

September 17, 2007

MANDATORY AND REQUIRED TRAINING FOR VHA EMPLOYEES

1. PURPOSE: This Veterans Health Administration (VHA) Directive establishes responsibility and procedures for designating training or education as mandatory or required.

2. BACKGROUND

a. As a continuous learning organization, VHA needs to ensure the optimal alignment of learning to organizational outcomes and performance across the educational continuum. The High Performance Development Model is being implemented at all levels within VHA. As a result, VHA is evolving into an organization that learns continuously, is aligned with the competencies needed for the future, and offers opportunities for growth and career development to all employees.

b. Training needs for VHA employees originate from a variety of sources, including Executive Orders, Congressional mandates, the Office of Personnel Management, regulating bodies, Department of Veterans Affairs (VA) Central Office, and VHA and its various program offices. These mandates are issued through VA and VHA directives, handbooks, memoranda, performance measures, and other media. Historically, individual Veterans Integrated Service Networks (VISNs) and/or facilities had to maintain a current listing of these requirements, as well as make determinations of target audiences, deadlines, and resources for accomplishing the training, as there has not been a centralized system for coordinating and managing these mandates for VHA employees. VISN Directors and/or facility Directors may designate required training at the VISN or facility level, as appropriate.

c. Given the size of VHA's workforce, any training requirement poses a significant organizational cost. A systematic approach to the establishment of training requirements requires a consistent approval, implementation, and communication process. This ensures that the investment of employee time and resources to training are maximized. Recommendations from internal and external reviews that require training need to be analyzed to ensure that training is the appropriate solution. Careful consideration needs to be given as to whether the required information may be provided through a communication or awareness mechanism.

d. Training that is mandated or required nationally of all employees or defined target audiences needs to be systematically established and centrally managed. It needs to be capable of being widely accessed and be in multiple formats and delivery methods.

e. Employee education needs to be aligned with VHA goals to ensure that the appropriate staff is receiving the appropriate training for the development and maintenance of a competent workforce.

THIS VHA DIRECTIVE EXPIRES SEPTEMBER 30, 2012

f. **Definitions**

(1) **Federally-mandated Training.** Federally- mandated training is defined as training for all employees Government-wide. This includes training mandated by Federal statute or regulation. *NOTE: Mandatory topics are identified in VA Handbook 5015.*

(2) **Agency Required Training.** Agency-specific training required by the Agency and provided to Federal employees in order to achieve the goals and objectives of the Agency, as needed.

3. POLICY: It is VHA policy that all proposed VHA-wide required training is reviewed and approved by the Under Secretary for Health prior to issuance, and that such training is coordinated, maintained, and tracked by the Employee Education System (EES). *NOTE: Beginning in fiscal year (FY) 2008, the enterprise VA Learning Management System must be utilized to administer and track national mandatory and required training.*

4. ACTION

a. **VHA Chief Learning Officer.** The VHA Chief Learning Officer is responsible for ensuring that education and training are aligned with VHA strategic goals and objectives and that all employees receive the appropriate training for the development and maintenance of a competent workforce.

b. **Employee Education System (EES).** Employee Education System is responsible for consulting with Program Offices to determine the appropriateness of training as a solution. When training has been determined appropriate, EES works with the Program Officers to design, develop, and implement a training solution that meets VHA performance goal(s). EES maintains the Mandatory Training Website and ensures the educational format is compatible with the VA Learning Management System.

c. **VHA Program Officers.** VHA Program Officers must forward their requests for required training using VA Form 10-0456, Mandatory Training Topic Review, (see Att. A) to EES. The National Leadership, Board Human Resources Committee, reviews the request and makes recommendations to the Under Secretary for Health. Upon review and approval by the Under Secretary for Health, the Program Official is responsible for preparing a mandated policy issue requiring concurrence from EES and the Assistant Secretary for Labor Management Relations. The mandated policy must define the training objectives, target audience, deadlines, reporting requirements, instructions for accessing the training, and all other pertinent information from VA Form 10-0456.

d. **VHA Office of Academic Affiliations.** The Office of Academic Affiliations is responsible for the training requirements for clinical trainees and, if appropriate, developing alternate training formats, methodology, or content. *NOTE: In the interests of operational efficiency, the Office of Academic Affiliations strongly supports collaboration with affiliated educational institutions for delivery of mandatory and required training to trainees, as long as VA-specific content is covered.*

- 5. REFERENCES:** VA Handbook 5015, Employee Learning and Professional Development.
- 6. RESPONSIBILITY:** The Employee Education System (102) is responsible for the contents of this VHA memorandum. Questions may be directed to (202) 461-4060.
- 7. RESCISSIONS:** None. This VHA Directive expires September 30, 2012

Michael J. Kussman, MD, MS, MACP
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ATTACHMENT A

**DEPARTMENT OF VETERANS AFFAIRS (VA) FORM 10-0456, MANDATORY
TRAINING TOPIC REVIEW**

Below is an embedded copy of Department of Veterans Affairs (VA) Form 10-0456, Mandatory Training Topic Review. The fillable version of VA Form 10-0456 can be found on the Veterans Health Administration (VHA) Forms website at: <http://vaww.va.gov/vaforms>.

You should use the latest version of Adobe Acrobat Reader to view this form.



VA Form
10-0456.pdf