

## ENTERPRISE DIRECTIVES MANAGEMENT PROCEDURES

1. **REASON FOR ISSUE:** Revise the Department of Veterans Affairs (VA) Handbook 0999, Enterprise Directives Management (EDM) Procedures, dated August 1, 2019.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook implements the policies contained in VA Directive 0999, EDM, and revises procedures for the preparation, concurrence, and certification of VA enterprise directives, handbooks, and notices to include:
  - a. Clarifies and simplifies procedures for the preparation, approval, and publication of Department-wide policy documents under EDM.
  - b. Adds language emphasizing early involvement of the Office of General Counsel (OGC) in policy development, especially when there has been newly enacted legislation or amendments to the statutes. Furthermore, OGC concurrence is required when implementing new authorities.
  - c. Provides updated templates for creating directives, handbooks, and notices.
  - d. Provides guidelines and resources for developing policy documents.
  - e. EDM documents are compliant with the VA Executive Secretariat Style Guide.
  - f. Federal Government hyperlinks are provided for all references cited in the document.
  - g. EDM policy document originators must provide the source(s) for all definitions.
  - h. Footnotes are used in Directives, Handbooks, and Notices.
  - i. Removes intentionally left blank pages.
  - j. Removes double space after a period.
  - k. Page numbers are in the footer section and on the right-hand side of the page.
  - l. The Functional Number (FN) of the directive, handbook, or notice is in the header on the left side of the page, except for the transmittal sheet.
  - m. The mail code of the responsible office and the sub-office is included after the name of the office in the third section of the transmittal sheet.
  - n. The references section in directives and handbooks must come before the definitions section.
  - o. Adds Appendix A, VA FORM 4265.

3. **RESPONSIBLE OFFICE:** Office of Enterprise Integration (OEI) (008), Office of Enterprise Policy and Governance (008D).
4. **RELATED DIRECTIVE:** VA Directive 0999, [Enterprise Directives Management](https://vaww.va.gov/vapubs/index.cfm) dated October 02, 2024. (<https://vaww.va.gov/vapubs/index.cfm>)
5. **RESCISSION(S):** VA Handbook 0999, [Enterprise Directives Management \(EDM\) Procedures](https://vaww.va.gov/vapubs/index.cfm) dated August 1, 2019. (<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 PROCEDURES**

**TABLE OF CONTENTS**

1. PURPOSE..... 5

2. SCOPE..... 5

3. RESPONSIBILITIES..... 5

4. PROCEDURES..... 5

5. REFERENCES..... 9

6. DEFINITIONS..... 9

APPENDIX A — VA FORM 4265: ..... 10

APPENDIX B — ENTERPRISE DIRECTIVES MANAGEMENT FUNCTIONAL NUMBERING..... 12

1. GENERAL..... 12

2. VA PUBLICATION FUNCTIONAL NUMBERING..... 12

3. CONSTRUCTION OF THE FUNCTIONAL NUMBER (FN)..... 12

4. CHANGES TO DOCUMENTS..... 13

APPENDIX C — TEMPLATES FOR TRANSMITTAL SHEETS, DIRECTIVES, HANDBOOKS, AND NOTICES ..... 14

1. REASON FOR ISSUE: ..... 15

2. SUMMARY OF MAJOR CHANGES OR SUMMARY OF CONTENT: ..... 15

3. RESPONSIBLE OFFICE: ..... 15

4. RELATED DIRECTIVE or HANDBOOK: ..... 16

5. RESCISSION(S):..... 16

VA DIRECTIVE TEMPLATE ..... 17

1. PURPOSE..... 17

2. POLICY..... 17

3. RESPONSIBILITIES..... 18

4. REFERENCES..... 18

5. DEFINITIONS..... 18

VA NOTICE TEMPLATE ..... 19

1. PURPOSE:..... 20

- 2. POLICY: ..... 20
- 3. RESPONSIBLE OFFICE: ..... 20
- 4. RESCISSION(S):..... 20
- VA HANDBOOK TEMPLATE ..... 22
- 1. PURPOSE..... 22
- 2. SCOPE..... 23
- 3. RESPONSIBILITIES..... 23
- 4. PROCEDURES..... 23
- 5. APPENDICES..... 23
- APPENDIX D - VALIDATION CHECKLIST FOR POLICY DEVELOPMENT ..... 24

## ENTERPRISE DIRECTIVES MANAGEMENT PROCEDURES

1. **PURPOSE.** This handbook provides instructions for creating, revising, or rescinding Department-wide policies.
2. **SCOPE.** Enterprise Directives Management (EDM) is the official process by which VA issues enterprise policy documents. The scope of EDM:
  - a. Includes implementing instructions for the preparation, concurrence, certification, publication, and rescission processes for enterprise directives, handbooks, and notices. **Note:** VA Financial Policy Volumes and VA Acquisition Manual policies are not included since these policies are based on specific Government-wide policies and regulations.
  - b. Does not include policy documents internal only to an Administration or Staff Office.
  - c. Does not include technical publications related to the planning, design, leasing, and construction of VA facilities.
3. **RESPONSIBILITIES.** All responsibilities are outlined in VA Directive 0999, EDM.
4. **PROCEDURES.**
  - a. **Concurrence Process.**
    - (1) When concurrence is required for an enterprise policy document, the originating office reviews the requested activity, enters relevant response notes, and selects a concurrence decision in the VA Correspondence Management System.
    - (2) In the VA 4265 (Concurrence and Summary Sheet), the originating office must determine which Administrations and Staff Offices will need to review the policy document. The Office of General Counsel (OGC) must be included in the review process, and it is recommended to include OGC during the implementation of any new authority. This is particularly important when:
      - (a) newly enacted legislation or amended statutes impact current or new EDM policy documents;
      - (b) implementing new authorities for the first time; and
      - (c) in the development of notices.

- (3) To initiate the concurrence process, an originating office must upload a concurrence package into the VA Correspondence Management System that includes the following items:
  - (a) The draft Word version of the policy document.
  - (b) Supporting documents (as applicable).

**b. Non-Concurrence Process.**

- (1) Administrations and/or Staff Offices must contact the originating office before non-concurring and attempt to resolve any disagreements.
- (2) If the parties are unable to reach an agreement, a non-concur in the VA Correspondence Management System must be accompanied by the reasoning and/or justification for their position.
  - (a) Justification for non-concurrence must be substantive. For instance, the policy content might negatively impact existing programs, policies, legal, or operational considerations.
  - (b) Grammar and formatting issues do not constitute valid justification for non-concurrence.
  - (c) A party must request an extension if it cannot meet the deadline set by the originating office.
  - (d) If a party fails to provide a timely response to the originating office regarding a concurrence decision, the originating office may record in VA Correspondence Management System that the Administration/Staff Office did not respond. **Note:** The absence of concurrences from all relevant Administrations and or Staff Offices would not be a reason for Office of Enterprise Integration (OEI) rejecting the concurrence package.

**c. Certification Process.**

- (1) A certification process signifies a directive, handbook, or notice meets established VA policy standards and that all appropriate VA Administrations and Staff Offices, including OGC, have reviewed and concurred with the content presented in the document.
- (2) To initiate the OEI certification process, the originating office must upload a certification package into the VA Correspondence Management System that includes the following items:
  - (a) The VA Form 4265 ([see Appendix A example](#)), with names of all authorized signers and the date of concurrence.

- i The originating offices must obtain concurrence from OGC on the VA Form 4265 after obtaining all other concurrences and before its submission to OEI as an essential component of the certification package.
    - ii The VA Form 4265 must reflect that all appropriate offices have concurred within the last 12 months. If the VA 4265 does not reflect concurrence within the last 12 months, re-concurrence from applicable Administrations and Staff Offices may be required. Exceptions to the 12 months rule are permitted on a case-by-case basis.
  - (b) Following OGC concurrence, policy documents with minor edits such as grammar, punctuation, or reformatting would not necessitate re-concurrence. However, if a policy document undergoes substantive revisions that alter its scope, meaning and/or intent, re-concurrence from OGC is required. This is required because substantive revisions may affect the legal advice previously provided.
  - (c) The final Word version of the policy document.
  - (d) The electronically signable Adobe Acrobat Portable Document Format (PDF) to obtain the signature of the Assistant Secretary for OEI.
- (3) Once certification is complete, the policy documents will be published on the [VA Publications internet website](https://www.va.gov/vapubs/) (https://www.va.gov/vapubs/) unless the policy document is for internal use only, in which case it must only be published on the intranet site: [VA Publications intranet website](https://vaww.va.gov/vapubs/index.cfm) (https://vaww.va.gov/vapubs/index.cfm).
- d. **Enterprise Policy Document Changes:** There are two types of changes to enterprise policy documents:
  - (1) **Substantive Change:** 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 (see [PROCEDURES](#)).
  - (2) **Non-Substantive Change:** Policy document content changes that are minimal and do not revise the central policy responsibilities or core requirements are considered non-substantive change.
    - (a) 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 Enterprise Directives Management Officer (EDMO) a list of all updates or changes to validate the revisions meet the non-substantive criteria.
- e. **Policy Document Development Guidelines and Resources:** The policy document originator's adherence to the guidelines provided in this section assures timely completion of the concurrence and certification processes.
- (1) Use the Functional Numbering (FN) system as described in VA Directive 0999 and [Appendix B](#).
  - (2) The FN of the directive, handbook, or notice is in the header on the left side of the page, except for the transmittal sheet.
  - (3) Comply with [Section 508 laws](https://digital.va.gov/section-508/) (https://digital.va.gov/section-508/).
  - (4) Comply with the latest version of the [Executive Secretariat Style Guide](http://vaww.execsec.va.gov/) (http://vaww.execsec.va.gov/).
  - (5) In developing EDM policy documents, the policy document originators must use the templates and formatting instructions provided in [Appendix C](#).
  - (6) In the "Responsible Office" header of the transmittal sheet, the originating office must include their mail code after the primary and sub-office names in parentheses. **For example:** Office of Enterprise Integration (009), Office of Enterprise Policy and Governance (008D).
  - (7) The document language is presented concisely using the Federal Plain Writing Act Guidelines posted at [Federal Plain Language Guidelines](https://www.plainlanguage.gov/guidelines/) (https://www.plainlanguage.gov/guidelines/).
  - (8) Federal Government hyperlinks are provided for references cited in the document and that all hyperlinks provided in the document are functional.
  - (9) Days are designated as either calendar or business days.
  - (10) Proper spelling and grammar.
  - (11) Verify that new policy documents do not duplicate or conflict with existing policies, procedures, or guidance.
  - (12) Use of the validation checklist provided in [Appendix D](#) of this handbook when preparing documents for concurrence and certification.
  - (13) The sources are provided for all definitions.
  - (14) 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 (see [VA DIRECTIVE TEMPLATE](#)).

- (15) Removal of the “page intentionally left blank” page after the transmittal sheet.
  - (16) Removal of double spaces after a period.
  - (17) Page numbers are in the footer section and on the right side of the page.
  - (18) An informal review of EDM policy documents may be requested from EDMO. Send request for informal review at [OEIDMO@va.gov](mailto:OEIDMO@va.gov).
  - (19) **Section 508 Compliance Procedures:** Originators are responsible for ensuring their EDM documents follow the provisions of Section 508, the Rehabilitation Act of 1973 (Section 508), which established Federal regulations for technology accessibility. Section 508 requires that any electronic and information technology developed, procured, maintained, or used by Federal departments and agencies must allow Federal employees and members of the public with disabilities access to and use of information and data. For additional information on Section 508 please visit VA Section 508 Office (<https://digital.va.gov/section-508/>).
5. **REFERENCES.** See VA Directive 0999, Enterprise Directives Management, dated October 02, 2024.
  6. **DEFINITIONS.** See VA Directive 0999, Enterprise Directives Management, dated October 02, 2024.

**APPENDIX A — VA FORM 4265:** Must reflect that all appropriate offices have concurred within the last 12 months.

<b>CONCURRENCE AND SUMMARY SHEET</b>						
SUBJECT				NAME OF ADDRESSEE <i>(For Correspondence Only)</i>		
Revision of VA HANDBOOK 0999						
TO BE COMPLETED BY EXECUTIVE SECRETARIAT (001B)						
REMARKS				CONTROL NO.	NAME OF REVIEWER	
				12345678		
CONCURRENCES - TO BE DETERMINED BY THE ORIGINATING OFFICE						
CONCURRENCE REQUIRED	TITLE OR ORGANIZATIONAL ELEMENT	MAIL ROUTING SYMBOL	DATE IN	SIGNATURES		DATE OUT
				CONCURRENCE	NONCONCURRENCE	
X	VETERANS HEALTH ADMINISTRATION	10		Authorized signer		Date of concurrence
X	VETERANS BENEFITS ADMINISTRATION	20		Authorized signer		Date of concurrence
X	VETERANS EXPERIENCE OFFICE	30		Authorized signer		Date of concurrence
X	NATIONAL CEMETERY ADMINISTRATION	40		Authorized signer		Date of concurrence
X	OFFICE OF INSPECTOR GENERAL	50		Authorized signer		Date of concurrence
X	OFFICE OF ACCOUNTABILITY & WHISTLEBLOWER PROTECTION	70		Authorized signer		Date of concurrence
X	OFFICE OF PUBLIC AND INTERGOVERNMENTAL AFFAIRS	002		Authorized signer		Date of concurrence
X	OFFICE OF ACQUISITION, LOGISTICS & CONSTRUCTION	003		Authorized signer		Date of concurrence
X	OFFICE OF MANAGEMENT	004		Authorized signer		Date of concurrence
X	OFFICE OF INFORMATION AND TECHNOLOGY	005		Authorized signer		Date of concurrence
X	OFFICE OF HUMAN RESOURCES AND ADMINISTRATION/OPERATIONS SECURITY AND PREPAREDNESS	006/007		Authorized signer		Date of concurrence
	OFFICE OF ENTERPRISE INTEGRATION	008				
X	OFFICE OF CONGRESSIONAL AND LEGISLATIVE AFFAIRS	009		Authorized signer		Date of concurrence
X	BOARD OF VETERANS' APPEALS	01		Authorized signer		Date of concurrence
X	OFFICE OF THE GENERAL COUNSEL	02		Authorized signer		Date of concurrence

	VETERANS SERVICE ORGANIZATION LIAISON	00C				
	OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION	00SB				
	WHITE HOUSE LIAISON	WHL				
NAME OF AUTHORIZED SIGNER			SIGNATURE OF INITIATING KEY OFFICIAL OR AUTHORIZED SIGNER			DATE

**APPENDIX B —**  
**ENTERPRISE DIRECTIVES MANAGEMENT FUNCTIONAL NUMBERING**

1. **GENERAL.** This appendix outlines the numbering system for Enterprise Directives Management (EDM) documents.
2. **VA PUBLICATION FUNCTIONAL NUMBERING.**
  - a. 0000-0999 General Management and Administration.
  - b. 1000-1999 Health Care Management.
  - c. 2000-2999 Veterans Benefits Programs.
  - d. 3000-3999 Memorial Affairs.
  - e. 4000-4999 Budget and Finance.
  - f. 5000-5999 Human Resources and Administration.
  - g. 6000-6999 Information Resources Management.
  - h. 7000-7499 Acquisition and Logistics Management.
  - i. 7500-7999 Facilities and Construction Management.
  - j. 8000-8499 Legislative and Legal Affairs.
  - k. 8500-8999 External Affairs.
  - l. 9000-9999. Reserved for future use.
3. **CONSTRUCTION OF THE FUNCTIONAL NUMBER (FN).**
  - a. To form the FN, the major subject groups are divided into primary, secondary, and tertiary subjects. The first digit of the FN identifies the major subject area and primary subjects are designated by the last three digits of the FN. Primary subjects can be further subdivided to identify secondary and tertiary subjects. For example:

The number 0633 identifies Employee Travel Management where:

**0000** - Identifies the major subject area General Management and Administration.

**0600** - Identifies the primary subject of Administration and Travel Management.

- 0630 - Identifies the secondary subject of Travel Management.
- 0633 - Identifies the tertiary subject of Transit Benefit Program.
- b. EDM documents containing related subject material must carry the same FN. For example, VA Directive 0999, EDM, is accompanied by VA Handbook 0999, EDM Procedures.
  - c. When Administrations issue policy relating to a numbered EDM, the Administration will use the same number for clarity. For example, should the Veterans Health Administration (VHA) wish to issue a directive on VHA Directives Management to supplement VA Directive 0999, then VHA must issue that document as VHA Directive 0999.
4. **CHANGES TO DOCUMENTS.** The preferred method to revise an existing document is to issue a new document using the same document number with a different issue date. In the limited circumstances where the originator believes this is not practical, the originator issues changes to a base document and numbers the change after the document number with a forward slash “/”. For example:
- a. The Office of Human Resources and Administration (HRA) needs to issue changes to Handbook 5005. The first change is numbered “5005/1”, the second is numbered “5005/2”, etc.
  - b. EDM documents with more than 25 changes must be re-issued as new documents.

**APPENDIX C —**  
TEMPLATES FOR TRANSMITTAL SHEETS, DIRECTIVES, HANDBOOKS,  
AND NOTICES

**NOTES TO ORIGINATORS:**

Templates contain instructional comments to assist authors and are in [VA Publications Home Page](#). For any questions or assistance, you can contact EDMO at [OEIDMO@va.gov](mailto:OEIDMO@va.gov).

The layout in all the templates is black, Arial, 12-point font and must be used without change to font, capitalization, spacing and other formats, which were intended to assist in Section 508 compliance and for consistency.

## VA TRANSMITTAL SHEET TEMPLATE

**Department of Veterans Affairs  
Washington, DC 20420**

VA \_\_\_\_\_ XXXX  
Transmittal Sheet

OEI will insert the date the transmittal sheet is signed above.

Insert "Directive" or "Handbook" after "VA" above, then enter the appropriate Functional Number from [Appendix B](#).

### TITLE (SUBJECT OF DIRECTIVE/HANDBOOK)

Insert the subject of the directive or handbook that the transmittal sheet is forwarding.

#### 1. REASON FOR ISSUE:

State the reason(s) for issuing a new directive, handbook, or revision to an existing directive or handbook. For example: To establish (or revise, replace, etc.) VA policy for (give a brief statement outlining policy or reason for the directive).

#### 2. SUMMARY OF MAJOR CHANGES OR SUMMARY OF CONTENT:

Summarize the significant revisions to an existing directive or handbook, or list significant policy (for directives) or procedural (for handbooks) contents in the new directive or handbook. Use double spacing for ease of readability between requirements as portrayed below. For example: This directive revises the policies and responsibilities for insert subject matter. This directive:

- a. List change or significant new content, starting with a verb. For example:  
Establishes \_\_\_\_\_ or defines \_\_\_\_\_.
- b. Continue listing as appropriate until complete.

#### 3. RESPONSIBLE OFFICE:

List the major VA Central Office (VACO) organization responsible for the directive or handbook, e.g., Office of Enterprise Integration, Office of Management, etc. This is the originator or "owner" of the directive or handbook, who is also responsible for overseeing implementation. This official is also responsible for updating the directive or handbook and responding to questions or concerns. For example: Assistant Secretary for Enterprise Integration (008).

**4. RELATED DIRECTIVE or HANDBOOK:**

If this transmittal sheet is forwarding a directive, insert “**Handbook**” in the title of the paragraph if there is a related handbook. If this transmittal sheet is forwarding a handbook, insert “**Directive.**” For example, for VA Directive 0999, EDM, the originator would insert: VA Handbook 0999, Enterprise Directives Management System Procedures. If there is no related handbook for a particular directive, insert “not applicable” after the header title.

**5. RESCISSION(S):**

List any directives or handbooks that are being rescinded because of the new directive or handbook. For example: VA Directive 6330, Directives Management, dated February 26, 2009. If there are no documents being rescinded, enter “Not applicable.”

Below are two signature blocks. The signature block on the left side of the page is for the Assistant Secretary for Enterprise Integration to certify the document. OEI certification only means that an originator’s document complies with the requirements of VA Directive and Handbook 0999, Enterprise Directives Management (EDM). The signature block on the right side of the page is for the principal of the VACO organization with the authority to issue the document. Typically, this is the originating office, but it may be the Secretary, Deputy Secretary, or Chief of Staff, in which case, “BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:” may be removed below.

The signature block must be formatted in two columns; do not use tabs to create the appearance of columns.

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

Name  
Assistant Secretary for  
Enterprise Integration

Name  
Signature block for responsible Under or  
Assistant Secretary

**DISTRIBUTION:** Electronic Only



**VA DIRECTIVE TEMPLATE**

Header information:

**DATE****VA DIRECTIVE XXXX**

Please do not put in a date. OEI will insert a date once the transmittal sheet is signed.

Insert the appropriate FN from [Appendix B](#)

**SUBJECT**

Insert the subject of the directive.

1. **PURPOSE.** Succinctly state the purpose of the directive (typically one sentence should be able to convey the purpose). For example: This directive provides policy for... insert subject of the directive.
2. **POLICY.** There are various ways to state the policy. If the policy is short and requires less than a “few” requirements, they may be stated here, beginning right after the period in “Policy.” If the policy has multiple requirements, the originator may choose to provide a short introduction and then list the policy requirements as detailed below. Finally, if the policy has multiple requirements, the originator may choose to not provide any sort of introduction here and merely list the multiple requirements as detailed below. In addition, if any significant legal requirements create the need for the policy, e.g., law or executive order, the originator may choose to cite and emphasize the requirement(s) here.
  - a. List what the policy requires. If additional procedural or process requirements are needed to ensure the intended outcome of the policy is consistently met across all organizations, they should be addressed in an accompanying handbook of the same name and functional number.
  - b. Continue listing policy requirements as appropriate and needed to properly “bound” the overall policy until complete. Please use the subparagraph format shown below.

(1) Subparagraph

(a) Subparagraph

i. Subparagraph

3. **RESPONSIBILITIES.** The list of responsibilities should start with the responsibilities of the major VACO organizational component that “owns” the subject policy, typically the originator of the policy, that is responsible for overseeing the implementation of the policy. Next, list any VACO organizational components from the highest to the lowest level that have a role in ensuring the policy is implemented. Lastly, the responsibilities for all VACO major organizational components to which the policy applies should be listed by the positions within the office versus just the office. For example: Director, Office of Enterprise Integration (OEI) would be correct, instead of OEI.

a. Assistant Secretary for Enterprise Integration (Owner/Originator of policy).

Insert the proper name of the office that is responsible for the policy, including overseeing implementation, e.g., “Office of Enterprise Integration.” Then list responsibilities in the same format as under **a.** above.

b. Under Secretaries, Assistant Secretaries, and Other Key VA Officials.

EDM policies carry similar responsibilities for all major VACO organizational components that are listed together under this heading. Please see VA Functional Organization Manual ([FOM](#)) for more details.

c. Positions in Office(s) Supporting Policy Implementation.

If applicable, insert the name of any office(s) that may have significant responsibilities in ensuring the policy is implemented effectively and efficiently. For example, it is common for offices such as OIT, OHRA, or OALC to have significant responsibilities in assisting the policy owner/originator in implementing the policy.

#### 4. **REFERENCES.**

This section is intended to provide the originator with the most relevant references to the document. Examples of key, relevant references might include specific portions of public laws that are driving the need for the directive, higher Federal Government-wide policies that may apply, such as those from OPM or OMB, etc. Where possible, use government hypertext links to source documents.

#### 5. **DEFINITIONS.**

This section is intended to provide a means to define terms listed in the document that are not expected to be commonly understood. If used, list definitions in alphabetical order and provide a government source. Whenever possible, originating offices should use government hyperlinks to point to source documents.

## VA NOTICE TEMPLATE

Header information

**Department of Veterans Affairs  
Washington, DC 20420**

**VA NOTICE -XX-XX  
Date**

VA NOTICE # has 2 components: 2-digit # to indicate the FY it was issued, followed by sequential #, starting with 01 for the 1<sup>st</sup> notice issued in that fiscal year.

## SUBJECT

Insert short subject of notice, e.g., "**DIRECTIVES MANAGEMENT**" If the purpose of this notice is to rescind a prior VA directive, handbook, or notice, the title should begin with "**RESCISSION OF...**"

1. **PURPOSE:** Per VA Directive 0999, VA notices establish policy in advance of incorporation into a directive or announce temporary changes in either a directive or handbook that are required by changes in law, regulation, Federal directives, or internal VA decisions or guidance. Therefore, the originator needs to state the purpose of the VA notice in conjunction with this definition. In addition, VA notices may also be used to rescind existing policy.
2. **POLICY:** Since VA notices provide the Department a means to rapidly implement new policy or policy changes, the policy requirements articulated here in the notice should not be extensive. A VA Notice, when appropriate, may also be used to expeditiously implement the high-level requirements of complex policy, in the interim, while the complex details of the policy are being analyzed and developed in a VA directive and handbook.
3. **RESPONSIBLE OFFICE:** List the organization responsible for the notice. If this notice is to implement an interim policy while a VA directive and handbook are being developed, this official is also responsible for the follow-on directive or handbook. For example: Assistant Secretary, Office of Enterprise Integration (008).
4. **RESCISSION(S):** List any VA directives, handbooks, or notices that are being rescinded as a result of this notice. For example: VA Directive 6330, Directives Management, dated February 26, 2009. If there are no documents being rescinded, enter "Not applicable."

Below are two signature blocks. The signature block on the left side of the page is for the Office of Enterprise Integration (OEI) certification. Note that OEI certification only means that the notice complies with the requirements of VA Directive and Handbook 0999, Enterprise Directives Management (EDM). The signature block on the right side of the page is for the VACO organization that has the authority to issue the notice. Typically, this is the "Responsible Office" in paragraph 3., but it may be the Secretary, Deputy Secretary or Chief of Staff, in which case, "**BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:**" may be removed below.

The signature block is in two columns; do not use tabs or spaces to create the appearance of columns

**CERTIFIED BY:**

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

Name  
Assistant Secretary for  
Enterprise Integration

Name  
Signature block for responsible Under or  
Assistant Secretary

**DISTRIBUTION:** Electronic Only

## VA HANDBOOK TEMPLATE

### TITLE OF HANDBOOK

Insert a short, clear title to reflect the main subject of the handbook above, e.g.,

#### **ENTERPRISE DIRECTIVES MANAGEMENT PROCEDURES**

**NOTE TO ORIGINATORS:** Paragraphs 1-4 below are mandatory in all VA EDM handbooks. Handbook originators may add additional paragraphs (including appendices) in their handbooks as deemed required to ensure the intended outcome of their directive and associated handbook is achieved.

#### **1. PURPOSE.**

Insert succinct purpose of the handbook. While typically, one sentence should be able to convey the purpose of a directive, more detailed, multi-faceted purposes are not uncommon for a handbook that specifies any needed procedures and provides additional information to assist users in meeting the requirements of a directive and associated handbook. For example: This handbook provides mandatory procedures information for... insert subject of the handbook.

If the handbook also provides significant additional information, the originator may choose to add something to the effect: "This handbook also provides:

- a.
- b.
  
- etc.

2. **SCOPE.** Bound the scope of the handbook to convey its limits. For example: “The scope of this handbook includes the preparation, certification, and publication processes for Enterprise (VA-wide) directives, handbooks and notices. This handbook expands on the roles and responsibilities of all involved parties, in accordance with VA Directive 0999, EDM.”
3. **RESPONSIBILITIES.** This section can be used to expand on the roles and responsibilities defined in the associated directive if required, e.g., for VA Handbook 0999, VA Directive 0999. In doing so, originators should avoid being over-prescriptive to afford major component organizations, e.g., Veterans Health Administration, the opportunity to decide how to best manage requirements levied upon them. Additionally, originators should avoid assigning responsibilities to very specific levels of component organizations to avoid the handbook needing frequent updates as reorganizations and changing responsibilities can and typically do occur regularly. A good way to begin this paragraph is: “In addition to the responsibilities detailed in VA Directive 0999, EDM, the following responsibilities are required to support the requirements detailed in this handbook: . . .”
4. **PROCEDURES.** VA handbooks provide detailed procedures to implement the policy in an associated directive. Procedures tend to change more often than policy, so it is common to see handbooks change more often than directives. One way to avoid this challenge is to keep the procedures at a readily accessible intranet/internet site and reference the procedures here using a hyperlink. In this manner, the originator is able to continuously improve their processes and procedures without updating their handbook. One example of how to link to procedures: “The current procedures for the preparation, review, approval, certification, publication and recertification for EDM directives, handbooks and notices are located at:  
[https://vawww.oed.wss.va.gov/process/maps/process\\_VAEDM.PDF](https://vawww.oed.wss.va.gov/process/maps/process_VAEDM.PDF)”  
  
Use additional paragraphs as needed, either before or after paragraph 4., “**PROCEDURES**” to clearly frame the procedural requirements of your handbook. This might include things related to formats, reporting, or other procedural information users may need to comply with the originating office’s intended outcome.
5. **APPENDICES.** Appendices are used to give more detailed information about a specific topic that was not included in the main body of the handbook. Appendices are for giving extra information to the reader that either doesn't need to be in the main body of the document, or detracts from the clear, succinct flow of information in the handbook. Originating offices should not place information in an appendix that levies requirements on other offices.

## APPENDIX D - VALIDATION CHECKLIST FOR POLICY DEVELOPMENT

Activity Description	Reference
<p><b>Is the document correctly formatted?</b></p> <p>1. (Flush with left margin - .25 in)</p> <p style="padding-left: 20px;">a. (.25-.50 in)</p> <p style="padding-left: 40px;">(1) (.50 - .75 in)</p> <p style="padding-left: 60px;">(a) (.75 – 1.0 in)</p> <p style="padding-left: 80px;">i (1.0 – 1.25 in)</p> <ul style="list-style-type: none"> <li>• Use the most recent <a href="#">template</a></li> <li>• Left and right margins are 1 inch</li> <li>• Headers and Footers formatted as specified</li> <li>• Single Spacing with 12 points of space after each paragraph</li> <li>• Font, font size and color: Arial 12, black</li> <li>• Page numbers are in the footer and are on the right side of the page</li> <li>• Documents over 10 pages must have a Table of Contents</li> <li>• Right margins are not justified</li> <li>• Main paragraphs are flush with the left margin</li> </ul>	VA Handbook 0999, <a href="#">Appendix C</a>



Activity Description	Reference
<ul style="list-style-type: none"> <li>Grammar and Spelling – Has the document been checked to ensure the grammar and spelling are correct?</li> </ul>	<a href="https://vawww.execsec.va.gov/">Executive Secretariat Style Guide</a> (https://vawww.execsec.va.gov/)
<ul style="list-style-type: none"> <li>Does the document clearly state its intended purpose?</li> </ul>	VA Handbook 0999, <a href="#">Appendix C</a>
<ul style="list-style-type: none"> <li>Does the document follow the plain language statute?</li> </ul>	VA Handbook 0999, <a href="#">para. 4.e.(7)</a>
<ul style="list-style-type: none"> <li>Is the document Section 508 compliant?</li> </ul>	Section 508 of the Rehabilitation Act Amendments of 1998, VA Directive and Handbook 6221. <a href="https://digital.va.gov/section-508/">VA Section 508 Office</a> (https://digital.va.gov/section-508/)
<ul style="list-style-type: none"> <li>Are all acronyms spelled out the first time they are used?</li> </ul>	
<ul style="list-style-type: none"> <li>Are terms used consistently throughout the policy document? (e.g., enterprise-wide vs. enterprise wide)</li> </ul>	
<ul style="list-style-type: none"> <li>If the document is temporary, is the rescission(s) date stated in the document?</li> </ul>	VA Handbook 0999, <a href="#">Appendix C</a>
<ul style="list-style-type: none"> <li>Does the document include distribution instruction of “Electronic only”?</li> </ul>	VA Handbook 0999, <a href="#">Appendix C</a>
<ul style="list-style-type: none"> <li>Does the concurrence and summary sheet (VA 4265) reflect that all appropriate offices (VHA, VBA, etc.)</li> </ul>	

have concurred and comments have been adjudicated in writing?

- Does the transmittal page have the correct signature blocks? [VA Senior Leadership \(https://department.va.gov/biographies/? bio\\_position=assistant-secretary%2Cchairman%2Cdeputy-secretary%2Cgeneral-counsel%2Cinspector-general%2Cprincipal-executive-director%2Csecretary%2Cunder-secretary%2Cva-chief-of-staff%2F%3Fredirect%3D1\)](https://department.va.gov/biographies/?bio_position=assistant-secretary%2Cchairman%2Cdeputy-secretary%2Cgeneral-counsel%2Cinspector-general%2Cprincipal-executive-director%2Csecretary%2Cunder-secretary%2Cva-chief-of-staff%2F%3Fredirect%3D1)

- Does the concurrence and summary sheet (VA 4265) reflect that all appropriate offices have concurred within the last 12 months? VA Handbook 0999, [Appendix A](#)

- Are the hyperlinks functional?

### Responsibilities Section

- Are responsibilities organized in the correct hierarchy?
- Are responsibilities assigned to positions (Assistant Secretary for Enterprise Integration) not offices (Office of Enterprise Integration)?
- Does the responsibilities

section avoid vague responsibilities?  
(e.g., “The Under Secretary for Health must...’sufficiently resource...”  
because it is not clear what “sufficient” means.

#### Other

- Are all terms that are used in the policy documents defined in the definitions section?
  - Are all references in the policy documents cited, correct? (e.g., 38 U.S.C. § 1204 and 38 C.F.R. § 1204)
-