12-Month VIP CS Graduate Trainee Roadmap

Curriculum Support Team (CST) Actions	VSR/RVSR Trainee (12-Month program)	Regional Office / Training Manager Responsibilities

Curriculum Support Team (CST) Actions

- Requests graduates' position assignments from TMs (for **Post VSR Graduates only**).

- Places graduate in session-specific trainee cohort in the VBA domain in TMS.

- Assigns the Compensation Service (CS) FY mandated/ directed and VAT (one-time) mandated National Training Curriculum (NTC) training curricula.
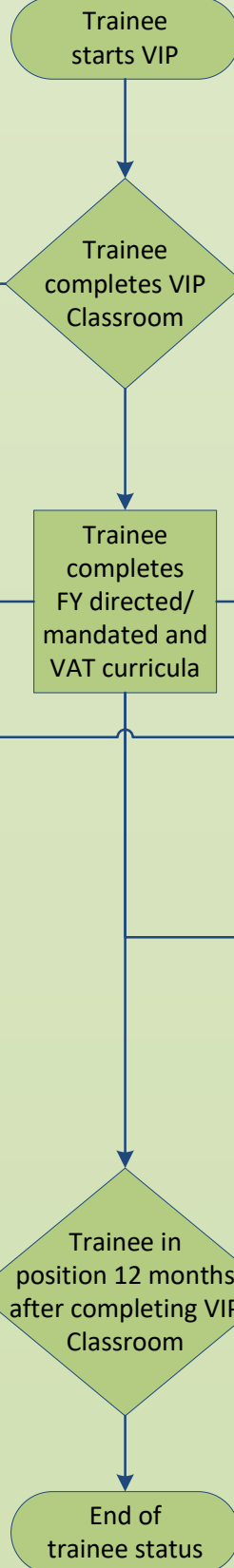
Assigns:
- 45- and 75-day assessments (as applicable).

- CS quality calls 6 months after completing VIP Classroom.

- CS CBTS positions: "CBTS for Claims Processors" (VA 4632868) 11 months after completing VIP Classroom.

- Post-training evaluations 3, 6, 9, and 12 months after completing VIP Classroom.

CST removes employee from the trainee cohort and future post-training assignments. TMS automatically removes associated NTC curricula the following day.

- Adds employee to the NTC primary cohort for their position and notifies TMs.

- If applicable, TMS automatically assigns corresponding CBTS assessments the following day.

Contact the CST helpdesk at VBATMSHELP.VBAVACO@va.gov.

VSR/RVSR Trainee (12-Month program)

Trainee starts VIP

Trainee completes VIP Classroom

Trainee completes FY directed/ mandated and VAT curricula

Trainee in position 12 months after completing VIP Classroom

End of trainee status

Regional Office / Training Manager Responsibilities

If applicable, RO removes employee from NTC primary cohorts for previous position. If still a trainee from another VIP session, notify VBATMSHELP.VBAVACO@va.gov.

- Ensures trainee processes claims related to covered training topics.

- Trainee completes the VIP Informal Assessment phase, working live claims reviewed by a mentor.

- Assigns optional training as needed.

If trainee changes positions, the RO emails VBATMSHELP.VBAVACO@va.gov.

RO monitors and ensures trainees' completions of FY and VAT Mandated Training items.

- Adds employees to NTC specialized cohorts as applicable.

- Maintains employee's NTC primary and specialized cohort population thereafter.