

eCLASS360 POLICY NOTICE

- 1. PURPOSE:** The purpose of this Notice is to announce the inclusion of an agency-wide automated classification system in the Department of Veterans Affairs (VA) Handbook 5003, Position Classification and Position Management. eClass360 is established as the human resources information system for VA that implements an end to end paperless classification workflow. Users can create and review position descriptions (PD), functional statements (FS), evaluation statements and the Optional Form (OF-8) with the ability to upload related classification documentation.
- 2. POLICY:** The mandatory use of eClass360 achieves VA Human Capital Modernization efforts. VA's Chief Human Capital Officer (CHCO) is the authoritative source for implementing, developing and investing in new Human Resources Information Technology (HRIT) system capabilities. eClass360 will serve as the agency automated classification system for all administrations with delegated classification authority. Each Administration and Staff Office will establish individual implementation plans and timelines.
- 3. RESPONSIBLE OFFICES:** Compensation and Classification Service, Office of the Chief Human Capital Officer, Human Capital Information Systems.
- 4. RELATED HANDBOOK:** VA Handbook 5003, Position Classification and Position Management.
- 5. RESCISSION:** This Notice will be rescinded when revised VA Handbook 5003 is published within one year.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/

John P. Medve
Acting Assistant Secretary
for Enterprise Integration

/s/

Paula Molloy, Ph.D.
Assistant Secretary for Human Resources
and Administration/Operations, Security
and Preparedness

DISTRIBUTION: Electronic only