**Department of** **Memorandum**

**Veterans Affairs**

Date: April 22, 2024

From: Executive Director, Office of Human Capital Services (HCS)

Subj: Updated Training Requirements for all new Veterans Benefit Administration (VBA)

Supervisors

To: Senior Leaders

1. The purpose of this memorandum is to provide updated guidance on training requirements for new VBA supervisors. This serves as an addendum to the memorandum issued March 26, 2023, titled “SuperU for New Supervisors (SUNS) Training Available for all Department of Veterans Affairs (VA) Supervisors”.

2. Supervisory and Management Training (SMT) provides current and new VBA supervisors with the foundation and tools needed to make a successful transition into supervisory leadership roles. SMT employs outcome-focused processes, based on education principles, to sustain relevance and ensure effectiveness. The program provides training that delivers an adaptive blend of learner-centric training and education to a hybrid workforce.

3. VBA’s SMT course is authorized as the mandatory training for new VBA supervisors; the SUNS course will be an optional assignment for VBA supervisors. The SUNS course will no longer be automatically assigned to new VBA supervisors in the VA Talent Management System 2.0 (TMS 2.0). Instead, it will be available for optional self-assignment.

4. All new VBA supervisors must complete SMT training within 120 days of their official start date. Completion of SMT is required during the new supervisor’s probationary period.

5. SMT satisfies the Office of Personnel Management’s requirements for management training and complies with Federal mandates (5 CFR 410.201 and 5 CFR Part 412) for new supervisor training.

/s/

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Chief Learning Officer

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Office of Human Capital Services (HCS)

Enclosure:

Memorandum dated March 26, 2023: SuperU for New Supervisors (SUNS) Training Available for all Department of Veterans Affairs (VA) Supervisors