

**PAY ADMINISTRATION**

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding pay administration.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive sets forth policies previously contained in numerous other issuances. No substantive changes have been made.
- 3. RESPONSIBLE OFFICE:** The Human Resources Management Programs and Policies Service (051), Office of the Deputy Assistant Secretary for Human Resources.
- 4. RELATED HANDBOOK:** VA Handbook 5007, "Pay Administration."
- 5. RESCISSIONS:** Refer to the Transmittal Sheet for VA Directive 5001, "General Introduction and Administration."

**CERTIFIED BY:**

/s/  
John A. Gauss  
Assistant Secretary for  
Information and Technology

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

/s/  
Jacob Lozada, Ph.D.  
Assistant Secretary for Human  
Resources and Administration



## PAY ADMINISTRATION

**1. PURPOSE.** This directive contains policy on pay administration within the Department of Veterans Affairs (VA) for personnel appointed or designated under certain title 38 authorities, personnel occupying positions subject to 5 U.S.C., chapter 51, and personnel subject to the Federal Wage System. This directive should be used in conjunction with VA Handbook 5007, which contains mandatory guidance and procedures on pay administration in VA.

### 2. POLICY

a. VA pay programs and practices will be administered and used to support the Department's efforts to create and maintain a high-performing workforce to serve veterans and their families.

b. VA will administer pay programs in a fair and equitable manner, consistent with applicable title 5 and title 38 provisions, Office of Personnel Management (OPM) regulations, and applicable Comptroller General and OPM decisions.

c. Each responsible official must assure that the administration of the Department's pay authorities is carried out in a cost-effective manner, as necessary, to recruit and retain an adequate workforce.

d. Each responsible official must assure that the rights of employees to correct and timely compensation are observed.

### 3. RESPONSIBILITIES

a. Statements of responsibility for the various pay administration programs may be found in each of the separate parts or chapters of VA Handbook 5007.

b. In those instances where a specific statement of responsibility has not been listed in a specific part or chapter of VA Handbook 5007, the following officials have responsibility for making pay determinations:

(1) The Secretary, or designee, is the approving official for pay actions for employees occupying positions centralized to that office.

(2) Administration Heads, Assistant Secretaries, Other Key Officials, and Deputy Assistant Secretaries, or their designees, may approve pay actions for employees occupying VA Central Office positions in their organizations that are not centralized to the Secretary and employees occupying field positions centralized to their offices.