Tracking VR&E NTC Progress for FY16

A Job Aid for VBA TMS Administrators – Revision Date: 4/8/2016

Per VR&E Letter 28-16-01, station-discretionary requirements are identified within each job position's FY16 NTC Checklist, located within the National Training Curriculum menu item of the VR&E Training Website.

In order to relieve training managers of tracking their employees' completions of these station-discretionary items, VR&E has created a national training curriculum to which Regional Offices can add their locally approved items or locally maintained curriculum. The tracking will then be performed centrally.

> **Important:** The national curriculum is for central tracking purposes only. Do **NOT** assign this curriculum to employees, as this will assign ALL regional offices' items to the employees' TMS To-Do Lists.

To ensure training counts towards VR&E's NTC, VBA TMS Administrators (TMS Admins), in cooperation with local VR&E Officers, must add their regional office's locally approved items to the following curriculum:

- **VBA-662: VRE Station-Discretionary Training** – Training Managers and VR&E Field Managers should collaboratively identify and add station-discretionary training items to this curriculum as they are approved.

  Station-discretionary training may consist of station-determined training or professional development training. Station-determined training includes learning activities that improve station and staff performance as identified by local VR&E and Regional Office Management. Professional development training includes learning activities that improve awareness and identity, develop talents and potential, build human capital and facilitate employability, enhance quality of life and contribute to the realization of dreams and aspirations.

  NOTE: Unlike national mandatory items, you will need to assign the station-discretionary items to employees either individually or via a local curriculum.

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Instructions for Adding Items to the National Curriculum:

1. Log into your TMS Admin account and select the **Learning** tab, then the **Curricula** tab.

2. Search for the desired curriculum (VBA-662).

3. Select the link under **Curriculum ID**.

4. Select the **Contents** tab of the curriculum record.

5. Select the **Edit** button to add your desired item to the curriculum.

6. Click the green plus sign next to **Contents** and select **Items**.

7. Search for your item by ID, and select **Add**.

The item is now part of the curriculum. NOTE: VR&E Service will review all items in the curriculum prior to running quarterly reports. Items not approved by VR&E Service will be removed.

For questions surrounding the VR&E NTC and related policy, contact Lamoyd Figures, Lamoyd.Figures@va.gov.

For questions regarding this job aid, please contact VBACurriculumSupport@Camber.com.