



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

December 17, 2025

MEMORANDUM FOR THE DEPUTY CHIEF OF STAFF

SUBJECT: Written Authorization of Signature of the Secretary of Veterans Affairs, Deputy Secretary of Veterans Affairs, and Chief of Staff (VIEWS 13878678)

1. DELEGATION. This memorandum authorizes the Department of Veterans Affairs (VA) Deputy Chief of Staff, Jennifer Burch, to apply the Secretary's signature, the Deputy Secretary's signature, and the Chief of Staff's signature, such as with the use of autopen, in the same fashion identified in VA Directive 0002, Authorization of Signature of the Secretary of Veterans of Affairs and Deputy Secretary of Veterans Affairs. The authorization is allowed upon conference with the Secretary, Deputy Secretary, or Chief of Staff before the signature can be applied.

2. AUTHORITIES.

- a. [38 U.S.C. § 303](#),¹ Secretary of Veterans Affairs
- b. [38 U.S.C. § 304](#),² Deputy Secretary of Veterans Affairs
- c. [38 U.S.C. § 512\(a\)](#),³ Delegation of authority; assignment of functions and duties.

3. REFERENCES.

- a. [VA Directive 0000](#),⁴ Delegations of Authority and Designations
- b. [VA Directive 0002](#),⁵ Authorization of Signature of the Secretary of Veterans Affairs and Deputy Secretary of Veterans Affairs.

4. RESTRICTIONS. The same restrictions identified in VA Directive 0002 apply to this written authorization. This authorization refers only to the use of the identified officials' signatures. It does not delegate decision-making authority or authority to act as the Secretary, Deputy Secretary, or Chief of Staff.

5. REDELEGATIONS. The Deputy Chief of Staff may not re-delegate this authority.

6. RESCISSIONS. Not Applicable.

¹ <https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-1999-title38-chapter3&edition=1999>

² <https://uscode.house.gov/view.xhtml?req=granuleid%3AUSC-1999-title38-chapter3&edition=1999>

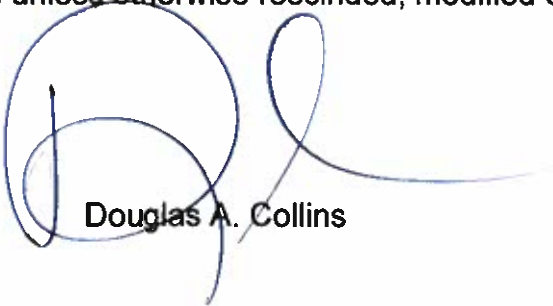
³ <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title38-section512&num=0&edition=prelim>

⁴ https://vaww.va.gov/vapubs/search_action.cfm?dType=1

⁵ https://vaww.va.gov/vapubs/search_action.cfm?dType=1

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7. EFFECTIVE AND EXPIRATION DATE. This designation is effective upon signature and will remain in effect for 4 years unless otherwise rescinded, modified or superseded.



Douglas A. Collins