

**Executive in Charge, Office of Management
Action Item**

SUBJECT: Approval of three updated financial policy chapters.

Vol.	Ch.	Title
X	6	Closeout and Post-Closeout Activities
XV	7	Retirement Contributions
XV	8	Thrift Savings Plan

DISCUSSION: The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following policy chapters:

- Volume X, Chapter 6, *Closeout and Post-Closeout Activities*, establishes VA policy regarding the Grants Program Office policies and procedures that apply during closeout and post-closeout activities associated with Federal grants.
- Volume XV, Chapter 7, *Retirement Contributions*, establishes VA financial policies and procedures relating to payroll activities associated with retirement contribution transactions.
- Volume XV, Chapter 8, *Thrift Savings Plan*, establishes VA financial policies and procedures relating to VA employees' participation in the Thrift Savings Plan.

NOTE: A summary of revisions to each chapter is attached.

RECOMMENDATION: Approve the three updated financial policy chapters by signing below.

Approved:

/s/ Helen Tierney
Helen Tierney
Executive in Charge, Office of Management,
and Chief Financial Officer

10/25/13
Date