

March 22, 2005

## NATIONAL PROGRAM ADMINISTRATION (NPA) REVIEW COMMITTEE

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive establishes the National Program Administration (NPA) Review Committee and defines the scope of the NPA Review Committee's responsibilities.

### **2. BACKGROUND:**

a. The NPA budget funds those functions that comprised the Medical Administration and Miscellaneous Operating Expenses (MAMOE) appropriation through Fiscal Year 2003. The Omnibus Appropriation Bill of 2004 created the Medical Administration Appropriation to fund administrative activities throughout VHA, including NPA.

b. Each year the Under Secretary for Health must approve allocation of VHA's annual budget for NPA, and take action on policy issues that arise during the year and on requests received throughout the year for adjustments in NPA budget and staffing.

c. The scope of NPA's functions may be revised, as defined by the Department's budget, when VHA implements new legislation and policy. At present, this function is to review and analyze budget and staffing requests and related policy issues for the VHA Central Office operations funded by the NPA budget, and to advise recommended actions on these requests and issues to the Deputy Under Secretary for Health for Operations and Management.

d. The NPA review process is required for the initial annual allocation of funding, for out of cycle budget requests, for the use of any reserve funding that may be available, and for all related policy matters.

e. The Under Secretary for Health has delegated primary responsibility for these duties to the Deputy Under Secretary for Health for Operations and Management. Like the MAMOE Review Committee before it, the NPA Review Committee serves to assist the Deputy Under Secretary for Health for Operations and Management by analyzing these budget matters, advising action for this official to consider when making NPA budget decisions, and advising the Under Secretary for Health.

**3. POLICY:** It is VHA policy that all budget and staffing requests involving more than \$50,000, and all budgetary policy issues related to NPA programs, must be reviewed by the NPA Review Committee prior to final approval.

**THIS VHA DIRECTIVE EXPIRES MARCH 31, 2010**

#### 4. ACTION

##### a. Responsibilities

(1) **NPA Review Committee.** The NPA Review Committee is responsible for:

(a) Reviewing all NPA budget and staffing requests of \$50,000 or more, and all related policy issues, and recommending action.

(b) Performing reviews related to the NPA budget and making final recommendations for action to the Deputy Under Secretary for Health for Operations and Management.

(2) **VHA Chief Financial Officer (CFO).** The VHA CFO may independently review out of cycle funding requests of up to \$50,000 and forward them the Deputy Under Secretary for Health for Operations and Management without prior review and approval by the NPA Review Committee. *NOTE: This authority is discretionary and such requests may be referred to the Committee when deemed appropriate by the CFO.*

*NOTE: The VHA Finance Office and the Assistant to the Chief of Staff provide staff support for the NPA Committee.*

b. **Membership.** Membership is comprised of the following senior VHA management officials and Chief Officers or their representatives, who are familiar with the budgetary, financial, and policy issues of NPA activities.

- (1) VHA Chief Financial Officer (who is the Chairperson),
- (2) VHA Chief of Staff,
- (3) Deputy Under Secretary for Health for Operations and Management,
- (4) Executive Assistant to the Deputy Under Secretary for Health,
- (5) Director, Management Support Office,
- (6) Chief Employee Education Officer,
- (7) Assistant Deputy Under Secretary for Health for Policy and Planning
- (8) Chief Nursing Officer,
- (9) Chief Patient Care Services Officer,
- (10) Chief Research and Development Officer,

- (11) Chief Public Health and Environmental Hazards Officer,
- (12) Chief Academic Affiliations Officer,
- (13) Chief Readjustment Counseling Officer,
- (14) Chief Facilities Management Officer, and
- (15) Chief Health Informatics Officer.

***NOTE:** An alternate is permitted to represent a committee member, with a quorum consisting of eight of the fifteen members, or their representatives.*

**5. REFERENCES:** None.

**6. FOLLOW-UP RESPONSIBILITY:** The VHA Chief Financial Officer (17) is responsible for the contents of this Directive. Questions may be addressed to 202-273-8162.

**7. RESCISSIONS:** None. This VHA Directive expires March 31, 2010.

S/ Jonathan B. Perlin, MD, PhD, MSHA, FACP  
Acting Under Secretary for Health

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