

STAFFING

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding staffing and recruitment.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive sets forth policies previously contained in numerous other issuances. No substantive changes have been made.
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Programs and Policies Service (051), Office of the Deputy Assistant Secretary for Human Resources.
- 4. RELATED HANDBOOK:** VA Handbook 5005, "Staffing."
- 5. RESCISSIONS:** Refer to the Transmittal Sheet for VA Directive 5001, "General Introduction and Administration."

CERTIFIED BY:

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

/s/
John A. Gauss
Assistant Secretary for
Information and Technology

/s/
Jacob Lozada, Ph.D.
Assistant Secretary for Human
Resources and Administration

STAFFING

1. PURPOSE. This directive contains policy on the staffing of positions within the Department of Veterans Affairs (VA) for personnel appointed or designated under certain title 38 authorities and personnel appointed under title 5, United States Code. This directive should be used in conjunction with VA Handbook 5005, which contains mandatory guidance and procedures on staffing positions in VA.

2. POLICY

a. VA staffing programs and practices will be administered and used to support the Department's efforts to create and maintain a high-performing workforce to serve veterans and their families.

b. VA will administer staffing programs in a fair and equitable manner, consistent with applicable title 5 and title 38 provisions, Office of Personnel Management (OPM) regulations, and applicable legally binding decisions.

c. Each responsible official must assure that the administration of the Department's placement authorities is carried out in a cost-effective manner, as necessary, to recruit and retain an adequate workforce.

d. Each responsible official must assure that the rights of employees to correct and timely personnel actions are observed.

3. RESPONSIBILITIES

a. Statements of responsibility for the various staffing programs may be found in each of the separate parts or chapters of VA Handbook 5005.

b. In those instances where a specific statement of responsibility has not been listed in a specific part or chapter of VA Handbook 5005, the following officials have responsibility for making staffing determinations:

(1) The Secretary, or designee, is the approving official for staffing actions for employees occupying positions centralized to that office.

(2) Administration Heads, Assistant Secretaries, Other Key Officials, and Deputy Assistant Secretaries, or their designees, may approve staffing actions for employees occupying VA Central Office positions in their organizations that are not centralized to the Secretary and employees occupying field positions centralized to their offices.