

**SYSTEM OF VA HUMAN RESOURCES MANAGEMENT DIRECTIVES AND HANDBOOKS
GENERAL INTRODUCTION AND ADMINISTRATION**

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding human resources programs.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive sets forth human resources policies previously contained in numerous other issuances. The directive also sets forth the policies and responsibilities for establishing, revising, and managing Human Resources Management directives and handbooks under the VA Directives Management System. The directive also reflects delegated authority for the promulgation of regulations for excepted personnel under title 38, United States Code. The official version of these Human Resources Management directives and handbooks will be maintained electronically and will be available through the [Office of Human Resources Management website](#).
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Programs and Policies Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED HANDBOOK:** VA Handbook 5001, "General Introduction and Administration."
- 5. RESCISSIONS:** MP-5, Parts I and II, and all supplements and changes thereto.

VA Directives:

- 5102.1 Nurse Qualification Standards
- 5103.2 Special Pay for Physicians and Dentists
- 5103.7 Individual Appointments Above the Minimum Rate of the Grade Under 38 U.S.C. 7408(b)
- 5103.9 Locality Pay System
- 5111 Assignments, Staff Adjustments and Furloughs
- 5295 Title 5 Employment Applications
- 5330 VA Career Transition Assistance Plan
- 5334 Temporary Assignment of Employees under the Intergovernmental Personnel Act (IPA)
- 5338.1 Qualification Standard for Vocational Rehabilitation Counselor
- 5368 Alternative Workplace Arrangements (Flexiplace)
- 5430 Performance Appraisal System
- 5451 Employee Recognition and Awards
- 5530.2 Aggregate Limitation on Compensation
- 5532.1 Prevailing Rate Determinations
- 5534.5 Pay for Senior-Level and Scientific and Professional Positions
- 5550.2 Lump-Sum Payment for Accumulated and Accrued Annual Leave
- 5550.3 Allotments and Assignments from Pay
- 5575.3 Retention Allowances
- 5575.3/1 Retention Allowances
- 5575.3.2 Retention Allowances
- 5610.1 Hours of Duty (General)
- 5610.4 Time and Attendance Records
- 5830.1 Retirement Coverage Determinations for Law Enforcement Officers and Firefighters

5930 Pay for Members of the Board of Veterans' Appeals

VA Handbooks:

- 5103.9 Locality Pay System Procedural Handbook
- 5103.9/1 Locality Pay System Procedural Handbook
- 5103.9/2 Locality Pay System Procedural Handbook
- 5103.9/3 Locality Pay System Procedural Handbook
- 5330 VA Career Transition Assistance Plan
- 5368 Alternative Workplace Arrangements (Flexiplace)
- 5430 Performance Appraisal System Procedures
- 5430.1 Performance Appraisal Program
- 5451 Employee Recognition and Awards Procedures and Guides
- 5550.3 Allotments and Assignments from Pay
- 5575.3 Retention Allowances
- 5575.3.2 Retention Allowances
- 5610.2 Time and Attendance Records

VA Notices:

- 01-06 Recruitment and Relocation Bonuses
- 01-08 LPS Annual Report

VHA Directives:

- 5103.2 Special Pay for Board Certification
- 5103.4 Special Salary Rates for Certain Health Care Personnel Appointed Under Title 38, U.S.C.
- 5111 Assignments, Staff Adjustments and Furloughs
- 5113 Outside Professional Activities
- 5338.3 Qualification Standards for Chaplains
- 5550.1 Pay for Firefighters
- 5550.13/1 Pay for Firefighters
- 10-24-194 Special Salary Rates for Certain Health-Care Personnel Appointed Under Title 38

VHA Handbooks:

- 5103.2 Special Pay for Physicians and Dentists
- 5111 Assignments, Staff Adjustments and Furloughs
- 5338.4 Social Worker Qualification Standard Including Licensure and/or Certification Requirement

CERTIFIED BY:

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

/s/
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Assistant Secretary for
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/s/
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SYSTEM OF VA HUMAN RESOURCES MANAGEMENT DIRECTIVES AND HANDBOOKS GENERAL INTRODUCTION AND ADMINISTRATION

1. PURPOSE. The purpose of this directive is to establish a basic Departmental medium to contain VA human resources management policies, program objectives, and instructions for the establishment of a positive, progressive, and integrated human resources management program in VA.

2. POLICY

a. Consistent with the decentralization of authority and responsibility of field facility directors for operating methods, mandatory procedures will be limited to (1) those which are essential to effective application of VA policies, requirements of law, regulations, or instructions of other agencies, and (2) those in which uniformity is required in the interest of increased effectiveness or economy, or to ensure uniform treatment of employees.

b. Implementations which are deemed necessary by the administrations to make the policies and procedures fully effective or to meet problems or conditions peculiar to a single administration will be issued, as appropriate, in the text of or as appendices to these directives and handbooks.

c. Public Law 79-293, now incorporated in 38 U.S.C., chapters 73 and 74, authorized the establishment of a Department of Medicine and Surgery, now referred to as the Veterans Health Administration (VHA), within VA. A primary purpose of this act was to ensure an adequate and complete medical service for the care and treatment of veterans. The act also provided for employment and utilization of physicians, dentists, and nurses within the department without regard to civil service laws, rules, and regulations--such employment and utilization to be in accordance with regulations prescribed by the Secretary of the Department of Veterans Affairs. Public Law 94-123, provided for the inclusion of physician assistants and expanded-function dental auxiliaries. Public Law 94-581, provided for the inclusion of podiatrists and optometrists. Public Law 96-330, provided for the inclusion of non-physician facility directors. Public Laws 98-160 and 98-528, and Public Law 99-576 provided for the inclusion of authorities for the appointment, qualifications, advancement, and pay of certified or clinical counseling psychologists who hold diplomas or diplomates from an accrediting authority approved by the Secretary, certified or registered respiratory therapists, licensed physical therapists, and licensed practical or vocational nurses. Public Laws 100-322 and 100-687, provided for the inclusion of authorities for the appointment, qualifications, advancement, and pay of pharmacists and occupational therapists.

(1) The Under Secretary for Health is authorized to prescribe policy for the Secretary of the Department of Veterans Affairs applicable to non-physician facility directors, physicians, dentists, podiatrists, optometrists, nurses, physician assistants, and expanded-function dental auxiliaries employed under 38 U.S.C., chapters 73 and/or 74. In addition authority is also delegated to prescribe applicable policy for the appointment and advancement of certified or registered respiratory therapists, licensed physical therapists, licensed practical or vocational nurses, pharmacists, and occupational therapists employed under the authority of 38 U.S.C. 7401(3).

(2) The Under Secretary for Health is delegated authority to make the policies and regulatory provisions contained in this human resources management directive and handbook system fully effective. This authority is limited to those human resources management policies affecting the Veterans Health Administration.

(3) These directives and handbooks prescribe rules for such personnel employed or utilized under the title, whenever and to the extent that their conditions of employment are not subject to other acts. In addition, these issuances establish basic policies, programs, and standards for these employees in all functional areas of human resources administration, together with indications of authorities for administrative decisions, including the establishment and functions of various administrative or advisory boards of the Secretary to be issued by 38 U.S.C., chapters 73 and 74.

(4) Policies so promulgated under the authority of 38 U.S.C. are regulatory with no deviations, not expressly authorized herein, to be indulged.

3. RESPONSIBILITIES

a. Administration Heads, Assistant Secretaries, Deputy Assistant Secretaries, Other Key Officials, and field facility directors are responsible for the implementation of VA Human Resources Management policy within the organization over which they have jurisdiction.

b. The Office of Human Resources Management (OHRM) will develop and interpret policy and procedures for administering the Department's Human Resources Management Policy, advise management, operating officials and employees, and maintain this system of directives and handbooks. OHRM will also ensure that the official version of these Human Resources Management directives and handbooks are maintained electronically and available through the [OHRM website](#).

c. HRM Officers will provide technical advice and assistance to managers, line officials and employees on all Human Resources Management policies and procedures.

4. REFERENCES

a. Title 5, United States Code.

b. 5 Code of Federal Regulations.

c. Title 38, United States Code.

d. 38 Code of Federal Regulations.

e. VA Directive 6330, Directives Management, and VA Handbook 6330, Directives Management Procedures.