

ENTERPRISE DIRECTIVES MANAGEMENT

1. **REASON FOR ISSUE:** Revise the Department of Veterans Affairs (VA) Directive 0999, Enterprise Directives Management (EDM), dated October 9, 2018.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive updates policy to better delineate responsibilities related to the management of VA enterprise directives, handbooks, and notices. The principal goal of this revision is to streamline and clarify the policy, procedures, and responsibilities related to the management of EDM documents, ensuring uniformity. Revisions to VA Directive 0999 include:
 - a. Corresponding handbooks and directives must go through the concurrence and certification processes simultaneously (e.g., Directive and Handbook 0999) when practicable. **Note:** This does not include changes to directives or handbooks by the Office of Human Resources and Administration or directives with more than one handbook.
 - b. EDM documents must comply with the latest version of the [Executive Secretariat Style Guide](http://vaww.execsec.va.gov/) (<http://vaww.execsec.va.gov/>).
 - c. Directives and handbooks must include definitions and references sections within the main document, not in separate appendices. Instead of repeating definitions and references in both documents, the handbook should direct readers to the related directive for these sections. Additionally, the references section must come before the definitions section.
 - d. Added provision for the Enterprise Directives Management Officer (EDMO) to provide an informal review of policy documents at the request of the policy owner.
 - e. Defined the term “Other Key Officials” to ensure common understanding.
 - f. Requires affected organizations to examine any new or amended legislation to assess whether they need to create or update their EDM policy documents to comply with these changes. They are responsible for obtaining legal advice from the Office of General Counsel (OGC) to ensure proper adherence.
4. **RESPONSIBLE OFFICE:** Office of Enterprise Integration (008), Office of Enterprise Policy and Governance (008D).
5. **RELATED HANDBOOK:** VA Handbook 0999, [Enterprise Directives Management \(EDM\) Procedures](https://vaww.va.gov/vapubs/index.cfm) dated October 02, 2024. (<https://vaww.va.gov/vapubs/index.cfm>)

Department of Veterans Affairs
Washington, DC 20420

VA DIRECTIVE 0999
Transmittal Sheet
October 02, 2024

6. **RESCISSION(S)**: VA Directive 0999, [Enterprise Directives Management](https://vaww.va.gov/vapubs/index.cfm)
dated October 9, 2018. (<https://vaww.va.gov/vapubs/index.cfm>)

CERTIFIED BY:

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

/s/
Guy T. Kiyokawa
Assistant Secretary for
Enterprise Integration

/s/
Guy T. Kiyokawa
Assistant Secretary for
Enterprise Integration

DISTRIBUTION: Electronic only

ENTERPRISE DIRECTIVES MANAGEMENT SYSTEM

1. **PURPOSE.** This directive provides an enterprise (department-wide) policy for the VA's EDM.
2. **POLICY.**
 - a. EDM is the official process by which the VA issues enterprise policy documents. These policy documents are accessible through the [VA Publications](https://vawww.va.gov/vapubs/search_action.cfm?dType=1) (https://vawww.va.gov/vapubs/search_action.cfm?dType=1).
 - b. This directive governs the process and procedures used to issue department-wide policy documents and does not include policy documents internal only to an Administration or Staff Office. The procedures for implementing the policies put forth in this directive are found in [VA Handbook 0999, Enterprise Directives Management Procedures](https://www.va.gov/vapubs/search_action.cfm?dType=2) (https://www.va.gov/vapubs/search_action.cfm?dType=2).
 - c. EDM covers three types of policy documents:
 - (1) **Directives** are permanent mandatory enterprise policies. A directive is generally limited to 10 pages or less, as appropriate, to succinctly emphasize and convey the intent of the policy.
 - (a) An originating office may elect to include short procedures (four pages or less) as an appendix to the directive. Accordingly, directives may or may not have a corresponding handbook.
 - (b) Originating offices are required to review and recertify directives within five years of issuance to ensure the policy is current and consistent with other enterprise directives.
 - (2) **Handbooks** accompany a directive to prescribe mandatory Department procedures or operational requirements for implementing the policy requirements in the directive.
 - (a) A handbook is not limited in length to ensure the policy requirements in the corresponding directive are consistently and effectively implemented.
 - (b) Originating offices are required to review and recertify handbooks within five years of issuance to ensure policies reflect current procedures and are consistent with other enterprise directives and handbooks.
 - (3) **Notices** serve to communicate new, temporary, or permanent changes in a VA directive or handbook, prompted by modifications in law, regulation, Federal policies, or internal VA decisions or guidance.

- (a) These notices include a rescission date set within a maximum period of 12 months. Therefore, the originating office is encouraged to draft or update policy within this 12-month timeframe.
 - (b) In cases where additional time exceeding 12 months is necessary, the originator of the new or updated policy may request an extension from the EDMO.
- d. Electronically signed EDM policy documents are permanent records. The Office of Enterprise Integration (OEI) maintains active, electronic records.
- e. There are two types of changes to revisions/updates of existing EDM policy documents as follows:
 - (1) **Substantive Change:**
 - (a) These changes are based on criteria such as legal and programmatic impact, implementation cost, policy impact on VA staff or Veterans, and frequency of revisions since the last certification. Documents requiring substantive changes are required to go through the entire EDM process.
 - (b) The originator of a new or updated directive/handbook with substantive changes must initiate a request for concurrence from Administrations and Staff Offices in the VA correspondence management system. The originator should determine, based on their internal staffing process, which Administration and Staff offices may be included in the request for concurrence.
 - (2) **Non-Substantive Change:**
 - (a) Policy document content changes that are minimal and do not revise the central policy responsibilities and core requirements are considered non-substantive changes. Examples include changes solely to an appendix, changes to the title of a responsible office, and technical or grammatical changes that do not change the originally intended meaning.
 - (b) The originator must provide the EDMO a list of all updates or changes for verification that the revisions meet the non-substantive criteria.
- f. To facilitate the prompt implementation of EDM policies, originators should allow at least 30 calendar days for the completion of the concurrence process in the VA's correspondence management system.
- g. Concurrences on EDM documents must be less than 12 months old. Originators must re-coordinate documents with concurrences older than 12 months with the

applicable Administration(s) or Staff Office(s). Exceptions are made to OEIDMO@va.gov on a case-by-case basis.

- h. Non-concurrence on VA Form 4265 by Administrations and/or Staff Offices must be documented in the VA Correspondence Management System. **Note:** For details, see the procedures section of Handbook 0999, Enterprise Directives Management System Procedures.
- i. All affected organizations must review newly enacted legislation or amended statutes to determine whether there is a need to develop new EDM policy documents and/or update existing EDM policy documents to address the requirements of the newly enacted legislation. The affected organization is responsible for seeking legal guidance from the Office of General Counsel (OGC).
- j. Required identification, numbering, format, and procedures for EDM directives, handbooks, and notices are detailed in VA Handbook 0999, Enterprise Directives Management System Procedures.
- k. All EDM policy documents must undergo approval and signing procedures as outlined in this directive and VA Handbook 0999, which govern the Enterprise Directives Management System Procedures.
- l. The Office of Enterprise Integration must make all EDM policy documents available to VA employees via an electronic repository. The repository must also provide links to non-EDM VA policy documents to provide employees with the ability to find all VA policies in one location.
- m. Corresponding handbooks and directives must go through the concurrence and certification processes simultaneously so long as it is practicable to do so (e.g., Directive and Handbook 0999).
- n. Directives and handbooks must include definitions and references sections as part of the directive or handbook, not in separate appendices. For the related directive and handbook, instead of having both documents include definitions and references, the handbook must direct the reader to the related directive to access the definitions and references.
- o. In an EDM policy document, the references section must precede the definitions section.

3. RESPONSIBILITIES.

- a. **Assistant Secretary for Enterprise Integration (AS/OEI)** must, in addition to para c below:
 - (1) Ensure EDM policies for the Department are electronically distributed.

- (2) Support the Under Secretaries, Assistant Secretaries, and Other Key Officials in identifying the need for new EDM policy documents and/or updating current EDM policy documents.
 - (3) Designate an EDMO to oversee the day-to-day operation and maintenance of the EDM.
 - (4) Certify EDM policy documents.
- b. **Enterprise Directives Management Officer (EDMO)** must:
- (1) Serve as the Assistant Secretary's principal advisor for EDM matters.
 - (2) Advise and assist in the preparation of EDM policies and provide necessary training in EDM usage and management.
 - (3) Oversee the day-to-day operations of the EDM program, including assisting staff with training, advice, and compliance with this directive and VA Handbook 0999.
 - (4) Review new and updated EDM policy documents for compliance with this directive and VA Handbook 0999, EDM Procedures.
 - (5) Verify EDM policy documents submitted for certification are in compliance with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(d) [VA Section 508 Office](http://vaww.section508.va.gov/) (http://vaww.section508.va.gov/), the Plain Writing Act of 2010, and are per the Office of the Executive Secretariat Style Guide.
 - (6) Issue changes to VA Directive and Handbook 0999 as appropriate to effectively and efficiently manage the EDM process.
 - (7) Maintain and publish an inventory of EDM documents via an electronic repository. The repository must provide links to key non-EDM VA policy documents to provide employees the ability to rapidly search VA Administration and key Staff Office policy documents [VA Publications intranet site](https://vaww.va.gov/vapubs/index.cfm) (https://vaww.va.gov/vapubs/index.cfm).
 - (8) Ensure new or updated enterprise policy is communicated to each Administration and Staff Office within seven business days of the policy's publication on VA's publication website.
 - (9) Maintain the Functional Numbering (FN) System addressed under the PROCEDURES section of Handbook 0999.
 - (10) Maintain the VA Publications internet and intranet websites as outlined in Paragraph 4, c (3). of Handbook 0999.

- (11) Assist with training Directives Management Officers and document originators on the EDM process.
- (12) Review all roles and responsibilities in EDM processes (i.e., preparation, review, concurrence, approval, certification, publication, and recertification) on an annual basis and update as necessary.
- (13) Provide an informal review of policy documents at the request of the policy owner.

c. **Under Secretaries, Assistant Secretaries, and Other Key Officials** must:

- (1) Comply with this directive as well as the implementation procedures and processes found in VA Handbook 0999 in the development, review, and concurrence of all EDM policy documents.
- (2) Review, update, or rescind all active EDM policy documents they are responsible for before the five-year expiration dates. Review EDM policy to ensure it is current and consistent with other enterprise policy documents.
- (3) Ensure all EDM documents for which they are the originator are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794(d)) [VA Section 508 Office](https://dvagov.sharepoint.com/sites/vasection508/) (https://dvagov.sharepoint.com/sites/vasection508/), Plain Writing Act and are per the Office of the Executive Secretariat Style Guide.
- (4) Conduct EDM policy audits to ensure EDM policies comply with:
 - (a) **Regulatory and Legal Requirements:** Review and evaluate EDM policies, ensuring they meet relevant laws, regulations, directives, and industry standards.
 - (b) **Internal Requirements:** Assess EDM policies for alignment with VA's internal standards and existing policies.
- (5) Document the audit findings and recommendations in a report.
 - i Distribute the audit report to relevant stakeholders.
 - ii Implement audit recommendations and associated internal controls to ensure compliance with regulatory, legal, and VA internal standards, other related policies, and best practices.
- (6) Ensure that the OGC is included in the review of newly enacted legislation or amended statutes to determine the need for developing new EDM policy documents and/or updating existing EDM policy documents to address the requirements of the newly enacted legislation or authority.

- (7) As needed, appoint a Directives Management Officer(s) (DMO) to ensure the following are performed:
 - (a) Serve as the principal advisor to their Assistant Secretary, Under Secretary, or Other Key Official on EDM matters.
 - (b) Assist staff with the operationalization of the policy procedures reflected in this directive and Handbook 0999.
 - (c) Serve as a focal point for their Administration or Staff Office on EDM matters, providing recommendations to the EDMO for improvements in process, procedures, and training.

4. REFERENCES.

- a. 36 C.F.R., Chapter XII, Subchapter B, Pt 1222, National Archives and Records Administration, Records Management, Creation and Maintenance of Federal Records. [Disposition of Federal Records](https://www.govinfo.gov/app/details/CFR-2000-title36-vol3/CFR-2000-title36-vol3-part1228) (https://www.govinfo.gov/app/details/CFR-2000-title36-vol3/CFR-2000-title36-vol3-part1228).
- b. Section 508 of the Rehabilitation Act (29 U.S.C. § 794(d)) [VA Section 508 Office](https://dvagov.sharepoint.com/sites/vasection508/) (https://dvagov.sharepoint.com/sites/vasection508/).
- c. [Freedom of Information Act of 1966 \(FOIA\), 5 U.S.C. § 552\(a\)\(1\)](https://www.justice.gov/oip/blog/foia-update-freedom-information-act-5-usc-sect-552-amended-public-law-no-104-231-110-stat) (https://www.justice.gov/oip/blog/foia-update-freedom-information-act-5-usc-sect-552-amended-public-law-no-104-231-110-stat).
- d. [Plain Writing Act of 2010, Public Law 111-274](https://www.congress.gov/111/plaws/publ274/PLAW-111publ274.pdf) (https://www.congress.gov/111/plaws/publ274/PLAW-111publ274.pdf).
- e. [Executive Secretariat Style Guide and Templates](http://vaww.execsec.va.gov/) (http://vaww.execsec.va.gov/).
- f. [VA Handbook 0999, Enterprise Directives Management \(EDM\) Procedures.](https://vaww.va.gov/vapubs/search_action.cfm?dType=2) (https://vaww.va.gov/vapubs/search_action.cfm?dType=2).
- g. [VA Directive 6300, Records and Information Management](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) (https://vaww.va.gov/vapubs/search_action.cfm?dType=1).

5. DEFINITIONS.

- a. **Directives:** Prescribe enterprise policies and are typically 10 pages or less in length. Originating offices must review and recertify their directives within five years of issuance to ensure they reflect current policy and are consistent with other Enterprise directives. (SOURCE: [VA Directive 0999](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) https://vaww.va.gov/vapubs/search_action.cfm?dType=1).

- b. **Enterprise Directives Management Officer (EDMO):** The individual responsible for maintaining the Department-wide Enterprise Directives Management (EDM) process. (SOURCE: [VA Directive 0999](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) https://vaww.va.gov/vapubs/search_action.cfm?dType=1).
- c. **Enterprise Policy Documents:** Documents that apply department wide. There are three types of enterprise policy documents: directives, handbooks, and notices. (SOURCE: [VA Directive 0999](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) https://vaww.va.gov/vapubs/search_action.cfm?dType=1).
- d. **Handbooks:** (SOURCE: [VA Directive 0999](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) https://vaww.va.gov/vapubs/search_action.cfm?dType=1). Provide additional information, implementing instructions, and clarify procedures contained in a related directive. There is no page limit. Must correspond to a like-numbered directive.
- e. **Notices:** Incorporate interim policy in a directive and/or announcement of new, temporary, or permanent changes in a directive or handbook (e.g., when required by changes in law, regulation, Federal directives, or internal VA guidance). Notices remain in effect for a maximum of 12 months or until rescinded or incorporated in a directive or handbook, whichever occurs first. Notices are temporary in nature and organizations should not use notices in place of issuing or permanently updating a directive or handbook. (SOURCE: [VA Directive 0999](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) https://vaww.va.gov/vapubs/search_action.cfm?dType=1).
- f. **Originator:** This term refers to the office making the initial request for the review of policy documents for concurrence and certification. (SOURCE: [VA Directive 0999](https://vaww.va.gov/vapubs/search_action.cfm?dType=1) https://vaww.va.gov/vapubs/search_action.cfm?dType=1).
- g. **Other Key Officials:** The General Counsel, the Chairman of the Board of Veterans' Appeals, the Chief Acquisition Officer, the Chief Veterans Experience Officer, and the Inspector General are considered "Other Key Officials" (SOURCE: Functional Organization Manual [FOM](https://department.va.gov/administrations-and-offices/enterprise-integration/) <https://department.va.gov/administrations-and-offices/enterprise-integration/>).
- h. **Internal Controls:** The organizational activities, plans, methods, policies, and processes used to reasonably ensure (1) programs achieve their intended results; (2) resources are used consistent with the organization/Department mission; (3) programs and resources are protected from waste, fraud, and mismanagement; (4) laws and regulations are followed; and (5) reliable and timely information is obtained, maintained, reported, and used for decision making.
- i. **Internal Control System:** The collective grouping of all internal control activities established by management and built in as a continuous part of operations. The internal control system is affected by people and provides reasonable assurance, not absolute assurance, that the entity's objectives will be achieved.

- j. VA Directive 0999, EDM Procedures. [VA Directive 0999](#)
(https://vaww.va.gov/vapubs/search_action.cfm?dType=1).
- k. [VA Financial Policy, Volume I, General Accounting, Chapter 5, Management's Responsibility for Internal Controls](#)
(<https://department.va.gov/financial-policy-documents/financial-document/chapter-05-managements-responsibility-for-internal-controls/>)