

January 19, 2011

**UNDER SECRETARY FOR HEALTH MEMORANDUM
RESOURCE MANAGEMENT COMMITTEE**

1. PURPOSE: This Under Secretary for Health's Memorandum states policy, assigns responsibilities, and provides procedures for the establishment of a Veterans Health Administration (VHA) Central Office Resource Management Committee (RMC). This Memorandum also establishes the RMC as the principal means of changing the staffing resource levels for all VHA Central Office (CO) Program Offices, unless specifically directed by the Principal Deputy Under Secretary for Health or the Under Secretary for Health, to be routed through the National Leadership Board (NLB) Finance Committee and the NLB. **NOTE:** *All positions and services under the authority of the VHA Central Office are covered by this policy.*

2. BACKGROUND

a. A new Full-time Employee Equivalent (FTEE) is defined as a position, at any grade level, not previously authorized by the Office of the Under Secretary for Health, via a signed organizational chart. A new FTEE is also defined as the revision of an existing FTEE (represented on a signed organizational chart by the Office of the Under Secretary for Health); as well as the contracting of FTEE via an outside mechanism. **NOTE:** *Revision to an existing FTEE would include splitting, or changing the grade of a position.*

b. Because of the impact that new FTEE have on available VHA resources, all requests are subject to review and final approval by the RMC. All positions and services under the authority of the VHA Central Office are covered by this policy.

(1) This review process is mandatory and is the final step before proceeding with the recruitment of any new FTEE. It supersedes any previously utilized mechanisms for obtaining new FTEE, such as an Executive Decision Memo process through the NLB Finance Committee.

(2) This policy is applicable to decentralized VA Central Office positions or FTEE supported by VA Central Office salary resources, but located in the field; as well as employees hired as long-term contractors.

(3) This policy is not applicable to back-filled positions (vacancies resulting from an employee separating from the Department), unless the intent is to split or change the grade of a position or the resulting vacancy is a position that was approved above ceiling.

3. POLICY: It is VHA policy that each VHA Program Officer must address all resource requirements through the RMC instead of through the NLB Finance Committee.

4. ACTION

a. **Under Secretary for Health.** The Under Secretary for Health is responsible for:

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(1) Ensuring that:

(a) All VHA CO Program Offices have a streamlined procedure for requesting new FTEE,

(b) VHA has appropriate resources available to support these FTEE (space, budget, equipment), and

(c) The process is consistent across VHA CO Program Offices and that a RMC is established to provide support and timely review of all new requests.

(2) Establishing an RMC to implement and monitor the duties and responsibilities outlined in this Memorandum. The RMC membership consists of:

(a) Under Secretary for Health as Chair,

(b) Principal Deputy Under Secretary for Health,

(c) Deputy Under Secretary for Health for Operations and Management,

(d) Chief of Staff,

(e) Chief Workforce Management and Consulting Officer, and

(f) Chief Financial Officer.

(3) Approving or disapproving new FTEE, based on recommendations from the RMC and the information provided in Attachment A.

b. **Resource Management Committee (RMC)**. The RMC is responsible for:

(1) Reviewing and evaluating all requests for additional FTEE to determine whether requested FTEE is within current authorized limits and if additional staffing is warranted. VHA resources, status of budget, and current and revised organizational charts, for each submitting VHA CO Program Office, is an integral part in the decision process.

(2) Recommending a course of action to the RMC Chair. In developing its recommendation, the RMC considers VHA's overall financial needs and its continued professional and operational requirements to ensure alignment with the organization's strategic plan and assigned mission.

(3) Serving as final organizational stewards for the oversight of VHA CO facility resources (space, supplies, equipment) for budget and position management.

(4) Reviewing the organizational structure to eliminate duplication of work and unnecessary fragmentation. During the review, the committee must ensure each VHA CO Program Office

has a staffing plan in place to provide for essential services, and must verify the minimum number of positions essential to the accomplishment of the VHA CO Program Office's mission.

(5) Reviewing and monitoring availability and allocation of all VHA resources.

(6) Implementing the following procedures:

(a) The committee will meet twice per month, or at the call of the Chair, to review requests for new FTEE and resources.

(b) Committee members are required to send a designee to RMC meetings to represent them in their absence.

(c) A recording secretary must be in attendance to ensure accurate records of all meetings are maintained.

(d) Each request for additional FTEE is considered; however, additional information, additional feedback from other VHA CO Program Offices, or having the requesting official present additional information verbally in person, or in writing may be necessary.

(e) After its review, the committee recommends approval, disapproval, or that actions be deferred, giving reasons for deferral to the requesting VHA CO Program Office. Committee recommendations are not official until approved by the RMC Chair.

c. **Chief Program Officers.** Chief Program Officers are responsible for:

(1) Ensuring all current positions are working at capacity, and that position management and work load warrant the addition of new staff.

(2) Completing a cover memo (see Att. A) to VA Form 10-0509, Resource Management Committee FTEE Justification Form, (see Att. B), and VA Form 10-0509 prior to submitting documentation to support the recruitment of new FTEE. If requesting space in VA Central Office, review VHA Central Office Space Guidance (see Att. C) prior to submission to the RMC Committee.

(3) Submitting a completed RMC Checklist. *NOTE: In instances where a VHA CO Program Office is requesting multiple new FTEE to support a new initiative or program, the Director of Executive Recruitment, Workforce Management and Consulting Office (10A2B), or designee, needs to be contacted to assist the VHA CO Program Office in developing a consolidated resource request.*

(4) Ensuring requests clearly identify the need for FTEE.

(5) Ensuring the justifications are comprehensive, leaving no doubt in the reviewer's mind why the resources are needed.

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(6) Ensuring requests with inadequate justifications are returned to the VHA CO Program Office.

(7) Ensuring that the immediate supervisor of the Chief Officer endorses the proposal, prior to submission.

(8) Sending completed FTEE requests electronically, or delivering a hard copy, by, or on behalf of, the Chief Officer to: VHA CO RMC Shared Mailbox, ATTN: Executive Assistant (10A2).

(9) Ensuring budget and personnel management are accurate and effective. This means that Directors, Managers, and Supervisors at all levels of the organization are responsible for ensuring work is organized and assigned among positions in an effective and economical manner to meet overall organizational needs.

4. REFERENCES: None.

5. FOLLOW-UP RESPONSIBILITY: Workforce Management and Consulting Office (10A2) is responsible for the contents of this VHA memorandum. Questions may be directed to (202) 461-7290.

6. RESCISSIONS: None.

7. RESCISSION: This VHA Memorandum will expire January 31, 2016.

Robert A. Petzel, M.D.
Under Secretary for Health

Attachments

DISTRIBUTION: E-mailed only to VHA Central Office and VISNs 1/ 21 /2011

ATTACHMENT A

**SAMPLE COVER MEMO FOR
VA FORM 10-0509, RESOURCE MANAGEMENT COMMITTEE FTEE
JUSTIFICATION FORM**

DATE:

FROM: Chief Officer ____ (Program Office) ____

SUBJ: Request for New Full-time Employee Equivalent (FTEE)

TO: Chair, Resource Management Committee

1. Attached you will find the VA Form 10-0509, Resource Management Committee FTEE Justification Form, for ____ (a number) ____ new positions with the ____ (Program Office) ____ . The justification addresses the programmatic need for the new FTEE, as well as the implications to VHA resources.

2. Consideration from the Resource Management Committee is appreciated. Please contact me directly if I may provide any additional clarification.

Signature Block for Chief Officer

ATTACHMENT B

**VA FORM 10-0509, RESOURCE MANAGEMENT COMMITTEE FTEE
JUSTIFICATION FORM**

This form is available on the VA intranet Forms Web site <http://vaww4.va.gov/vaforms/>.



VA Form
10-0509-fill.pdf

ATTACHMENT C

**VETERANS HEALTH ADMINISTRATION (VHA) CENTRAL OFFICE SPACE
GUIDANCE**

Because private office space and cubicles remain limited at the Department of Veterans Affairs (VA) Central Office (810 Vermont Avenue, NW) and its surrounding campus locations, the Veterans Health Administration (VHA) has established the following guidance for decisions related to space allocations:

1. Priorities and goals for offices for permanent employees with a VA Central Office duty station

- a. The goal is for all title 38, Senior Executive Service (SES), SES Equivalent (or hybrid), and General Schedule (GS)-15 employees to have a private office in, or near, their work unit, unless they otherwise request.
- b. When goal one is achieved, attempts will be made to offer GS-14 supervisory employees a private office.
- c. If goals one and two have been accomplished, other GS-14 employees (non-supervisory) may be offered a private office, pending availability.
- d. GS-13 employees and below will typically work in cubicles, or, in some cases, shared offices.
- e. Contractors, visiting, and virtual employees will typically work in cubicles.
- f. VHA Central Office provides permanent shared office “swing” space to accommodate visitors. Program Offices have the ability to reserve the swing office space in advance of the arrival of the visitor. To utilize this space, reservation requests may be sent to VHACOSPACE@VA.GOV.

2. Permanent Employees with a non-VA Central Office duty station working in Washington, DC on an ad hoc basis. Efforts must be made to identify shared space, a cubicle, or some “swing” space for these individuals. Permanent offices will not be afforded to staff whose duty station is outside of VA Central Office.

3. Controls over Space

- a. All VA Central Office space is governed and managed by the VA Office of Building Management (03).
- b. Overall space decisions, including building location within the city, leasing agreements, General Services Administration (GSA) and Federal requirements and acquisition regulations are

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managed and vetted through the VA Office of Building Management. The VA Office of Building Management must comply with a variety of competing factors, which include the requirements for VA Central Office-based programs to be within the District, availability of property within the mandated business district, and the needs of other competing Federal agencies. The acquisition of new space, through this office, takes approximately 18 months for completion.

c. The Workforce Management and Consulting (WMC) Office serves as the space liaison for all centrally-based VHA Program Offices and manages the existing space allocated to the Administration. This includes the coordination of moves, furniture acquisition, and telephone and IT installation coordination.

d. In this capacity, the WMC Office serves as an advocate for all centrally-based VHA Program Offices and will consider special accommodations and requests in making recommendations for appropriate space allocation. WMC works with the Executive Assistants to conduct regular reviews of all VHA occupied space through open communication and the monitoring and collection of existing and projected FTEE data.

e. After appropriate workspace has been identified, it is the responsibility of each Chief Officer to ensure office placement equitability among staff. Equitability in placement includes determination of space size and interior or exterior office space. While some of these decisions are at the discretion of each Chief Officer, it is encouraged that determination be based upon grade, nature, tenure, and responsibility of position.

f. All VHA program offices are required to identify appropriate office space prior to the processing of any new FTEE requests.

g. To accommodate emergent office space needs, especially at 810 Vermont Avenue, NW, because of its proximity to the Secretary of Veterans Affairs, Under Secretary for Health, and the White House, the displacement of lower-graded employees occupying offices, to address needs of higher-graded employees may, on occasion, may be required. Should a displacement need to occur, the level of review must be as follows:

(1) Virtual employees, interns, contractors, detailed employees and permanent employees with a non-VA Central Office duty station working in Washington, DC, on an ad hoc basis;

(2) GS-13 employees;

(3) GS-14 employees; and

(4) GS-14 supervisory employees.

ATTACHMENT D

RESOURCE MANAGEMENT COUNCIL (RMC) CHECKLIST

Prior to submitting requests to the RMC, ensure this check-list has been completed.

1. Has the Chief Officer reviewed this proposal with the Chief Officer's immediate supervisor?

Yes _____ No _____

2. Did the immediate supervisor endorse this to move forward to the RMC?

Yes _____ No _____

3. Can the Program Office provide confirmation that the immediate supervisor endorsed the proposal to move forward (initialed folder, approval email, etc.)?

Yes _____ No _____

4. Have all questions been on the RMC memo been accurately addressed?

Yes _____ No _____

5. Will the Chief Officer, or representative, be available to attend the RMC meeting to address questions by the committee?

Yes _____ No _____