Good morning 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 RVSR and VSR Competency Based Training System (CBTS) compliance.

CBTS Tips

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

- Extensions beyond 90 days must be requested through the District and cannot exceed 120 days from the assignment of the CBTS Assessment.

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 (*due date is 90 days from the assignment of the CBTS Assessment*).

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.

Tip 4: Employees should not self-assign courses.

- All courses are assigned through the Student Workbench after supervisory review.

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.

The *CBTS Readiness Guide,* the *CBTS Tips,* and the *Competency Based Training System FAQs* can be found on the CBTS Intranet Website. Please refer to the *CBTS Readiness Guide* for instructions on required actions and accessing the CBTS

Workbench. 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)