

VETS' Manual Series

Foreword

In February 2007, the Veterans' Employment and Training Service senior management approved inter-dependent proposals to create a VETS Manual Series (VMS) and a Directives Library (DL), both to be web-based repositories of current information vital to VETS operations. They also approved activation of a Hub Team - comprised of field staff volunteers - to lead the development of each.

This VMS, when completed, will consist of 14 to 16 volumes (i.e., hundreds of pages when hyper-linked content is included) that are focused primarily on the work - administrative and programmatic - performed by Directors for Veterans' Employment and Training (DVETs) on a daily basis. Cross-walks to source documents such as governing legislation, regulations, Department of Labor manuals, grant provisions, and VETS policy guidance will be referenced through bookmarks and hyperlinks.

The Directives Library consists of current Director's Memoranda (DMs), Veterans' Program Letters (VPLs) and Assistant Secretary Memoranda (ASVET Memos) and an archive section. The current policy and guidance documents are essential links to the VMS. In addition to being the repository for all current directives, the DL will also contain archived copies of superseded and/or rescinded directives to facilitate research by VETS staff and management.

The VMS and the DL are not snapshots in time, but rather living documents that provide the latest and most accurate administrative and programmatic information available. It is in the best interest of our staff and, consequently, our veteran customers that the VMS and the DL are used to their fullest by all VETS staff.



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Assistant Secretary

For Veterans Employment and Training (ASVET)