

12-Month WARTAC Graduate Trainee Roadmap

Curriculum Support Team (CST) Actions

Assigns:

- 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 6, 9, and 12 months after WARTAC graduation.

CST removes employee from future post-training assignments.

- 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 WARTAC

Trainee graduates from WARTAC

Trainee completes FY directed/mandated and VAT curricula

Trainee in position 12 months after graduation

End of trainee status

Regional Office / Training Manager Responsibilities

- Submit a Your IT request ticket to transfer the trainee to their RO and TMS domain.
- Transfer and update the Approving Official in the Remote Access Portal.
- Update the Supervisor In TMS.
- Adds graduate to WARTAC cohort for position. TMS automatically assigns corresponding FY mandated/directed and VAT curricula the following day.
- Ensures trainee processes claims related to covered training topics.
- Trainee completes the WARTAC Informal Assessment phase, working live claims reviewed by a mentor.
- Assigns optional training as needed.

If trainee changes positions, remove them from the WARTAC trainee cohort and email VBATMSHELP.VBAVACO@va.gov to remove them from future post-training evaluations.

TMS will automatically remove corresponding FY and VAT curricula the following day.

- Adds employees to NTC specialized cohorts as applicable.
- Maintains employee's NTC primary and specialized cohort population thereafter.