

## REMOVAL OF QUALIFICATIONS STANDARDS FROM VA HANDBOOK 5005, STAFFING

1. **PURPOSE:** This notice establishes the changes in VA Handbook (VAH) 5005, Part II, Appendices II-F and II-G pertaining to the removal of all Department of Veterans Affairs (VA)-specific qualification standards from the handbook. This notice applies to all VA-specific title 5, hybrid title 38, and full title 38 qualification standards.
2. **POLICY:** This notice establishes policy and mandatory procedures for VA qualification standards. Due to the increase in new VA qualification standards, VAH 5005 has grown immensely over time. This growth has resulted in VAH 5005 becoming difficult to navigate and less user-friendly to VA Human Resources (HR) professionals. By the end of fiscal year 2024, the following will occur:
  - a. VA qualification standards in VAH 5005 will move to an online repository on the internal [Office of the Chief Human Capital Officer \(OCHCO\) SharePoint site](#) and on an external VA site. The Office of Enterprise Integration will cease certifying qualification standards prior to their posting on the OCHCO SharePoint site and on the external VA site. This means VA qualification standards are no longer subject to the requirements of VA Directive 0999, Enterprise Directives Management, and VA Handbook 0999, Enterprise Directives Management Procedures. VA qualification standards will continue to comply with the [VA Executive Secretariat Style Guide](#).
  - b. The Office of Human Resources and Administration/Operations, Security, and Preparedness (006) will approve qualification standards for publication. The Office of General Counsel and Labor Management Relations must review and concur on all VA qualification standards.
  - c. The following VAH 5005 policies pertaining to qualification standards will remain in the handbook VAH 5005, Part II, Chapter 2, Section D. Qualification Standards. VAH 5005, Part II, Appendix G17, Development of Qualification Standards for Veterans Health Administration (VHA) Positions filled under [38 U.S.C. § 7401\(3\)](#).
    - (2) VAH 5005, Part II, Appendix G40, Development of Qualification Standards for Veterans Health Administration (VHA) Positions filled under [38 U.S.C. § 7401\(1\)](#).
  - d. Director, Recruitment and Placement Policy Service (059), or their designee must:
    - (1) Modify all qualification standards to remove references to inclusion of the standards in VAH 5005.

- (2) Update VAH 5005 to remove references to the VA-specific qualification standards.
  - (3) Maintain the qualification standards repository by uploading new and revised qualification standards as they are published and removing/archiving old versions.
  - (4) Notify the VA HR community of changes (that is removals, additions, updates) to the repository.
- 3. RESPONSIBLE OFFICE:** Office of Human Resources and Administration/ Operations, Security, and Preparedness (006), Office of the Chief Human Capital Officer (05), Recruitment and Placement Policy Service (059).
- 4. RELATED HANDBOOK:** VA Handbook 5005, Staffing, dated April 15, 2002.
- 5. RESCISSION:** Not Applicable.

**CERTIFIED BY:**

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

/s/  
Guy T. Kiyokawa  
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/s/  
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