

EMPLOYEE DEVELOPMENT

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding employee development.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive sets forth policies previously contained in numerous other issuances. No substantive changes have been made.
- 3. RESPONSIBLE OFFICE:** The Human Resources Development Service (053), Office of the Deputy Assistant Secretary for Human Resources.
- 4. RELATED HANDBOOK:** VA Handbook 5015, "Employee Development."
- 5. RESCISSIONS:** Refer to the Transmittal Sheet for VA Directive 5001, "General Introduction and Administration."

CERTIFIED BY:

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

/s/
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Assistant Secretary for
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/s/
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EMPLOYEE DEVELOPMENT

1. PURPOSE. The purpose of this directive is to issue Department of Veterans Affairs (VA) policy on employee development.

2. POLICY

a. **General.** It is the policy of the Department of Veterans Affairs to promote effective mission accomplishment and employee development. The continued ability of VA to respond effectively and efficiently to the needs of America's veterans and their families depends in large part on the extent to which it can recruit, develop, and retain competent employees. Our ability to do this in part depends on the extent to which we can provide opportunities for training, growth, and development for all employees. A successful training program requires a constant assessment of changing customer needs and a commitment of sufficient resources.

b. **Delegation of Training Authority.** Except as specified in subparagraph c below, the Secretary of Veterans Affairs training approval authority is delegated to Administration Heads, who may further delegate to appropriate levels within their organization. Administration Heads or designees who have delegated authority must:

(1) Ensure that training is mission related (5 CFR 410.101);

(2) Systematically assess organizational, occupational, and individual training needs;

(3) Hold supervisors accountable for assessing the most efficient and effective means or medium for meeting mission related learning and developmental needs of employees;

(4) Establish training plans to ensure that all employees appointed as supervisors, managers, or executives are provided basic leadership training;

(5) Ensure that the following mandatory training is conducted:

(a) **Computer Security.** The Computer Security Act of 1987, Pub. Law 100-235, and 5 CFR 930.301-30 requires periodic computer security training that spells out the department's policy, procedures, and employee role and responsibility in computer security.

(b) **Ethics.** 5 CFR 2638.703 (a) requires that each new agency employee be provided within 90 days of his/her entrance on duty, the ethics materials specified in 5 CFR 2638.703 (b).

(c) **Executives, Managers, and Supervisors.** 5 CFR, part 412 requires that all employees who are appointed as supervisors, managers, or executives are provided leadership training appropriate to their positions.

(6) Ensure that established procurement methods are used when hiring training vendors or procuring off-the-shelf training programs;

(7) Ensure that the selection of employees for training is made without regard to race, religion, national origin, sex, political preference, color, marital status, age, disabling condition, sexual

orientation, parental status and with proper regard for their privacy and rights set forth in 5 U.S.C. 2302(b);

(8) Ensure that training facilities and curriculum are accessible to employees with disabilities;

(9) Authorize training to obtain an academic degree only when the requirements of 5 CFR 410.308 are met; and

(10) Consider professional conferences as training when the announced purpose of the educational or instructional conference meets all the other conditions of 5 CFR 410.404.

c. Presidential Appointee Training

(1) The Secretary of Veterans Affairs will authorize all training for VA officials appointed by the President. This authority may not be further delegated to a subordinate. The decision to provide training to the Secretary will be deferred to the Office of Personnel Management (OPM). The provisions of 5 CFR 410.302 (b) (1) and EO 11895 will be followed.

(2) Requests for training for Presidential appointees will be processed through the office of the Director, Human Resources Development Service. The request will include:

(a) A completed SF 182. This will be submitted at least 10 working days prior to the start of the training;

(b) A statement justifying the training and describing how the official will apply it during his or her term of office; and

(c) A description of the training, its location, vendor, cost, and duration.

d. Contributions or Awards. The provisions of 5 CFR 410.502 and guidance from VA Ethics Office will be followed. The authority to authorize VA employees to accept cash or in kind services for training is delegated to administration and staff office heads.

e. Continued Service Agreements (CSA) 5 CFR 410.309. Each administration and staff office head will develop policies that protect the interests of the Department of Veterans Affairs. The policies will require each employee to sign a CSA before training begins. The minimum Departmental standard for requiring a CSA is courses that are 40 hours in length and cost at least \$500.00. Administration and staff office heads may develop policies that are more restrictive. Each administration and staff office head will establish written procedures for recovering costs and written procedures for waivers associated with failure to complete required service of their employees' agreements.

f. Repayment of Training Costs. In accordance with 5 CFR 410.405, VA employees who fail to complete training for which VA incurs a cost will be required to repay all training costs (less salary and other compensation). Waiver procedures for repayment of training costs will be determined by each administration.

g. **Training Records.** In accordance with 5 CFR, part 410, each Administration Head is required to be able to account for training paid for by appropriated funds. This includes training plans, activities, and expenditures. Each Administration Head will determine the manner, format, and length of time in which to maintain such records. Periodic requests for VA department-wide data and reports from OPM will be submitted through and coordinated by the Human Resources Development Service.

h. **Training Outside the United States.** 5 CFR 410.302 (f) requires that agencies obtain U.S. State Department advice before assigning an employee who is stationed in the continental limits of the U.S. to training outside the continental U.S. that is provided by a foreign government, international organization, or instrumentality of either. The staff proponent for coordinating assistance with the Department of State is the Human Resources Development Service.

i. **Documentation**

(1) **General.** Administration Heads will maintain training records in accordance with 5 CFR 410.701, National Archives and Records Administration's (NARA's) "General Record's Schedule 1, Civilian Personnel", Part 29, Training Records, and OPM's "Guide to Personnel Record Keeping", 1998. Training documents are not to be maintained as permanent records in the employee's personnel folder.

(2) **Policy.** It is departmental policy that the administration and staff heads are delegated authority to determine the form and manner of training records, as they consider appropriate. However, the records of training events must be readily retrievable, and will, at a minimum, include:

- (a) Each attending employee's name, title, series, and grade;
- (b) The title, date, duration, provider, and location of the training;
- (c) The approving official;
- (d) The costs of the training as described in 5 CFR 410.406.

(3) **Continued Service Agreements.** (see paragraph 2e.) Copies of the Continued Service Agreements will be maintained in a form and manner determined by the administration and service heads until the agreed-upon service time has been completed. Waivers for such agreements will also be maintained.

(4) **Exceptions.** Administration and staff heads may request an exception to the provisions of General Records Schedule. If such records are approved, the VA organization will maintain a copy of SF 115 submitted to and approved by NARA.

3. RESPONSIBILITIES

a. Supervisors are responsible for ensuring that their employees have the knowledge, skills and abilities to perform their assignments. Each supervisor is also expected to provide appropriate resources to promote employee development and learning.

b. Employees are primarily responsible for their own learning and development.

c. The Human Resources Development Service (053), Office of Human Resources Management, is responsible for oversight of VA training policy.

4. REFERENCES

- a. 5 CFR, parts 410 and 412.
- b. 5 U.S.C., chapter 41.
- c. OPM Training Policy Handbook (HRD 97-01).
- d. Federal Acquisition Regulation.
- e. National Archives and Records Administration (NARA) General Records Schedule.
- f. Executive Order (E.O.) 11348 as amended by E.O. 12107, providing for the further training of Government employees.
- g. E.O. 11895, Delegating Authority of the President to Designate Individuals Appointed by the President to Receive Training.
- h. E.O. 13111, Using Technology to Improve Training Opportunities for Federal Government Employees.
- i. E.O. 13160, Nondiscrimination on The Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs.