

Districts,

Compensation Service (CS) and the Office of Field Operations Project and Program Management (OFO-PPM) division have collaborated to create “CBTS Tips”. A compilation of recommendations and clarifications to successfully manage VSR and RVSr CBTS compliance.

CBTS Tips

Tip 1: CBTS is intended to be completed fully within 90 days of the date of launch.

- Note: Specific to the FY23 RVSr CBTS, due to delays with the TMS remediation items, an additional 30 days was provided for a total of 120 days from launch.
 - Current due date of **all** required FY23 RVSr CBTS actions is **June 6, 2023**.
 - Extensions must be requested through the District and cannot exceed 150 days from the official launch date.

Tip 2: All CBTS actions (listed below) must be completed by the assigned due date.

1. CBTS Assessment is completed by the Employee in TMS.
 2. Supervisor reviews the CBTS recommended required trainings and signs off in [the Student Workbench](#).
 3. Supervisor meets with the Employee to discuss the assigned required trainings per their CBTS Assessment results.
 4. Employee completes all required remediations in TMS before the due date (FY23 RVSr CBTS due date is June 6, 2023).
- *Note: Specific to the FY23 RVSr CBTS, this means **all** the above actions must be completed PRIOR to the due date of June 6, 2023!*

Tip 3: Training managers (with RO Leadership approval) have flexibility to adjust due dates earlier but cannot move due dates to be later than the set due date.

- This flexibility allows time for RO's to locally self-manage and resolve compliance outliers prior to the official due date.
 - *For example, the CBTS assessment due date could locally be set as May 1, 2023. Required remediation training due dates could then be locally set for June 1, 2023.*
- Current due date for completion of the FY23 RVSr CBTS is June 6, 2023.

Thank you for your continued support of CBTS. Supervisors and Training Managers should continue to monitor their local RO compliance through TMS and the [Student Workbench](#).

For additional information, please refer to the [CBTS Intranet](#), the attached *CBTS Employee Readiness Guide*, and attached *CBTS FAQs* for more information. For additional questions related to CBTS, please email the CS Training Mailbox at: CPTraining.VBACO@va.gov.

Please refer any other questions to OFO-PPM POC Lindsay.Schwalm@va.gov.

Thank you,

Office of Field Operations, Project and Program Management (PPM)

