

TECHNICAL SPECIFICATIONS AND DESIGN STANDARDS FOR VA LEARNING

- 1. REASON FOR ISSUE:** This Department of Veterans Affairs (VA) Directive revises the responsibility and authority for the development and enforcement of technical specifications and design standards for training produced or purchased by or for VA, and for the accessibility of training through the VA Talent Management System (TMS).
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This Directive implements the policy for Department training through VA TMS. (System name change).
- 3. RESPONSIBLE OFFICE:** The Office of the Dean of VA Learning University (VALU) and Chief Learning Officer (102).
- 4. RELATED HANDBOOK:** VA Handbook 5015/1, *Employee Learning and Professional Development*.
- 5. RESCISSION:** VA Directive 0003, *Technical Specifications and Design Standards for Learning* (2009).

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/

/s/

Roger W. Baker
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TECHNICAL SPECIFICATIONS AND DESIGN STANDARDS FOR VA LEARNING

1. PURPOSE: This Directive revises responsibility and authority for the development and enforcement of technical specifications and design standards for learning produced or purchased by or for the Department of Veterans Affairs (VA), and for the accessibility of training through the VA Talent Management System (TMS).

2. POLICY: It is VA policy that all learning produced by and for VA must be accessible through the VA TMS, where practicable, and must conform to technical and design standards set forth by the Dean, Veterans Affairs Learning University (VALU). Adherence to these standards ensures that all VA TMS users are provided consistent access and presentation for the highest quality learning experience.

3. RESPONSIBILITIES:

a. VALU Dean. The Dean is responsible for:

(1) Developing the technical specifications and design standards for all learning content, assessments, and evaluations accessed through VA TMS and produced or purchases by or for VA, including commercial off-the-shelf (COTS) content. The specifications and standards include:

(a) Requirements to ensure online course integration with the VA TMS.

(b) Compliance with Section 508 of the Rehabilitation Act as amended (Title 29 United States Code 794d) to ensure access for persons with disabilities and support VA's commitment to accessibility for all employees.

(c) Compliance with VA Directive 6102, Internet/Intranet Services.

(d) Online course instructional design, structure, and development standards.

(e) Online course usability, including course navigation, presentation, interactivity, and end-of-course completion.

(2) Ensuring adherence to specifications and standards. The Dean may:

(a) Require or conduct quality assurance testing.

(b) Provide training and consultation on use of the specifications and standards.

b. Under Secretaries, Assistant Secretaries, and Other Key Officials. These officials are responsible for ensuring:

(1) The VA TMS is utilized to administer and track education, leadership development and training throughout the Department of Veterans Affairs.

(2) The technical specifications and design standards are applied in the learning development and production process for computer-based training.

(3) All procurement vehicles used to purchase computer-based training include provisions requiring compliance with the technical specifications and design standards.

(4) All computer-based training produced or purchased by their organization is accessible through VA TMS, where practicable.

4. REFERENCES: VA Handbook 5015 5015/1, *Employee Learning and Professional Development*.