

DEPARTMENT OF
VETERANS AFFAIRS

Memorandum

Date: July 7, 2020

From: Secretary (00)

Subj: Delegation of Authority – Approval of Certain Special Contribution Awards in Response to the COVID-19 National Emergency (VIEWS 2622517)

To: Under Secretaries, Assistant Secretaries and Other Key Officials

1. **DELEGATION.** This memorandum delegates to the Department of Veterans Affairs (VA) Under Secretaries, Assistant Secretaries and Other Key Officials at an equivalent level, the authority to approve up to \$10,000 for individual special contribution awards, and group special contribution awards up to \$25,000 (provided no one group member receives more than \$10,000), for making a contribution by performing a special act or service in the public interest in connection with COVID-19 response efforts.

2. **AUTHORITY.** 5 U.S.C. §§ 302, 4502 and 4503, and 38 U.S.C. §§ 303, 512 and 7421.

3. **REFERENCES.** 5 C.F.R. § 451; VA Directive 0000, *Delegations of Authority*; VA Directive 5001, *System of VA Human Resources Management Directives and Handbooks General Introduction and Administration*; and VA Handbook 5017, *Employee Recognition and Awards, Part I, General Provisions, and Part III, Recognizing Individual and Group Contributions*.

4. **RESTRICTIONS.** This delegation is only applicable to special contribution awards granted in response to the COVID-19 public health emergency. Except as described herein, this delegation does not otherwise affect the approval authorities permitted in VA Directive and Handbook 5017. This delegation of authority is concurrent with the Secretary's authority to grant awards, and does not preclude the Secretary from exercising, modifying or further delegating such authority.

5. **REDELEGATION.** The authority delegated herein may not be redelegated.

6. **EFFECTIVE DATE.** This delegation is effective upon signature and will expire 1 year from the effective date, unless rescinded or modified by the Secretary at an earlier date, or if a determination is made that there is no longer a requirement to perform work in support of the COVID-19 public health emergency.



Robert L. Wilkie