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**September 30, 2022**

**TO:** Approvals, Compliance & Liaison (AC&L), Regional Office, Field Staff

**SUBJECT:** AC&L Fiscal Year (FY) 2023 National Training Curriculum (NTC) Requirements

**PURPOSE:** The purpose of this letter is to provide and explain the FY23 National Training Curriculum (NTC) requirements for Approval, Compliance & Liaison (AC&L) field employees.

**Training Requirements and Procedures**

Education Service (EDU), under the Veterans Benefits Administration (VBA) is responsible for developing a National Training Curriculum (NTC) that is designed for technical positions and for ensuring full participation by AC&L field employees in the Central, Southern, Eastern, and Western regions. This letter and accompanying standard operating procedure (SOP) are intended to provide guidance and facilitate the understanding, implementation and recording of the AC&L FY23 NTC.

The NTC provides developmental training to address skill enhancement for all technical employees. Topics identified consist of issues of high interest and/or quality concerns. Required training assigned under the AC&L NTC helps to ensure accurate and consistent information is delivered appropriately by position type. The AC&L NTC also supports the overall development of employees.

The annual VA mandatory training, which includes but is not limited to Privacy, HIPAA,

Ethics, VBA Continuity of Operations and Prevention of Harassment/No Fear Training,

will be monitored by the Office of Human Capital Service (HSC) and assigned

accordingly. This training must be completed in addition to any training required under

the NTC.

To assist in recording the completion of employee training in TMS, Education Service

has created TMS cohort ID and curriculum ID numbers for the mandatory training

courses for all categories of personnel identified in this NTC SOP. All completed training

must be documented in TMS through the completion of TMS training surveys.

Education Service will develop additional training courses throughout the year to

address new legislation and identified needs and to improve quality.

In addition, the SOP defines training per Title 5, United States Code, Chapter 41, and

outlines the elements of training which must be met for training credit to be granted. All

mandatory training must be delivered in accordance with the intent of the lesson.

The Chief Education Liaison Officers (CELOs) and Supervisors are required to support the fulfillment of this VBA requirement. The expected completion date for all AC&L NTC training is **Friday, September 29, 2023.**

**Training Audience**

The National Training Team – Compliance (NTT-C) is responsible for planning, developing, and executing the NTC for AC&L employees. The following AC&L technical positions are required to adhere to the NTC**:**

**Approval, Compliance, and Liaison (AC&L) Field Staff:**

* Chief Education Liaison Officers (CELO)
* Quality Training Specialists (QTS)
* AC&L Supervisors
* Education Liaison Representatives (ELR)
* Education Compliance Survey Specialists (ECSS)
* Management Analysts (MA)
* Program Support Assistants (PSA)

**Core Technical Training Requirements (CTTR)**

Employees identified under the AC&L NTC must complete a minimum of 24 hours of training to comply with VBA and EDU requirements. The 24-hour training requirement may consist of a combination of both mandated and VACO/REGION determined training. The NTT-C is responsible for providing mandated training. The CELOs and Supervisors are responsible for providing VACO/REGION determined training.

\*This training is in addition to VA’s annual mandatory training requirements.

**AC&L TMS Administrators**

The AC&L TMS Administrators will be expected to run reports on a quarterly basis to track employees’ progress on completion of the AC&L NTC. The FY23 AC&L TMS Administrators are:

* VBA, Education Service – Laura Ross, AC&L, NTC Lead
* VBA, Education Service – Willie Bradford, AC&L, NTC Backup
* Central Region – Gerald Frederick, AC&L Learning Manager
* Eastern Region – Jerome Golombek, AC&L Learning Manager
* Southern Region – Pending, AC&L Learning Manager
* Western Region – James Becker, AC&L Learning Manager

**Responsibilities**

The AC&L and Education Service are responsible for ensuring the procedures outlined in the enclosed SOP are implemented, upon receipt of this letter.

Questions regarding the NTC training requirements may be directed to the National Training Team – Compliance at [EDUTRAINING.VBACO@va.gov](mailto:EDUTRAINING.VBACO@va.gov).

National Training Team – Compliance

Education Service

