

STAFFING

1. **REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) procedures regarding staffing and recruitment.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on appointment and advancement of full title 38 occupations. The pages in this issuance replace the corresponding page numbers in VA Handbook 5005, Staffing, Part II, Chapter 3, Section G, paragraph 2, Part-Time and Intermittent Appointments Under 38 U.S.C. § 7405(a)(1). Revised text is contained in [brackets]. This change will be incorporated into the electronic version of VA Handbook 5005, Staffing, that is maintained on the [Office of the Chief Human Capital Officer website](#) and the [VA Publications website](#). Significant changes include adding language to clarify the time limit when appointing non-citizens on a part-time basis.
3. **RESPONSIBLE OFFICE:** Office of Human Resources and Administration/Operations, Security, and Preparedness (006), Office of the Chief Human Capital Officer (05), Recruitment and Placement Policy Service (059).
4. **RELATED DIRECTIVE:** [VA Directive 5005, Staffing, April 15, 2002](#).
5. **RESCISSION:** None.

CERTIFIED BY:

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

/s/
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Part II
Chapter 3

- (3) Part-time or intermittent appointments may be made either on a time-limited basis or without time limit depending on the needs of the facility.
 - (4) Part-time and intermittent appointments shall be reviewed on a regular periodical basis and when vacancies occur and when there are significant workload changes to ascertain whether the utilization specified is realistic and meets the objectives of the organizational unit's staffing plan. Network and medical center directors must document each review assessing whether or not the position meets VA's needs. When actual utilization does not meet original expectations, the appointment action shall be amended to show the new conditions of utilization. For part-time physicians on adjustable work service level agreement.
 - (5) [VA HR office staff may affect a temporary part-time appointment of non-citizens for any period up to 3 years when it is not possible to recruit qualified United States (U.S.) citizens for necessary services, depending on the needs of the service. VA HR office staff may renew these appointments only when no qualified U.S. citizens are available. The aggregate period of temporary service normally will not exceed 6 years. The facility Director may grant exceptions to permit renewals (in increments of up to 3 years) beyond 6 years when this type of appointment best meets the needs of the VA medical program.]
- b. **Special Provisions for Part-Time Physicians on Adjustable Work Hours.** Part-time physicians on adjustable work hours must sign a memorandum related to service level expectations as outlined in VA Handbook 5011, Hours of Duty and Leave. Physicians may decide to discontinue complying with the Memorandum of Service Level Expectations at any time. However, this must be done in writing as a current, signed memorandum related to service level expectations is required to participate in adjustable work hours. In addition, a memorandum related to service level expectations does not alter the applicability of VHA regulations and procedures concerning terms, conditions, and duration of employment, nor does this memorandum constitute an employment contract.
- c. **Processing Appointments.**
- (1) Part-time and intermittent appointments made under authority of 38 U.S.C. § 7405(a)(1) will be processed (including Board Action for occupations under 38 U.S.C. § 7401(1)) in the same manner as regular full-time appointments. Appointees must meet the basic requirements for appointment in VHA.
 - (2) For part-time employees, the expected number of hours to be performed during the service year will be determined before an appointment is

affected. The expected number of hours will also be recorded on SF 50-B and will not be exceeded unless the facility director authorizes the excess.

- (3) A part-time or intermittent employee appointed under 38 U.S.C. § 7405(a)(1) (except Physicians) may not be scheduled for employment which will exceed 1872 hours of full-time employment during a calendar year. Generally, for employees who hold more than one type of appointment (i.e., fee-basis and part-time or intermittent), the combination of basic pay and fees may not exceed the basic salary of a seven-eighths