



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

July 6, 2022

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

SUBJECT: Delegation of Authority for In-Person Events with More than 50 Participants
(VIEWS 7303732)

1. DELEGATION. This memorandum delegates to the following officials the authority to take the actions identified for in-person events hosted by the Department of Veterans Affairs (VA) with more than 50 participants, subject to the restrictions in paragraph 4 below:

- a. The Under Secretary for Health is delegated the authority to approve requests for Veterans Health Administration-sponsored events, for both health care and non-health care settings.
- b. The Under Secretary for Benefits is delegated the authority to approve requests for Veterans Benefits Administration-sponsored events.
- c. The Under Secretary for Memorial Affairs is delegated the authority to approve requests for National Cemetery Administration (NCA)-sponsored events.
- d. The Assistant Secretary for Human Resources and Administration/Operations, Security and Preparedness is delegated the authority to approve requests for Staff Office-sponsored events.

2. AUTHORITIES.

- a. [Safer Federal Workforce Taskforce](#), "COVID-19 Workplace Safety: Agency Model Safety Principles" (September 13, 2021).
- b. [38 U.S.C. § 512](#), Delegation of Authority; assignment of functions and duties.
- c. [VA Directive 0000](#), Delegations of Authority (November 14, 2018).

3. REFERENCES.

- a. [Executive Order 13991](#), "Protecting the Federal Workforce and Requiring Mask Wearing" (January 21, 2021).
- b. [OMB Memorandum M-21-15](#), "COVID-19 Safe Federal Workplace: Agency Model Safety Principles" (January 24, 2021).
- c. [NCA Directive 3170](#), "Ceremonies and Events at VA National Cemeteries" (December 15, 2017).

Subj: Delegation of Authority for In-Person Events with More than 50 Participants
(VIEWS 7303732)

4. RESTRICTIONS.

- a. The approvals of events must be made in consultation with VA's COVID-19 Coordination Team.
- b. The authorities to approve events with greater than 50 participants should only be utilized when guidance from the Centers for Disease Control and Prevention (CDC), the [Safer Federal Workforce Task Force](#) and other relevant authorities require such authorization. As of the date of this delegation, approvals are required when the CDC COVID-19 Community Level is HIGH in non-health care settings or when the CDC COVID-19 Community Transmission Level is HIGH in health care settings.
- c. Approval is not required for NCA committal and memorial services, or ceremonies and events requested by external sponsoring organizations and held at VA national cemeteries consistent with NCA Directive 3170.
- d. This delegation of authority is concurrent with the Secretary's authority to make such determinations and does not preclude the Secretary from exercising, modifying or further delegating such authority.

5. REDELEGATION. No further redelegations are authorized.

6. RESCISSION. None.

7. EFFECTIVE DATE. This delegation is effective upon signature and remains in effect for four years or until otherwise rescinded, modified or superseded.



Denis McDonough