



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington, D.C. 20420

December 3, 2014

VR&E Letter 28-15-02

Directors (00)
VA Regional Offices and Centers

SUBJ: FY 2015 National Training Curriculum (NTC) Requirements

PURPOSE

The purpose of this letter is to explain the 2015 National Training Curriculum (NTC) requirements for Vocational Rehabilitation & Employment (VR&E) employees.

CORE TECHNICAL TRAINING REQUIREMENTS

VR&E field offices are required to conduct local training programs for employees. The types of training outlined below make up the NTC requirements for FY 2015:

- Online Training – Web-based training that provides a user-friendly and accessible environment for students to learn and review the material.
- Instructor-led Training – Training offered in a workshop setting, such as New Managers Training.
- Videos/Satellite Broadcasts – Recorded broadcast training provided via the Veterans Benefits Network/Content Delivery Network (CDN) and/or through the Talent Management System (TMS).
- Management Conference – An annual conference for managers that provides training through presentations, panel discussions, break-out sessions, and other modalities.
- Train-the-trainer classroom instruction
- VREO led local station training

Regional Office Directors are asked to assist VR&E Service in coordinating this training and ensuring that employees at each station participate. Assistance may include coordination of the broadcasts, incorporating the core training into regularly scheduled trainings, taping broadcasts and enabling employees to participate in training.

The Core Technical Training Requirement (CTTR) reflects the curriculum identification numbers created in TMS for the following positions:

VBA-551	FY15_VRE_NTC_for_VR&E_Officer_New
VBA-552	FY15_VRE_NTC_for_VR&E_Officer_Experienced
VBA-553	FY15_VRE_NTC_for_VR&E_Asst_Officers_New
VBA-554	FY15_VRE_NTC_for_VR&E_Asst_Officers_Experienced
VBA-555	FY15_VRE_NTC_for_VR&E_Sup_VRC_New
VBA-556	FY15_VRE_NTC_for_VR&E_Sup_VRC_Experienced
VBA-557	FY15_VRE_NTC_for_VR&E_VRC_New
VBA-558	FY15_VRE_NTC_for_VR&E_VRC_Experienced
VBA-559	FY15_VRE_NTC_for_VR&E_IDES_New
VBA-560	FY15_VRE_NTC_for_VR&E_IDES_Experienced
VBA-561	FY15_VRE_NTC_for_VR&E_VSOC_New
VBA-562	FY15_VRE_NTC_for_VR&E_VSOC_Experienced
VBA-563	FY15_VRE_NTC_for_VR&E_EC_New
VBA-564	FY15_VRE_NTC_for_VR&E_EC_Experienced
VBA-565	FY15_VRE_NTC_for_VR&E_Program_Support_New
VBA-566	FY15_VRE_NTC_for_VR&E_Program_Support_Experienced

The specific classes are listed using a checklist for each position. Each position has a curriculum identification number that must be utilized in order to locate the classes. “New employee” is defined as staff with one year or less of work experience in the designated position within VR&E.

VR&E FIELD MANAGER RESPONSIBILITIES

Locally-developed training at each Regional Office should supplement the national training provided by VR&E Service. Certain VR&E job descriptions require station-determined training hours, which are identified on the attached checklists.

VR&E division employees are also encouraged to take advantage of other training available on-line through TMS at <https://www.tms.va.gov/plateau/user/login.jsp> .

REGIONAL OFFICE TRAINING MANAGER RESPONSIBILITIES

VBA Vocational Rehabilitation and Employment (VR&E) Service has developed a new model for assigning and tracking the VR&E National Training Curriculum using the TMS.

The new model is dependent upon following a simple process. At a Regional Office, the Training Manager or designated TMS Administrator identifies who needs specific training by adding the TMS UserID of the VBA staff member needing the training to a TMS class designated for that training. VR&E Central Office assigns the training to the members of the classes set up at each Regional Office for the specific training using an assignment profile.

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We ask that you should only assign training by adding the TMS UserID of the VBA staff member to the TMS class set up for that particular job title/position. That means you should not assign training directly either as a curriculum or an item, unless stated in a VR&E Letter Training Announcement.

You should also not delete classes in your domain set up by Central Office to manage the training assignment process. Keep the members of the class current. If a user in the class has left their position, **remove their userID** from the class. If a VBA staff member not already in the class requires the training, **add the userID** to the TMS class. UserID changes you make in the class cause the training to be added or removed from the staff member's to-do list automatically when the assignment profile runs the next time.

This procedure ensures local control over who is trained and, to some extent, when the training occurs. Central Office actually assigns the training to the selected users. This process makes sure the training is consistently assigned across the administration. The consistent assignment of training allows for accurate and timely reporting to inform data-driven decisions without having to use data calls to the Regional Offices.

This model requires a close partnership between the VR&E field manager, station training manager and VR&E Central Office to ensure it works as intended. The completion dates for all training is Wednesday, September 30, 2015, unless otherwise noted in the corresponding VR&E Training Letters. VR&E Training Letters are available on the VR&E Training Website at http://vretraining.vba.va.gov/VRE_Svc_Tng_Ltr.htm .

QUESTIONS

Questions regarding the curriculum identification numbers created in TMS may be directed to [Lamoyd Figures](#) at (407) 835-5617 or [DeAnna DeVos](#) at (407) 835-5571. All other FY 2015 National Training Curriculum (NTC) Requirements inquiries should be sent to the VR&E Corporate Mailbox at VAVBAWAS/CO/VR&E.

/s/

Jack Kammerer
Director, Vocational Rehabilitation
and Employment Service

cc: Area Office Directors
Office of Field Operations