

STAFFING

- 1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures regarding annual step rate reviews for facility directors, chiefs of staff, and nurse executives.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on staffing and recruitment. The pages in this issuance replace the corresponding page numbers in part III, appendix K of VA Handbook 5005. This revision reflects the elimination of the annual step rate review process for facility directors, chiefs of staff, nurse executives, and chiefs of pharmacy service as a result of implementation of the Executive Career Field. These changes will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management Web site](#).
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Programs and Policies Service (051), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5005, "Staffing."
- 5. RESCISSIONS:** None.

**CERTIFIED BY:
SECRETARY**

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

/s/Edward F. Meagher
Acting Assistant Secretary for
Information and Technology

/s/William H. Campbell
Acting Assistant Secretary for
Human Resources and Administration

APPENDIX K. ADVANCEMENTS APPROVED BY THE UNDER SECRETARY FOR HEALTH OR A DESIGNEE, NETWORK DIRECTORS AND FACILITY DIRECTORS

(Unless otherwise noted below, appointing officials may approve promotions.)

Under Secretary for Health

- Quality increases for physicians and dentists in Executive grade.

Under Secretary for Health or designee

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NOTE: *All actions affecting Directors of medical and regional office centers requiring approval of the Under Secretary for Health, or designee, will also require the concurrence of the Under Secretary for Benefits.*

- Advancement of Chiefs of Pharmacy Service to GS-15.
- Promotion reconsideration requests from registered nurses and VHA Central Office employees.

Network Directors

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- Advancement of VISN employees.
- Promotion reconsideration requests from employees at field facilities within the respective VISNs. This applies to all occupations except that of registered nurse.
- Temporary promotions to Chief of Staff or comparable positions in Executive grade for renewable periods not to exceed 1 year.

Facility Directors

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- Advancement of Chief of Pharmacy Service at GS-14 and below.
- Advancements of Pharmacists []. Facility directors may also delegate to the Chief of Pharmacy Service the advancement of pharmacists in noncentralized assignments below GS-13 and Assistant Chiefs of Pharmacy Service at GS-13.