

Fiscal Year (FY) 2025 National Training Curriculum (NTC) Requirements Information



WHAT'S NEW

VR&E Service has added two new positions to the FY25 VR&E National Training Curriculum – Supervisor Quality Review Team (SQRT) and Quality Review Specialist (QRS). For SQRT and QRS position requirements, please see the tabs labeled SQRT and QRS located in the NTC Checklist.

PURPOSE

The purpose of this document is to provide and explain the FY25 National Training Curriculum (NTC) requirements for Veteran Readiness and Employment (VR&E) employees.

APPROACH

The NTC Checklist is a “fluid” training requirements document. This means the NTC will be updated with new training items throughout the fiscal year. VR&E Service will release training announcements that identify specific training details, such as the target audience, duration, TMS information and more. As training items are released, the NTC will be updated to reflect the new training requirements.

CORE TECHNICAL TRAINING REQUIREMENTS

VR&E divisions are required to conduct local training programs for employees. The types of training outlined below make up the NTC requirements for FY25:

- 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 residential or virtual classroom setting, such as New Counselor Training
- Videos – Recorded broadcast or video training provided through the Talent Management System (TMS)
- Symposiums – Annual symposiums for VR&E employees that provide training through presentations, panel discussions, break-out sessions and other modalities
- VR&E 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 and complete all TMS requirements.

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

Position	New / Trainee Cohort	Experienced / Pre-CBTS Cohort	Experienced / Post-CBTS Cohort
VREO	VBA-458	VBA-459	
AVREO	VBA-460	VBA-461	
SVRC	VBA-462	VBA-463	
VRC	VBA-464	VBA-466	VBA-679
IDES	VBA-467	VBA-468	VBA-680

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Position	New / Trainee Cohort	Experienced / Pre-CBTS Cohort	Experienced / Post-CBTS Cohort
VSOC	VBA-469	VBA-470	VBA-681
EC	VBA-471	VBA-472	
PSS	VBA-473	VBA-474	
VRS	VBA-738	VBA-739	
SQRT	VBA-1194		
QRS	VBA-1195		

NOTE: VR&E Service uses National TMS Cohorts to assign Core Technical Training Requirements to all employees. Please ensure that each VBA staff member is assigned to the appropriate TMS Cohort as indicated above.

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

GUIDANCE FOR VR&E 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 should adhere to the training requirements identified on the job-specific checklists. VR&E Service will centrally assign the *New* training hours via assignment profiles created in TMS. VR&E field managers and Regional Office Training Managers will identify and assign *Station Discretionary* training hours to each employee as indicated on the job-specific checklists.

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

VR&E DIVISION LEADER RESPONSIBILITIES

Locally developed training at each regional office should supplement the national training provided by VR&E Service. Some VR&E positions require *Station Discretionary* training hours, which are identified on the attached checklists.

VR&E Division Leaders must collaborate with Training Managers to ensure that local training and other station-approved training are accurately assigned and completed in TMS.

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

REGIONAL OFFICE TRAINING MANAGER RESPONSIBILITIES

Regional offices should adhere to the following process for assigning and tracking the VR&E National Training Curriculum using TMS. The Training Manager or designated TMS Administrator identifies employees by their job positions and adds each employee to the TMS Cohort designated for his or her job position. The Core Technical Training Requirements for each position will automatically populate on employees' TMS My Learning Lists as training is released throughout the fiscal year. A [VR&E NTC Class Assignment Job Aid](#) has been developed to assist Training Managers and VBA TMS Administrators with instructions on adding employees to and removing them from VR&E TMS Cohorts.

Training Managers should only assign training by adding the employee's TMS UserID to the TMS Cohort set up for that particular job title/position. Training Managers should not assign training directly either as a curriculum or an item unless stated in a VR&E Training Announcement.

Training Managers should also not delete classes/cohorts set up by VR&E Service to manage the training assignment process. Keep the members of the cohort current. If a user in the cohort has left their position, **remove their UserID** from the cohort. If a VBA staff member is not already in the cohort and requires the training, **add the UserID** to the TMS Cohort. UserID changes made in the class/cohort will cause the training to be automatically added or removed from the staff member's To-Do list the next time the assignment profile is run.

This process ensures local control over who is trained and, to some extent, when the training occurs. VR&E Service assigns the training to the selected users. This process also ensures 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.

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Training Managers and VR&E Division Leaders should 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 Division Leader-approved courses into the identified [VR&E Station Discretionary Tracker Spreadsheet](#) located on the Training Managers' SharePoint. This will aid in the collection of accurate data and timely reporting.

This process requires a close partnership between the VR&E Division Leader, Regional Office Training Manager and VR&E Service to ensure that it works as intended. The completion date for all training is **Tuesday, September 30, 2025**, unless otherwise noted in the corresponding VR&E Training Announcement.

QUESTIONS

Questions regarding the curriculum identification numbers created in TMS may be directed to the [VR&E Training Team](#). All other FY25 National Training Curriculum (NTC) Requirements inquiries should be sent to the VR&E Field Services Team at the mailbox listed below:

Districts	E-mail
All	VREFieldServices.VBACO@va.gov