

**VA**



**U.S. Department of Veterans Affairs**  
Office of Human Resources Management



**Office of Human Resources Management**  
**"101"**

# Table of Contents

## **Human Resources & Administration (HR&A); Office of Human Resources Management (OHRM) Overview**

- HR&A Leadership; Organizational Chart; Values/Vision/Mission
- OHRM Identity and Promise
- OHRM Leadership; Overview of Vision and Mission; Service Goals; Organizational Chart
- OHRM Services and Missions

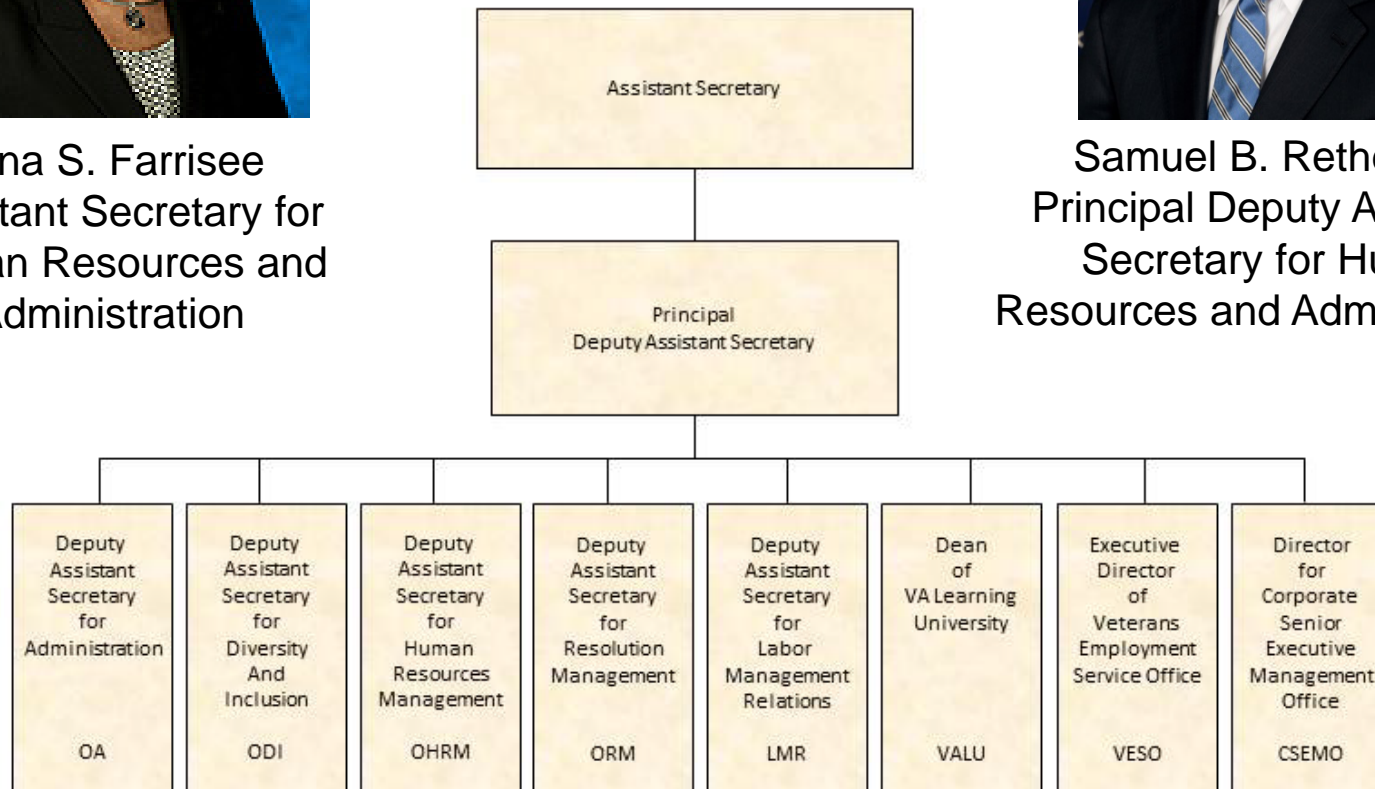
# VA Human Resources and Administration (HR&A) Organizational Chart



**Gina S. Farrisee**  
Assistant Secretary for  
Human Resources and  
Administration



**Samuel B. Retherford**  
Principal Deputy Assistant  
Secretary for Human  
Resources and Administration





# Human Resources and Administration

## Values, Vision and Mission

*Behind every Veteran, wounded warrior, and family member receiving services, there is a family of VA employees dedicated to serving the community of Veterans.*

VA Core Values underscore our obligations and guide our daily interactions with Veterans –  
“who we are.”

**HR&A Vision:** Lead human capital management strategies, policies, and practices that cultivate an engaged, proficient, and diverse workforce to transform and continually improve services to Veterans and their families.

**Mission:** To direct both policy and operational functions supporting Veterans and their families, and the VA staff offices and administrations.

Additional information about the specific missions, tasks and responsibilities of HR & A's subordinate organizations is available via the VA Functional Organizational Manual, [http://vaww.va.gov/opa/publications/FOM\\_Revision\\_1-3\\_March\\_2014\\_final.pdf](http://vaww.va.gov/opa/publications/FOM_Revision_1-3_March_2014_final.pdf), pages 190-206.

# Office of Human Resources Management (OHRM) Leadership

## **VACANT**

Deputy Assistant Secretary  
Office of Human Resources  
Management



## **Catherine Biggs-Silvers**

Acting Deputy Assistant Secretary  
Office of Human Resources Management  
&  
Business Operations and Oversight

## **VACANT**

Associate Deputy Assistant Secretary  
for HR Automation, Systems and  
Analytics

# OHRM Overview

## Strategic Goal

To support HR&A's strategic plan which is directly aligned to VA Strategic Objective 3.1: "Make VA a Place People Want to Serve."

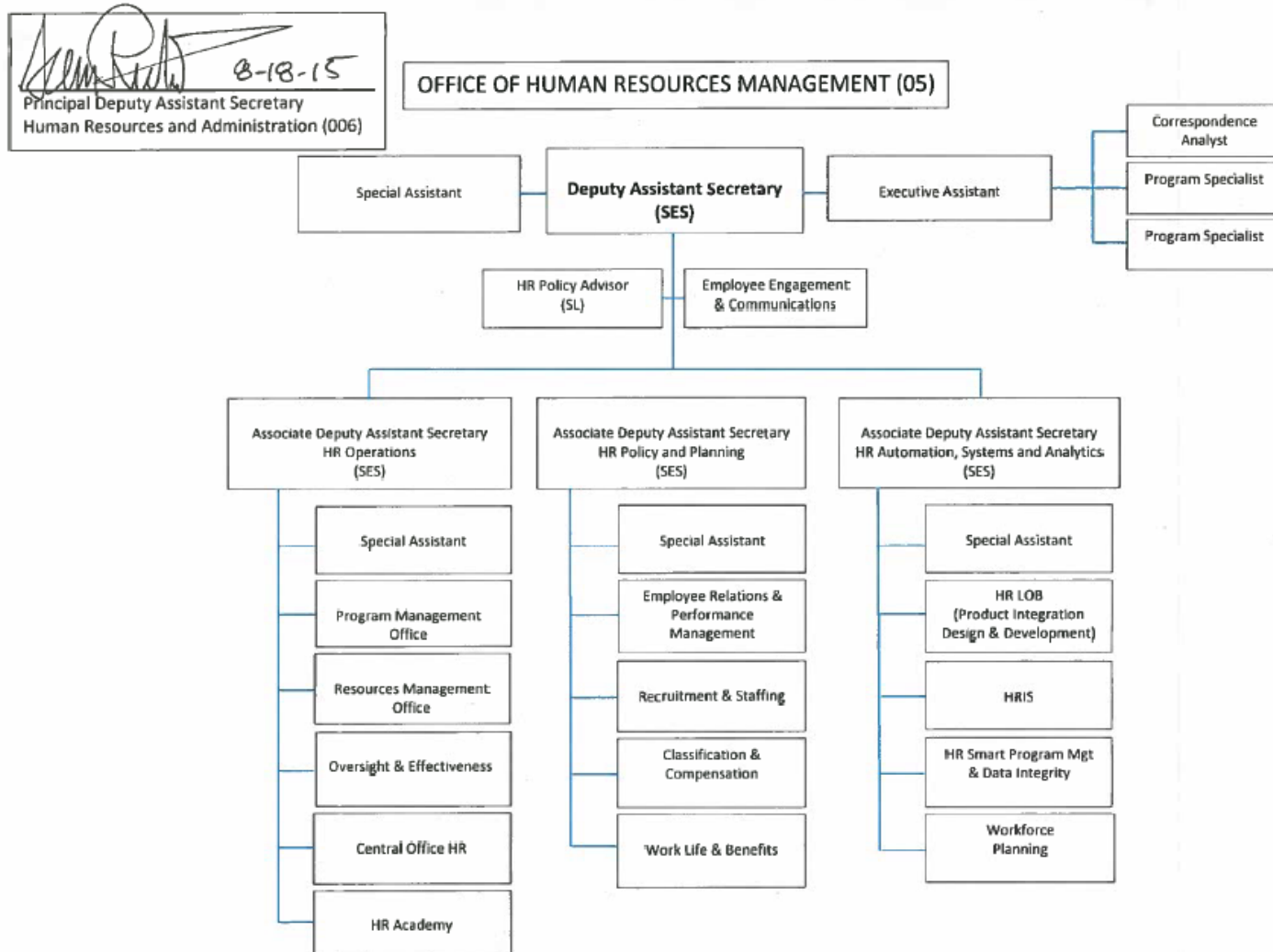
## OHRM Vision

OHRM is a recognized leader in providing innovative and customer centric human capital services and solutions throughout the employment cycle

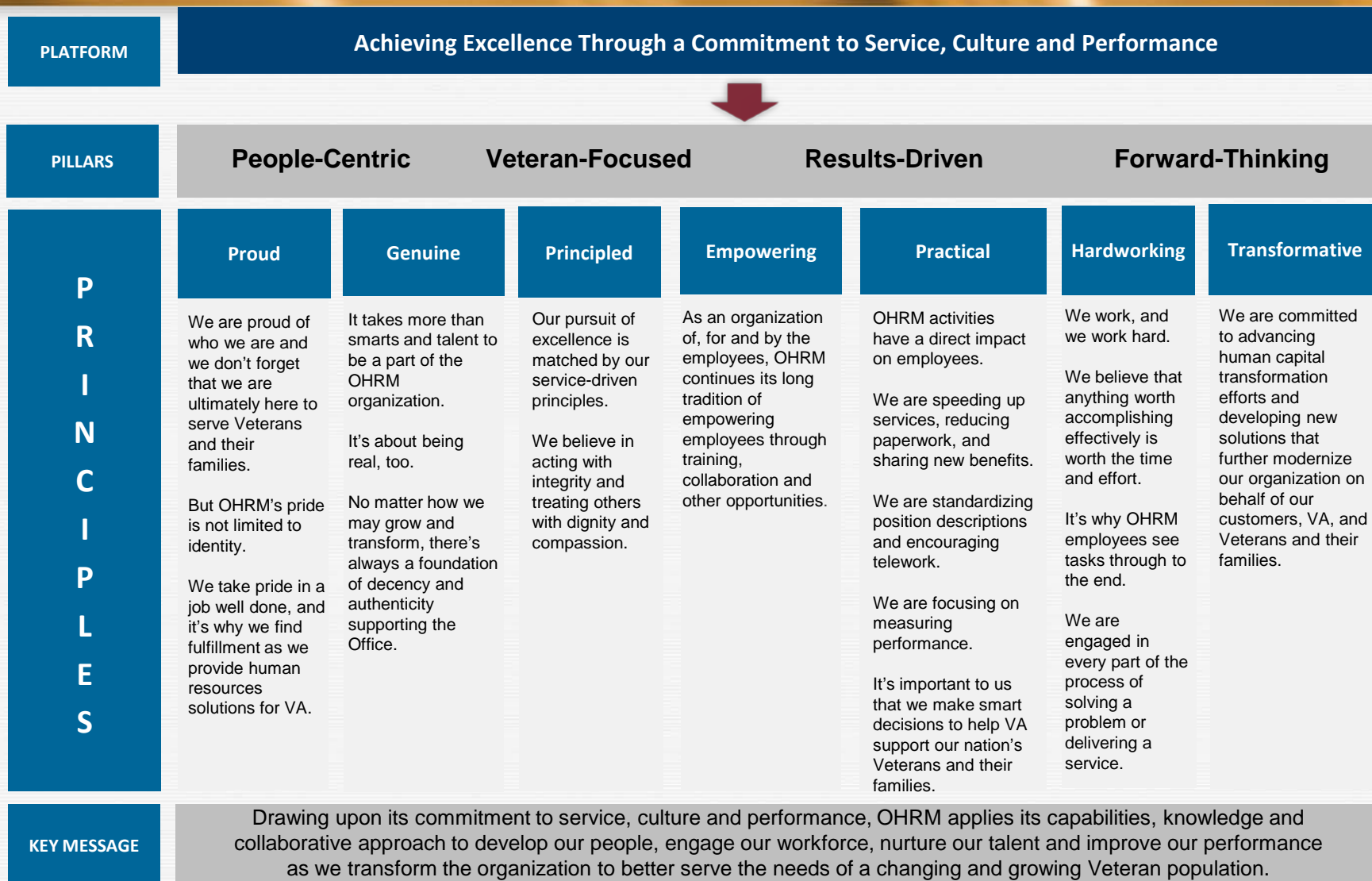
## OHRM Mission

Drive human capital transformation through human resources services and innovative programs in support of Veterans and their families

# OHRM Organizational Chart



# The OHRM Identity and Promise





# OHRM Service Goals

OHRM's services work to ensure their tools, trainings, and business solutions are practical, supportive, and responsive to the needs of their partners and Veterans.



# OHRM Services and Missions Overview

## Direct reporting services to the Deputy Assistant Secretary

**Employee Engagement Service:** Provides strategies, tools, insight, and guidance to leaders and employees across VA with the goal of improving engagement at all levels to help make VA a place people want to serve and to ensure the best outcomes for Veterans.

Additionally, the HR Policy Advisor (virtual) reports to the Deputy Assistant Secretary

# OHRM Services and Missions Overview

## HR Policy and Planning

**Employee Relations & Performance Management:** To write and interpret policy in the employee relations areas of misconduct, performance and awards. The ER&PMS is also responsible for keeping abreast of current case law along with other regulatory and/or statutory changes that impact employee relations laws, and provides guidance to field employee relations practitioners as necessary.

**Compensation & Classification:** To provide Department-level policy development, oversight, training and consultative expertise on strategic organizational design, position development, and compensation in support of the recruitment and retention of talent to serve our Nation's Veterans.

**Recruitment & Placement Policy :** To provide staffing policy development, regulatory oversight, and advisory/consultative services on staffing and placement issues for Title 5 and 38 staffing disciplines

**Worklife and Benefits:** To improve our ability to recruit and retain employees, VA offers a wide range of Worklife programs such as flexible work schedules, telework and child care subsidies to assist employees.

# OHRM Services and Missions Overview

## HR Operations

**Central Office Human Resources:** To provide VACO employees with a one-stop, centralized location where they can find and access relevant forms, contact information and processes for specific tasks, and other items related to VACO human resources (HR) needs.

**Oversight & Effectiveness:** To strengthen the accountability and effectiveness of VA's human capital management (HCM) programs and human resources (HR) operations.

**HR Academy:** To cultivate a community of high-performing HR professionals who enable VA's workforce to serve our Veterans with excellence.



# OHRM Services and Missions Overview

## HR Operations cont'd

**Program Management Office:** To assist OHRM in the execution of strategy, implement processes and procedures to help increase customer satisfaction, establish and promote “PM best practices” that will aid in gaining efficiencies and recognize maximum return on investment (ROI), conduct portfolio tracking, review and oversight.

**Resource Management:** To manage and leverage resources, improve operations and create efficiencies as well as assisting lower income VA employees, whose income is less than \$69,999 per year, with the cost of child care

# OHRM Services and Missions Overview

## HR Automation, Systems and Analytics

**Human Resources Information Service:** To report, coordinate and prepare service requests for HR payroll issues. HRIS prepares service requests in coordination with the VA Finance staff to address necessary changes to the PAID (Personnel Accounting Integrated Data) system; prepares and distributes written HR PAID guidance; updates and maintains the HR PAID manual.

**HR Line of Business Program Management Office:** To provide VA personnel with world class services in order to optimize strategic management of human resources to support the VA mission.

**Workforce Planning Service:** To help VA's dynamic workforce adapt to changing Veteran needs by providing enhanced workforce planning tools, training and processes.

**HR Smart Program Management & Data Integrity:**