

NOVEMBER 20, 2007

VA HANDBOOK 5001/4  
Transmittal Sheet  
November 20, 2007

**SYSTEM OF VA HUMAN RESOURCES MANAGEMENT DIRECTIVES AND HANDBOOKS  
GENERAL INTRODUCTION AND ADMINISTRATION**

- 1. REASON FOR ISSUE:** To issue revised Department of Veterans Affairs (VA) policy regarding human resources programs.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** The page in this issuance replaces the corresponding page number in VA Handbook 5001, Part II, Human Resources Management Goals, Roles, and Authorities. These changes will be incorporated into the electronic version of VA Handbook 5001 that is maintained on the [Office of Human Resources Management Web site](#). Significant changes include a new delegation of authority to Chiefs, Voluntary Service/VA Voluntary Service Program Managers to effect without compensation (WOC) appointments of VA volunteers under the authority of 38 U.S.C. 513.
- 3. RESPONSIBLE OFFICE:** The Compensation and Classification Service (055), Office of the Deputy Assistant Secretary for Human Resources Management.
- 4. RELATED DIRECTIVE:** VA Directive 5001, "System of VA Human Resources Management Directives and Handbooks, General Introduction and Administration."
- 5. RESCISSIONS:** None.

**CERTIFIED BY:**

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

/s/Robert T. Howard  
Assistant Secretary for  
Information and Technology

/s/Paul J. Hutter  
Executive in Charge of the Office of  
Human Resources and Administration

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(2) **Deputy Assistant Secretary for Human Resources Management [ ] and Associate Deputy Assistant Secretary for Human Resources Management [ ]**. All Central Office positions; field positions not under the jurisdiction of a field facility director; and any field position at the request of a responsible official.

**NOTE:** *Responsible officials, as used in this directive, include the Secretary, Deputy Secretary, Administration Heads, Assistant Secretaries, Other Key Officials, and persons properly acting in such positions.*

(3) **Director, Central Office Human Resources Service ([05HRS])**. All Central Office positions and other positions when requested by the responsible official.

(4) **Field Facility Directors and HRM Officers**. All field positions under the jurisdiction of the Director, and Central Office or other positions located at field facilities when requested by the responsible official.

(5) **Directors, Field Directors and Canteen Officers, Veterans Canteen Service[;] and HRM Officers**. Excepted Canteen Service positions in VA field facilities.

(6) **Directors, Prosthetic Distribution Center, National Acquisition Center, and other Acquisition & Materiel Management facilities[;] and HRM Officers**. All field positions in the facilities or centers under the jurisdiction of the Director.

(7) **Directors, National Cemetery Area Offices; Directors National Cemeteries; and Servicing HRM Officers**. All positions in National Cemeteries and National Cemetery Area Offices under their jurisdiction.

[(8) **Chiefs, Voluntary Service / VA Voluntary Service Program Managers**. Limited to persons appointed under authority of 38 U.S.C. 513 as without compensation (WOC) VA volunteers upon approval of Application for Voluntary Service, VA Form 10-7055. (Reference: VHA Handbook 1620.1, Department of Veterans Affairs Voluntary Service Procedures.)]