

CAE-552: Office of Executive Correspondence (10B1)



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Abstract

The VA application is being developed and maintained by the Office of Executive Correspondence (10B1).

Explanation

Under the leadership of the Director, the Office of Executive Correspondence administers the correspondence management program for the VHA. 10B1 houses the Under Secretary's official files, establishes VHA correspondence policy, and provides writing, research, and other administrative support on correspondence matters, including conducting and arranging a variety of training sessions.

References

1. [VA Functional Organization Manual](#) Version 3.0a, section "Office of Executive Correspondence (10B1)".