eCLASS360 POLICY NOTICE

1. PURPOSE: The purpose of this Notice is to announce the inclusion of an agency-wide automated classification system in the Department of Veterans Affairs (VA) Handbook 5003, Position Classification and Position Management. eClass360 is established as the human resources information system for VA that implements an end to end paperless classification workflow. Users can create and review position descriptions (PD), functional statements (FS), evaluation statements and the Optional Form (OF-8) with the ability to upload related classification documentation.

2. POLICY: The mandatory use of eClass360 achieves VA Human Capital Modernization efforts. VA’s Chief Human Capital Officer (CHCO) is the authoritative source for implementing, developing and investing in new Human Resources Information Technology (HRIT) system capabilities. eClass360 will serve as the agency automated classification system for all administrations with delegated classification authority. Each Administration and Staff Office will establish individual implementation plans and timelines.


5. RESCISSION: This Notice will be rescinded when revised VA Handbook 5003 is published within one year.

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

/s/ /s/
John P. Medve Paula Molloy, Ph.D.
Acting Assistant Secretary Assistant Secretary for Human Resources for Enterprise Integration and Administration/Operations, Security and Preparedness

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