

**SAMPLE FORMAT FOR A NOTICE**

**Department of Veterans Affairs  
Washington, DC 20420**

**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 RESCISSION: This notice is rescinded September 1, 1993; however, the subject appointment will remain in effect until canceled or superseded.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)



**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.

(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 0631.

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.

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 0021, 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**

<b><u>NUMBER</u></b>	<b><u>TITLE</u></b>	<b><u>MP, PT #</u></b>	<b><u>CHAPTER(s)</u></b>
<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
<b>0020</b>	<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
<b>0050</b>	<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 31
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
<b>0630</b>	<b>Travel Management</b>		
0631	Employee Travel Management	MP-1, PT I	Chapter 2
0641	Beneficiary Travel Management	MP-1, PT I	Chapter 3
<b>0650</b>	<b>Courier Service</b>		
0651	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
0711**	Personal Security in all VA Central Office Buildings	OI-1, PT 1	Chapter 18
<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, Administrative 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

**4500-4699    ADMINISTRATIVE ACCOUNTING**

4510	Accounting Principles, Standards and General Requirements	MP-4, PT V	Chapter 1
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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
4550	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
4671	Chart of Operating Accounts	MP-4, PT V	App. B
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
5103	Pay Administration	MP-5, PT II	Chapter 3
5104	Probationary Period	MP-5, PT II	Chapter 4
5105	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
5108	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-U.S. 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
5338	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 351
5352	Reemployment Rights	MP-5, PT I	Chapter 352
5353	Restoration to Duty	MP-5, PT I	Chapter 353
5410	Training	MP-5, PT I	Chapter 410
5412	Executive Development	MP-5, PT I	Chapter 412
5430	Performance Management System	MP-5, PT I	Chapter 430
5432	Performance Based Actions	MP-5, PT I	Chapter 432
5451	Incentive Awards	MP-5, PT I	Chapter 451
5511	Position Classification and Position Management	MP-5, PT I	Chapter 511
5512	Job Grading Under the Federal Wage System	MP-5, PT I	Chapter 512
5530	Pay Rates and Systems (General)	MP-5, PT I	Chapter 530
5531	Pay Under the General Schedule System	MP-5, PT I	Chapter 531
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	MP-5, PT I	Chapter 571

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
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**5970-5979 EQUAL OPPORTUNITY**

5975	Equal Opportunity General Provisions	MP-7, PT I	Chapter 1
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5976	Affirmative Action	MP-7, PT I	Chapter 2
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5977	Discrimination Complaints	MP-7, PT I	Chapter 3
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**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
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**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

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]**



**7200-7299    TRANSPORTATION AND MOTOR VEHICLES**

7238	Motor Equipment Management	MP-2, PT 108-38	Subchapter G
7239	Interagency Motor Vehicle Pools	MP-2, PT 108-39	Subchapter G
7240	Transportation and Traffic Management	MP-2, PT 108-40	Subchapter G
7241	Transportation Documentation and Audit	MP-2, PT 108-41	Subchapter G

**7300-7399    UTILIZATION AND DISPOSAL**

7342	Property Rehabilitation Services and Facilities	MP-2, PT 108-42	Subchapter H
7343	Utilization of Personal Property	MP-2, PT 108-43	Subchapter H
7345	Abandonment or Destruction of Personal Property	MP-2, PT 108-45	Subchapter H
7346	Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority	MP-2, PT 108-46	Subchapter H

**7400-7499    VA ACQUISITION HANDBOOK**

**FAR/VARR PART        FAR/VARR SUBCHAPTER**

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	<b>[RESERVED]</b>	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
7421	<b>[RESERVED]</b>	PT 21/821	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 37/837	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	<b>[RESERVED]</b>	PT 40/840	Subchapter F- Special Categories of Contracting
7441	<b>[RESERVED]</b>	PT 41/841	Subchapter F- Special Categories of Contracting
7442	Contract Administration	PT 42/842	Subchapter G- Contract Management
7443	Contract Modifications	PT 43/843	Subchapter G- Contract Management
7444	Subcontracting Policies and Procedures	PT 44/844	Subchapter G- Contract Management

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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

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7471	Loan Guaranty and Vocational Rehabilitation and Counseling Programs	PT -/871	Subchapter I- Department Supplementary Regulations
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**7472-7499 [RESERVED]**

**FACILITIES (CONSTRUCTION) MANAGEMENT**

**7500-7999**

**7500-7599 CONSTRUCTION, PRESERVATION, AND ALTERATION OF STRUCTURES, GROUNDS, 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



**EXTERNAL AFFAIRS****8500-8999****8500-8549    PUBLIC AFFAIRS**

8500	VA Public Affairs Policy	MP-1, PT I	Chapter 4
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**8550-8599    CONSUMER AFFAIRS**

8550	VA Consumer Affairs Program	MP-1, PT II	Chapter 37
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**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
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8602	Actions on General Accounting Office Reports and Requests for Information	MP-1, PT II	Chapter 36
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8610	Intergovernmental Review of VA Programs and Activities	MP-1, PT I	Chapter 13
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**[RESERVED]**

**9000-9999**

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**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?
10. If the document is temporary, did you remember to add a rescission date?
11. Did you remember to include distribution instructions on the document?
12. Does the cover page include a signature block? Is the official's title correct? If the document is Departmentwide, does the cover page include a signature block for the certifying official?

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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.