



**THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON**

September 27, 2023

MEMORANDUM FOR THE DEPUTY SECRETARY, CHIEF OF STAFF, UNDER SECRETARIES, ASSISTANT SECRETARIES AND OTHER KEY OFFICIALS

SUBJECT: Delegation of Authority to Approve Personnel Actions (VIEWS 10874933)

1. DELEGATION. Notwithstanding VA Handbook 5001, System of VA Human Resources Management Directives and Handbooks, General Introduction and Administration, Part II, Appendix A, this memorandum delegates to the Department of Veterans Affairs (VA) Deputy Secretary, VA Chief of Staff, Under Secretaries, Assistant Secretaries and Other Key Officials of equivalent level of authority, within the scope of their respective supervisory control, the authority to perform the following actions:

a. Approve, except as noted in the restrictions in paragraph 4 below, all personnel actions (e.g., details, reassignments, appointments, transfers and 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), Scientific and Professional (ST), Experts and Consultants.

(2) All Director, Associate Director and Assistant Director positions at the GS-15 level in the field at the Veterans Health Administration, Veterans Benefits Administration and the National Cemetery Administration.

(3) All positions aligned/assigned to VACO at the GS-15 level and above.

(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, SL and ST positions for which the Secretary retains prior approval authority.

c. Approve all recruitment, relocation, retention incentives and special contribution awards for SES/title 38 SES EQV, SL and ST positions and approve time-off awards for SL and ST positions.

Sub: Delegation of Authority to Approve Personnel Actions (VIEWS 10874933)

d. Facilitate the Summary Review Board process and approve probationary actions, including Summary Review Board recommendations, for title 38 SES EQV positions in VHA.

2. AUTHORITIES.

a. [38 U.S.C. § 512](#)-Delegation of authority; assignment of functions and duties.

b. [5 U.S.C. § 302](#)-Delegation of authority.

c. [5 U.S.C. § 3133](#)-Authorization of positions; authority for appointment.

d. [5 U.S.C. § 5753](#)-Recruitment and relocation bonuses.

e. [5 U.S.C. Part III, Subpart B, Subpart C and Subpart D](#).

f. [38 U.S.C. § 706\(d\)](#)-Incentives for critical skills (created by section 909 of the Sergeant First Class Heath Robinson Honoring our Promise to Address Comprehensive Toxics Act of 2022 (PACT) Act (P.L. 117-168).

g. [38 U.S.C. § 7306](#)-Office of the Under Secretary for Health.

h. [38 U.S.C. § 7401](#)-Appointments in Veterans Health Administration.

i. [38 U.S.C. § 7410](#)-Additional Pay Authorities.

j. [38 U.S.C. Chapter 74](#)-Veterans Health Administration – Personnel.

k. [41 C.F.R. Chapter 302](#)-Reallocation Allowances.

l. [VA Directive 0000](#)-Delegations of Authority.

3. REFERENCES.

a. [VA Handbook 5001](#), System of VA Human Resources Management Directives and Handbooks General Introduction and Administration, Part II, Appendix A-D, Positions Requiring Prior Approval Authority (April 15, 2002).

b. [VA Handbook 5017](#), Employee Recognition and Awards (April 23, 2021).

c. [VA Handbook 5005](#), Staffing (February 4, 2022).

Page 3.

Sub: Delegation of Authority to Approve Personnel Actions (VIEWS 10874933)

d. [VA Directive 5027](#), Senior Executive Service (April 15, 2002).

e. [VA Financial Policy](#), Volume XIV, Chapter 8 (October 13, 2021).

4. RESTRICTIONS.

a. Prior to approval of any action taken under this delegation of authority, except for those identified in paragraph 1(a)(2) and (3), the Executive Director, Corporate Senior Executive Management Office must review the request and the Assistant Secretary for Human Resources and Administration/Operations, Security and Preparedness (ASHRA/OSP) or designee must concur on the request. If ASHRA/OSP non-concurs on such action, the requesting organization may seek concurrence from the VA Chief of Staff.

b. Personnel actions for the following positions and other listed actions are not subject to this delegation: Non-Career SES; Schedule C; Veterans Law Judge appointments; critical skills incentives, pursuant to 38 U.S.C § 706(d); Secretary Honor Awards; Presidential Rank Awards; annual summary ratings; performance-based awards and annual performance-based pay adjustments for executives.

c. 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 prescribed policies and procedures.

d. Under Secretaries, Assistant Secretaries and Other Key Officials of equivalent levels of authority may not serve as both the recommending official and approving official. The Secretary must approve personnel actions when the Under Secretaries, Assistant Secretaries and Other Key Officials of equivalent levels of authority are the recommending official.

e. 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, SL and ST and the use of Department available allocations.

f. This delegation of authority is concurrent with the Secretary's authorities and does not preclude the Secretary from exercising, modifying or further delegating such authority.

Sub: Delegation of Authority to Approve Personnel Actions (VIEWS 10874933)

5. REDELEGATION.

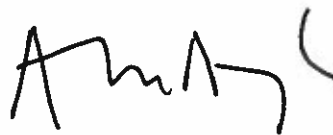
a. Personnel actions for GS-15 positions to include PCS, recruitment, relocation, retention incentives, special contribution awards and time-off awards may be re-delegated, in writing, to the first SES/title 38 SES EQV in the chain of command for field positions or the first level SES/title 38 SES EQV for positions that are aligned to VACO.

b. Personnel actions for title 38 SES EQV probationary employees, including Summary Review Board recommendations, for VHA employees, may be re-delegated, in writing, to second level SES/title 38 SES EQV in the chain of command for field positions or the first level SES/title 38 SES EQV for positions that are aligned to VACO.

c. This delegation of authority authorizes no further redelegations, other than those listed in 5(a) and 5(b) or as specified in delegations of authority provided for implementation of the PACT Act.

6. EFFECTIVE AND EXPIRATION DATE. This delegation is effective upon signature.

This delegation will remain in effect for 4 years unless otherwise rescinded, modified, or superseded.

A handwritten signature in black ink, appearing to read "Denis McDonough", with a stylized flourish at the end.

Denis McDonough