

ENTERPRISE DIRECTIVES MANAGEMENT (EDM) PROCEDURES

1. **REASON FOR ISSUE:** This handbook provides additional information and implementing instructions for creating, revising, or rescinding Department-wide policies contained in VA Directive 0999, Enterprise Directives Management (EDM). The handbook replaces procedures contained in VA Handbook 6330, dated October 21, 1993.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook implements the policies contained in VA Directive 0999, Enterprise Directives Management (EDM), and revises procedures for the preparation, concurrence, and certification of VA enterprise directives, handbooks, and notices. This handbook:
 - a. Simplifies procedures on the preparation, approval, and publishing of Department-wide policy documents under the VA EDM.
 - b. Simplifies formats for creating EDM policy documents by providing templates for creating directives, handbooks and notices.
 - c. Changes the functional number of the handbook from 6330 to 0999. The number was changed to reflect Office of Enterprise Integration (OEI) as the responsible office.
 - d. Sets forth revised procedures and responsibilities for managing and distributing Department-wide policy documents under the VA EDM.
 - e. Adds a requirement for all concurrences on EDM documents to be no more than 12 months old. Concurrences over 12 months old will need to be re-staffed with applicable offices for comment.
 - f. All concurrences on EDM directives and handbooks must be received within 30 calendar days of the assignment date. Requests for extension must be made to the office responsible for the policy and the Enterprise Directive Management Officer within 30 days of assignment.
 - g. Ensures EDM documents are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794(d)), (VA Section 508 Office) are in accordance with Office of the Executive Secretariat Correspondence Manual, (Executive Secretariat Correspondence Manual Table of Contents) and use Arial 12 font.
3. **RESPONSIBLE OFFICE:** Office of Enterprise Integration (008).
4. **RELATED DIRECTIVE:** VA Directive 0999, Enterprise Directives Management (EDM), dated October 9, 2018.

**Department of Veterans Affairs
Washington, DC 20420**

**VA HANDBOOK 0999
Transmittal Sheet
August 1, 2019**

- 5. RESCISSION:** VA Handbook 6330, Directives Management Procedures, dated October 21, 1993.

CERTIFIED BY:

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

/s/
Melissa S. Glynn, Ph.D.
Assistant Secretary for
Enterprise Integration

/s/
Melissa S. Glynn, Ph.D.
Assistant Secretary for
Enterprise Integration

DISTRIBUTION: Electronic Only

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ENTERPRISE DIRECTIVES MANAGEMENT (EDM) PROCEDURES HANDBOOK

1. PURPOSE.

This handbook provides additional information and implementing instructions for creating, revising, or rescinding Department-wide policies contained in VA Directive 0999, Enterprise Directives Management (EDM). It replaces procedures contained in VA Handbook 6330, dated October 21, 1993.

2. SCOPE.

EDM is the official process by which VA issues enterprise policy documents. The scope of EDM does not include internal policy documents for an Administration or Staff Office. VA Financial Policy Volumes and VA Acquisition Manual (VAAM) policies are based on specific government-wide policies and regulations so are not included in the EDM process. Also, technical publications related to the planning, design, leasing and construction of VA facilities located on the Technical Information Library (TIL) are exempt from EDM process and procedures. These policy documents will be accessible through the EDM publications website via clearly marked links. This handbook includes implementing instructions for the preparation, concurrence, certification, publication, and rescission processes for Enterprise directives, handbooks, and notices.

3. RESPONSIBILITIES.

a. Secretary of Veterans Affairs. The Secretary or designee shall issue an EDM document when:

- (1) There is a change in VA's basic mission, objectives, or policies'
- (2) The document is used as a mechanism for delegating the Secretary's authority; or
- (3) The policies or procedures govern benefits, rights, or responsibilities of Veterans, their beneficiaries, VA employees, VA contractors or members of the public.

b. Assistant Secretary for Enterprise Integration (AS/OEI). The AS/OEI shall:

- (1) Disseminate effective Enterprise Directive Management (EDM) policy for the Department.
- (2) Certify EDM policy documents. Certification signifies a directive, handbook, or notice is an authoritative VA policy that meets the EDM policy requirements, and has been reviewed and concurred by all appropriate VA organizational elements.

- (3) Review newly enacted legislation and support the Administrations and Staff Offices in identifying the need for new EDM policy documents and/or updating current EDM policy documents.
- (4) Designate an Enterprise Directives Management Officer (EDMO) to oversee the day-to-day operation and maintenance of the EDM.

c. Enterprise Directives Management Officer (EDMO). The EDMO shall:

- (1) Serve as the Assistant Secretary's principal advisor for Enterprise Directives Management (EDM) matters.
- (2) Advise and assist Under Secretaries, Assistant Secretaries, and Other Key Officials in the preparation of EDM policies and provide necessary training in EDM usage and management.
- (3) Conduct day-to-day operations of the EDM program, to include assisting staff with training, advice, and compliance with this Directive.
- (4) Review new and updated EDM policy documents for compliance with Directive 0999 and this Handbook.
- (5) Verify EDM policy documents submitted for certification are in compliance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794(d)). (VA Section 508 Office) are in accordance with Office of the Executive Secretariat Correspondence Manual and use Arial 12 font.
- (6) Issue changes to VA Directive 0999 and VA Handbook 0999 as appropriate to effectively and efficiently manage the EDM.
- (7) Conduct ongoing performance management reviews to ensure the EDM is functioning effectively and efficiently, and report status periodically to VA senior leadership.
- (8) Maintain and publish an inventory of EDM documents via an electronic repository. The repository shall also provide links to key non-EDM VA policy documents to provide employees the ability to rapidly search VA, Administration, and key Staff Office policy documents (VA Publications Intranet Site).
- (9) Ensure new or updated enterprise policy is communicated to the Directives Management Officer(s) (DMO) for each Administration and Staff Office through VA's correspondence system within 7 working days of the policy's publication on VA's publication website (VA Publications Intranet Site).
- (10) Maintain the overall Functional Numbering (FN) System addressed under the PROCEDURES section of this handbook.

- (11) Maintain the VA Publications internet and intranet websites as outlined in Para 4.d. of this handbook.
- (12) Review all roles and responsibilities in EDM processes (i.e. preparation, review, concurrence, approval, certification, publication and recertification) on an annual basis and update as necessary.
- (13) Assist with training Directive Management Officers and document authors in understanding and executing their roles in the EDM process.
- (14) Develop and maintain a master schedule for review of directives and handbooks

d. Under Secretaries, Assistant Secretaries, and Other Key Officials. Under Secretaries, Assistant Secretaries, and Other Key Officials shall:

- (1) Comply and implement procedures and processes in the generation, review, and concurrence of all EDM policy documents found in this handbook.
- (2) For non-EDM policy documents under their jurisdiction (including field facilities, where appropriate), utilize the functional numbering system detailed in VA Handbook 0999 to ensure consistency, traceability, and integration between EDM policy documents and Administration, Staff Office and other key offices internal policy documents.
- (3) Designate one or more Directives Management Officer(s) (DMO) as necessary to manage the EDM policy document generation, concurrence, approval, and certification processes (for which a particular office is the originator) and concurrence process (for which a particular office is not the originator) internally within their organization in accordance with the provisions of VA Handbook 0999.
- (4) Review and update or rescind all active EDM policy documents for which they are responsible prior to the 5-year expiration dates. Review will ensure EDM policy is current and consistent with other enterprise policy documents. Interim directives and handbooks must be either converted to permanent or rescinded within 1 year.
- (5) Ensure all EDM documents for which they are the originator are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794(d)) (VA Section 508 Office), are in accordance with Office of the Executive Secretariat Correspondence Manual, and use Arial 12 point font.

e. Directives Management Officer(s) (DMO). Directives Management Officers shall:

- (1) Serve as the principal advisor to their Assistant Secretary, Under Secretary, or Other Key Official on Directives Management matters.

- (2) Assist staff with preparation, concurrence, or rescission of EDM documents.
- (3) Serve as focal point for their Administration or Staff Office on EDM matters, providing recommendations to the EDMO for improvements in process, procedures, and training.

4. PROCEDURES.

a. Process and Procedure Flowcharts

Current EDM process flow maps are found at [VAEDM Process Flow Map](#). Step-by-step instructions, timeframes, links to additional narrative explanations of activities involved, and other details are presented in flowcharts.

b. Functional Numbering (FN) of Enterprise Policy Documents

EDM policy documents shall use the FN system as described in Appendix A.

c. Use of Templates in Developing EDM Policy Documents

EDM policy document originators may refer to Appendix B for templates and formatting instructions for all Enterprise directives and handbooks.

d. Publication of Enterprise Policy Documents

Certified Enterprise policy documents will be published on the internet at [VA Publications Internet website](#) unless the policy document has been deemed for internal use only, in which case it will only be published on the intranet site: [VA Publications Intranet website](#). Enterprise policy documents will be published on VA's website by the Office of Enterprise Integration at within 7 working days of certification.

e. Formatting Enterprise Policy Documents

Appendix B provides templates and guidance for policy originators to use in developing their Enterprise policy documents.

f. Writing EDM Policy Documents

- (1) EDM policy document originators will ensure the subject material is presented concisely using the Federal Plain Writing Act Guidelines posted at [Federal Plain Language Guidelines](#). Additionally, originators are responsible for proper spelling and grammar; to ensure all hyperlinks provided are functional; and to ensure documents comply with Section 508 laws. Lastly, EDM document authors must ensure new documents do not duplicate or conflict with existing policy, procedures, or guidance found in existing EDM policy.

- (2) Sources listed in the reference section of a directive or handbook shall be in the following order: (1) Public Law; (2) United States Code; (3) Code of Federal Regulations; (4) VA policy; and (5) other references listed in alphabetical order.

g. Preparing EDM Policy Documents for Concurrence and Certification

EDM policy document originators should use the validation checklist provided in Appendix C to ensure all policies and procedures have been followed when preparing their documents for concurrence and certification.

h. Rescinding EDM Policy Documents. There are two ways directives and handbooks can be rescinded:

- (1) First, directives or handbooks can be rescinded by the issuance of a newer directive or handbook which states in Paragraph 5 RESCISSION of the Transmittal Page that the older document is being rescinded. For example, Directive 0123 dated 1 May 2019 can rescind Directive 0123 dated 1 May 2014 by listing the old directive in Paragraph 5 RESCISSION of the new Transmittal Sheet.
- (2) Second, the office responsible for a directive or handbook may determine a policy is no longer needed and in conjunction with the EDMO can issue a notice rescinding the original EDM document. Format for a notice is found on page 21 of this handbook. Rationale for rescinding a directive or handbook will be clearly stated in the notice. Offices seeking to rescind a directive or handbook using a notice will find additional information and a template in Appendix B.

i. Communication of New or Updated Enterprise Policy

New and updated enterprise policies will be communicated to the Directives Management Officer(s) (DMO) for each Administration and Staff Office through VA's correspondence system within 7 working days of the policy's publication on VA's publication website ([VA Publications Intranet Site](#)).

5. DEFINITIONS.

- a. Concurrence:** An organization's official acceptance of the content presented in a document and recommendation that the document be approved for signature as written.
- b. Certification:** The process of signifying that a directive or handbook is an appropriate VA policy that meets the EDM policy requirements, and has been reviewed, commented on, and concurred on by the appropriate VA elements.
- c. Concurrence with Comments:** An organization's acceptance of the content presented in a document, along with additional statements that could be included

in the original document or simply a comment or question regarding the content of the document. *No re-concurrence is necessary.*

- d. **Conditional Concurrence:** An organization's conditional acceptance of the content presented in a document, as long as the organization's comments are incorporated in the final document by the originating organization. *No re-concurrence is necessary.* If the originating organization cannot accept the comments and incorporate them into the document, then the conditional acceptance reverts to a non-concurrence.
- e. **Directives:** Directives prescribe Enterprise policies and are typically 10 pages or less in length. Directives can be permanent or interim. Permanent directives must be reviewed and recertified within five (5) years of issuance to ensure they reflect current policy and are consistent with other Enterprise directives. Interim directives are temporary directives that are expeditiously issued to meet an emergent need while a permanent directive is developed. Interim directives shall have an expiration date of no longer than one (1) year, after which it shall be rescinded or replaced by a permanent directive. A directive may or may not have a corresponding handbook.
- f. **Directives Management Officer (DMO):** The individual responsible for maintaining the Enterprise Directives Management (EDM) within an Administration or Staff Office.
- g. **Enterprise Directives Management Officer (EDMO):** The individual responsible for maintaining the Department-wide Enterprise Directives Management (EDM) process.
- h. **Enterprise Policy Documents:** Documents that apply to the entire Department of Veterans Affairs. There are three types of Enterprise policy documents: directives, handbooks, and notices.
- i. **Enterprise Policy Document Changes:** There are two types of changes/revisions to Enterprise policy documents; substantive changes and non-substantive changes. Substantive changes require concurrence by all affected VA Central Office (VACO) Administrations and Staff Offices. Non-substantive changes may follow a streamlined process identified under Paragraph 4 "PROCEDURES."
- j. **Handbooks:** Handbooks provide additional information, implementing instructions, and clarify procedures contained in a related directive and may be of any length. Handbooks must correspond to a like-numbered directive. Like directives, handbooks can be permanent or interim. Handbooks are used to provide procedural material or implementing instructions for policy documented in a directive. Permanent handbooks must be recertified within five (5) years of issuance to ensure they reflect current procedures and are consistent with other Enterprise directives and handbooks. Interim handbooks shall have an

expiration date that matches the expiration date of the directive authorizing the handbook.

- k. Limited Applicability:** When the scope of an EDM document is limited to a specific topic or area, the document does not require an agency-wide review. For example, a Human Resources Staffing handbook that applies solely to Title 38 employees will only require review and concurrence from HRA, Veterans Health Administration, OEI, Labor Management Relations (LMR), and the Office of the General Counsel. Questions on Limited Applicability determination can be addressed to the EDMO.
- l. Non-Substantive Change:** Documents requiring only minor, non-substantive changes will follow an abbreviated process which only involves the Prepare Draft, Certify, and Publish phases. A change is considered non-substantive if it does not meet the criteria for a substantive change. Examples include changes solely to an appendix, changes to the title of a responsible office, and technical or grammatical changes that do not change the originally intended meaning. The originator will provide the EDMO a list of all updates or changes to validate the revisions meet the non-substantive criteria.
- m. Non-concurrence:** An organization's official rejection of the content presented in a document. If possible, non-concurrences will be resolved by the originating office and the non-concurring office.
- n. Notices:** Notices can either: 1) convey rescission of a directive or handbook; or 2) establish policy in advance of incorporation into a directive or to announce temporary changes in a directive or handbook that are required by changes in law, regulation, federal directives, or internal VA guidance. Notices are typically one to two pages in length. Notices will remain in effect for a maximum of 12 months or until rescinded by incorporated in a directive or handbook, whichever occurs first. Notices are temporary in nature and should not be used in lieu of permanently updating a directive or handbook.
- o. Section 508 Compliance Procedures:** Document authors are responsible to ensure their EDM documents follow Section 508 laws. Section 508 is an abbreviation of Federal law that is part of the Rehabilitation Act of 1973, which established guidelines for technology accessibility. Section 508 requires that any Electronic and Information Technology (E&IT) developed, procured, maintained or used by Federal departments and agencies must allow Federal employees and members of the public with disabilities access to and use of information and data. For additional information on Section 508 please visit [VA Section 508 Office](#)).
- p. Substantive Change:** Documents requiring major, substantive changes will be treated as if they were new issuances and navigate the entire EDM process to include the Prepare Draft, Coordinate Concurrence, Certify, and Publish phases. A change is considered substantive based on criteria such as legal and

programmatic impact, implementation cost, policy impact to VA staff or Veterans, and frequency of revisions since last certification. An EDM document that has more than 25 changes will be revised using the substantive change process.

6. REFERENCES.

- a. 36 C.F.R., Chapter XII, Subchapter B, Pt 1222, National Archives and Records Administration, Records Management, Creation and Maintenance of Federal Records. (Disposition of Federal Records.)
- b. Office of the Executive Secretariat Correspondence Manual, Executive Secretariat Correspondence Manual Table of Contents.
- c. VA Publications Intranet site.
- d. Rehabilitation Act of 1973, Section 508 Compliance. VA Section 508 Office.
- e. VA Directive 0999, Enterprise Directives Management (EDM) Procedures.
- f. Government Printing Office (GPO) Style Manual 2016.

APPENDIX A — ENTERPRISE DIRECTIVES MANAGEMENT (EDM) FUNCTIONAL NUMBERING (FN)

1. GENERAL.

This appendix outlines the numbering system for EDM documents.

2. VA PUBLICATION FUNCTIONAL NUMBERING.

- a. 0000-0999 General Management and Administration.
- b. 1000-1999 Health Care Management.
- c. 2000-2999 Veterans Benefits Programs.
- d. 3000-3999 Memorial Affairs.
- e. 4000-4999 Budget and Finance.
- f. 5000-5999 Human Resources Administration.
- g. 6000-6999 Information Resources Management.
- h. 7000-7499 Acquisition and Logistics Management.
- i. 7500-7999 Facilities and Construction Management.
- j. 8000-8499 Legislative and Legal Affairs.
- k. 8500-8999 External Affairs.
- l. 9000-9999 Reserved for future use.

3. CONSTRUCTION OF THE FUNCTIONAL NUMBER.

- a. To form the FN, the major subject groups are divided into primary, secondary, and tertiary subjects. The first digit of the FN identifies the major subject area and primary subjects are designated by the last three digits of the FN. Primary subjects can be further subdivided to identify secondary and tertiary subjects. For example:

The number 0633 identifies Employee Travel Management where:

0000 - Identifies the major subject area *General Management and Administration*.

0600 - Identifies the primary subject of *Administration and Travel Management*.

- 0630 - Identifies the secondary subject of *Travel Management*.
- 0633 - Identifies the tertiary subject of Transit Benefit Program.
- b. EDM documents containing related subject material shall carry the same FN. For example, VA Directive 0999, Enterprise Directives Management (EDM), is accompanied by VA Handbook 0999, Enterprise Directives Management (EDM) Procedures.
- c. When Administrations issue policy relating to a numbered EDM, the Administration will use the same number for clarity. For example, should VHA wish to issue a directive on VHA Directives Management to supplement VA Directive 0999, then VHA will issue that document as VHA Directive 0999.

**APPENDIX B —
TEMPLATES FOR TRANSMITTAL SHEETS, DIRECTIVES, HANDBOOKS, AND
NOTICES**

NOTES TO ORIGINATORS:

The templates contain instructional comments to assist authors. Should users have additional questions, the EDMO is available to assist.

All information in the templates in black, Arial, 12 point font is required and shall be used without change to font, capitalization, spacing, and other formats, which were intended to assist in Section 508 compliance and for consistency. A separate Word template is available from EDMO upon request.

Where possible, use government hypertext links to source documents, e.g., See Federal Acquisition Regulations (FAR) at <https://www.acquisition.gov/?q=browsefar>. When it is necessary to cite non-government hyperlinks, an appropriate disclaimer of non-endorsement by the VA is required. Web Ops can assist with these disclaimers as well as the EDMO.

VA TRANSMITTAL SHEET TEMPLATE

Department of Veterans Affairs
Washington, DC 20420

VA _____ XXXX
Transmittal Sheet

Do not insert a date in the header. OEI will insert the date before it is published.

Insert "Directive" or "Handbook" after "VA" above, then enter the appropriate Functional Number from Appendix A.

TITLE (SUBJECT OF DIRECTIVE/HANDBOOK)

Insert the subject of the directive or handbook that the transmittal sheet is forwarding.

1. REASON FOR ISSUE:

State the reason(s) for issuing a new directive or handbook, or issuing a revision to an existing directive or handbook. For example: To establish (or revise, replace, etc.) VA policy for (give a brief statement outlining policy or reason for the directive).

2. SUMMARY OF MAJOR CHANGES/SUMMARY OF CONTENT:

Summarize the significant revisions to an existing directive or handbook, or list significant policy (for directives) or procedural (for handbooks) contents in the new directive or handbook. Use double spacing for ease of readability between requirements as portrayed below. For example: This directive revises the policies and responsibilities for insert subject matter. This directive:

- a. *List change or significant new content, starting with a verb. For example:
Establishes _____ or Defines_____.*
- b. *Continue listing as appropriate until complete.*

3. RESPONSIBLE OFFICE:

List the major VACO organization responsible for the directive or handbook, e.g., Office of Enterprise Integration, Office of Management, etc. This is the originator or "owner" of the directive or handbook, who is also responsible for overseeing implementation. This official is also responsible for updating the directive or handbook, and responding to questions or concerns. For example: Office of Enterprise Integration (008).

4. RELATED DIRECTIVE OR HANDBOOK:

*If this transmittal sheet is forwarding a directive, insert “**Handbook**” in the title of the paragraph if there is a related handbook. If this transmittal sheet is forwarding a handbook, insert “**Directive.**” For example, for VA Directive 0999, Enterprise Directives Management (EDM), the originator would insert: VA Handbook 0999, Enterprise Directives Management System Procedures. If there is no related handbook for a particular directive, insert “none” after the paragraph title.*

5. RESCISSIONS:

List any directives or handbooks that are being rescinded as a result of the new or revised directive or handbook. For example: VA Directive 6330, Directives Management, dated February 26, 2009.

Below are two signature blocks. The signature block on the left side of the page is for the Assistant Secretary for Enterprise Integration to certify the document. OEI certification only means that an originator’s document complies with the requirements of VA Directive and Handbook 0999, Enterprise Directives Management (EDM). The signature block on the right side of the page is for the principal of the VACO organization with the authority to issue the document. Typically, this is the originating office, but may be the Secretary, Deputy Secretary, or Chief of Staff, in which case, “BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:” may be removed below.

The signature block must be formatted in two columns; do not use tabs to create the appearance of columns.

CERTIFIED BY:

BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:

Name
Assistant Secretary for
Enterprise Integration

Name
Signature block for responsible Under or
Assistant Secretary

DISTRIBUTION: Electronic Only

*VA DIRECTIVE TEMPLATE**Header information:***DATE****VA DIRECTIVE XXXX***Please do not put in a date. OEI will insert the date after it is published.**Insert the appropriate Functional Number from Appendix A***SUBJECT***Insert the subject of the directive.***1. PURPOSE.***Insert short, succinct, clear purpose of the directive (typically one sentence should be able to convey the purpose). For example: This directive provides policy for...insert subject of the directive.***2. POLICY.***There are various ways to state the policy: 1) If the policy is short and requires less than a “few” requirements, they may be stated here, beginning right after the period in “Policy.” 2) If the policy has multiple requirements, the originator may choose to provide a short introduction and then list the policy requirements as detailed below; or 3) If the policy has multiple requirements, the originator may choose to not provide any sort of introduction here, and merely list the multiple requirements as detailed below. In addition, if there are any significant legal requirements that create the need for the policy, e.g., law or executive order, the originator may choose to cite and emphasize the requirement(s) here.*

- a. List what the policy requires. If additional procedural or process requirements are needed to ensure the intended outcome of the policy is consistently met across all organizations, they should be addressed in an accompanying handbook of the same name and functional number.*
- b. Continue listing policy requirements as appropriate and needed to properly “bound” the overall policy until complete. Please use the subparagraph format shown below.*

(1) Subparagraph

(a) Subparagraph

i. Subparagraph

3. RESPONSIBILITIES.

The list of responsibilities should start with those of the Secretary, when appropriate. Next, the responsibilities of the major VACO organizational component that “owns” the subject policy, typically the originator of the policy, who is responsible for overseeing implementation of the policy, should be listed. Next, if there are any major VACO organizational components that have a significant role in ensuring the policy is implemented, its responsibilities should be listed. Lastly, the responsibilities for all VACO major organizational components, to which the policy applies, should be listed.

a. Secretary of Veterans Affairs. *Insert if/when appropriate.*

(1) List sub-components of a. above if appropriate.

(a) List subcomponents of (1) above if appropriate.

a. Office of the Policy Owner/Originator.

Insert the proper name of the office that is responsible for the policy, including overseeing implementation, e.g., “Office of Enterprise Integration.” Then list responsibilities in the same format as under a. above.

b. Office(s) Supporting Policy Implementation.

If applicable, insert the name of any office(s) that may have significant responsibilities in ensuring the policy is implemented effectively and efficiently. For example, it would be fairly common for offices like OI&T, OHR&A, or OALC to have significant responsibilities in assisting the policy owner/originator to implement the policy.

c. Under Secretaries, Assistant Secretaries, and Other Key VA Officials.

*Typically EDM policies carry similar responsibilities for all major VACO organizational components. If so, they can be listed together under this heading. Note: “Other Key Officials” is a reference to the various offices that report directly to the Secretary, e.g., “Center for Women Veterans,” see VA Functional Organization Manual (FOM) for more details at:
http://vaww.va.gov/VA_Functional_Organization_Manual_Version_4.pdf*

4. REFERENCES.

This paragraph is optional, but is intended to provide the originator with the most relevant references to the document. Examples of key, relevant references might include things like other VA directives or handbooks, specific portions of Public Laws that are driving the need for the directive; higher Federal Government-wide policies that may apply, such as those from Office of Personnel Management (OPM) or Office of Management and Budget (OMB), etc. Where possible, use government hypertext links to source documents.

5. DEFINITIONS.

This paragraph is also optional. It is intended to provide a means to define terms which are either not expected to be commonly understood. If used, list definitions in alphabetical order.

VA NOTICE TEMPLATE

Header information

**Department of Veterans Affairs
Washington, DC 20420**

**VA NOTICE -XX-XX
Date**

VA NOTICE # has 2 components: 2-digit # to indicate the FY it was issued, followed by sequential #, starting with 01 for the 1st notice issued in that fiscal year.

SUBJECT

*Insert short subject of notice, e.g., “**DIRECTIVES MANAGEMENT**” if the purpose of this notice is to rescind a prior VA directive, handbook, or notice, the title should begin with “**RESCISSION OF...**”*

1. PURPOSE:

Per VA Directive 0999, VA notices establish policy in advance of incorporation into a directive or to announce temporary changes in either a directive or handbook that are required by changes in law, regulation, Federal directives, or internal VA decisions or guidance. Therefore, the originator needs to state the purpose of the VA notice in conjunction with this definition. In addition, VA notices may also be used to rescind existing policy. If the notice is rescinding a directive or handbook this section must include the rationale behind rescinding the policy.

2. POLICY:

Since VA notices provide the Department a means to rapidly implement new policy or policy changes, the policy requirements articulated here in the notice should not be extensive. A VA notice, when appropriate, may also be used to expeditiously implement the high-level requirements of complex policy, in the interim, while the complex details of the policy are being analyzed and developed in a VA directive and handbook.

3. RESPONSIBLE OFFICE:

List the organization responsible for the notice. If this notice is to implement an interim policy while a VA directive and handbook is being developed, this official is also responsible for the follow-on directive or handbook. For example: Office of Enterprise Integration (008).

4. RESCISSION:

List any VA directives, handbooks, or notices that are being rescinded as a result of this notice. For example: VA Directive 6330, Directives Management, dated February 26, 2009. This section must include an expiration date for the notice that is no longer than 12 months from date of publication.

*Below are two signature blocks. The signature block on the left side of the page is for the Office of Enterprise Integration (OEI) certification. Note that OEI certification only means that the notice complies with the requirements of VA Directive and Handbook 0999, Enterprise Directives Management (EDM). The signature block on the right side of the page is for the VACO organization that has the authority to issue the notice. Typically, this is the “Responsible Office” in paragraph 3., but may be the Secretary, Deputy Secretary or Chief of Staff, in which case, “**BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:**” may be removed below.*

The signature block is in two columns; do not use tabs to create the appearance of columns

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

Name
Assistant Secretary for
Enterprise Integration

Name
Signature block for responsible Under or
Assistant Secretary

DISTRIBUTION: Electronic Only

VA HANDBOOK TEMPLATE

TITLE OF HANDBOOK

Insert short, clear title to reflect the main subject of the handbook above, e.g.,

ENTERPRISE DIRECTIVES MANAGEMENT (EDM)

PROCEDURES

NOTE TO ORIGINATORS: Paragraphs 1-4 below are mandatory in all VA handbooks. Handbook originators may add additional paragraphs (including Appendices) in their handbooks as deemed required to ensure the intended outcome of their directive and associated handbook is achieved.

1. PURPOSE.

Insert short, succinct, clear purpose of the handbook. While typically, one sentence should be able to convey the purpose for a directive, more detailed, multi-faceted purposes are not uncommon for a handbook that specifies any needed procedures, and provides additional information to assist users in meeting the requirements of a directive and associated handbook. For example: This handbook provides mandatory procedures information for... insert subject of the handbook.

If the handbook is also providing significant additional information, the originator may choose to add something to the effect: "This handbook also provides:

a.

b.

etc.

2. SCOPE.

Bound the scope of the handbook convey its limits. For example: "The scope of this handbook includes the preparation, certification, and publication processes for Enterprise (VA-wide) directives, handbooks, and notices. This handbook expands on the roles and responsibilities of all involved parties, in accordance with VA Directive 0999, EDM.

3. RESPONSIBILITIES.

This section can be used to expand on the roles and responsibilities defined in the associated directive if required, e.g., for VA Handbook 0999, VA Directive 0999. In doing so, originators should avoid being over-prescriptive to afford major component organizations, e.g., Veterans Health Administration, the opportunity to decide how to best manage requirements levied upon them. Additionally, originators should avoid assigning responsibilities to very specific levels of component organizations to avoid the handbook needing frequent updates as reorganizations and changing responsibilities can and typically do occur quite regularly. A good way to begin this paragraph is: “In addition to the responsibilities detailed in VA Directive 0999, EDM, the following responsibilities are required to support the requirements detailed in this handbook:

- a. Insert Organization Name #1*
 - (1) Insert Responsibility*
 - (2) Continue to insert responsibilities*
- b. Insert Organization Name #2*

4. PROCEDURES.

*VA handbooks provide detailed procedures to implement the policy in an associated directive. Procedures tend to change more often than policy, so it is common to see handbooks change more often than directives. One way to avoid this challenge is to keep the procedures at a readily accessible intranet/internet site, and reference the procedures here using a hyperlink. In this manner, the originator may be able to continuously improve their processes and procedures without having to update their handbook. One example of how to link to procedures: “The current procedures for the preparation, review, approval, certification, publication and recertification for EDM directives, handbooks, and notices are located at:
https://vaww.oed.wss.va.gov/process/maps/process_VAEDM.pdf.”*

*Use additional paragraphs as needed, either before or after paragraph 4., “**PROCEDURES**” to clearly frame the procedural requirements of your handbook. This might include things related to formats, reporting, or other procedural information users may need to comply with the originating office’s intended outcome.*

5. APPENDICES.

Appendices are used to give more detailed information about a specific topic that was not included in the main body of the handbook. Appendices are for giving extra information to the reader that either doesn't need to be in the main body of the document, or detracts from the clear, succinct flow of information in the handbook. Originating offices should not to place information in an appendix that levies requirements on other offices.

A.

B.

ETC

APPENDIX C

VALIDATION CHECKLIST FOR POLICY DEVELOPMENT

Activity Description	Reference
<p>1. Is the document correctly formatted?</p> <ul style="list-style-type: none"> • Left and right margins are 1 inch • Headers and Footers formatted as specified • Single Spacing with 12 points of space after each paragraph • Paragraphs sequentially numbering using the indicated format in App. C • Font, font size and color: Arial 12, black • 2 spaces after a period (.) at the end of a sentence • Page numbers are in the footer and are on the same side of the sheet as the functional number in the header (left – even and right – odd) • Documents over 9 pages need to have a Table of Contents that is automatically generated within Word using heading styles and page numbers • Paragraphs and subparagraphs are 	VA Handbook 0999, Appendix B and C

Activity Description	Reference
<p>identified using the format below:</p> <p>1. (Flush with left margin - .25 in)</p> <p> a. (.25-.50 in)</p> <p> (1) (.50 - .75 in)</p> <p> (a) (.75 – 1.0 in)</p> <p> i. (1.0 – 1.25 in)</p>	
<p>2. Grammar and Spelling – Has the document been checked to ensure the grammar and spelling are correct?</p>	VA Handbook 0999, para. 4.h.
<p>3. Does the document clearly state its' intended purpose?</p>	VA Handbook 0999, Appendix B
<p>4. Does the document follow the plain language statute?</p>	VA Handbook 0999, para. 4.h.
<p>5. Is the document Section 508 compliant?</p>	Section 508 of the Rehabilitation Act Amendments of 1998, VA Directive and Handbook 6221. <u>Standards and Guidelines can be found on the VA Section 508 Office website.</u>
<p>6. If the document is temporary, is the rescission date stated in the document?</p>	VA Handbook 0999, Appendix B
<p>7. Does the document include distribution instruction of “Electronic only” on the transmittal sheet?</p>	VA Handbook 0999, Appendix B
<p>8. Does the concurrence and summary sheet reflect that all appropriate offices</p>	VA Directive 0999, para. 2.f.

Activity Description	Reference
(VHA, VBA, etc.) have concurred and comments have been adjudicated in writing?	
9. Does the transmittal sheet have the correct signature blocks?	VA Handbook 0999, Appendix B
10. Does the concurrence and summary sheet reflect that all appropriate offices have concurred within the last 12 months and comments have been adjudicated?	VA Directive 0999, para. 2.f.
11. If the document contains hyperlinks, are they currently functional?	VA Handbook 0999, para. 4.h.

**APPENDIX D —
CERTIFICATION PACKAGE CONTENTS**

An EDM certification package is a signature-ready, hardcopy version of the proposed EDM policy document, prepared by EDM policy originators. The package must include required and supporting documentation that is assembled in a manila file folder as described below.

Left Side of Folder (top to bottom)	Right Side of Folder (top to bottom)
<p align="center">Master Concurrence and Summary, VA Form 4265 (with printed names and dates) Concurrences on EDM draft documents will be no more than 12 months old. Concurrences over 12 months old need to be re-staffed with applicable offices for updated comment</p>	<p align="center">Transmittal Sheet, signed by originator on right with AS for Enterprise Integration signature block on left</p>
<p align="center">Printed copies of all VA 4265s, indicating concurrences by printed names, signatures and dates, and organized by mail routing symbol.</p>	<p align="center">Originator proposed draft of directive, handbook or notice</p>
<p align="center">Supporting and background information as needed</p>	