

## DIRECTIVES MANAGEMENT PROCEDURES

1. **REASON FOR ISSUE:** This handbook establishes new Department of Veterans Affairs (VA) directives management procedures which implement the policies contained in VA Directive 6330, Directives Management.

### 2. SUMMARY OF CONTENTS/MAJOR CHANGES

a. This handbook introduces new procedures on the preparation, approval, numbering, and publishing of directives, handbooks, and notices which together comprise the VA Directives Management System (DIMS).

b. It identifies responsibilities for the Department's Directives Management Officer (DMO) as well as the responsibilities of DMOs and/or Publications Control Officers (PCO) in the administrations, offices of the Assistant Secretaries, and other key offices.

c. It establishes the requirement for reviewing and updating directives and handbooks every 3 years.

d. It contains sample formats for VA transmittal sheets, directives, handbooks, notices, and the DMS Functional Number System.

3. **RESPONSIBLE OFFICE:** The IRM Policy and Standards Service (721), Office of the Deputy Assistant Secretary for Information Resources Management.

4. **RELATED DIRECTIVE:** VA Directive 6330, Directives Management

5. **RESCISSION:** Partial rescissions of 01-1, Part I, Chapter 28, dated April 1981; and MP-1, Part II, Chapter 14, dated May 1, 1981 (except for paragraph 7, "Required Publication of VA Regulatory or Nonregulatory Administrative Issuances In The Federal Register," and the three appendices).

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## DIRECTIVES MANAGEMENT PROCEDURES

## CONTENTS

PARAGRAPH	PAGE
1. PURPOSE	5
2. RESPONSIBILITIES OF DIRECTIVES MANAGEMENT OFFICERS AND/OR PUBLICATIONS CONTROL OFFICERS	5
3. THE DMS	7
4. STYLE AND USAGE STANDARDS	8
5. PREPARATION AND FORMAT OF DIRECTIVES, HANDBOOKS, AND NOTICES	9
6. COMMENT, CONCURRENCE, AND APPROVAL PROCESS	13
7. HISTORY FILES, REFERENCE, PUBLIC ACCESS, AND DISTRIBUTION	14
8. REVIEW PROCEDURES	15
APPENDICES	
A. SAMPLE FORMAT FOR A NOTICE	A-1
B. DIRECTIVES MANAGEMENT SYSTEM FUNCTIONAL NUMBER SYSTEM	B-1
C. FINAL CHECKLIST	C-1
D. DEFINITIONS	D-1

## DIRECTIVES MANAGEMENT PROCEDURES

## 1. PURPOSE

a. This handbook contains mandatory Department of Veterans Affairs (VA) procedures for:

(1) Preparing, approving, numbering, and publishing VA DMS documents as well as providing style, usage, and format standards. DMS documents include VA directives, handbooks and notices, and

(2) Identifying the responsibilities of the Department Directives Management Officer (DMO) as well as responsibilities for DMOs and/or Publications Control Officers (PCO) for the administrations, offices of the Assistant Secretaries, and other key offices,

b. This handbook also:

(1) Contains the DMS Functional Number System;

(2) Contains the comment, concurrence, and approval process; and

(3) Establishes the requirement for reviewing and updating directives and handbooks every 3 years.

c. While each administration, office of Assistant Secretary, and other key office will have the opportunity to adapt the Departmentwide formats and structures to their directives management programs, we strongly recommend that they adopt the formats and structures found in this directive and handbook as their own.

## 2. RESPONSIBILITIES OF DIRECTIVES MANAGEMENT OFFICERS AND/OR PUBLICATIONS CONTROL OFFICERS

a. The Deputy Assistant Secretary for Information Resources Management (DAS/IRM) will designate a Department DMO who will:

(1) Provide advice and assistance, and recommend to the DAS/IRM policies, procedures, and other requirements governing the DMS and its operation.

(2) Develop and promote state-of-the-art automation systems (e.g., electronic publishing, compact disk/read only memory, imaging, on-line systems) to prepare, coordinate, access, and disseminate DMS documents and other publications.

(3) Monitor the progress of DMS documents through the comment, concurrence, and approval process and provide recommendations to the DAS/IRM regarding the certification of DMS documents.

(4) Develop and manage a DMS functional number system for Departmentwide DMS documents and provide advice and assistance, when requested, to DMOs and/or PCOs for each administration, office of Assistant Secretary, and other key office on developing a functional number system that is compatible with the Department's system.

- (5) Develop DMS-related material as well as training programs to train and orient DMS users, DMOs, PCOs, and other employees on the operation and requirements of the DMS.
- (6) Develop and maintain an ongoing review process so that DMS documents are reviewed at least every 3 years for need and accuracy.
- (7) Provide technical advice and assistance to DMOs and/or PCOs in the administrations, offices of Assistant Secretaries, and other key offices, and conduct periodic meetings with the DMOs and/or PCOs to review the operation of the Department DMS and to resolve issues where major disagreements or problems exist.
- (8) Prepare for approval and issue the appropriate cancellation notice for all rescinded or obsolete Departmentwide DMS documents.
- (9) Coordinate DMS policy, procedures, and other requirements with related administrative activities such as printing and other forms of information dissemination.
- (10) Serve as the Department's liaison officer with the General Services Administration, oversight agencies such as the Office of Management and Budget, and other Federal departments and agencies concerning activities related to the management and dissemination of DMS documents.

b. Administration heads, Assistant Secretaries, and other key officials will also designate one or more DMOs and/or PCOs and, if appropriate, liaison officers, to assist in managing the DMS. The responsibilities of these DMOs and/or PCOs are:

- (1) Ensure that the policies in VA Directive 6330, Directives Management, and the procedures in this handbook are implemented within the administrations, offices of Assistant Secretaries, and other key offices; develop supplementary policies or procedures for general application within their areas of responsibility, as necessary; and represent administration heads, Assistant Secretaries, and other key officials on matters relating to the DMS.
- (2) Have a thorough knowledge of the DMS policies, procedures, and format, and provide advice and assistance to personnel within their offices on developing, coordinating, reviewing, approving, and maintaining DMS documents. To assist originators in preparing DMS documents, Appendix C contains a checklist of actions that need to be accomplished before submitting a document to the approving authority.
- (3) Provide the Department DMO with information and attend meetings as needed with the Department DMO regarding the management and operation of the DMS, and ensure that DMS documents are published and distributed in the most cost-effective and efficient manner possible.

c. In addition to the responsibilities in paragraph 2b, DMOs and/or PCOs for the administrations will:

- (1) Establish and maintain a DMS functional number system that is compatible with the Department system and provide the DAS/IRM with a copy of the system.
- (2) Manage the review and comment/concurrence process within their office of responsibility.
- (3) Establish and manage a review program for DMS documents under their jurisdiction.

d. DMOs and/or PCOs for the Assistant Secretaries and other key officials will:

- (1) Manage the review and comment/concurrence process within their areas of responsibility.

(2) Obtain the signature of the approving official on both the DMS document and VA Form 4265, Concurrence and Summary Sheet, for Departmentwide directives only.

(3) Ensure that the review and concurrence package contains all supporting documentation, that the DMS document is editorially and grammatically correct, and that the package is forwarded to the DAS/IRM for review and certification.

(4) After certification by the DAS/IRM, prepare the necessary forms and other documents required to publish and distribute the DMS document and forward the document to the Publications Service (036).

(5) Ensure that the package contains all the material necessary for historical reference and forward it to the Department Records Officer. (See par. 7a.)

### 3. THE DMS

a. Only three types of documents are used in VA to disseminate mandatory policies, procedures and other requirements. They are:

(1) Directives. These documents prescribe mandatory Departmentwide policies. They may be permanent or temporary. If the policies are temporary, e.g., for one-time reports or data collections, an expiration or rescission date will be specified. Text of directives should be limited to emphasize their use as media to convey policy only. However, if it makes sense from the users' perspective, short procedures may be included as an appendix to the directive.

(2) Handbooks. These documents prescribe mandatory Departmentwide procedures or operational requirements implementing policies contained in directives. Like directives they may be permanent or temporary. They may be of any length and will be structured to meet requirements. This term will not be used for any other publication.

(3) Notices. These documents announce or provide important information involving, or of interest to, more than one administration, office of Assistant Secretary, or other key office, and to make official announcements. Examples include special events, appointments of senior management personnel, and major organizational changes. A notice will carry a rescission date of no more than 6 months.

b. Temporary Directives and Handbooks. In some cases the policies in directives or procedures in handbooks are of limited duration and can be rescinded after a period of time. These are designated as temporary and a rescission date will be included in the transmittal sheet to the directive or handbook. The rescission date will be the first workday of a new quarter. This date will appear in the last paragraph of the transmittal sheet. Once a rescission date is reached, the directive or handbook is considered obsolete and will not be referenced. Rescission dates will only be extended once by issuing a change to the directive or handbook.

c. Changes/Amendments to Directives and Handbooks.

(1) Routine Changes. Changes, deletions, or additions to directives or handbooks are made by publishing new or revised pages. When a change is published, each page that includes new or changed information is identified with current date of issue and the change number. See Appendix B for guidance on indicating a change as part of the functional number. After 25 percent of the pages are changed, the directive or handbook will be revised and reissued, in its entirety, at the end of the document's 3-year certification/recertification period (see par. 8a.).

(2) **Technical Amendments.** Technical amendments (errata) may be made at any time by an originating element without permission from the approving official. Technical amendments are used to correct spelling or printing errors. A copy of the amended document is placed in the history file.

(3) **Marking Changes.** New or changed material appearing in reissued directives or handbooks is highlighted with brackets. Brackets that appeared around earlier changes are deleted in the next revision of that page. If revisions are so extensive that brackets are not practical, a statement will be included on the transmittal sheet to the directive or handbook explaining why brackets have not been used.

#### d. **Functional Numbering.**

(1) **Numbering Directives and Handbooks.** All directives and handbooks published in the Department will carry a 4-digit identification number based on the subject or function covered by the directive or handbook. There are 12 major subject groups. Each major subject group is divided into primary, secondary, and tertiary subdivisions. Additional numbers may be used with the basic functional number, if needed. These numbers will be added following a slash mark (example: VBA Handbook 6330/23-1). Appendix B contains detailed instructions for developing the functional numbers and using prefixes. It also contains the Directives Management Functional Number System with the corresponding MP, part and chapter number that is being replaced.

(a) The Department DMO is responsible for the development, control, and review of the DMS Functional Number System for Departmentwide directives and handbooks. As new numbers are assigned, the Department DMO will publish and distribute an updated list of assigned functional numbers.

(b) Administration heads, Assistant Secretaries, and other key officials are responsible for developing, controlling, and reviewing the functional number system for their program-specific directives and handbooks. They will provide a copy of their functional numbers to the DAS/IRM to include in the Department's Directives Management System Functional Number System.

(c) DMOs and/or PCOs responsible for Departmentwide directives or handbooks will review and assign numbers that are contained in Appendix B to those directives and handbooks. If there is not a functional number in Appendix B that can be assigned to a new Departmentwide directive or handbook, the DMO and/or PCO will notify the Department DMO who will review the proposed document and assign an appropriate functional number to it. Similarly, DMOs and/or PCOs for the administrations will assign functional numbers to new directives or handbooks that apply to their programs and operations.

(2) **Numbering Notices.** Because notices are used to make one-time announcements or contain short-duration information and are rescinded after 6 months, they will not be identified using the functional number system. Notices will be numbered instead with the calendar year and a sequential number. The Department DMO will assign the sequential number for notices having Departmentwide applicability; DMOs and/or PCOs for the administrations, offices of Assistant Secretaries, and other key offices will assign numbers to notices applying only to those organizations. Examples are:

(a) VA Notice 93-3 is the third notice issued Departmentwide for calendar year 1993;

(b) OFIRM Notice 93-1 is the first notice issued solely for the office of the Assistant Secretary for Finance and Information Resources Management for calendar year 1993.

## 4. **STYLE AND USAGE STANDARDS**

a. **General.** Directives, handbooks and notices will use clear, concise, and logical language, organized in a manner that will permit users to locate information quickly. The following guidelines will be used when preparing DMS documents:

(1) Words. Use short words and active verbs. Avoid unnecessary words and colloquial phrases.

(a) Acronyms. Spell out acronyms the first time they appear in the text, followed by the acronym in parenthesis; use the acronym thereafter. Example: The Directives Management Officer (DMO) will review directives, handbooks, and notices for style, format, and grammar.

(b) Forms. Give the form number followed by the form title the first time it appears in the text; use the form number thereafter. Example: VA Form 4659, Recognition of High Level Performance.

(2) Sentences

(a) Avoid writing unnecessarily long sentences; try to achieve variety in sentence structure to develop reader interest.

(b) Look for opportunities to tie thoughts together with participles, gerunds, infinitives, and relative pronouns rather than always using “and,” “but,” “therefore,” and “however.” For example: The Office of Construction Management may exempt the historical preservation review from the 15 workday time frame, ~~however~~, keeping the ACMD for Resource Management informed of the status.

(c) Limit qualifying statements. For example, say “The report is lengthy” instead of “The report is rather lengthy.”

(d) List conditions, steps, and exceptions separately.

(3) Paragraphs

(a) Use short paragraphs and headings that reflect paragraph contents. State the main point in the first sentence and develop the paragraph from that principal idea.

(b) State the rule, then the exception.

(c) Use cross references carefully and sparingly.

b. Words and Statement Denoting Gender. Avoid words and statements denoting gender that may appear to preclude benefits or services for particular groups of veterans, dependents, or beneficiaries. Terms such as “veteran,” or “service member” should be used when both sexes are eligible for the benefits under discussion.

c. Use of Metric. Metric equivalents will be used in those areas considered appropriate.

d. Method of Presentation. Consider economy and effectiveness when determining format, type, size, design, use of illustrations, and other aspects of printing or reproduction. When developing or revising a directive or handbook:

(1) Prepare a draft and obtain guidance from your DMO and/or PCO.

(2) Provide time for proper review, concurrence, approval, and printing.

(3) Write text clearly.

(4) Follow prescribed procedures outlined in this handbook.

(5) Determine who "needs to know" or "needs to act" on the information included in the publication and work with the DMO and/or PCO to develop the initial concurrence/distribution plan.

(6) DMO and/or PCO. Revise and make corrections to distribution each time a publication is approved for printing.

## 5. PREPARATION AND FORMAT OF DIRECTIVES, HANDBOOKS, AND NOTICES

### a. Document Preparation

(1) **Document preparation form.** DMS documents may be prepared either in camera-ready or electronic manuscript form. Camera-ready copy is prepared on single-side bond or continuous fan-fold paper for reproduction "as is." Text may be generated with strike on (typewriter) equipment, Nationwide Office Automation for VA (NOAVA) or WANG VS word processing applications. NOAVA applications are the Microsoft suite of software such as Excel for spreadsheets, PowerPoint for presentation graphics, and Word for Windows (Word) for word processing. Word should be the word processing package used. Electronic documents will conform to the style and format requirements of this handbook, except if they conflict with or cannot be accomplished in electronic form. The requirements in paragraph 5a(3) apply for copy prepared in electronic form.

(2) **Camera-ready copy sent to Publications Service, Printing Procurement Division (036D) for direct printing.** Camera-ready copy may consist of typewritten pages produced with strike on (typewriter) equipment or be a laser print product of an electronic document. The submission will be original publication masters. Tissue, carbon, or photocopies may not be used for direct reproduction. Printing Procurement (036D) will determine if page-by-page substitutions of a document submitted are acceptable. Pages will be folioed with a non-photo blue pencil.

(3) **Electronic manuscript sent to Publications Service, Typography and Design Division (036A) for formatting.**

(a) **Electronic manuscripts for the Electronic Publishing System.** Electronic manuscripts sent to (036A) for preparation on VA's Electronic Publishing System will be transmitted via electronic mail (e-mail) to "publish@va," "03 Publications" or hand carried on floppy disk. A floppy disk should be produced on either WANG or NOAVA, and only in DOS format. A formatted Macintosh diskette is acceptable if the Macintosh system is the only one available to the user. When using e-mail on the NOAVA platform, such as Uniplex, a Word document should be saved in "Rich Text Format (RTF)" which is an option when saving the document, and it should be addressed to "publish@va." Manuscripts e-mailed from WANG must be addressed to "03 Publications." If a floppy disk is used, any DOS WP format is acceptable. WANG VS word processing on archive diskette is **not** acceptable. A hard copy of the document along with a VA Form 3-7700, Request for Reproduction Services, signed by the appropriate DMO and/or PCO will be provided to (036A) at or around the time the electronic manuscript is received.

(b) **Guidelines and Standards.** DMS documents submitted for printing through Publications Service must conform with the guidelines and standards in M-03-1, Graphics Standards Manual, and be in a typeface acceptable for VA documents. The concurrence, signature, printing, and distribution procedures established for directives, handbooks, and notices may not be altered due to use of desktop publishing.

(c) **Preparation of Electronic Copy.** The following requirements apply only for documents prepared electronically, and forwarded to Publications Service (036) for processing..

1. The preferred word processing software packages are the ones available under the NOAVA contract.

2. A non-proportional spacing font such as Courier will be used; typing pitch may be 10 or 12. For electronic publishing, the margin width does not have to conform to the standard requirements. The document should not be formatted to look like the finished product.

3. Headers and footers needed for hard copy manuscripts will not be included in the electronic copy of the document.

**(4) Forms and Illustrations.** Tables, graphs, charts, "completed" forms, and other illustrations are used to convey "how to prepare" instructions, supplement or explain text, or reduce the need for text. These items must appear as separate pages. They may appear at the end of the directive or handbook, or they may be inserted within the document. They will appear as separate pages, not in the middle of text. Any forms included in a document should be clear, camera-ready documents and may be submitted as blank forms if they are authorized for local reproduction. Forms not authorized for local reproduction must be filled in and the notation "SAMPLE" prominently displayed.

**(5) Transmittal Sheet Pagination.** The first page of a transmittal sheet has no number since the format indicates it is the first page. The second page is always a left-hand page, and is numbered "2." Numbers on following pages are odd page numbers on the right side and even page numbers on the left side. If the document is a handbook that is subdivided into sections, parts, or chapters, pages are numbered consecutively within each section, part, or chapter.

**(6) Numbering (Folioing) Manuscript Pages for Publication Purposes.** Manuscripts or hard copy of DMS issues provided to Publications Service (036) will be submitted with each page numbered (folioed) in consecutive order. The number is written at the lower right corner of each page beginning with the first page of the manuscript (including transmittal sheet), using a non-photo blue pencil. The folio number is circled to avoid confusion with the publication page number. If it is necessary to add a page to a document that has already been folioed, a suffix may be used provided it is noted at the bottom of the preceding page (e.g., "page 24a follows"). Short manuscripts should be renumbered.

**(7) Corrections for Camera-Ready Copy.** Minor manuscript corrections may be made with white correction tape or white "sticky-back" paper. Make no erasures since they will reproduce on the printed copy. Use of white liquid correction fluid is discouraged because it may permit covered words to show through during the printing process.

## b. Format Requirements

### (1) General

(a) Margins for documents must be 1/2" on the top and bottom and 3/4" on each side with 1/2" margin between columns of text, if double columns are used. (This does not apply to electronic copy.)

(b) Text is normally single-spaced with the publication identifying number and issue date at the top of each page.

(c) Page numbers are typed at the bottom of the page with odd numbers on the right and even numbers on the left.

(d) The identifying publication number and the page number are always on the same side of the sheet, in accordance with paragraphs 5a(5) and (6).

(e) When using an appendix, the page number would be A-1, A-2, etc. For documents to be electronically accessed or distributed, page numbers are not required.

2. A non-proportional spacing font such as Courier will be used; typing pitch may be 10 or 12. For electronic publishing, the margin width does not have to conform to the standard requirements. The document should not be formatted to look like the finished product.

3. Headers and footers needed for hard copy manuscripts will not be included in the electronic copy of the document.

(4) **Forms and Illustrations.** Tables, graphs, charts, "completed" forms, and other illustrations are used to convey "how to prepare" instructions, supplement or explain text, or reduce the need for text. These items must appear as separate pages. They may appear at the end of the directive or handbook, or they may be inserted within the document. They will appear as separate pages, not in the middle of text. Any forms included in a document should be clear, camera-ready documents and may be submitted as blank forms if they are authorized for local reproduction. Forms not authorized for local reproduction must be filled in and the notation "SAMPLE" prominently displayed.

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(7) **Corrections for Camera-Ready Copy.** Minor manuscript corrections may be made with white correction tape or white "sticky-back" paper. Make no erasures since they will reproduce on the printed copy. Use of white liquid correction fluid is discouraged because it may permit covered words to show through during the printing process.

#### b. Format Requirements

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(b) Text is normally single-spaced with the publication identifying number and issue date at the top of each page.

(c) Page numbers are typed at the bottom of the page with odd numbers on the right and even numbers on the left.

(d) The identifying publication number and the page number are always on the same side of the sheet, in accordance with paragraphs 5a(5) and (6).

(e) When using an appendix, the page number would be A-1, A-2, etc. For documents to be electronically accessed or distributed, page numbers are not required.

(f) When typing layout sheets are used, typing starts one line below the top blue border. All text, including headers and footers, must remain within the blue border lines.

(2) Paragraph formatting and numbering

(a) Bold-print numbers and titles are used for all paragraphs. Bold print titles only are used for subparagraph headings. Titles of major paragraphs will be in upper case; titles of subparagraphs will be in upper and lower case. Titles are also used for parts, chapters, and sections.

(b) Main paragraphs begin flush with the left margin. Subparagraphs are indented three spaces. Carryover lines are flush with the left margin. Right margins are not justified. A single line (widow line) of paragraph is not acceptable at either the ending or beginning of a page. At least two lines of the paragraph must be at the bottom or the top of the page. If a paragraph is three lines or less, it must be placed on the same page.

(c) The numbering system for paragraphs is:

1.

a.

(1)

(a)

1.

a.

(1)

(a)

(d) Subparagraphs are used when they add meaning or make a document easier to use. If a title is used for one subparagraph, all others of the same "rank" should be given titles. Subdivide text only if two or more subdivisions will result. For example, there must be a subparagraph "b" or "(2)" if there is a subparagraph "a" or "(1)."

(3) Top of Page Identifying Data. Data at the top of a page include the prefixes "VA," "VHA," "VBA," "NCS," or "VACO"; the document type (directive, handbook or notice); the appropriate functional number for directives and handbooks or the calendar year and sequential number for notices; and the approval date.

(4) Structure of Directives and Handbooks. Directives and handbooks are composed of three parts; a transmittal sheet, the body of the document, and appendices.

(a) Transmittal Sheet. Each directive or handbook will be accompanied by a transmittal sheet.

1. The body of the transmittal sheet will be as follows:

a. Reason for Issue

b. Summary of Contents/Major Changes

- c. Responsible Office
- d. (If applicable) Related Directive(s)/Handbook(s)
- e. (If applicable) Rescission(s)

2. The transmittal sheet may include specific reference to any new definitions that a reader may need to know to fully understand the text.

3. The transmittal sheet will also carry the signature of the approving official. (See MP-1, Pt. I, Ch. 1.)

4. For Departmentwide directives and handbooks, the transmittal sheet will also include the signature of the DAS/IRM who is the certifying official. The transmittal sheet for this handbook is an example of the content and format for transmittal sheets. (NOTE: *Graphic covers will not be used for handbooks but will continue to be used for nondirectives.*)

(b) **Body of a VA Directive.** The body of a VA directive will include, at least, the first three paragraphs in the order shown below. The last two paragraphs are not required but, if used, will be in the order shown. See VA Directive 6330 as an example of the directive format.

- 1. Purpose
- 2. Policy
- 3. Responsibilities
- 4. References (optional)
- 5. Definitions (optional)

(c) **Body of a VA Handbook.** VA handbooks may be of any length. Unlike VA directives, there are no prescribed paragraph titles or paragraph order. At a minimum, however, originators are encouraged to include a "Purpose and Scope" and "Responsibility" paragraph at the beginning of each handbook. Originators are otherwise free to use their discretion when identifying paragraph titles. Since handbooks may be lengthy, originators may wish to subdivide the text into smaller units. If so, the subdivisions and order will be: part; chapter; section, and paragraph.

(d) **Appendices.** To the extent possible, appendices will be used with handbooks. Since directives are used to describe policy and not procedures, extensive use of appendices in directives is discouraged. If there is a need for detailed procedures, it is more appropriate to issue them as a handbook.

(5) **Structure of Notices.** Unlike directives and handbooks, notices will not be accompanied by a transmittal sheet. Since notices will generally be short documents (no more than one or two pages in length), they will be organized by paragraphs only. See Appendix A for sample notice format. Notices will be rescinded within 6 months from the date of issue.

## 6. COMMENT, CONCURRENCE, AND APPROVAL PROCESS

### a. General

(1) Originating offices are responsible for planning the research, development, and preparation of directives, handbooks, or notices to allow for proper review, concurrence, approval, printing, and

distribution. They will ensure that each directive, handbook, or notice is complete, accurate, and appropriate for the medium, format, and organization. Originators will consult and work closely with their office's DMO(s) and/or PCO(s) to ensure that formats, style, and concurrence and approval authorities conform to the procedures and requirements established in this handbook, VA Directive 6330, and MP-1, Pt. I, Ch. 1.

(2) VA Form 4265, Concurrence and Summary Sheet, will be used to circulate directives, handbooks, or notices for review, comment, and/or concurrence. Instructions for completing this form are contained in VA Handbook H-70-1. In accordance with the policies and approval authorities in MP-1, Part I, Chapter 1, originators will determine the organizational elements to which the directive, handbook, or notice will be circulated for review, comment, and concurrence. After comments and concurrences have been received, VA Form 4265 and the proposed document will be submitted to the appropriate approving authority for signature in the block titled "ACTION BY THE OFFICE OF THE SECRETARY."

(3) When officials comment on, concur in, or approve a directive, handbook, or notice, their signature carries the implied responsibility that the directive, handbook, or notice meets with their approval with regard to accuracy of statements, authority of sources, consistency of procedures, and clarity of presentation, and conforms to the policies and directions of the Secretary of Veterans Affairs.

#### **b. Comment and Concurrence Procedures**

(1) Review of a proposed VA directive, handbook, or notice will be completed within 30 calendar days from date of receipt. If comments and/or concurrence/nonconcurrence cannot be completed within this time period, a written request for extension must be submitted. The request should state briefly why an extension is necessary and request a specific amount of additional time. This request will be signed by the senior official who will provide comments, concurrence, or nonconcurrence. Verbal requests for extensions must be followed by written requests.

(2) If comments or concurrences are not received and no request for an extension is made following a minimum of two follow-up attempts, the package will be forwarded to the approving official with a recommendation to approve. A note citing those organizations that have neither provided comments or requested extensions will accompany the package. The approving official may make further requests to the reviewing office to respond or, subject to the approval of the Secretary or Deputy Secretary, may approve and sign the package.

(3) An office that provides comments or does not concur (where concurrence is requested by the originator) with a proposed document will send a memorandum to the originating office. The senior official of the office providing the comments or nonconcurrence, or designee, must personally sign the memorandum. Officials should limit their review to the substantive areas for which they have functional responsibility. They will not withhold or delay concurrence because of a personal preference for writing or punctuation style.

(4) Every effort will be made to resolve a nonconcurrence. If the reasons for the nonconcurrence cannot be resolved, the package with the nonconcurrence and statement explaining why the package should be approved will be forwarded to the approving official. The approving official will determine whether to continue the effort to resolve the differences or forward the package to the Secretary or Deputy Secretary with a recommendation to approve the directive, handbook, or notice. In cases involving major policy issues, it may be appropriate to forward the issue to the office of the Deputy Assistant Secretary for Policy for review and consideration by the VA Policy Board.

c. **Approval Process.** Each directive, handbook, or notice will be approved and signed by the authorized approving official identified in MP-1, Pt. I, Ch. 1, Appendix A. The line "By Direction of The Secretary" will be typed on the right side of the page three spaces below the last line on the transmittal sheet. The signature and typed name and title of the approving official will appear five spaces below the "By the Direction" line.

d. **Certification Process.** After Departmentwide directives, handbooks, or notices are approved, they will be forwarded to the DAS/IRM for review. The DAS/IRM will certify that the documents conform to the Department's format and style requirements; that the review, comment, and concurrence process has been completed satisfactorily; and that all necessary documentation is included in the history file. Certification by the DAS/IRM does not signify that the DAS/IRM is the official responsible for the policies, procedures, or requirements contained in the document nor does it indicate DAS/IRM concurrence or agreement with the substantive material in the document.

## 7. HISTORY FILES, REFERENCE, PUBLIC ACCESS, AND DISTRIBUTION

### a. History Files

(1) There will be a history file for every VA directive, handbook, or notice that is approved and signed. This file is a permanent record of the Department.

(2) Each history file will contain the signed originals of backup, concurrence, explanatory, and transmittal documents, and any other supporting material that documents the reason for issuing the directive, handbook, or notice.

(3) Hard copy history files will be maintained for electronically disseminated directives and may be microfilmed or stored on magnetic media or optical storage media, as authorized by the Archivist of the United States. History files for all Departmentwide directives, handbooks, and notices approved by the Secretary, Deputy Secretary, Assistant Secretaries, or other key officials will be maintained by the Department Records Officer in the office of the DAS/IRM. History files for all other directives, handbooks, or notices will be maintained by the DMO and/or PCO for the approving official.

### b. Reference

(1) **Filing.** Directives, handbooks, and notices will be filed in an organized, logical manner for ease of reference and access. To provide easy filing in binders, VA Form 3-7700, Request for Reproduction Services, will specify that round holes, 1/4" in diameter, and spaced 4 1/2" apart, will be drilled on the left side of the printed document. While there are no specific mandatory filing requirements, the following suggestions are offered:

(a) Directives can be filed together with the related handbooks in the same binder with the handbook behind the directive; or

(b) Directives can be filed separately in one binder with the handbooks filed in another binder.

(c) Since notices are temporary and are numbered differently from directives or handbooks, they should be filed separately by calendar year.

(2) **Indexing.** To simplify identifying and locating directives, handbooks, and notices, as well as other Department publications, a publications index, or supplements thereto, will be published quarterly. The index will include:

(a) The full number and title of all directives, handbooks, and notices;

- (b) The date of approval/publication; and
- (c) A subject matter index.

(3) Reference Collection of Directives, Handbooks, and Notices. Administration heads, Assistant Secretaries, and other key officials will ensure that a complete set of directives, handbooks, and notices under their jurisdiction is available and up to date for use either by Department employees or members of the public. A complete set of Departmentwide directives, handbooks, and notices will be maintained by the DAS/IRM in VA Central Office. Field facilities will maintain for public inspection those directives, handbooks, and notices which are required to be made publicly available by 38 CFR 1.552(a) and the FOIA, 5 USC 552(a)(2).

c. Public Access. Under 38 CFR 1.552(a), directives, handbooks, and notices will be made available to the public for inspection and copying in public reading facilities that are required to be maintained in VA Central Office and field facilities. Access and charges for copying will be in accordance with 38 CFR 1.550 - 1.559, Release of Information from Department of Veterans Affairs Records Other than Claimant Records.

d. Distribution. Distribution of DMS documents will be accomplished through the use of an automated distribution system. All VA elements will use the system to maintain initial distribution quantities needed for their operations. Distribution will be based on a Recurring Publications Code (RPC) number, which appears on the bottom of the transmittal sheet for each DMS document. (See MP-I, Pt. II, Ch. 16.)

## 8. REVIEW PROCEDURES

a. General. VA Directives and handbooks will be reviewed and updated every 3 years to rescind obsolete material using procedures issued by the DAS/IRM. Approving officials will establish and maintain a schedule for review of those directives and handbooks that fall within their program areas. This review will include recertification by the approving official that the directives and handbooks are still accurate and up to date. The DAS/IRM will monitor the review schedules to ensure reviews are being accomplished in accordance with the schedules. In addition, as part of its effort to monitor the DMS, the office of the DAS/IRM will conduct a post audit of VA directives and handbooks published by administration heads, Assistant Secretaries, and other key officials to ensure they are prepared in the most efficient and effective manner and conform to DMS policies and procedures.

### b. Procedures

(1) Each administration head, Assistant Secretary, and other key official will schedule for review every 3 years all directives and handbooks under their jurisdiction. The purpose of the review is to identify material that is obsolete or needs to be updated. A copy of this schedule will be provided to the DAS/IRM. The schedule will be placed into a control system for monitoring the status of the review effort. Within 15 workdays of the date of the scheduled review, the office of the DAS/IRM will be notified that one of the following actions will occur:

- (a) The policies and procedures in the directive and/or handbook are correct and no change is required;
- (b) The directive and/or handbook is to be revised and a projected date provided within the next 6 months; or
- (c) The directive and/or handbook is to be rescinded.

(2) This information will be used to update the control system, to prepare periodic status reports for senior Department managers, and to provide information to Department employees on the status of particular directives or handbooks.

SAMPLE FORMAT FOR A NOTICE

Department of Veterans Affairs  
Washington, DC 20120

OFIRM Notice 93-1  
March 22, 1993

ANNOUNCEMENT

1. Michael Clark has been nominated for the position of Assistant Secretary for Finance and Information Resources Management. Until he has been fully confirmed by the Congress, Mr. Clark's title will remain "Acting Assistant Secretary for Finance and Information Resources Management." Final confirmation of Mr. Clark as the Assistant Secretary is expected in the very near future.
2. All inquiries concerning Mr. Clark's confirmation should be addressed to the Deputy to the Assistant Secretary for Finance and Information Resources Management (004).
3. RESCISSION: This notice is rescinded September 1, 1993; however, the subject appointment will remain in effect until canceled or superseded.

CERTIFIED BY:

BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:

Ronald J. Whittaker  
Deputy Assistant Secretary for  
Information Resources Management

Michael Clark  
Acting Assistant Secretary for Finance  
and Information Resources Management

Distribution: RPC 6001  
SS (723)

(11) 8500-8999 External Affairs. Includes subjects relating to the Department's relations and interactions with other Federal departments, agencies, or offices; state and local governments; and members of the public, to include individuals, corporations, businesses, or veterans service organizations.

(12) 9000-9999 [Reserved]

b. The Directives Management Functional Number System with the corresponding MP, part and chapter number that is being replaced is listed below.

### 3. Construction of the Functional Number

a. To form the functional number, the major subject groups are divided into primary, secondary, and tertiary subjects. The first digit of the functional number identifies the major subject area and primary subjects are designated by the last three digits of the functional number. Primary subjects can be further subdivided to identify secondary and tertiary subjects. For example:

The number 0631 identifies Employee Travel Management where:

0000 - Identifies the major subject area General Management and Administration.

0600 - Identifies the primary subject of Administration and Travel Management.

0630 - Identifies the secondary subject of Travel Management.

0631 - Identifies the tertiary subject of Employee Travel Management.

b. Some major subject groups are not subdivided below the primary breakdown. Other major subject groups may be divided into many secondary and tertiary subjects depending on the complexity of the major subject.

c. The functional number format for the 5000 series, Human Resources Management, follows the numbering system of the Federal Personnel Manual (FPM). Similarly, the format for the series 7000-7499, Acquisition and Materiel Management, incorporates the numbering system used in the Federal Property Management Regulations (FPMR). These deviations from the numbering system prescribed in this directive are for ease of reference to the FPM and FPMR. Therefore, additions or deletions to these functional numbers will be made based on changes or additions to the FPM and FPMR.

4. **Identifying Function, Not Office.** All directives and handbooks will carry a functional number appropriate to the particular major subject group regardless of which office originates the issue. Even if the originating office changes, the number will remain the same since the number is based on the SUBJECT or FUNCTION covered in the document not on ORIGINATING OFFICE.

Examples:

a. The Office of Information Resources Management issues a VA directive on records and information management policy. This directive is given the number VA Directive 6300 since records management falls under the 6000 series major subject group, Information Resources Management. Veterans Benefits Administration (VBA) wants to issue their own handbook on records and information management procedures. VBA would then issue VBA Handbook 6300 using the same four-digit identification number as the corresponding Departmentwide directive. Additional identifiers may be used with the basic functional number, if needed. These identifiers will be added following a slash mark. For example, if

VBA wishes to issue multiple records and information management handbooks, the first handbook in this series may be numbered VBA Handbook 6300.1/23- 1.

b. The Office of Human Resources and Administration issues a VA directive on employee travel. The directive is given the number VA Directive 0631. The National Cemetery System (NCS) supplements this directive with their own handbook. This handbook could be given the same number as the corresponding directive; that is, NCS Handbook 063 1.

c. The Office of Facilities issues VA Directive 7500 on land acquisition policy. That office is subsequently reorganized and becomes part of the Veterans Health Administration (VHA). The VA directive on land acquisition policy would still carry the same number (VA Directive 7500) even though the originating office is now VHA.

## 5. Prefixes to the Functional Number.

a. **Departmentwide Directives and Handbooks.** Numbers for directives and handbooks containing policies and procedures applicable Departmentwide will be preceded by "VA".

b. **Administrations, Offices of Assistant Secretaries, and Other Key Offices.** Numbers for directives and handbooks containing policies and procedures applicable within VHA, VBA, or NCS will be preceded by the office abbreviation: VHA, VBA, and NCS. For example, VHA Directive, VBA Handbook, NCS Directive. Numbers for directives and handbooks containing policies or procedures for offices of Assistant Secretaries and other key offices will be preceded by the originator's office symbol (not lower than the Assistant Secretary or key office head levels).

Examples:

(1) The Office of Finance and Information Resources Management issues a directive on financial management policy for Departmentwide implementation. The directive would be "VA Directive 4100," NOT "OFIRM Directive 4100." The cover page would identify the originating office.

(2) VBA issues a directive on loan guaranty policy. That directive would be "VBA Directive 2600."

(3) The Office of Finance and Information Resources Management wants to issue an internal directive on policy for routing concurrence correspondence for the signature of the Assistant Secretary for Finance and Information Resources Management. That directive is internal to OFIRM only; therefore, the directive would be "OFIRM Directive 6320."

c. **Central Office Only.** "VACO" will be used to identify any directive, handbook, or notice that applies to ALL organizational elements in Central Office only. For example, a directive that establishes records and information management policy for Central Office would be "VACO Directive 6300."

**6. Identifying Handbooks.** A handbook will carry the same number as the related directive. If more than one handbook results from a directive, the handbooks will add the numbers ".1," ".2," etc., at the end of the basic number.

Examples:

a. Two separate handbooks are published on forms and reports management.. The basic directive is VA Directive 6310, Forms **and** Reports Management. The handbook on forms management would be numbered VA Handbook 6310.1, Forms Management Procedures. The handbook on reports management would carry the number VA Handbook 6310.2, Reports Management Procedures.

**DIRECTIVES MANAGEMENT SYSTEM FUNCTIONAL NUMBER SYSTEM**

1. **General.** This appendix outlines the construction of the functional number system for directives and handbooks and the use of the prefixes with the functional number. It also contains the complete list of functional numbers that will be used to identify directives and handbooks.

**2. Major Subject Groups**

a. There are 12 major subject groups used to construct the functional number. They are:

(1) 0000-0999 General Management and Administration. Includes subjects relating to the administration, organization, and management of the Department of Veterans Affairs. These would include such topics as organization, delegations of authority, boards and committees, mission and functions, printing and distribution, and audiovisual services.

(2) 1000-1999 Health Care Management. Includes subjects relating to the operation, administration, and delivery of health care for veterans and their beneficiaries.

(3) 2000-2999 Veterans Benefits Programs. Includes subjects relating to the operation and delivery of benefits to veterans and their beneficiaries.

(4) 3000-3999 Cemeteries and Memorials. Includes subjects relating to the operation, administration, and delivery of burial activities, including the provision of headstones and markers and Presidential Memorial Certificates.

(5) 4000-4999 Budget and Financial Management. Includes subjects relating to the financial administration of the Department of Veterans Affairs, including budgeting, disbursing, accounting, and auditing.

(6) 5000-5999 Human Resources Management. Includes subjects relating to human resources management of personnel, labor relations, and equal opportunity activities and functions.

(7) 6000-6999 Information Resources Management. Includes subjects relating to the planning, organizing, directing, and control associated with Government information. This term includes both information itself and Federal information processing equipment, resources, and technology.

(8) 7000-7499 Acquisition and Materiel Management. Includes subjects relating to the procurement of equipment, supplies, and property as well as subjects relating to the management, maintenance, control, and disposal of equipment, supplies, and property.

(9) 7500-7999 Facilities (Construction) Management. Includes subjects relating to the acquisition, design, construction, disposal, and management of VA-owned or leased buildings, facilities, or real property.

(10) 8000-8499 Legislation and Legal Affairs. Includes subjects relating to the Department's legislative program, relations with the legislative branch of the U.S. Government, and all matters concerning the law and legal matters.

b. VBA issues their own handbook on forms management procedures; the handbook would be designated VBA Handbook 6310.1

7. Identifying Changes to Directives and Handbooks. Changes to a directive or handbook are identified by adding a slash mark to the original functional number.

Examples:

a. The first change to the directive VA Directive 002 1, Display of the Flag, is designated VA Directive 0021/1; change two is VA Directive 0021/2.

b. The first change to VBA Handbook 6310.1, Forms Management Procedures, is designated VBA Handbook 6310.1/2.

c. The second change to VA Handbook 6330, Directives Management Procedures, is designated VA Handbook 6330/2.

## DIRECTIVES MANAGEMENT SYSTEM FUNCTIONAL NUMBER SYSTEM

## GENERAL MANAGEMENT AND ADMINISTRATION

0000 - 0999

<u>NUMBER</u>	<u>TITLE</u>	<u>MP, PT #</u>	<u>CHAPTER(s)</u>
<b><u>0000-0199</u></b>	<b><u>GENERAL MANAGEMENT</u></b>		
0000	Delegation of Authority	MP-1, PT I	Chapter 6
0010	Written Communications - Approval Authorities	MP-1, PT I	Chapter 1
0020	<b>VA Seal, VA Insignia, and VA Signature</b>	MP-1, PT II	Chapter 22
0021	Display of Flag	MP-1, PT I	Chapter 8
0030	VA Uniform Station Numbering	MP-1, PT II	Chapter 34
0040	VA Provided Parking Space and Ridesharing	MP-1, PT I	Chapter 3
0050	<b>VA Environmental Impact Program</b>	MP-1, PT I	Chapter 9
0051	Environmental Safeguards on Activities for Animal Control on Federal Lands	MP-1, PT I	Chapter 10
0060	VA Minority Business Enterprise Program	MP-1, PT I	Chapter 11
0070	Internal Control Systems	MP-1, PT II	Chapter 15
0080	Concept of Rehabilitation in VA	MP-1, PT II	Chapter 24
<b><u>0200-0299</u></b>	<b><u>ORGANIZATION AND STRUCTURE</u></b>		
0210	Policy and Procedures for Establishing and Changing Organizational Structure	MP-1, PT I	Chapter 7
<b><u>0300-0399</u></b>	<b><u>PLANNING, STUDIES, AND EVALUATION</u></b>		
0320	Emergency Preparedness Planning	MP-1, PT II	Chapter 13
<b><u>0400-0499</u></b>	<b><u>BOARDS AND COMMITTEES</u></b>		

0410	Advisory Committees	MP-1, PT I	Chapter 12
<b><u>0500-0599</u></b>	<b><u>PRODUCTIVITY AND MEASUREMENT</u></b>		
0510	Performance Measurements and Standards	MP-1, PT II	Chapter 17
0520	VA Management Review and Improvement Program	MP-1, PT II	Chapter 18
0530	Management Reporting at Field Stations	MP-1, PT II	Chapter 3 1
0540	VA Manpower Management	MP-1, PT I	Chapter 14 .
0550	Statistical Policy	MP- 1, PT II	Chapter 32
<b><u>0600-0699</u></b>	<b><u>ADMINISTRATION AND TRAVEL MANAGEMENT</u></b>		
0600	Printing and Reproduction	MP-1, PT II	Chapter 9
0610	Distribution and Maintenance of VA Publications	MP-1, PT II	Chapter 16
0620	Audiovisuals	MP-1, PT II	Chapter 11
0630	Travel Management		
063 1	Employee Travel Management	MP-1, PT I	Chapter 2
0631	Beneficiary Travel Management	MP-1, PT I	Chapter 3
0650	Courier Service		
065 1	Emergency Courier Service	MP-1, PT II	Chapter 19
<b><u>0700-0799</u></b>	<b><u>INVESTIGATIONS, INSPECTIONS, AND SECURITY,</u></b>		
0700	VA Investigation Policy	MP-1, PT I	Chapter 2
0710	Security	MP-1, PT I	Chapter 5
<b><u>0800-0999</u></b>	<b><u>[RESERVED]</u></b>		

**HEALTH CARE MANAGEMENT**

**1000 - 1999**

**VETERANS BENEFITS PROGRAMS**

**2000 - 2999**

**CEMETERIES AND MEMORIALS**

**3000 - 3999**

BUDGET AND FINANCIAL MANAGEMENT

4000-4999

4000-4099 GENERAL FINANCIAL MANAGEMENT

4000	VA Policy Manual--General, Adm.inistrat:ive Fiscal Policy	MP-4, PT I	Chapter 1
4010	Agent Cashier	MP-4, PT I	Chapter 2
4020	Personal Funds of Patients	MP-4, PT I	Chapter 3
4030	Imprest Fund Cashier	MP-4, PT I	Chapter 4
4040	Portfolio Loan Collection Processing (PLACE)	MP-4, PT I	Chapter 6
4050	Insurance Collections Policy	MP-4, PT I	Chapter 7
4060	Committee on Waivers and Compromises	MP-4, PT I	Chapter 8

4100-4199 PAYMENT OF SALARIES

4110	Time and Leave--Employees Subject to Annual and Sick Leave Act of 1951	MP-4, PT II	Chapter 1
4120	Deductions and Recoveries	MP-4, PT II	Chapter 3
4130	Payroll Procedures	MP-4, PT II	Chapter 4
4140	Retirement	MP-4, PT II	Chapter 5
4150	Miscellaneous	MP-4, PT II	Chapter 6

4200-4299 VOUCHER AUDITING

4200	General	MP-4, PT III	Chapter 1
4210	Examination of Vouchers and Contracts	MP-4, PT III	Chapter 2
4220	Various Vouchers and Special Requirements	MP-4, PT III	Chapter 3
4230	Related Procedures	MP-4, PT III	Chapter 4

**4300-4499 BENEFIT PAYMENTS AND SUPPORTING  
ACTIVITIES**

4300	General	MP-4, PT IV	Chapter 1
4310	Benefit Payments	MP-4, PT IV	Chapter 2
4320	Deductions	MP-4, PT IV	Chapter 3
4330	Returned Payment, Hold Payment and Payment Intercept Procedures	MP-4, PT IV	Chapter 4
4340	Overpayments/Accounts Receivable	MP-4, PT IV	Chapter 5
4350	Direct Deposit/Electronic Funds Transfer Program for Compensation and Pension Payments	MP-4, PT IV	Chapter 6
4360	Claims for Entitlement or Nonentitlement of VA Payments	MP-4, PT IV	Chapter 7
4370	Unassociated Accounts	MP-4, PT IV	Chapter 8
4380	Education Loan Payment and Repayment	MP-4, PT IV	Chapter 9
4390	Payment Procedures--Annual Reporting Fees 38 U.S.C. Chapters 32, 34, and 35	MP-4, PT IV	Chapter 10
4400	Insurance Award Payments and Deductions from Benefits for Insurance	MP-4, PT IV	Chapter 11
4410	Processing Certification of Training Under 38 U.S.C. Chapters 34 and 35	MP-4, PT IV	Chapter 12
4420	Veteran-Student Work-Study Agreement and Payment Procedures	MP-4, PT IV	Chapter 14
4430	Military Services Promotion Reconsideration Cases (Relook)	MP-4, PT IV	Chapter 15
4440	Miscellaneous	MP-4, PT IV	Chapter 16
<b><u>4500-4699</u> ADMINISTRATIVE ACCOUNTING</b>			
4510	Accounting Principles, Standards and General Requirements	MP-4, PT V	Chapter 1

4520	General Ledger Accounting	MP-4, PT V	Chapter 2
4530	Allotment Accounting	MP-4, PT V	Chapter 3
4540	Financial Reports and Statements	MP-4, PT V	Chapter 4
45.50	Accounting Symbolization	MP-4, PT V	Chapter 5
4560	Cost Accounting	MP-4, PT V	Chapter 6
4570	Supply Fund Accounting	MP-4, PT V	Chapter 7
4580	Insurance Fund and Insurance Appropriation Accounting	MP-4, PT V	Chapter 8
4590	Mortgage Loan Accounting	MP-4, PT V	Chapter 9
4600	Centralized Accounting System for Construction Appropriations	MP-4, PT V	Chapter 10
4610	Cash Advances Under Federal Grants and Other Programs	MP-4, PT V	Chapter 11
4620	Centralized Accounting for Local Management	MP-4, PT V	Chapter 12
4630	CALM Depot System	MP-4, PT V	Chapter 13
4640	Distribution of Medical Care Cost	MP-4, PT V	Chapter 14
4650	PAID Accounting Operations	MP-4, PT V	Chapter 15
4660	Benefit Payments Accounting	MP-4, PT V	Chapter 16
4670	General Ledger Account Descriptions	MP-4, PT V	App. A
467 1	Chart of Operating Accounts	MP-4, PT V	App. I3
4672	Supply Fund--General Ledger Account Descriptions	MP-4, PT V	App. C
4673	General Post Fund--General Ledger Accounts	MP-4, PT V	App. D
4674	Central Office--General Ledger Accounts and Pro Forma Entries	MP-4, PT V	App. E

4675	Construction Appropriations General Ledger Accounts	MP-4, PT V	App. F
4676	Construction Appropriations Chart of Operating Accounts	MP-4, PT V	App. G
4677	Construction Appropriations Accounting Input, Output, Reject Codes and Control Procedures	MP-4, PT V	App. H
4678	General Ledger Accounts Maintained Under the PAID System	MP-4, PT V	App. I
4679	Subaccount Distribution of Personal Service Costs Under the PAID System	MP-4, PT V	App. J
4680	Special Therapeutic and Rehabilitation Activities Fund (36X4048)--General Ledger Accounts	MP-4, PT V	App. N
4681	Construction and Operation of Garage and Parking Facilities (36X4538)--General Ledger Accounts	MP-4, PT V	App. O
<b><u>4700-4799</u></b>	<b><u>BUDGETARY POLICY AND ADMINISTRATION</u></b>		
4700	General	MP-4, PT VII	Chapter 1
4710	Major Elements of the Agency's Budget Process	MP-4, PT VII	Chapter 2
4720	Budget Formulation	MP-4, PT VII	Chapter 3
4721	Budget Formulation	MP-4, PT VII	Chapter 4
4730	Top Management (Flash) Report	MP-4, PT VII	Chapter 5
<b><u>4800-4899</u></b>	<b><u>DEBT COLLECTION</u></b>		
4800	Debt Collection	MP-4, PT VIII	
<b><u>4900-4999</u></b>	<b><u>AUTOMATED DATA PROCESSING - PERSONNEL AND ACCOUNTING INTEGRATED DATA PAY SYSTEM</u></b>		
4900	General	MP-6, PT V	

4910 Error Codes and Messages

MP-6, PT V supp. 5.4

## HUMAN RESOURCES MANAGEMENT

## 5000-5999

5000-5099 HUMAN RESOURCES MANAGEMENT

5000 General

5100-5199 HUMAN RESOURCES MANAGEMENT .  
TITLE 38 EMPLOYEES

5100	General	MP-5, PT II	Cover, Introduction, Contents
5101	Administration	MP-5, PT II	Chapter 1
5102	Appointments	MP-5, PT II	Chapter 2
5 103	Pay Administration	MP-5, PT II	Chapter 3
5104	Probationary Period	MP-5, PT II	Chapter 4
5 105	Advancements	MP-5, PT II	Chapter 5
5106	Proficiency Rating System	MP-5, PT II	Chapter 6
5107	Duty and Leave	MP-5, PT II	Chapter 7
5 108	Disciplinary and Grievance Procedures	MP-5, PT II	Chapter 8
5109	Separations	MP-5, PT II	Chapter 9
5110	Physical Requirements	MP-5, PT II	Chapter 10
5111	Recruitment and Placement	MP-5, PT II	Chapter 11
5112	Overseas Employment of Non-US. Citizens under Title 38 U.S.C. 4114(a)(1)(A)	MP-5, PT II	Chapter 12
5113	Outside Professional Activities	MP-5, PT II	Chapter 13
5114	Labor-Management Relations	MP-5, PT II	Chapter 14

5200-5969 HUMAN RESOURCES MANAGEMENT IN VA

5250	Human Resources Management in VA	MP-5, PT I	Chapter 250
5251	Intramanagement Communications and Consultation	MP-5, PT I	Chapter 251
5275	Program Evaluation	MP-5, PT I	Chapter 275
5291	Reports	MP-5, PT I	Chapter 291
5293	Personnel Records and Files	MP-5, PT I	Chapter 293
5294	Availability of Official Information	MP-5, PT I	Chapter 294
5297	Protection of Privacy in Personnel Records	MP-5, PT I	Chapter 297
5300	Employment (General)	MP-5, PT I	Chapter 300
5301	Employment Outside the Continental United States	MP-5, PT I	Chapter 301
5302	Employment in the Excepted Service	MP-5, PT I	Chapter 302
5303	Military Service Obligation and Deferment	MP-5, PT I	Chapter 303
5304	Employment of Experts and Consultants	MP-5, PT I	Chapter 304
5306	Selective Placement Programs	MP-5, PT I	Chapter 306
5307	Employment of Veterans	MP-5, PT I	Chapter 307
5308	Cooperative Education	MP-5, PT I	Chapter 308
5309	Hosting Enrollees of Federal Grant Programs	MP-5, PT I	Chapter 309
5315	Employment in the Competitive Service	MP-5, PT I	Chapter 315
5316	Non-Permanent Employment	MP-5, PT I	Chapter 316
5332	Recruitment	MP-5, PT I	Chapter 332
5334	Intergovernmental Assignments	MP-5, PT I	Chapter 334

5335	Internal Placement and Promotion	MP-5, PT I	Chapter 335
5335	Qualification Standards	MP-5, PT I	Chapter 338
5340	Part-time Career Employment Program	MP-5, PT I	Chapter 340
5351	Reduction in Force	MP-5, PT I	Chapter 35 1
5352	Reemployment Rights	MP-5, PT I	Chapter 352
5353	Restoration to Duty	MP-5, PT I	Chapter 353
5416	Training	MP-5, PT I	Chapter 410
5412	Executive Development	MP-5, PT I	Chapter 4 12
5430	Performance Management System	MP-5, PT I	Chapter 430
5432	Performance Based Actions	MP-5, PT I	Chapter 432
545 1	Incentive Awards	MP-5, PT I	Chapter 45 1
5511	Position Classification and Position Management	MP-5, PT I	Chapter 5 11
5512	Job Grading Under the Federal Wage System	MP-5, PT I	Chapter 5 12
5530	Pay Rates and Systems (General)	MP-5, PT I	Chapter 530
5531	Pay Under the General Schedule System	MP-5, PT I	Chapter 53 1
5532	Federal Wage System	MP-5, PT I	Chapter 532-1
5534	Pay Under Other Systems	MP-5, PT I	Chapter 534
5536	Grade and Pay Retention	MP-5, PT I	Chapter 536
5540	Performance Management and Recognition System	MP-5, PT I	Chapter 540
5550	Pay Administration (General)	MP-5, PT I	Chapter 550
5571	Travel for Preemployment Interviews and First Post of Duty	VP-5, PT I	Chapter 57 1

5575	Recruitment Bonuses, Relocation Bonuses, Retention Allowances, and Supervisory Differentials	MP-5, PT I	Chapter 575
5591	Allowances and Differentials Payable in Nonforeign Areas	MP-5, PT I	Chapter 591
5592	Allowances and Differentials Payable in Foreign Areas	MP-5, PT I	Chapter 592
5610	Hours of Duty	MP-5, PT I	Chapter 610
5630	Absence and Leave	MP-5, PT I	Chapter 630
5711	Labor-Management Relations in VA	MP-5, PT I	Chapter 711
5712	Employee Organizations and Activities	MP-5, PT I	Chapter 712
5715	Voluntary Separations and Reductions in Rank or Pay	MP-5, PT I	Chapter 715
5733	Political Activity of Employees	MP-5, PT I	Chapter 733
5735	Employee Responsibilities and Conduct	MP-5, PT I	Chapter 735
5752	Discipline and Adverse Actions	MP-5, PT I	Chapter 752
5771	Employee Grievances and Administrative Appeals	MP-5, PT I	Chapter 771
5790	Services to Employees (General)	MP-5, PT I	Chapter 790
5792	Health Services	MP-5, PT I	Chapter 792
5810	Injury Compensation	MP-5, PT I	Chapter 810
5831	Retirement	MP-5, PT I	Chapter 831
5832	Old-Age, Survivors, and Disability Insurance	MP-5, PT I	Chapter 832
5850	Unemployment Compensation	MP-5, PT I	Chapter 850
5870	Federal Employees' Group Life Insurance	MP-5, PT I	Chapter 870
5890	Federal Employees Health Benefits	MP-5, PT I	Chapter 890

5920 Senior Executive Service MP-5, PT I Chapter 920

5970-5979 EOUAL OPPORTUNITY

5975 Equal Opportunity General Provisions MP-7, PT I Chapter 1

5976 Affirmative Action MP-7, PT I Chapter 2

5977 Discrimination Complaints MP-7, PT I Chapter 3

5980-5999 [RESERVED]

INFORMATION RESOURCES MANAGEMENT

6000 - 6999

**6000-6099**

**GENERAL IRM**

6000	VA Information Resources Management	MP-6, PT I	Chapters 1, 5
6010	IRM Professional Development	MP-6, PT I	Chapter 15
6020	IRM Oversight Program	MP-1, PT II	Chapters 20, 29
6030	Information Systems Life Cycle Framework	MP-6, PT I	Chapters 3, 4, 6, 7
6040	AIS Facility Management	MP-6, PT I	Chapters 8, 10, 12

**6100-6199 TELECOMMUNICATIONS**

6100	Telecommunications Policy	MP-6, PT I	Chapters 14, 15
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**6200-6299 FEDERAL INFORMATION PROCESSING RESOURCES**

6200	Management of Automated Data	MP-6, PT I	Chapter 11
6210	AIS Security	MP-6, PT I	Chapter 2
6220	Data Administration	MP-1, PT II	Chapter 39
6230	Approval Threshold for Acquisition of Federal Information Processing Systems	MP-6, PT I	Chapter 4

**6300-6399 RECORDS MANAGEMENT**

6300	Records and Information Management	MP-1, PT II	Chapters 1, 7, 8, 12, 21, 35, 38
------	------------------------------------	-------------	----------------------------------

**6301-6309 Records Control Schedules**

6310	Forms and Reports Management	MP-1, PT II	Chapters 4, 26, 27, 28
6320	Correspondence	MP-1, PT II	Chapter 10

OCTOBER 21, 1993

VA HANDBOOK 6330  
APPENDIX B

6330	Directives Management	MP-1, PT II	Chapters 14, 16
6340	Mail Management	MP- 1, PT II	Chapter 6

**6400-6499 ADP AND INFORMATION SYSTEMS**

**6500-6999 [RESERVED]**

ACQUISITION AND MATERIEL MANAGEMENT

7000-7499

7000-7099 GENERAL ACQUISITION AND  
MATERIEL MANAGEMENT

7001 General MP-2, PT 108- Subchapter A  
1

7100-7199 SUPPLY AND PROCUREMENT

7125 Supply and Procurement--General MP-2, PT 108- Subchapter E  
25

7126 Procurement Sources and Programs MP-2, PT 108- Subchapter E  
26

7127 Inventory Management MP-2, PT 108- Subchapter E  
27

7128 Storage and Distribution MP-2, PT 108- Subchapter E  
28

7129 Federal Specifications, Standards, and Commercial Item Descriptions MP-2, PT 108- Subchapter E  
29

7130 Federal Catalog System MP-2, PT 108- Subchapter E  
30

7131 Inspection and Quality Control MP-2, PT 108- Subchapter E  
31

7175 Equipment Requirements--Construction Projects MP-2, PT 108- Subchapter E  
75

7176 Supply Processing and Distribution (SPD) Operational Requirements MP-2, PT 108- Subchapter E  
76

7177 VA Interagency Cross-Servicing Support Agreements MP-2, PT 108- Subchapter E  
77

<u>7200-7299</u>	<u>TRANSPORTATION AND MOTOR VEHICLES</u>		
7238	Motor Equipment Management	MP-2, PT 108-	Subchapter G 38
7239	Interagency Motor Vehicle Pools	MP-2, PT 108-	Subchapter G 39
7240	Transportation and Traffic Management	MP-2, PT 108-	Subchapter G 40
7241	Transportation Documentation and Audit	MP-2, PT 108-	Subchapter G 41
<u>7300-7399</u>	<u>UTILIZATION AND DISPOSAL</u>		
7342	Property Rehabilitation Services and Facilities	MP-2, PT 108-	Subchapter H 42
7343	Utilization of Personal Property	MP-2, PT 108-	Subchapter H 43
7345	Abandonment or Destruction of Personal Property	MP-2, PT 108-	Subchapter H 45
7346	Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority	MP-2, PT 108-	Subchapter H 46
<u>7400-7499</u>	<u>VA ACQUISITION HANDBOOK</u>	<u>FARIVARR</u> <u>PART</u>	<u>FAR/VARR</u> <u>SUBCHAPTER</u>
7401	VA Acquisition Handbook System	PT 1/801	Subchapter A- General
7402	Definitions of Words and Terms	PT 2/802	Subchapter A- General
7403	Improper Business Practices and Personal Conflicts of Interest	PT 3/803	Subchapter A- General

7404	Administrative Matters	PT 4/804	Subchapter A- General
7405	Publicizing Contract Actions	PT 5/805	Subchapter B- Acquisition Planning
7406	Competition Requirements	PT 6/806	Subchapter B- Acquisition Planning
7407	Acquisition Planning	PT 7/807	Subchapter B- Acquisition Planning
7408	Required Sources of Supplies and Services	PT 8/808	Subchapter B- Acquisition Planning
7409	Contractor Qualifications	PT 9/809	Subchapter B- Acquisition Planning
7410	Specifications, standards, and Purchase Descriptions	PT 10/810	Subchapter B- Acquisition Planning
7411	Acquisition and Distribution of Commercial Products	PT 11/811	Subchapter B- Acquisition Planning
7412	Contract Delivery or Performance	PT 12/812	Subchapter B- Acquisition Planning
7413	Small Purchase and Other Simplified Purchase Procedures	PT 13/813	Subchapter C- Contracting Methods and Contract Types
7414	Sealed Bidding	PT 14/814	Subchapter C- Contracting Methods and Contract Types

7415	Contracting By Negotiation	PT 15/815	Subchapter C- Contracting Methods and Contract Types
7416	Types of Contracts	PT 16/816	Subchapter C- Contracting Methods and Contract Types
7417	Special Contracting Methods	PT 17/817	Subchapter C- Contracting Methods and Contract Types
7418	[RESERVED]	PT 18/818	Subchapter C- Contracting Methods and Contract Types
7419	Small Business and Small Disadvantaged Business Concerns	PT 19/819	Subchapter D- Socioeconomic Programs
7420	Labor Surplus Area Concerns	PT 20/820	Subchapter D- Socioeconomic Programs
742 1	[RESERVED]	PT 2 1/82 1	Subchapter D- Socioeconomic Programs
7422	Application of Labor Laws to Government Acquisitions	PT 22/822	Subchapter D- Socioeconomic Programs
7423	Environment, Conservation, Occupational Safety, and Drug-Free Workplace	PT 23/823	Subchapter D- Socioeconomic Programs
7424	Protection of Privacy and Freedom of Information	PT 24/824	Subchapter D- Socioeconomic Programs

7425	Foreign acquisition	PT 25/825	Subchapter D- Socioeconomic Programs
7426	Other Socioeconomic Programs	PT 26/826	Subchapter D- Socioeconomic Programs
7427	Patents, Data, and Copyrights	PT 27/827	Subchapter E- General Contracting Requirements
7428	Bonds and Insurance	PT 28/828	Subchapter E- General Contracting Requirements
7429	Taxes	PT 29/829	Subchapter E- General Contracting Requirements
7430	Cost Accounting Standards Administration	PT 30/830	Subchapter E- General Contracting Requirements
7431	Contract Cost Principles and Procedures	PT 31/831	Subchapter E- General Contracting Requirements
7432	Contract Financing	PT 32/832	Subchapter E- General Contracting Requirements
7433	Protests, Disputes, and Appeals	PT 33/833	Subchapter E- General Contracting Requirements
7434	Major System Acquisition	PT 34/834	Subchapter F- Special Categories of Contracting
7435	Research and Development Contracting	PT 35/835	Subchapter F- Special Categories of Contracting

7436	Construction and Architect/Engineer Contracts	PT 36/836	Subchapter F- Special Categories of Contracting
7437	Service Contracting	PT 371837	Subchapter F- Special Categories of Contracting
7438	Federal Supply Schedule Contracting	PT 38/838	Subchapter F- Special Categories of Contracting
7439	Acquisition of Information Resources	PT 39/839	Subchapter F- Special Categories of Contracting
7440	[RESERVED]	PT 40/840	Subchapter F- Special Categories of Contracting
7441	[RESERVED]	PT 4 1/841	Subchapter F- Special Categories of Contracting
7442	Contract Administration	PT 42/842	Subchapter G- Contract Management
7443	Contract Modifications	PT 431843	Subchapter G- Contract Management
7444	Subcontracting Policies and Procedures	PT 44/844	Subchapter G- Contract Management
7445	Government Property	PT 45/845	Subchapter G- Contract Management
7446	Quality Assurance	PT 46/846	Subchapter G- Contract Management

7447	Transportation	PT 47/847	Subchapter G- Contract Management
7448	Value Engineering	PT 48/848	Subchapter G- Contract Management
7449	Termination of Contracts	PT 49/849	Subchapter G- Contract Management
7450	Extraordinary Contractual Actions	PT 50/850	Subchapter G- Contract Management
7451	Use of Government Sources by Contractors	PT 51/851	Subchapter G- Contract Management
7452	Solicitation Provisions and Contract Clauses	PT 52/852	Subchapter H- Clauses and Forms
7453	Forms	PT 53/835	Subchapter H- Clauses and Forms
<b>7454-7469</b>	<b>[RESERVED]</b>		
7470	Special Procurement Controls	PT-/870	Subchapter I- Department Supplementary Regulations
7471	Loan Guaranty and Vocational Rehabilitation and Counseling Programs	PT -/871	Subchapter I- Department Supplementary Regulations
<b>7472-7499</b>	<b>[RESERVED]</b>		

## FACILITIES (CONSTRUCTION) MANAGEMENT

7500-7999

7500-7599    **CONSTRUCTION, PRESERVATION, AND  
ALTERATION OF STRUCTURES,  
GROCNDS, AND UTILITIES**

7500	General	MP-3, PT I	Chapter 1
7510	Construction	MP-3, PT I	Chapter 2
7520	Preservation of Structures, Grounds, and Utilities	MP-3, PT I	Chapter 3
7530	Alterations	MP-3, PT I	Chapter 4

7600-7699    **ACQUISITION, MANAGEMENT, AND  
DISPOSAL OF REAL PROPERTY**

7600	General	MP-3, PT II	Chapter 1
7610	Acquisition of Real Property (Except Leasehold Interests)	MP-3, PT II	Chapter 2
7620	Acquisition of Real Property by Lease and by Assignment from Other Agencies	MP-3, PT II	Chapter 3
7630	Management of VA Real Property	MP-3, PT II	Chapter 4
7640	Utilization of VA Real Property	MP-3, PT II	Chapter 5
7650	Disposal of VA Real Property	MP-3, PT II	Chapter 6

7700-7799    **SAFETY, OCCUPATIONAL HEALTH AND  
FIRE PROTECTION**

7700	Policy and Responsibilities	MP-3, PT III	Chapter 1
7710	Safety, Occupational Health and Fire Protection Program	MP-3, PT III	Chapter 2
7720	Accident Reports and Safety Awards	MP-3, PT III	Chapter 3

7730	Fire Prevention and Suppression	MP-3, PT III	Chapter 4
7740	Safety, Occupational Health, Fire Protection, and Disaster Relief	MP-3, PT III	Chapter 5

## LEGISLATIVE AND LEGAL AFFAIRS

8000-8499

8000-8099 LEGAL AFFAIRS

8000 District Counsel's Manual M-02- I

8100-8199 LEGISLATIVE AFFAIRS8200-8399 [RESERVED]8400-8499 APPELLATE POLICY AND PROCEDURES8400 Board of Veterans Appeals Policy MBVA-1, PT Chapter 3, sec. I  
II8410 Board of Veterans Appeals Hearing Procedures MBVA-1, PT Chapters 5, 10  
II8420 Representation in Appeals to the Board of MBVA- 1, PT Chapter 4  
Veterans Appeals II8430 Board of Veterans Appeals Appellate Decision MBVA-1, PT Chapters 6, 8, 9  
Preparation and Processing Within the II  
Professional Service HBVA -18440 Board of Veterans Appeals Administrative MBVA-1, PT Chapter 7, sec. III  
Appeal Development Procedures II

8450 Field Appellate Procedures M1-1

**EXTERNAL AFFAIRS**

**8500-8999**

**8500-8549 PUBLIC AFFAIRS**

8500 VA Public Affairs Policy MP-1, PT I Chapter 4

**8550-8599 CONSUMER AFFAIRS**

8550 VA Consumer Affairs Program MP-1, PT II Chapter 37

**8600-8649 INTERGOVERNMENTAL AFFAIRS**

**8600 General Accounting Office**

8601 Follow-up on Office of Inspector General and  
General Accounting Office Audit Reports MP-1, PT II Chapter 23

8602 Actions on General Accounting Office Reports  
and Requests for Information MP-1, PT II Chapter 36

8610 Intergovernmental Review of VA Programs and  
Activities MP-1, PT I Chapter 13

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9000-9999

### FINAL CHECKLIST

Check the proposed DMS document against the following list before submitting it to your DMO or PCO.

1. Is the document formatted correctly? Did you use the sample figures in this handbook as a guide?
2. Is the document lined up properly? Are the left margins and the tab settings the same throughout the document?
3. Does each page have a header? Are the pages numbered correctly?
4. If the document has a Table of Contents, do the page numbers correspond with those in the text? Do the titles correspond with those in the text?
5. Are the paragraphs numbered correctly?
6. If cross-references are used, are they consistent throughout the document?
7. Is the spelling and grammar correct?
8. Do the sentences make sense?
9. Could any reader understand what the document is supposed to convey?
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## DEFINITIONS

1. Administration. A generic term used to identify one of the three major VA operational elements, i.e., VHA; VBA; or NCS. When VHA, VBA, and NCS are referred to as a group, the term "administrations" may be used.
2. Automated distribution system. A centralized Departmentwide system used to control the distribution and maintenance of printed material.
3. Department. A generic reference to the entire Department of Veterans Affairs which includes VA Central Office and all field facilities.
4. Directives. Written communications used to prescribe mandatory Department- or administration-wide policies.
5. Directives Management Officer (DMO). The individual responsible for maintaining the Directives Management System (DMS) within an organization or other area of jurisdiction.
6. Directives Management System (DMS). The official means by which policies, procedures, requirements, and other information of general applicability are issued within VA. VA's DMS implements the provisions of chapter 201, subchapter B of the Federal Information Resources Management Regulation (FIRMR). The DMS includes directives, handbooks, and notices, but does not apply to regulations, nondirectives, or other written communications issued primarily to and for the public.
7. Handbooks. Written communications issued to prescribe mandatory Department- or administration-wide procedures or operational requirements. Handbooks generally implement policies contained in directives.
8. Nondirectives. Written communications, such as pamphlets, posters, or guides, used for information purposes only that do not initiate action or govern conduct or procedures.
9. Notices. Written communications that announce or provide important information involving, or of interest to, more than one administration, office of Assistant Secretary, or other key office. A notice will carry a rescission date of no more than 6 months. Examples of notices include special events, appointments of senior management personnel, and major organizational changes. (NOTE: This term is different from and is not related to the term "notice" as used by the office of the Federal Register.)
10. Policy. An official, written statement of guiding principle, course of action, or mandatory requirements to be implemented within a particular area of jurisdiction. VA policy is issued through an approved directive and is signed by officials with delegated approval authority.
11. Procedures. The method/steps/processes by which any given policy is carried out within a particular area of jurisdiction. VA procedures are issued through approved handbooks and signed by officials with delegated approval authority.