MANDATORY ANNUAL HUMAN RESOURCES RECRUITMENT AND RETENTION TRAINING FOR ALL VHA HUMAN RESOURCES PROFESSIONALS.

1. PURPOSE. This Veterans Health Administration (VHA) notice implements mandatory annual training for all Human Resource (HR) professionals in the GS-201 occupational series to occur as soon as practicable after hiring and annually thereafter. Section 209 of Public Law 115-46 requires VHA to provide virtual training to HR professionals on how to best recruit and retain employees of VHA, with emphasis on any recruitment and retention matters that are unique to VHA. AUTHORITY: Public L. 115-46 section 209, Title 38 United States Code (U.S.C.) 7301(b).

2. SCOPE. This notice applies to all HR professionals in the GS-201 occupational series.

a. HR professionals need only to be assigned this training once annually to meet this mandatory requirement. Newly assigned HR professionals to the GS-201 occupational series will have the training manually populated to their TMS learning plan by their assigned Department of Veterans Affairs (VA) Talent Management System (TMS) administrator. The TMS learning plans for current HR professionals will be nationally populated annually with all other mandatory training requirements.

b. If this training is unavailable for an extended amount of time due to updates, changes, or modifications to TMS, Veterans Integrated Service Network (VISN) Chief HR Officers will be notified as soon as practicable with an alternative plan to deliver training or with a tentative date the training will be made available in TMS.

3. PROGRAM STRUCTURE.

a. Annual VHA HR Recruitment & Retention Training.

   (1) This training is delivered via TMS as a self-paced virtual platform. The duration is approximately one hour. It provides an overview of VHA and Federal HR laws, regulations, and flexibilities for recruitment and retention of staff, as well tools, resources, and job aids that are necessary for VHA HR Specialists to serve as well-versed HR professionals and consultants.

   (2) The training is designed to provide and enhance skills in VA specific rules and practices for HR Specialists in the primary competency area of Staffing. However, the information provided is relevant to all HR professionals, particularly on the topic of recruitment and retention of VHA employees. The training is set up as a systematic progression introducing the employee to information that is pertinent to their daily duties.

b. Course Format. The course will provide HR Specialists with the tools to:
(1) Explain Title 5, Title 38, and Title 38 Hybrid personnel systems and recruitment and retention matters that are unique to VHA.

(2) Recognize the importance of the 10-point Veterans Preference in recruitment.

(3) Determine appropriate recruitment strategies, sources, and aids that can address VHA’s unique needs.

(4) Differentiate between recruitment, relocation, and retention incentives.

(5) Describe the requirements for monitoring licensure through the credentialing process and throughout employment, for employees providing patient care.

(6) Describe how performance and conduct issues can impact the hiring process.

NOTE: The training will be assigned by the employee’s TMS Administrator (TMS ID 38044) upon appointment to the GS-201 occupational series.

4. RESPONSIBLE OFFICE: The Office of Workforce Management and Consulting, Human Resource Development (10A2A1D) is responsible for the contents of this directive. Questions may be referred to the Chief Officer, Workforce Management and Consulting at vhawmchrdbc_consultants@va.gov.

5. RESCISSION: This VHA notice will be archived as of November 30, 2020.

BY DIRECTION OF THE UNDER SECRETARY FOR HEALTH:

/s/ Steven Lieberman, MD, MBA, FACHE
Acting Principal Deputy Under Secretary for Health


NOTE: All references herein to VA and VHA documents incorporate by reference subsequent VA and VHA documents on the same or similar subject matter.