

Functional Organization Manual Management

- 1. REASON FOR ISSUE.** To establish the Department of Veterans Affairs (VA) Functional Organization Manual (FOM) policy.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES.** This directive sets forth policies, roles and responsibilities for managing and updating the FOM.
- 3. RESPONSIBLE OFFICE.** Deputy Assistant Secretary for Policy (008A), Office of Policy and Planning (008).
- 4. RELATED HANDBOOK.** None.
- 5. RESCISSION.** None.

CERTIFIED BY:

/s/
Stephen W. Warren
Acting Assistant Secretary for
Information and Technology

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

/s/
Robert D. Snyder
Acting Assistant Secretary for
Policy and Planning

Functional Organization Manual Management

1. PURPOSE.

a. This directive establishes Department-wide policy for the VA Functional Organization Manual (FOM). The FOM serves as an authoritative reference document for the Department's current missions, organizational structure, functions, and tasks. It provides the authority for the Office of Policy and Planning (OPP) to oversee and manage the FOM and all updates to the FOM. The FOM is designed to describe organizations, offices, missions, functions, and roles to facilitate synchronized and coordinated actions, and ensure optimal execution of VA's mission and strategy. This directive sets forth the manner in which the FOM is established, maintained, revised, and published by OPP. The FOM is not replicated in this directive but is developed as a separate document. This directive applies to all organizational elements in the Department.

2. POLICY. The FOM is VA's source of current organizational information.

a. The FOM is an authoritative reference that documents the Department's missions, current organizational structure, functions, and tasks. It describes what gets done, by whom, for whom, and under what authorities. It serves as a quick but thorough VA reference guide for the entire Department.

b. The FOM will be published and posted on VA's intranet and internet.

c. The FOM will be updated and managed by OPP.

3. RESPONSIBILITIES.

a. **Under Secretaries, Assistant Secretaries, and Other Key Officials.** Under Secretaries, Assistant Secretaries, and Other Key Officials will:

(1) Ensure that Administrations and Staff Offices reference the FOM for the Department's current missions, organizational structure, functions, and tasks;

(2) Ensure all appropriate offices provide any and all updates to their missions, organizational structure, functions and tasks, in writing, to OPP, as they occur; and

(3) Annually review Administration's and Staff Office's missions, organizational structure, functions and tasks for accuracy.

b. **Deputy Assistant Secretary for Policy (DAS for Policy).** The DAS for Policy

is the executive agent for the FOM and advises VA's Chief of Staff on all matters related to the FOM.

c. **Office of Policy and Planning (OPP).** OPP will:

- (1) Manage the FOM;
- (2) Update the FOM as updates are received and submit for Department approval annually;
- (3) Review and update this directive, as necessary, every five (5) years; and
- (4) Publish and maintain the official publication of the FOM.

4. REFERENCES.

- a. VA Functional Organization Manual
- b. 38 U.S.C. Chapter 3

5. DEFINITIONS.

a. **Administration.** A generic term used to identify one of the three major VA operational elements:

- (1) Veterans Health Administration (VHA);
- (2) Veterans Benefits Administration (VBA); and
- (3) National Cemeteries Administration (NCA).

When VHA, VBA, and NCA are referred to as a group, the term "Administrations" may be used.

b. **Department.** A generic reference to the entire Department of Veterans Affairs, which includes VA Central Office and all field facilities.

c. **Functional Organization Manual.** An authoritative source for all information relating to the VA organizational structure providing stakeholders with a single reference that describes what gets done, by whom, for whom and under what authorities in the VA.