



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

February 16, 2018

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

SUBJECT: Delegation of Authority to Administer the Oath of Office

1. **DELEGATION:** Authority is delegated to the Deputy Secretary, the Department of Veterans Affairs (VA) Chief of Staff, career VA Senior Executive Service employees, and VA employees conducting onboarding functions to administer the Oath of Office, incident to entrance into the Executive Branch, or any other oath required by law in connection with employment in the Executive Branch. This authority may be exercised with respect to all types of appointments or work schedules, and is to be exercised on or before the date on which employees report for duty in accordance with VA Handbook 5005, which requires the completion and signing of the Office of Personnel Management Standard Form 61.
2. **AUTHORITY:** 38 U.S.C. § 512; 5 U.S.C. §§ 2903(b) and 5 U.S.C. 3331; and VA Directive 0000.
3. **RESTRICTIONS:** None
4. **REDELEGATION:** This authority may not be re-delegated.
5. **EFFECTIVE DATE:** This delegation of authority is effective on February 14, 2017, and will remain in effect until it is rescinded.

/s/ David J. Shulkin, M.D.