

CHAPTER 1. ADMINISTRATION

1. SCOPE

This chapter contains policies regarding the overall conduct of the human resources management program under 38 U.S.C. chapters 73 and 74. Policies in this chapter shall be observed by those responsible for formulating or carrying out the title 38 human resources management program.

2. REFERENCES

38 U.S.C. chapters 73 and 74.

3. POLICY

a. General. Title 38 human resources management policies and procedures shall ensure the recruitment and retention of a professional, well-trained, and dedicated workforce that consistently provides high quality, compassionate health care services to veterans and their families in a cost effective manner. These policies and procedures shall also support the Department's effort to be the most responsive and efficient service delivery organization in the Federal Government. To achieve these goals, those developing or carrying out the provisions of this part shall be guided by the following:

(1) Human resources shall be considered an integral part of overall management and contribute to the accomplishment of the Department's missions.

(2) Human resources policies and procedures shall be flexible enough to enable the Department to meet the changing needs of veterans and their families.

(3) Since human resources expenditures constitute a significant portion of the Department's budget, human resources management policies and practices shall be carried out in a manner that ensures optimal use of human resources.

(4) Human resources management policies and practices shall be conducive to ensuring:

(a) A challenging work environment where employees can make the most of their abilities;

(b) Reasonable security in employment and opportunity for advancement;

(c) Positive employee and labor-management relations;

(d) Freedom from sexual harassment and discrimination based on race, color, religion, national origin, sex, lawful partisan political affiliation, marital status, physical or mental handicap when the individual is qualified to do the work, age, or membership in a labor organization; and

(e) A safe and healthy work environment.

b. Compliance With Applicable Statutes and Other Requirements. All human resources management actions taken under this part shall be consistent with applicable statutes and pertinent requirements of regulatory agencies.

c. Dissemination of Information on Human Resources Management Policies

(1) Human resources management policies and procedures are to be communicated to those responsible for carrying them out.

(2) Information related to employee rights, privileges, responsibilities, restrictions, and conduct shall be disseminated to all levels of management, as well as to employees.

d. Review of Human Resources Management Policies and Procedures. To be responsive to a changing environment, human resources management policies and procedures shall be regularly reviewed to determine their currency and appropriateness.

e. Direction of Corrective Action and Withdrawal of Human Resources Management Approval Authority. Department officials may direct the correction or modification of a human resources management action or practice over which they have approval authority if the action or practice is found to be inconsistent with law, Government-wide regulation, or the provisions of this part. These same individuals may suspend or revoke an authority granted under this part if the responsible approving official is found to be acting in a manner which is contrary to law, rule, regulation, or acceptable standards of human resources management practice.

f. Exceptions. VA Manual MP-5, part II, prescribes regulations concerning the title 38 human resources management program that the Secretary is authorized to issue under 38 U.S.C. 501(a) and 7421. The provisions of MP-5, part II, are regulatory in nature. Deviations may not be approved unless they are expressly authorized herein. This does not, however, bar the Secretary, with the advice of the Under Secretary for Health and the Assistant Secretary for Human Resources and Administration, from waiving any policy or procedure in MP-5, part II. Waivers may only be approved on an individual case-by-case basis, in exceptional circumstances determined to be in the best interest of the Department, and where the waiver would not be contrary to law or Government-wide regulation.

Authority: 38 U.S.C. 501(a), 7421.