

**AUTHORIZATION OF SIGNATURE OF THE SECRETARY OF VETERANS
AFFAIRS AND DEPUTY SECRETARY OF VETERANS AFFAIRS**

1. REASON FOR ISSUE: To amend this directive, which establishes policy to delegate the authority to apply the signature of the Secretary of Veterans Affairs (VA) and Deputy Secretary of Veterans Affairs on VA documents.

2. SUMMARY OF CONTENTS: The directive gives authority for use of the signature of the Secretary and Deputy Secretary which is controlled. Unless they personally sign a document, the use of their signatures is accomplished through the use of a signature machine, electronic, digital, or other media. None of these devices may be used by any VA employee without the express authority of the VA Chief of Staff.

3. CHANGES: The amendment adds that unless expressly authorized by the Secretary or through the Secretary's delegated authority as set out in this directive, no entity of VA shall have the Secretary's or Deputy Secretary's signature in any media. The amendment sets out the process to request authority to maintain and use the Secretary's or Deputy Secretary's signature.

4. RESPONSIBLE OFFICE: The Office of the Secretary (00) is responsible for the content of this directive.

5. RELATED HANDBOOK: None

6. RESCISSION: VA Directive 0002, dated March 26, 2008.

/s/
Eric K. Shinseki
Secretary of Veterans Affairs

Certified By:

/s/
Stephen W. Warren
Acting Assistant Secretary for
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AUTHORIZATION OF SIGNATURE OF THE SECRETARY OF VETERANS AFFAIRS AND DEPUTY SECRETARY OF VETERANS AFFAIRS

1. PURPOSE: This VA Directive delegates the authority to apply the signature of the Secretary of Veterans Affairs (hereafter, “the Secretary”) and Deputy Secretary of Veterans Affairs (hereafter, “the Deputy Secretary”) on VA documents.

2. POLICY: The use of the signature of the Secretary and Deputy Secretary is controlled. Unless they personally sign a document, their signatures are accomplished through the use of a signature machine, electronic, digital, or other media. No VA office whether in VA Central Office or the field shall maintain a device in any media of the signature of the Secretary unless expressly authorized as set forth below. Further, no signature device for the Secretary or Deputy Secretary may be used by any VA employee without express authority as set forth below.

3. RESPONSIBILITIES

a. **Secretary.** The Secretary may personally sign any document presented. Otherwise, the Secretary delegates authority for use of the signature.

b. **Deputy Secretary.** The Deputy Secretary may personally sign any document presented. Otherwise, the Deputy Secretary delegates authority for use of the signature.

c. **Delegation to Authorize Use of the Secretary’s and Deputy Secretary’s Signature by the Signature Machine.** The Secretary’s and Deputy Secretary’s signature is created by the official signature machine maintained in the Office of the Executive Secretary. The Secretary and Deputy Secretary authorize use of the signature machine.

(1) The Secretary delegates authority for use of the signature machine to:

(a) The Deputy Secretary.

(b) The Chief of Staff to the Secretary.

(2) The Deputy Secretary delegates authority for the use of the signature machine to:

- (a) The Chief of Staff to the Secretary.
- (b) The Executive Director, Office of the Deputy Secretary.

d. **Use of Other Signature Devices.** Unless authorized by the Secretary or Deputy Secretary as noted in paragraph 3c. above, no other type of signature device, electronic, digital, or other media, will be used for their signature.

e. **Retention of Secretary's or Deputy Secretary's Signature Devices.** Unless authorized by the Secretary or Deputy Secretary, no VA entity, whether in VA Central Office or the field, will retain the signature of the Secretary or Deputy Secretary by any device or means. See paragraph g. below to request retention of a signature device. Use of such device, if authorized, will be in accordance with this directive.

f. **Request to Use the Secretary's or Deputy Secretary's Signature.** This directive applies throughout VA. Permission to use the signature of the Secretary will be requested formally through the Office of the Executive Secretary by Under Secretaries, Assistant Secretaries, Staff Office Heads, and Other Key Officials. Controlled correspondence for the signature of the Secretary is accomplished through correspondence management procedures. For documents not controlled through correspondence management procedures, the request is made in writing through memorandum signed by the Under Secretary, Assistant Secretary, Staff Office Head, or Other Key Official or by a signed VA Form 4265, Correspondence and Summary Sheet.

g. **Request to Maintain Device with Secretary's or Deputy Secretary's Signature.** Permission to maintain a device with the Secretary's signature may be requested through the Office of the Executive Secretary. The request must have a memorandum signed by the appropriate Under Secretary, Assistant Secretary, Staff Office Head or Other Key Official with a justification attachment. Requests from the field must go through the officials noted above. The justification must include information on security for the device and the title of the official who will authorize its use at the entity. The justification must also include a statement listing the items produced at the entity for which the signature will be used. The signature will not be authorized for any other purpose, and any such other purpose requires that the requesting entity follow the directions in paragraph f. above.

4. REFERENCES: The authority for this directive is: 38 U.S.C. §§ 301,304, 501(a) and 512.