

## STAFFING

**1. REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures for appointing and advancing Doctors of Chiropractic.

**2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory procedures on staffing. The pages in this handbook replace the corresponding page numbers in VA Handbook 5005. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5005 that is maintained on the [Office of Human Resources Management web site](#). Significant changes include:

a. Establishes requirement to contact the Director of Chiropractic Service prior to the appointment of any facility-selected chiropractic candidate;

b. Establishes requirements for maintaining documentation regarding the recruitment process used to solicit applicants;

c. Adds requirements for the routing of board actions; and

d. Provides contact information and routing addresses for the Director of Chiropractic Service and the VA Central Office Chiropractic Professional Standards Board.

**3. RESPONSIBLE OFFICE:** The Recruitment and Placement Policy Service (059), Office of the Deputy Assistant Secretary for Human Resources Management.

**4. RELATED DIRECTIVES:** VA Directive 5005, Staffing.

**5. RESCISSIONS:** VA Handbook 5005/29, dated November 12, 2009.

**CERTIFIED BY:**

/s/  
Stephen W. Warren  
Executive in Charge and Chief Information Officer  
Office of Information and Technology

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

/s/  
Gina S. Farrisee  
Assistant Secretary for  
Human Resources and Administration

ELECTRONIC DISTRIBUTION ONLY



**APPENDIX H10. PROCEDURES FOR APPOINTING AND ADVANCING  
DOCTORS OF CHIROPRACTIC**

**SCOPE.** This appendix establishes procedures for the appointment and advancement of all doctors of chiropractic in VHA.

**1. APPOINTMENT PROCEDURES**

- a. The facility initiates recruitment procedures [and contacts the VHA Director of Chiropractic Service, who may recommend additional candidates for the position.]
- b. The appropriate facility officials screen, interview, and tentatively select a candidate for the position.
- c. [If the proposed selection does not require a board action, the facility Chief of Staff or designee discusses the proposed selection with the VHA Director of Chiropractic Service who has 5 working days to make comments or recommendations concerning the proposed selection.
- d. If a board action is required, the recommendation is forwarded to the facility Director for consideration. Recommendations are to include the comments of the VHA Director of Chiropractic Service. New appointments require an application package and a board action request to be sent through the VISN Office to the VA Central Office Chiropractor Professional Standards Board for review. This Board] will evaluate qualifications and recommend a grade level [and step rate for new appointments] based on the VA qualifications standard for doctors of chiropractic.
- [e. After consideration by the Board, a recommendation will be recorded on the board action form, which will be returned to the facility along with the board action package. The facility Director will approve or disapprove the recommendation for appointment.
- f. The facility advises the VHA Director of Chiropractic Service of the selection.

**NOTE 1:** *The Director of Chiropractic Service may be contacted through the VA Connecticut Healthcare System as follows:*

*Director, VHA Chiropractic Service  
VA Connecticut Healthcare System  
950 Campbell Avenue  
Mail Stop 111D  
West Haven, CT 06516]*

**NOTE [2]:** *Submissions to the VA Central Office Chiropractor Professional Standards Board shall include the application form, proof of current licensure, specialty board certification, faculty appointment if any, residency training if any, and proposed clinical privileges for the proposed selectee.*

**PART II  
APPENDIX H10**

*[The VA Central Office Chiropractor Professional Standards Board may be contacted through Rehabilitation Services as follows:*

*Rehabilitation Services (10P4R)  
Department of Veterans Affairs  
810 Vermont Avenue NW  
Washington, DC 20420*

**NOTE 3:** *The facility must maintain documentation regarding the recruitment process that was used to solicit applications. This documentation will include:*

- *A summary of any comments from VHA Central Office Director of Chiropractic Service regarding the recommended candidate;*
- *Copies of any paid advertisement that may have been done; and*
- *If the position is advertised and a noncitizen candidate is selected, the names of all citizen applicants and the reason(s) why the citizen applicants were not qualified for the position.*

**NOTE 4:** *Additional program information covering chiropractors may be obtained through the Director of Chiropractic Service or the [VHA Chiropractic Service](#).*

**2. ADVANCEMENT PROCEDURES**

- a. Chiropractors who are eligible for promotion consideration will be submitted to the VA Central Office Chiropractor Professional Standards Board for review.
- b. Facility recommendations for Chiropractors to receive special advancements for performance or special advancements for achievement will be reviewed by the VA Central Office Chiropractor Professional Standards Board. Guidance for special advancements can be found in VA Handbook 5017, Employee Recognition and Awards.
- c. Board action packages and supporting documentation (current proficiency report and board action folder) will be prepared and sent by the facility Director through the VISN office to the VA Central Office Chiropractor Professional Standards Board. Detailed justifications must accompany requests for special advancements. Board action packages and supporting documentation will be addressed to [[Rehabilitation Services \(10P4R\)](#)].
- d. After consideration by the Board, a recommendation will be recorded on the board action form, which will be returned to the facility along with the board action package. The facility Director will approve or disapprove the recommendation for promotion or advancement.