



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

April 12, 2016

VR&E Letter 28-16-01

Directors (00)
VA Regional Offices and Centers

SUBJ: FY 2016 National Training Curriculum (NTC) Requirements - Updated

PURPOSE

The purpose of this letter is to explain the 2016 National Training Curriculum (NTC) requirements for Vocational Rehabilitation and Employment (VR&E) employees.

NOTE: This letter has been updated to correct the specific training hour requirements identified on the New and Experienced VetSuccess on Campus (VSOC) Counselor FY 16 NTC Checklists. The update includes removing one hour of duplicate training from the "New Hours" requirement and adding one hour of training to the "Station Discretionary Hours" requirement for VSOC counselors. These changes are reflected on the attached VR&E FY 16 NTC Checklists-Updated.

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 2016:

- 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 Manager 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
- VR&E Local Station Training

VR&E Letter 28-16-01

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.

Below is a table that lists the TMS Class IDs. VR&E Officers are to collaborate with the local Training Managers to ensure that all VR&E employees are added to the appropriate TMS Class.

TMS Class ID	Class Description
Example: Station Number-VRE_NTC_Officer_New 301-VRE_NTC_Officer_New	Staff Requiring VRE NTC for VR&E Officer Training New
xxx-VRE_NTC_Officer_New	Staff Requiring VRE NTC for VR&E Officer Training New
xxx-VRE_NTC_Officer_Exp	Staff Requiring VRE NTC for VR&E Officer Training Experienced
xxx-VRE_NTC_Asst_Sup_VRC_New	Staff Requiring VRE NTC for VR&E Asst Officer Training New
xxx-VRE_NTC_Asst_Sup_VRC_Exp	Staff Requiring VRE NTC for VR&E Asst Officer Training Experienced
xxx-VRE_NTC_Sup_VRC_New	Staff Requiring VRE NTC for VR&E Sup VRC Training New
xxx-VRE_NTC_Sup_VRC_Exp	Staff Requiring VRE NTC for VR&E Sup VRC Training Experienced
xxx-VRE_NTC_VRC_New	Staff Requiring VRE NTC for VR&E VRC Training New
xxx-VRE_NTC_VRC_Exp	Staff Requiring VRE NTC for VR&E VRC Training Experienced
xxx-VRE_NTC_EC_New	Staff Requiring VRE NTC for VR&E EC Training New
xxx-VRE_NTC_EC_Exp	Staff Requiring VRE NTC for VR&E EC Training Experienced
xxx-VRE_NTC_Prg_Sup_New	Staff Requiring VRE NTC for VR&E Program Support Training New
xxx-VRE_NTC_Prg_Sup_Exp	Staff Requiring VRE NTC for VR&E Program Support Training Experienced
xxx-VRE_NTC_IDES_New	Staff Requiring VRE NTC for VR&E IDES Training New
xxx-VRE_NTC_IDES_Exp	Staff Requiring VRE NTC for VR&E IDES Training Experienced
xxx-VRE_NTC_VSOC_New	Staff Requiring VRE NTC for VR&E VSOC Training New
xxx-VRE_NTC_VSOC_Exp	Staff Requiring VRE NTC for VR&E VSOC

	Training Experienced

NOTE: “New employee” is defined as staff with one year or less of work experience in the designated position within VR&E. “Experienced employee” is defined as staff with one year or more work experience in the designated position within VR&E.

GUIDANCE FOR VR&E NATIONAL TRAINING CURRICULUM EMPLOYEES

VR&E Service strategically identifies and develops a centralized training plan for all employees. The training plan is deployed in the form of job specific checklists that indicate the number of training hours that are required to be completed throughout the fiscal year.

All employees are to adhere to the training requirements identified on the job-specific checklists. VR&E Service will centrally assign the “new” and “sustainment” training hours via Assignment Profiles created in TMS. VR&E field managers and training managers will identify and assign “station discretionary” training hours to each employee as indicated on the NTC checklists.

Station Discretionary hours are defined as training hours that are assigned by the VR&E division manager as a local and/or individual training need.

GUIDANCE FOR VR&E VOCATIONAL REHABILITATION COUNSELOR COMPETENCY-BASED TRAINING SYSTEM PILOT TEST PARTICIPANTS

VR&E Service, in collaboration with Employee Development and Training (ED&T), recently completed a pilot test of a new diagnostic assessment capability at five select Regional Offices, as part of the Competency-Based Training System (CBTS), for the Vocational Rehabilitation Counselor (VRC) position. Experienced VRCs who participated in the CBTS Pilot Test have a modified NTC for FY 16. VRC CBTS Pilot Test participants’ training requirement for FY 16 consists of up to 30 hours of the remedial instruction that was assigned to their TMS to-do list, based on the results of their diagnostic assessment, plus 10 hours of Central Office mandated training items.

Pilot Test participants have the flexibility of requesting a modification of their individual training plan as follows:

1. Participants who received remedial training in excess of 30 hours must work with their VREO and local Training Manager to reduce the amount of training so that it does not exceed 30 hours and contains items that best support the needs of the station and individual employee;
2. Participants who received less than 30 hours of remedial training have the option of working with their VREO and local Training Manager to add training that meets a personal/professional development goal.

As a result of the initial CBTS Pilot Test, VR&E Service will be making improvements to the diagnostic assessment and clarifying policy related to the assessment, prior to initiating the next phase of implementation. This includes providing individual briefings to all RO Pilot Test stations. The next phase will include a second Pilot Test with a larger group of stations, tentatively scheduled for FY 17.

NOTE: Experienced VRCs who did not participate in the CBTS Pilot Test will adhere to the training requirements identified on the 'VRC Experienced' checklist which includes 8.5 new hours, 9 sustainment hours, and 22.5 station discretionary hours.

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 discretionary' training hours, which are identified on the attached checklists.

VR&E field managers must collaborate with station training managers to ensure that local training and other station approved training, are accurately assigned and completed in TMS.

VR&E division employees are also encouraged to take advantage of other training available on-line through [TMS](#).

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 employees by their job positions and adds each employee to the TMS class designated for his or her job position. The CTTR for each position will automatically populate on employees' TMS To-Do Lists as training is released throughout the fiscal year.

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.

NOTE: Employees who participated in the CBTS pilot should not be added to the TMS Classes, as their training requirements are being tracked separately.

VR&E Letter 28-16-01

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.

Training managers and VR&E field managers are to collaboratively assist each other in identifying and assigning "station discretionary" training hours according to the job-specific NTC checklists. Training managers will add the VR&E field manager approved courses into the identified VR&E Station Discretionary Curriculum in TMS (VBA-662). This procedure will aid in the collection of accurate data and timely reporting.

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 Friday, September 30, 2016 unless otherwise noted in the corresponding VR&E Training Letters. [VR&E Training Letters](#) are available on the VR&E Training Website.

QUESTIONS

Questions regarding the curriculum identification numbers created in TMS may be directed to [Lamoyd Figures](#) at (407) 835-5617. All other FY 2016 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: District Office Directors
Office of Field Operations