



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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Memorandum

To: Department of the Interior Senior Executives, Managers, Supervisors and Human Resource Professionals

From: Pamela R. Malan 
Deputy Assistant Secretary – Human Capital and Diversity

Subject: Mandatory Training – Special Hiring Authorities for Veterans and the Uniformed Services Employment and Reemployment Rights Act

The Veterans' Benefit Improvement Act of 2008, Public Law (P.L.) 110-389, October 10, 2008, contains a key provision requiring all Federal agencies to provide annual Uniformed Services Employment and Reemployment Rights Act (USERRA) training. The USERRA training is provided to "any personnel of the agency who are authorized to recommend, take, or approve any personnel action that is subject to the requirements of this chapter with respect to employees of the agency."

Executive Order 13518, Employment of Veterans in the Federal Government, November 9, 2009, establishes the requirement for mandatory annual training of human resources personnel and hiring managers concerning veterans' employment, including training on veterans' preferences and special hiring authorities. The Office of Personnel Management (OPM) designed a training module for this purpose.

The training is a mandatory annual requirement for all managers, supervisors and human resource (series 201) professionals to **complete prior to December 31, 2011**. Also, your assistance is requested to ensure that employees newly appointed to the previously stated types of positions complete the training within 90 days of being assigned to such a position.

The Office of Civil Rights (OCR) determined this training is creditable towards the required Equal Employment Opportunity (EEO) training for managers and supervisors. Each training module may be completed in an hour or less. The training courses are accessed by signing into DOI Learn and searching the Course Catalog for the following:

- 1). USERRA
- 2). Veteran Employment Training (please select either the hiring manager or human resource course, as appropriate).

Additionally, please ensure the attached flyer is posted prominently within your offices.

Attachment:

Your Rights Under USERRA flyer