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| US-DeptOfVeteransAffairs-Seal.jpg**Department of Veterans Affairs** |
|  VA Contingency Plan\*Agency Operations in the Absence of Appropriations |
|  October 11, 2013  |
|   |

 \*As required by OMB Circular A-11

# Introduction

VA is committed to supporting Veterans and their families even during limited operations in absence of appropriations, commonly known as a government “shutdown”. The Department of Veterans Affairs (VA) is revising its shutdown plan, in accordance with Office of Management and Budget (OMB) Circular A–11, Section 124 (dated July 21, 2010), and OMB memorandum M-13-22 (dated September 17, 2013). Based on the instructions contained in Circular A-11, the Anti-Deficiency Act, and on guidance offered by VA’s Office of General Counsel, the attached document details VA’s analysis for a potential government shutdown. This contingency document is provided for a short-term shutdown. A long-term event will require further analysis and development.

This document outlines the activities being undertaken by VA in anticipation of a potential government shutdown due to a lapse in appropriations. This document is intended to ensure that VA can perform an orderly suspension of its programs and operations in the unlikely event of a shutdown.

This document outlines programs and resources necessary to ensure the shutdown of VA’s functions if normal operations are suspended. It also applies to all personnel and contractors assigned to or performing services for VA.

# Shutdown Contingency Overview

The Department is pursuing a comprehensive approach for a potential shutdown, which includes identifying functions and programs for which there is a legal basis for exception, including those required by “necessary implication” and protection of life and property. VA Administrations and Staff Offices were asked to review their organizations and identify these specific functions and programs (and the employees required to support them). Their decisions were based on long-standing OMB and Justice Department guidance, and the legal opinions of VA’s Office of General Counsel (OGC). VA’s OGC has reviewed this document to ensure compliance with these criteria.

In its shutdown contingency deliberations, VA has consistently worked to establish which of its functions are legally excepted for carrying out services the Department is obligated to provide to the nation’s Veterans and their families. These include the provision of high-quality medical care, compensation and pension benefits, housing, and burial services.

Excepted functions that relate to the Department’s need to protect life and property including the Office of Information Technology (OI&T)’s information systems that support the provision of health services at the Veterans Health Administration (VHA)’s facilities.

During the 1995-96 government shutdowns, a number of VA functions were impacted by the lapse in appropriation:

* VHA did not have an advance appropriation – medical service, support and compliance and medical facilities were limited to those deemed excepted for protection of life and property.
* Some benefit activities and payments (e.g., Readjustment, Insurance) were delayed.
* Loan Guaranty certificates of eligibility and certificates of reasonable value were delayed.

However, in anticipating a potential shutdown in 2013, VA must take into account several factors that are different from the 1990s experience. The Department believes these factors provide ample justification for what will be a significant increase in the number of excepted VA employees and functions in the event of a shutdown. They include:

* Advance appropriations for VHA, which accounts for 86% of the VA’s discretionary budget. VA believes that certain key functions that support VHA’s research operations also qualify for exception for protection of life and property.
* Review by OGC and VA program offices determined that if there are balances in discretionary accounts (due to prior year carryover) this funding must be used to continue operations until the balances are depleted.

As a result, the Department’s current projection is that 95 percent of VA employees would be either fully funded or required to perform excepted functions during a shutdown event.  Approximately 289,279 employees (out of a pre-shutdown total of 331,996) are VHA and funded by advance appropriations. Therefore, the number of employees to be retained under the plan meeting A-11, Section 124.2 criteria is 315,867 (of which 292,457 are funded), and number of employees, not otherwise exempt is 16,099.

**Appendix A** provides a summary table identifying impact of the shutdown on the workforce to each VA organization

**Appendix B** provides additional detail concerning VA’s excepted functions along with the Department’s current projected shutdown staffing totals

**Appendix C** provides a summary of suspended functions within VA

1. Impact of the Shutdown on the Workforce

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VA ORGANIZATION** | **EMPLOYEES DURING NORMAL OPERATIONS** |  **FULLY FUNDED: WILL CONTINUE TO WORK** | **EXCEPTED EMPLOYEES (OTHER LEGAL BASIS: WILL CONTINUE TO WORK)** | **NON-EXCEPTED EMPLOYEES (SUBJECT TO FURLOUGH)**  |
| **Veterans Health Administration (VHA)** | 295,486 | 289,279 | 5,221 | 986 |
| **Veterans Benefits Administration (VBA)**  | 21,237 | 126 | 13,356\* | 7,755 |
| **National Cemetery Administration (NCA)**  | 1,796 | 0 | 755 | 1,041 |
| **Office of Information & Technology (OI&T)**  | 7,977 | 596 | 3,769\* | 3,612 |
| **Board of Veterans Appeals (BVA)**  | 637 | 0 | 1 | 636 |
| **Human Resources & Administration (HRA)**  | 811 | 545 | 6 | 260 |
| **Office of Acquisitions, Logistics, & Construction (OALC)**  | 1,282 | 1,053 | 6 | 223 |
| **General Counsel (OGC)**  | 712 | 136 | 85 | 491 |
| **Office of Management (OM)**  | 820 | 566 | 21 | 233 |
| **Office of Public and Inter-Governmental Affairs (OPIA)**  | 91 | 0 | 1 | 90 |
| **Office of Congressional and Legislative Affairs (OCLA)**  | 46 | 0 | 1 | 45 |
| **Office of the Inspector General (OIG)**  | 645 | 29 | 161 | 455 |
| **Office of Operations, Security, and Preparedness (OSP)**  | 165 | 70 | 16 | 79 |
| **Office of Policy and Planning (OPP)**  | 112 | 0 | 2 | 110 |
| **Office of the Secretary** | 92 | 0 | 9 | 83 |
| **Office of Employment Discrimination Complaint Adjudication** | 20 | 20 | 0 | 0 |
| **Office of Small and Disadvantaged Business Utilization** | 37 | 37 | 0 | 0 |
| **Total Department**  | **331,966** | **292,457** | **23,410** | **16,099** |

\*In the event of a prolonged shutdown, VA would need to begin furloughing Excepted employees in VBA and OI&T, and the agency’s Contingency Plan would be updated.

1. Effect of Lapse of Funding on VA Activities

**Veterans Health Administration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| **Veterans Health Administration (VHA)*** Medical services
* Medical support and compliance
* Medical facilities
* Medical and prosthetic research
 | * **Total:** 295,486
* **Fully Funded:**

289,279* **Excepted:** 3,045
* **Non-Excepted:**

986* **Other support organizations required:** OI&T, OGC, OALC
 | 289,279 |  | Advance Appropriation | Medical services,Medical support and compliance, Medical facilities | 0 |
|  | 3,045 | 2-year Appropriation Prior Year Balance | Medical and prosthetic research | 986\* These employees will work until prior year funding runs out |
| **VHA North Chicago, Captain James A. Lovell Federal Health Care Center (Lovell FHCC)\*** * Medical services
* Medical support and compliance
* Medical facilities
 | * **Total:** 2,176
* **Excepted:** 2,176
* **Non-Excepted:**  0
* **Other support organizations required:** OI&T, OGC, OALC
 |  | 2,176 | Protection of Life and Property | Provision of health care services to eligible VA and DoD beneficiaries at this jointly funded and staffed facility at North Chicago, IL | 0 |

**Veterans Benefits Administration**

| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Veterans Benefits Administration**Administer the following benefit programs:Compensation,Pension,Education,Vocational Rehabilitation & Employment,Loan Guaranty,Insurance | Total: 21,237(Carryover funding supported all 21,237 thru Oct 7, 2013)**Effective** **Oct 8, 2013:****Funded:****126****Excepted:****13,356****Non-Excepted:****7,755** | 126 Insurance |  | Funded through Trust Fund Reimbursement | Administer the Insurance Program | 0 |
|  | 181 Insurance | Necessary Implication – Funding available in the Insurance Trust Fund  | Administer the Insurance Program | 0 |
|  | 801 Loan Guaranty  | Authorized by Law, Necessary Implication, Protection of Property – Guaranteed loan financing account funded through Veterans’ fees; Federal Credit Reform Act, 2 U.S.C. § 661c, authorizes new guarantees; Property interests in portfolio loans, owned real estate, existing loan guaranties | Guarantee new home loans and administer the Loan Guaranty Program  | 0 |
|  | 11,699Compensation. Pension, Education, Vocational Rehabilitation, Mgt/Support Services  | Necessary Implication – Funding available in mandatory appropriations | Ongoing processing and payment of compensation, pension, education, and vocational rehabilitation benefits | 7,013 |
|  | 605 National Call Centers | Protection of Property and Rights | Staff compensation and pension National Call Centers to protect dates of claim  | 116 |
|  | 11 Finance Center | Necessary Implication – Funding available in mandatory appropriations  | Process benefit payments  | 59 |
|  | 59 VBA Headquarters | Necessary Implication – Funding available in mandatory appropriationsProtection of Property and Rights | Support to RO claims processingOrderly shutdown activities, communications, triage requests, oversee excepted employees, recall employees, etc. | 567 |

**National Cemetery Administration**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| NCA | 1,796 | 0 | 755 | Protection of life and property; for processing applications for headstones and markers, funding provided by VBA compensation and pension | * Burials (672 excepted)
* Process Applications for headstone and markers (33 excepted)
* First Notice of Death (9 excepted)
* Oversight and Administration (41 excepted)
 | 1,041 |

**Office of Information Technology**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| The Office of Information and Technology (OIT) has lines of business that include: quality, performance and oversight; information security; architecture strategy and design; product development; service delivery and engineering; and IT resource management. | 7,977 (Includes franchise fund of 581 and Reimbursable of 15) |  | 3,769 | Necessary Implications | Direct and Indirect Support to Administrations and Staff Offices as needed to maintain their excepted functions; Network Maintenance and Protection; Information Security; Data Center Operations; and Enterprise Infrastructure Operations  | 3,612 |
| 581 |  | Franchise Fund | Direct and Indirect Support to Administrations and Staff Offices as needed to maintain their excepted functions; Network Maintenance and Protection; Information Security; Data Center Operations; and Enterprise Infrastructure Operations | 0 |
| 15 |  | Reimbursable | Direct and Indirect Support to Administrations and Staff Offices as needed to maintain their excepted functions; Network Maintenance and Protection; Information Security; Data Center Operations; and Enterprise Infrastructure Operations | 0 |

**Board of Veterans Appeals**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| Review benefit claims determinations made by local VA offices and issue decisions on appeals | 637 | 0 | 1 | Protection of Life and Property | Orderly operations during ongoing shutdown | 636(all employees will remain at work until FY2013 funds are expended, then BVA would move to furlough status) |

**Human Resources and Administration**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| **Office of Human Resources and Administration (HRA)*** Administration
* Corporate Senior Executive Mgmt
* Diversity & Inclusion
* Human Resources Management
* Labor-Mgmt Relations
* Resolution Management
 | 811 | 545 |  | Reimbursable (VHA) | Reimbursable funding (VHA). Will provide VHA-related Human Capital Investment Plan support | 260 |
|  | 5 | Necessary Implications | 2 to provide support for VHA-related disciplinary action review boards3 persons to maintain building operations for the entire VACO campus |  |
|  | 1 | PA; exceeds maximum GS salary cap  |  |  |

**Office of Acquisition, Logistics and Construction**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| **Office of Acquisition, Logistics, and Construction (OALC)** Includes: Office of Acquisition and Logistics (502), the Office of Acquisition Operations (378), and the Office of Construction and Facilities Management (394) | 1,282 |  |  |  | Major construction and facilities management support functions will be suspended, specifically:Land actions; Development of design standards, criteria, and guides; Technical architectural and engineering (A/E) consulting support; Technical real property/architectural and engineering design support; Cost estimating and A/E selection | 223 |
| 888 |  | Positions funded by Revolving Fund | Acquisition operations, policy and logistics |  |
| 35 |  | Reimbursed from VHA Advance Appropriation | Oversee lease build-out activities |  |
| 130 |  | 5-year Appropriations | Oversee major construction project execution at job sites |  |
|  | 6 | Functions that support activities funded by appropriations that do not expire | Contracting officers and program managers who support VA’s major construc­tion and lease projects |  |

**Office of General Counsel**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| Office of General Counsel (OGC) - OGC provides legal advice and services to the SECVA and all organizational components of the Department | 712 |  | 39 | Reimbursed through the Credit Reform (Loan Guaranty) revolving fund | Legal advice for funded programs (i.e. the Department’s Loan Guaranty program) |  |
| 77 |  | Reimbursed through the Medical Savings Support & Compliance advance appropriation | Legal support for the Department’s medical collections program |  |
| 59 |  | Reimbursed through the Supply Fund revolving fund | Legal support for the Department’s procurement program |  |
|  | 15 | If the US Court of Appeals for Veterans Claims (CAVC) remains open, but does not grant continuances, the employees would be excepted in order to protect VA property interests in those cases. | Representation of the Secretary for appeals filed with CAVC and which have not been stayed by that court |  |
|  | 31 | Protection of life and property (to support VHA, VBA, and other funded programs);  | Legal advice for funded programs and support to courts;  Supervisors to oversee work of excepted employees, triage requests for the protection of life and property (e.g. guardianship requests, end-of-life decisions, etc.) and to decide whether other employees must be recalled |  |
|  |  |  |  | 491 |

**Office of Management**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| **Office of Management (OM)*** Budget
* Financial Management
* Asset Enterprise Management
* Business Oversight
* Performance Management
* Enterprise Risk Management
* Energy & Greening
 | * **Total:** 820
* **24/7:  0**
* **Funded:** 566
* **Excepted:** 21
* **Non-Excepted:**  233**^**

Note: Time & Attendance (T&A) included for OM staff**^**Non-excepted employees also include 10 in Performance Management and 5 in Enterprise Risk Management.  All employees will remain at work until FY2013 funds are expended; then OM would move to furlough status. | 0 | 3 | Necessary Implication | Budget Execution/Controls | 29 |
| 368 | 0 | Revolving Fund | Financial Services (Austin) | 0 |
| 160 | 0 | Revolving Fund | Debt Management Center (Minneapolis) | 0 |
| 0 | 17 | Necessary Implication | Payroll, Travel card administration | 83 |
| 8 | 1 | Advanced Appropriation (VHA)/Safety and Property | Asset Enterprise Management | 43 |
| 30 | 0 | Revolving Fund -7/Advanced Appropriation (VHA)-23 | Business Oversight | 63 |

**Office of Public and Intergovernmental Affairs**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| Office of Public & Intergovernmental Affairs (OPIA)* Public Affairs
* Digital Communications
* Field Operations
* Media Relations
* Intergovernmental Affairs
* International Affairs
* Tribal Relations
* Outreach
* Sports Programs
 | 91 |  0 | 1 | PA – Protection of Life and Property | Communicate with Veterans regarding availability and location of continued VA services | 90 |

**Office of Congressional and Legislative Affairs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| **Office of Congressional and Legislative Affairs:**- Congressional Relations- Communications with Congress- Veterans Legislation- Constituent Casework- GAO | 46 | 0 | 1 | PAS | Confidential policy support to senior VA leadership. Very limited communications with Congress. | 45 |

**Office of the Inspector General**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| **Office of the Inspector General (OIG)*** Investigations
* Audits
* Healthcare Inspections
* Management & Administration
 | 645 | 0 | 1 | PAS | Oversight of excepted employees |  |
| 29 | 0 | Continuing Funding from Supply Fund | Supply Fund Audits |  |
| 0 | 148 | Protection of Life and Property - Law Enforcement | Support ongoing criminal cases, investigations, and prosecutions |  |
| 0 | 12 | Necessary implication | Support essential functions of excepted staff |  |
|  |  |  |  | 455 |

**Office of Operations, Security and Preparedness**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| Office of Operations, Security, and Preparedness (OSP)• Office of Security and Law Enforcement• Office of Emergency Management• Office of Personnel Security and Identity Management• Office of Resource Management | 165 | 70 | 16 | Protection of life and property  | Maintain the Integrated Operations Center and provide Executive Protection | 79 |

**Office of Policy and Planning**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| Office of Policy and Planning* Strategic Planning
* Policy Analysis and Development
* VA Governance
* Data and Statistical Analysis
* Predictive Modeling
* Data Governance
* VA/DoD Collaboration
* Interagency Integration and Collaboration
* Multi-year Programming
* Program Analysis and Evaluation
* Program Management and Oversight of Major Initiatives.
 | 112 | 0 | 2 | Necessary Implication | Orderly operations during ongoing shutdown  | 110 |

**Office of the Secretary**

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| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| The Office of the Secretary (OSVA) provides day-to-day operations support for SECVA, as well as executive-level support and guidance to the entire Administration | 92 | 0 | 9 | Necessary Implication | Department oversight of critical VA operations (SECVA/COSVA); Senior advisors/staff to SECVA/COSVA; Executive support; Strategic communication  | 83 |

**Office of Employment Discrimination Complaint Adjudication**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| The Office of the Secretary (OSVA) provides day-to-day operations support for SECVA, as well as executive-level support and guidance to the entire Administration | 20 | 20 | 0 | Reimbursable fund (VHA) | Existing duties (Office of Employment Discrimination Complaint Adjudication) | 0 |

**Office of Small and Disadvantaged Business Utilization**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VA Unit** | **Total # of Employees** | **# of Fully Funded (not subject to lapse; will continue to work)** | **# of Excepted Employees (legal basis; will continue to work)** | **Legal Basis for Decision or Full Funding Source** | **Functions to be Performed** | **# of Non-Excepted Employees (subject to furlough)** |
| The Office of the Secretary (OSVA) provides day-to-day operations support for SECVA, as well as executive-level support and guidance to the entire Administration | 37 | 37 | 0 | Reimbursable fund (Supply Fund) | Existing duties (Office of Small and Disadvantaged Business Utilization) | 0 |

**Appendix C – Suspended Functions in 2013**

|  |  |
| --- | --- |
| Organization | Functions to be Suspended |
| **VHA** | None |
| **VBA** | Overseas Military Coordinator; All Outreach; Education Call Center; All Public Contact Activities; Appeals Teams; Transition Assistance/Predischarge Activities; Chapter 36 Counseling; Vet Success on Campus; Education Compliance; Quality Review/Assurance Programs |
| **NCA** | Processing applications for Presidential Memorial Certificates; Activities at NCA Training Center; NCA will bring in contractors to accomplish interments at those national cemeteries already under contract. NCA will also restrict the number of interments at mid-range cemeteries to 8 per day. |
| **OSVA** | Special program activities; Executive correspondence and communication; Strategic planning and communications; protocol |
| **OALC** | Development of design standards, criteria, and guides; Technical architectural and engineering (A/E) consulting support; Technical real property/architectural and engineering design support; Cost estimating and A/E Selection; Administrative support functions for IT, space, human resources and financial administration |
| **BVA** | Claims appeals will be discontinued. |
| **OCLA** | All functions including: Congressional relations; Responding to congressional requests for information; Processing testimony and questions for the record; Congressional correspondence; Constituent casework; Advisory Committee Management; GAO coordination; Office administrative functions |
| **OGC** | Represent the Secretary before courts, including the US Court of Appeals for Veterans Claims, and other tribunals; Routine legal services for VHA, VBA, NCA and Staff Offices regarding personnel law, ethics, torts, and other legal matters |
| **HR&A** | HR Policy; Recruiting; Hiring; Staffing; Training; Labor-Management Relations; ADR; Diversity; Classification; VACO building maintenance support; Veteran Employment Outreach |
| **OI&T** | Oversight and compliance; Policy functions; Planning functions; Correspondence management; Congressional, GAO, IG, OMB inquires about VA Directives, FOIA, Records Mgmt., and System of Records Management |
| **IG** | Audits and Evaluations; Administrative Investigations; OIG Hotline; Healthcare Inspections; OIG Legal and Release of Information |
| **OM** | Performance Management; Asset Enterprise Management; Green/Energy programs ; Financial policy; Budget Formulation and analysis |
| **OPIA** | All functions including: National programs and special events; Tribal Government Relations; National Veterans Awareness Campaign; Interaction with state and local government and international visitors |
| **OSP** | National Security Planning and Operations; Policy Program Inspections; HSPD-12; Personnel Security and Suitability; Resource Management |
| **OPP** | All functions including: Strategic Planning; Policy Analysis and Development; VA Governance; Data and Statistical Analysis; Predictive Modeling; Data Governance; VA/DoD Collaboration; Interagency Integration and Collaboration; Multi-year Programming; Program Analysis and Evaluation; and Program Management and Oversight of Major Initiatives |