Creating VR&E Service NTC Quarterly Training Reports for FY17

A Job Aid for Training Managers (TMs)

Per VR&E Letter 28-17-01, VR&E requires VBA Regional Offices to submit quarterly training reports to demonstrate reasonable progress toward the annual National Training Curriculum (NTC) requirements.

TMs will submit their quarterly reports by the following dates during FY17:

- July 11, 2017
- October 10, 2017

This job aid instructs TMs on gathering the necessary data in TMS and converting it to the required format. Although the quarterly reports are required, TMs may run the reports on-demand throughout the fiscal year to check their employees' progress.

> *Quick Tip:* Before you begin, be sure you have added **each employee** you are tracking to only **one primary class**, based on the employee's job position. Please refer to the [VR&E Class Assignment Job Aid](#) for a list of the VR&E NTC classes.

Part 1: Run the **Custom User Item Status (CSV)** report in TMS using the following parameters:

1. Uncheck the **Mask User IDs** box.

2. Click the filter icon next to the **User** field.

3. Within the **Users Filter** pop-up:

   a. Enter your Station ID into the **Domains** field.

   b. Enter the primary NTC Class ID in the **Classes** field.
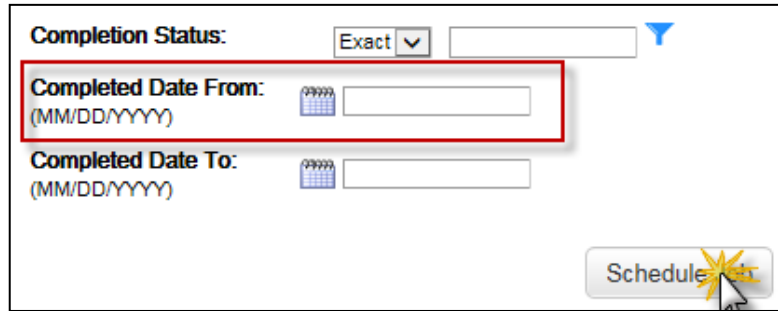
   c. Select **Submit Criteria**.

4. Leave the **Item** and **Completion Status** fields blank.

5. Leave the **Completed Date From** field blank.

6. Leave the **Completed Date To** field blank OR select a specific date if the preferred date is in the past.

Completion Status:	Exact ☑	
Completed Date From: (MM/DD/YYYY)	📅	
Completed Date To: (MM/DD/YYYY)	📅	
		Schedule Job

7. Select **Schedule Job.**

8. Open the report and save as a CSV (Comma delimited) file
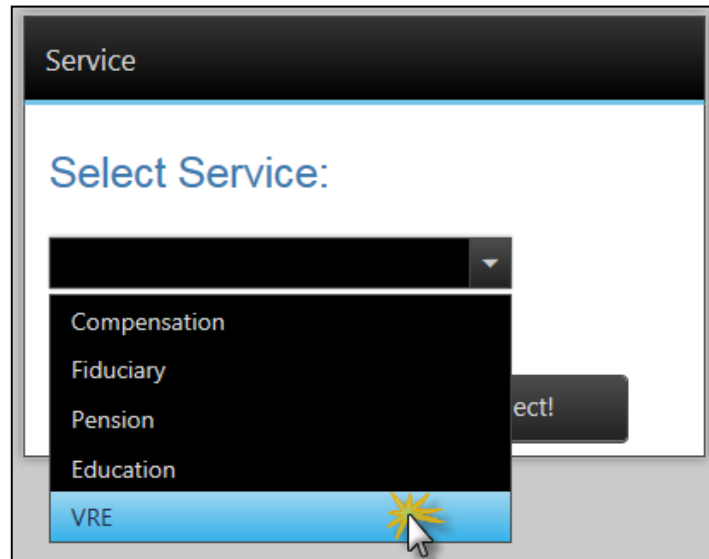
File name:	
Save as type	CSV (Comma delimited)

Part 2: Direct your web browser to the VBA FY17 NTC Progress Report Builder located at: **http://www.ttande.org/ntcprogressreport/**

1. Select the **Service** for which you would like to calculate progress.

Service

Select Service:

Compensation
Fiduciary
Pension
Education
VRE

2. Select the **position** for which you would like to calculate progress.

3. Next, select the **Browse** button to locate your locally saved Custom User Item Status report.

4. Once the report is located, select the **Submit** button to calculate progress toward FY17 Compensation Service NTC requirements. The image below displays the progress measures for each employee.

An explanation of each report column is listed below:

- **Tenure (in months)** – This drop-down menu allows TMs to adjust how the program tracks progress for employees who have been on approved leaves of absence or whose trainee status ended during FY17. Select the number of months the employee is responsible for training during FY17, and the program will track the progress accordingly. The page will automatically refresh when the tenure is changed.

- **Mandated Hours Completed** – Indicates the total number of VR&E Service Mandated hours an employee has completed in FY17. **Please Note:** some employees may have less Mandated hours completed due to passing a course's pre-test.

  The Mandated hours are highlighted in <mark style="background-color:green">green</mark> for employees who have completed all centrally-assigned Mandated requirements. Those who have not completed all Mandated requirements will not be highlighted. This color scheme was designed for visual representation purposes only and does not reflect categories established in the VR&E Letter 28-17-01.

- **Station-Selected Requirement** – Indicates the total number of Station-Selected hours the employee is required to complete by the end of FY17. This number takes proration levels into account.

- **Station-Selected Hours Completed** – Indicates the total number of Station-Selected hours an employee has completed in FY17.

- **Station-Selected Hours %** – Reports the percentage of required Station-Selected hours an employee has completed in FY17. These percentages take proration levels into account. It is expected that progress toward satisfaction of requirements will be evenly distributed across the year. For example, when one quarter of the year has passed, it is expected that an employee will have satisfied 25% of his or her Station-Selected requirements.

  The Station-Selected hours are highlighted in <mark style="background-color:green">green</mark> for employees who are meeting this requirement. Employees who are at least 10% behind expected progress are highlighted in <mark style="background-color:yellow">yellow</mark>. Employees who are at least 20% behind expected progress are highlighted in <mark style="background-color:red">red</mark>. This color scheme was designed for visual representation purposes only and does not reflect categories established in the VR&E Letter 28-17-01.

- **Station-Selected Hours Remaining** – Indicates the number of Station-Selected hours the employee has left to complete in FY17.

5. Select the **User ID** of an employee to display the following:

   a. A progress graph – This graph displays the employee's progress throughout the fiscal year. To use the zoom feature, left-click and select a portion of the graph. Additionally, the graph can be hidden by selecting the collapse button.
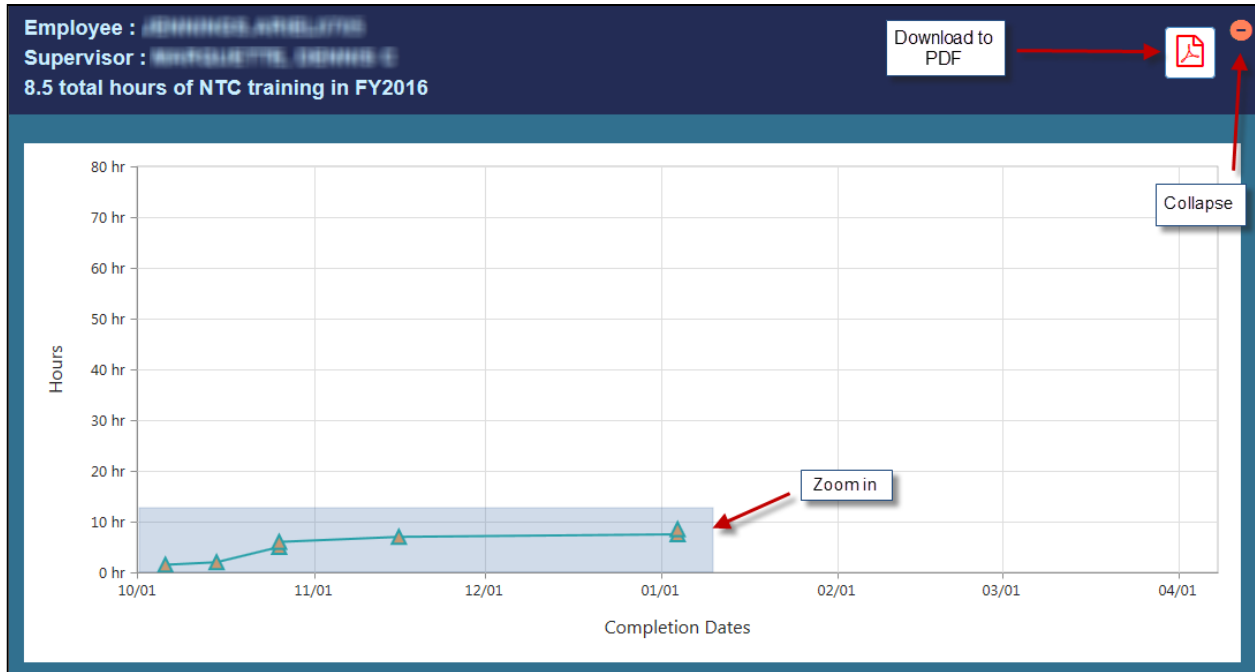
   b. A list of incomplete Mandated courses – Displays Mandated courses the employee still needs to complete to satisfy his or her FY17 Mandated requirement. Mandated courses will be added to the application as they are released throughout the fiscal year.

c. All courses the employee has completed during the fiscal year. Items listed with '0' learning hours do not count toward the NTC (e.g., local items).

Employee :
Supervisor :
9 total hours of NTC training in FY2016

All Mandated Courses to date have been completed

User TMS Completion Report

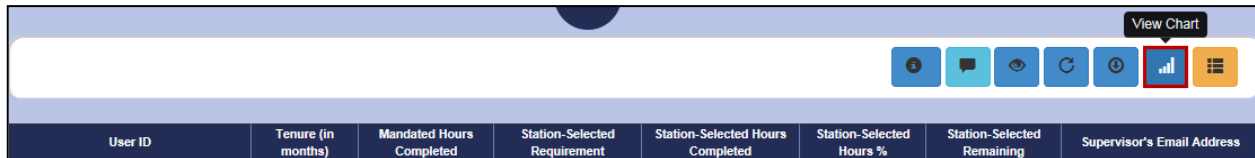| TMS #	Title	Hours	Category	Completion Date
4093560	How to Build an Examination Utilizing the Examination Builder	0.5	Station Selected	10/01/2015
3971406	Compensation and Pension Knowledge Management (CPKM)	0.5	Core Mandated	10/02/2015
4038406	Deferrals	1	Core Mandated	10/02/2015
4111523	CAATS Contract Examinations	1	Station Selected	10/13/2015
4145556	National Work Queue (NWQ) playbook	0.5	Station Selected	10/13/2015
1372648	VBA Continuity of Operations Awareness	0		10/19/2015
2073965	VBMS Conducting Searches (Online)	1	Station Selected	10/19/2015

d. PDF download option – Select the PDF image to download a PDF displaying the user's progress.
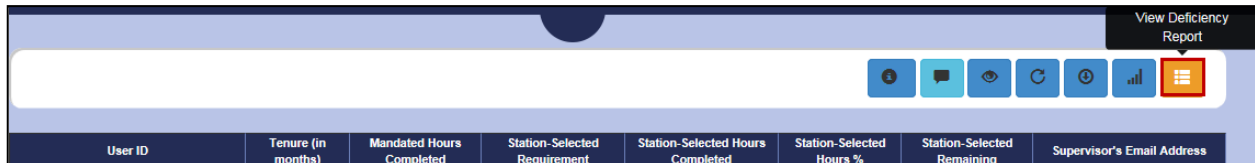
6. To view a chart of your regional office's overall progress, select **View Chart.**

User ID	Tenure (in months)	Mandated Hours Completed	Station-Selected Requirement	Station-Selected Hours Completed	Station-Selected Hours %	Station-Selected Remaining	Supervisor's Email Address

7. To view an exportable list of incomplete Mandated courses for all employees, select **View Deficiency Report.**

User ID	Tenure (in months)	Mandated Hours Completed	Station-Selected Requirement	Station-Selected Hours Completed	Station-Selected Hours %	Station-Selected Remaining	Supervisor's Email Address

8. To download an Excel version of your regional office's results, select the **Download** button at the top of the screen. You will submit this Excel file to VR&E Service as part of the quarterly reporting requirement.

User ID	Tenure (in months)	Mandated Hours Completed	Station-Selected Requirement	Station-Selected Hours Completed	Station-Selected Hours %	Station-Selected Remaining	Supervisor's Email Address
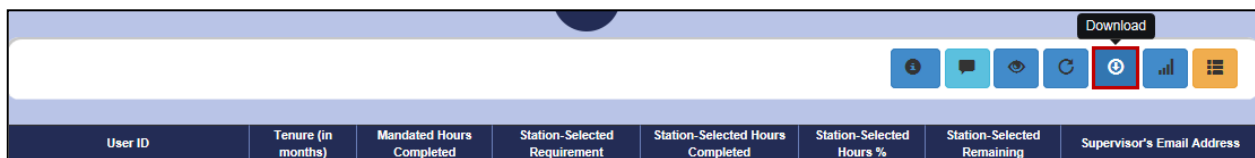
Part 3: Before submitting your Excel reports to VR&E Service, please save them according to the following naming conventions:

<Station name>_Q<Quarter #>_NTC_Progress_<JobPosition>

For example, the first quarterly Exp. VRC report for the Philadelphia Regional Office would be saved as: **Philadelphia_Q1_NTC_Progress_Exp_VRC**

Submit your completed spreadsheets to **XXXX**.

Contact **DIRVRE@va.gov** with any questions regarding policy-related questions.

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