

## DELEGATION OF AUTHORITY

**1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) directive delegates authority for signature, oversight, and decisional authority for Controlled National Policy (CNP), memorializing a November 21, 2018, decision of the Executive-In-Charge.

**2. SUMMARY OF CONTENT:** This is a new directive establishing the delegation, from the Under Secretary for Health to VHA Upper Level leadership, of signature, oversight, and decisional authority for CNP documents. This directive modifies the requirements for Certification of CNP dictated in VHA Directive 6330(4), Controlled National Policy/Directives Management System, dated June 24, 2016.

**3. RELATED ISSUES:** VHA Directive 6330(4), Controlled National Policy/Directives Management System, dated June 24, 2016.

**4. RESPONSIBLE OFFICE:** The Office of the Under Secretary for Health is responsible for the content of this directive. Questions may be addressed to the Office of Regulatory and Administrative Affairs (10B4) at [VHACO10B4Actions@va.gov](mailto:VHACO10B4Actions@va.gov) or at 202-461-7633.

**5. RECERTIFICATION:** This VHA directive is scheduled for recertification on or before the last working day of January 2024. This VHA directive will continue to serve as national VHA policy until it is recertified or rescinded.

/s/ Steven L. Lieberman, MD, MBA, FACHE  
Executive in Charge

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**NOTE:** *All references herein to VA and VHA documents incorporate by reference subsequent VA and VHA documents on the same or similar subject matter.*

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## DELEGATION OF AUTHORITY

### 1. PURPOSE

This directive increases transparency and accountability and decreases inefficiency and redundancy in the Veterans Health Administration (VHA) policy process by removing the requirement that the Under Secretary for Health sign all Controlled National Policy (CNP) documents. This directive dictates the delegation of signature, oversight and decisional authority for CNPs to the appropriate VHA Upper Level Leadership. **AUTHORITY:** Title 38 Code of Federal Regulations (CFR) 2.6(a)(1).

### 2. BACKGROUND

a. When initially published, VHA Directive 6330(4), Controlled National Policy/Directives Management System, dated June 24, 2016, required the Under Secretary for Health to sign all Controlled National Policy (CNP), including directives and notices.

b. On November 21, 2018, the Executive-In-Charge issued the direction to delegate the signature, oversight, and decisional authority for CNP to VHA Upper Level Leadership. With this delegation authority, the Under Secretary for Health retains overall responsibility but empowers VHA Upper Level Leadership to effectively manage the standards that govern their programs, and removes an essentially redundant layer from the concurrence process. This delegated authority creates efficiencies and allows the organization to act swiftly and with integrity.

### 3. DEFINITIONS

**VHA Upper Level Leadership.** VHA Upper Level Leadership means positions to whom the Under Secretary for Health delegates signature, oversight, and decisional authority of CNP. This includes:

- a. Principal Deputy Under Secretary for Health.
- b. VHA Chief of Staff.
- c. Each Deputy Under Secretary for Health.

d. Certain other senior leaders who, in rare instances, have responsibility for one or more CNP, and who will be identified in a future Appendix A to this Directive, as needed. Authority to establish this Appendix is delegated to the Office of Regulatory and Administrative Affairs.

### 4. POLICY

a. It is VHA policy that the Under Secretary for Health delegates signature and decisional authority for CNP, national practices, and procedures, to VHA Upper Level Leadership.

b. CNP delegated by this directive must still comply with VHA Directive 6330(4), including the concurrence process mandated therein; however, final signature for CNP will be that of the VHA Upper Level Leadership position with responsibility and oversight for the subject matter of such CNP.

***NOTE:** This delegation functionally complies with VHA Directive 6330(4) that all CNP be issued under the authority of the Under Secretary for Health.*

## **5. RESPONSIBILITIES**

a. **Under Secretary for Health.** The Veterans Health Administration (VHA) Under Secretary for Health is responsible for:

- (1) Ensuring VHA program offices comply with this directive;
- (2) Delegating decisional, oversight and signature authority for CNP to VHA Upper Level Leadership; and
- (3) Resolving any conflicts resulting from a CNP that cannot be resolved during the concurrence process.

b. **Principal Deputy Under Secretary for Health.** The VHA Principal Deputy Under Secretary for Health is responsible for:

- (1) Providing decisional, oversight, and signature authority for CNP delegated by the Under Secretary for Health, including establishing internal controls that maintain oversight and accountability, and professionally addressing and resolving identified issues.
- (2) Collaborating with other VA stakeholders when responsibilities in CNP extend beyond the scope of authority of the Principal Deputy Under Secretary for Health.

c. **Chief of Staff.** The VHA Chief of Staff is responsible for:

- (1) Providing decisional, oversight, and signature authority for CNP delegated by the Under Secretary for Health, including establishing internal controls that maintain oversight and accountability, and professionally addressing and resolving identified issues.
- (2) Collaborating with other VA stakeholders when responsibilities extend beyond the scope of authority of the Chief of Staff.

d. **Deputy Under Secretaries for Health.** The Deputy Under Secretaries for Health are responsible for:

- (1) Providing decisional, oversight, and signature authority for CNP delegated by the Under Secretary for Health, including establishing internal controls that maintain

oversight and accountability, and professionally addressing and resolving identified issues.

(2) Collaborating with other VA stakeholders when responsibilities extend beyond the scope of authority of the Deputy Under Secretary for Health.

e. **Director, Office of Regulatory and Administrative Affairs.** The Director of the Office of Regulatory and Administrative Affairs (ORAA) is responsible for:

(1) Educating VHA Upper Level Leadership on the change this directive makes to the certification process for CNP, described in VHA Directive 6330(4); and

(2) Presenting to the Under Secretary for Health, for decision, any nonconcurrences on CNP that cannot be resolved by members of VHA Upper Level Leadership during the concurrence process.

## **6. TRAINING**

There are no formal training requirements associated with this directive.

## **7. RECORDS MANAGEMENT**

All records regardless of format (paper, electronic, electronic systems) created by the requirements of this directive shall be managed per the National Archives and Records Administration (NARA) approved records schedules found in VA Records Control Schedule 10-1. If you have any question regarding any aspect of records management you should contact your facility Records Manager or your Records Liaison.

## **8. REFERENCES**

- a. Administrative Procedures Act (5 U.S.C. 551 et seq.);
- b. Title 38 Code of Federal Regulations (CFR) 2.6(a)(1);
- c. VHA Directive 6330(4), Controlled National Policy/Directives Management System, dated June 24, 2016.