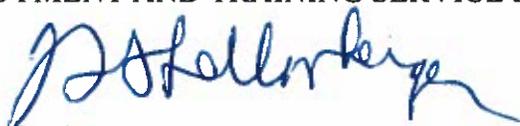




OCT 11 2017

VETERANS' PROGRAM LETTER: 04-17, Change 1

TO: ALL STATE WORKFORCE AGENCY ADMINISTRATORS
ALL DEPARTMENT OF LABOR GRANT-FUNDED ORGANIZATIONS
ALL EMPLOYMENT AND TRAINING ADMINISTRATION REGIONAL
ADMINISTRATORS
ALL VETERANS' EMPLOYMENT AND TRAINING SERVICE STAFF

FROM: SAM SHELLENBERGER 

SUBJECT: National Veterans' Training Institute
Non-Jobs for Veterans State Grant (JVSG) Staff Attendance Guidelines

- I. **Purpose:** To inform State Workforce Agencies (SWAs) and other Department of Labor (DOL) grant-funded organizations with non-JVSG DOL grantee staff that they are eligible for training at the National Veterans' Training Institute (NVTI), and to provide guidance on the process for requesting training from NVTI.
- II. **Background:** The U.S. Department of Labor's Veterans' Employment and Training Service (VETS) established NVTI in 1986 to provide specialized training and professional skills enhancement of SWAs and other veteran service providers.

Veterans' services professionals and staff in American Job Centers and other program management staff require specialized training in order to perform most effectively. Consequently, DOL grantee staff members who provide job training, intensive services, placement or related services to veterans are eligible for NVTI training.

The NVTI basic training focuses on improving employment services for veterans through a professional skills development program. About 70 percent of NVTI participants are Disabled Veterans' Outreach Program specialists and Local Veterans' Employment Representatives. The remaining participants are SWA employees, Federal employees, and others involved with veterans' employment and training issues.

The NVTI training curriculum is designed to ensure that participants are trained in competencies that meet customers' needs. In addition to the basic employment and training professional skills course, training is offered in veterans' benefits, case management, marketing and accessing the media, and management of veterans' services. Management Concepts operates NVTI under a competitively-awarded contract with VETS.

- III. **Reference:** 38 U.S.C. § 4109, National Veterans' Employment and Training Services Institute.
- IV. **Course Offerings:** NVTI course offerings, descriptions and schedules can be found at www.NVTI.org.
- V. **NVTI Course Registration:** All interested DOL grantee staff persons may register and apply for courses at www.NVTI.org. Interested persons should complete an application form and email the completed form to their respective State Director for Veterans' Employment and Training (DVET). The DVET will: 1) confirm each application meets the definition of "DOL grantee personnel" cited in section VI.1., and 2) review each application to ensure preference is given to applicants who can benefit most from NVTI training. Upon confirmation, the DVET will forward the application to studentservices@nvti.org. The NVTI staff member will then place the name of each non-JVSG applicant on a waiting list for the desired class. An applicant deemed inappropriate for an NVTI training course by the DVET will require approval from Regional Management prior to communicating the decision to the applicant.

No later than fifteen (15) days prior to the start of the desired class, the NVTI staff will notify those non-JVSG applicants who were confirmed to participate in the training and provide administrative information for the training.

Priority of enrollment: JVSG staff will have priority for enrollment in any course offered by NVTI. If the number of JVSG staff enrolled in a course is less than 24 (a full class size), then the remaining class seats may be filled by non-JVSG applicants on the waiting list. For those on the waiting list, enrollment priority will be given to "DOL grantee personnel," with preference given to those who can benefit most from the training.

VI. **Training Categories of Non-JVSG Staff:**

1. **DOL grantee personnel:** DOL grantee staff members are persons who are involved in the provision of employment, job training, individualized career services, placement, or related services to veterans. The costs associated with training, travel, lodging and meals for these staff are allowable and will be paid by the NVTI contract. The NVTI contractor will schedule and coordinate all travel arrangements for the training.
2. **Other individuals:** Training requested from anyone who does not fit into the above category will be addressed on a case by case basis by the NVTI staff member after consulting with VETS and receiving approval. If approved, the individual receiving the training, or the individual's employer, will be responsible for the costs of all travel, lodging, and meals associated with the training.

VII. **Inquiries:** Questions concerning this guidance should be directed to Brad Sickles at (202) 693-4741 or Sickles.Bradley.A@dol.gov.

VIII. **Expiration Date:** To be reviewed for relevance on or before September 2020.