



VETERANS' PROGRAM LETTER NO. 01-19

TO: ALL STATE WORKFORCE AGENCIES  
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE  
STAFF

FROM: J.S. SHELLENBERGER  
Deputy Assistant Secretary

SUBJECT: Training Requirements and Reference Tool for Newly Hired Jobs for  
Veterans State Grant Staff

### **I. Purpose**

To inform Jobs for Veterans State Grant (JVSG) recipients of the availability of the JVSG Primer. This desk aid provides a useful overview of the federal job requirements for Disabled Veterans' Outreach Program (DVOP) specialists and Local Veterans' Employment Representative (LVER) staff.

### **II. References**

- (a) Section 4109 of Title 38 of the United States Code (U.S.C.), National Veterans' Employment and Training Services Institute;
- (b) Veterans Benefit Act of 2010, Public Law (PL) 111-275, section 103;
- (c) 38 U.S.C. § 4102(A) (c)(8); and
- (d) Veterans' Program Letter (VPL) No. 05-18, Redesigned National Veterans' Training Institute (NVTI) Core Courses, dated March 5, 2018.

### **III. Background**

The National Veterans' Training Institute (NVTI) produced a JVSG Primer desk aid that can be customized and used when orienting newly hired JVSG staff members. The desk aid will give the newly hired JVSG staff person an easy tool to reference as they learn and apply the federal requirements of the job before completing the mandatory training described in subsection 4102(A) (c)(8)(A) of Title 38 of the United States Code (U.S.C).

As amended by the Veterans Benefit Act of 2010, 38 U.S.C § 4102(A) (c)(8)(A) requires all newly hired DVOP specialists and LVER staff to satisfactorily complete JVSG training

delivered by the NVTI within 18 months after the date of employment. All newly hired DVOP specialists and LVER staff must satisfactorily complete the required JVSG courses. Consolidated Position staff who serve in a dual role as a DVOP specialist and LVER staff must satisfactorily complete five JVSG courses. Of the JVSG courses, three are mandatory e-Learning core JVSG courses that must be completed prior to the student's participation in one or both of the two competency-based classroom courses.

The JVSG prerequisite e-Learning courses to be satisfactorily completed by newly hired DVOP specialists and LVER staff within 18-months of their employment dates are:

- a. Legal Guidance Affecting Veterans' Employment Services (online university model, instructor led cohort that will take approximately 15 hours to complete over a 24-day period)
- b. A Day in the Life of JVSG Staff in an American Job Center (self-paced online learning that will take approximately 3 hours to complete over an indefinite period)
- c. Removing the Employability Gap for Veterans with Significant Barriers to Employment (online university model, instructor led cohort that will take approximately 4 hours to complete over a 10-day period)

The core JVSG competency-based classroom courses to be satisfactorily completed by the newly hired JVSG staff within 18-months of their employment dates are:

- a. Disabled Veterans' Outreach Program Specialist Core Competency Development (3 ½ days to complete)
- b. Local Veterans' Employment Representative Core Competency Development (3 ½ days to complete)

It is worthwhile to note the minimum number of days for a student to complete the five mandatory core JVSG courses consecutively using a typical course schedule is about 45 days.

#### **IV. The JVSG Primer**

The JVSG Primer desk aid was created by the NVTI in collaboration with VETS and state grantee employees to provide newly hired DVOP specialists and LVER staff essential information on the basic federal requirements associated with their jobs. The desk aid was also designed to provide commonly used job resources for DVOP specialists and LVER staff.

The standard content of the JVSG Primer is organized around seven major areas which are posed as questions in the document. The questions addressed in the JVSG Primer are:

- a. What is the Department of Labor, Veterans' Employment and Training Service?
- b. What are the Jobs for Veterans State Grants?

- c. What is it like to work in an American Job Center?
- d. What legal and regulatory guidance affects my work?
- e. What additional guidance exists to help me get started?
- f. What is the National Veterans' Training Institute?
- g. What resources might I find useful to reference?

The JVSG Primer is available in two electronic document formats and may be accessed by going to <http://www.nvti.org/resources>. The Adobe Acrobat version of the JVSG Primer is a high-quality professional document that cannot be edited or customized for other purposes. The JVSG Primer is also available as a Microsoft Word version that can be customized for state or local use to include additional guidance like standard operating procedures. The NVTI will update the content of both versions of the JVSG Primer on an annual basis to keep the information current.

**V. Inquiries**

Questions concerning this guidance should be referred to Brad Sickles at (202) 693-4741 or by email to [sickles.bradley.a@dol.gov](mailto:sickles.bradley.a@dol.gov).

**VI. Expiration Date**

To be reviewed for relevance on or before October 2020. It shall remain in effect until rescinded or superseded.

**VII. Attachment**

- (a) Jobs for Veterans State Grant (JVSG) Primer