

**AUTHORIZATION OF SIGNATURE OF THE SECRETARY, DEPUTY SECRETARY,
AND CHIEF OF STAFF OF VETERANS AFFAIRS**

1. **REASON FOR ISSUE.** To amend this directive, which establishes policy to delegate the authority to apply the signature of the Secretary of Veterans Affairs (hereafter, “the Secretary”), Deputy Secretary of Veterans Affairs (hereafter, “the Deputy Secretary”), and Chief of Staff of Veterans Affairs (hereafter, “the Chief of Staff”), on official documents.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES.** The directive gives authority for the use of the signature of the Secretary, Deputy Secretary, and Chief of Staff which is controlled. Unless they personally sign a document, the use of their signatures is accomplished through the controlled use of a signature machine, electronic, digital, or other media. None of these devices may be used by any VA employee without the written approval of the Secretary, Deputy Secretary, and Chief of Staff. The amendment adds the Chief of Staff’s signature and eliminates the ability to request retention of a signature device.

Permission to use the signature of the Secretary, Deputy Secretary, or Chief of Staff must be requested in writing through the Office of the Executive Secretary by an Under Secretary, Assistant Secretary, Other Key Official or one of their authorized signers. This applies for both controlled correspondence and documents not controlled through the VA correspondence management system. Procedures to obtain signatures are outlined in VA Directive 6320.

3. **RESPONSIBLE OFFICE.** The Office of the Secretary (OSVA) (00).
4. **RELATED DIRECTIVE and/or HANDBOOK.** VA Directive 6320.
5. **RESCISSION.** VA Directive 0002, dated January 28, 2009.

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

/s/
Douglas A. Collins
Secretary of Veterans Affairs

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AUTHORIZATION OF SIGNATURE OF THE SECRETARY, DEPUTY SECRETARY, AND CHIEF OF STAFF OF VETERANS AFFAIRS

1. **PURPOSE.** This VA Directive delegates the authority to apply the signatures of the Secretary of Veterans Affairs (hereafter, “the Secretary”), Deputy Secretary of Veterans Affairs (hereafter, “the Deputy Secretary”), and Chief of Staff of Veterans Affairs (hereafter, “Chief of Staff”) on official documents.
2. **POLICY.** The use of the signatures of the Secretary, Deputy Secretary, and Chief of Staff is controlled. Unless they personally sign a document, their signatures are applied using a signature machine, electronic, digital, or other media. No VA office shall maintain a device in any media of the signature of the Secretary, Deputy Secretary, or Chief of Staff unless with written approval. Further, no signature device for the Secretary, Deputy Secretary, or Chief of Staff may be used by any VA employee without written approval as set forth below.
3. **RESPONSIBILITIES.**
 - a. **Secretary** must sign documents or delegate authority for use of his/her signature on a case-by-case basis.
 - b. **Deputy Secretary** must sign documents or delegate authority for use of his/her signature on a case-by-case basis.
 - c. **Chief of Staff** must sign documents or delegate authority for use of his/her signature on a case-by-case basis.
 - d. **Under Secretaries, Assistant Secretaries, and Other Key Officials** must:
 - (1) Ensure that Administrations and Staff Offices receive proper approval on all controlled or uncontrolled documents requiring the signature of the Secretary, Deputy Secretary, or Chief of Staff prior to use.
 - (2) Request permission to use the signature of the Secretary, Deputy Secretary, or Chief of Staff in writing through the Office of the Executive Secretary (see [38 U.S.C. §§ 301, 303, 304, 501\(a\) and 512](#), and [VA Directive 0000](#)).
 - (a) Ensure controlled correspondence for the signature of the Secretary is accomplished through correspondence management procedures (see [VA Directive 6320](#)).
 - (b) Ensure documents not controlled through correspondence management procedures request permission to use the signature of the Secretary, Deputy Secretary, or Chief of Staff are made in writing in a memorandum signed by the Under Secretary, Assistant Secretary, or Other Key Official following processes in [VA Directive 6320](#)

e. **Executive Secretary** must:

- (1) Retain and control of the Secretary's, Deputy Secretary's, and Chief of Staff's electronic and autopen signatures.
- (2) Ensure permission to use the signature of the Secretary, Deputy Secretary, or Chief of Staff is requested in writing through the Office of the Executive Secretary by Under Secretaries, Assistant Secretaries, and Other Key Officials through correspondence management procedures for controlled correspondence, or made in writing in a memorandum for documents not controlled through correspondence management procedures following processes in [VA Directive 6320](#).

4. REFERENCES. The authorities for this directive are as follows:

- a. [38 U.S.C. §§ 301,303, 304, 501\(a\) and 512](#), Veterans' Benefits.
- b. [VA Directive 6320](#), Correspondence Business Rules and Policy.
- c. [VA Directive 0000](#), Delegation of Authority and Designations.