staff, Under Secretaries, Assistant Secretaries, or Other similar Key Officials the authority, within the scope of their respective supervisory control, the ability to perform the following actions:

- a. Approve, except as noted in the restrictions in paragraph 3, all personnel actions (e.g., details, reassignments, appointments, transfers, repurposing existing allocations assigned to their organization) for the following positions:
 1. All VA Central Office (VACO) and field positions in the Senior Executive Service (SES)/Title 38 SES equivalent (SES EQV), Senior Level (SL) series, Experts, and Consultants. Prior to approval, the request must be reviewed by the Corporate Senior Executive Management Office (CSEMO) and concurred on by the Assistant Secretary for Human Resources and Administration/Operations, Security and Preparedness (HRA/OSP) or designee;
 2. All Veterans Health Administration, Veterans Benefits Administration, and National Cemetery Administration director, associate director, and assistant director positions at the GS-15 level in the field;
 3. All positions aligned to VACO at the GS-15 level and above; and
 4. All positions listed in 38 U.S.C. §§ 7306 and 7401.
- b. Approve all Permanent Change of Station (PCS) actions for SES/Title 38 SES EQV and SL positions which the Secretary retains prior approval authority; and
- c. Approve all recruitment, relocation, and retention incentives for SES/Title 38 SES EQV and SL positions. Prior to approval, the request must be reviewed by CSEMO and concurred on by the Assistant Secretary, HRA/OSP or designee.

2. AUTHORITY. 38 U.S.C. §§ 512, 516(d); 41 Code of Federal Regulations § 302-2.102; 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).

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3. RESTRICTIONS.

- a. The following personnel actions are not subject to this delegation: Non-Career SES, Schedule C, and Veterans Law Judge appointments; Secretary Honor Awards; Presidential Rank Awards; 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. This authority includes decision(s) on establishment of new VACO and field positions in the SES and SL and the use of Department available allocations.
- d. Nothing in this memorandum precludes the Secretary from exercising any of the authorities delegated herein.

4. RE-DELEGATION. Personnel actions for GS-15 positions to include PCS and recruitment, relocation, and retention incentives, may be re-delegated to the SES regional/district/Veterans Integrated Service Networks director level for field positions or the first level SES for positions that are aligned to VACO. No further re-delegations are authorized.

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. This delegation of authority will expire 2 years after signature unless the Secretary, and only the Secretary, waives the 2-year limit and directs that the delegation will remain in effect for up to 4 years.



Robert L. Wilkie