



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Monday, September 21, 2009

### **MEMORANDUM FOR: Chief Human Capital Officers**

**FROM:** John Berry, Director

**Subject:** Uniformed Services Employment and Reemployment Rights Act Training

The Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389, October 10, 2008, contains a key provision requiring all Federal agencies to provide Uniformed Services Employment and Reemployment Rights Act (USERRA) training. The USERRA training is to be 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."

P.L. 110-389 also requires all USERRA training be developed and provided in consultation with the U.S. Office of Personnel Management (OPM). To assist agencies in meeting their statutory obligations under P.L. 110-389, OPM developed the attached training. This training provides the essential elements necessary to fulfill the requirement for training on USERRA rights, benefits, and obligations of members of the uniformed services. Agencies that provide OPM's training satisfy the "consultation" requirement. If your agency wishes to modify the training or provide different content material, you must consult with OPM prior to developing and providing the training.

In accordance with P.L. 110-389, OPM requires agencies to deliver the initial USERRA training at least once during Fiscal Year 2010 and annually thereafter. Your agency should maintain documentation to indicate those requiring the USERRA training have received it.

OPM is available to assist your agency in meeting this training requirement. OPM can provide "train the trainer" sessions and/or be present when your staff delivers the training.

The attached training is also available on the OPM website under the Veterans Information tab. If you have any questions or need additional information, or would like OPM to provide a "train the trainer" session for your staff, please contact Scott Wilander, Ed.D., Human Resources Specialist, Center for Talent and Capacity Policy, by telephone (202) 606-3621 or email [scott.wilander@opm.gov](mailto:scott.wilander@opm.gov).

cc: Human Resources Directors

Attachment - Uniformed Services Employment and Reemployment Rights Act Training