12-Month Challenge Roadmap

VSR/RVSR Trainee Regional Office / Training Manager Central Office Actions (12-Month program) Responsibilities Trainee starts Regional Office:* Challenge Training Central Office: Ensures graduate processes Places trainee in graduate class claims that relate to training in TMS by position and session topics already covered. Assigns trainee TMS credit for Assigns a mentor to review and completing Challenge provide feedback on claims Assigns trainee One-Time Trainee processed by graduate. Mandated Curriculum (due in Graduates Assigns optional training as increments outlined on the Challenge needed. Training Plans pages of the **Compensation Service Training** *At intervals of 0-30 days, 30-180 Website) days and 180-365 days, as Assigns trainee the current fiscal prescribed in the Training Plan year's mandated curriculum located on the **Compensation Service Training Website** Trainee follows the Central Office assigns trainee recommended Challenge post-training evaluations training plan as at the 1-, 3-, 6-, 9- and 12-month outlined on the marks following Challenge **Compensation** graduation. **Service Training** <u>Website</u> Central Office removes curriculum Regional Office emails assignments and ensures the VBACurriculumSupport@Camber.com employee no longer receives postif a graduate in trainee status changes training evaluations. positions. Trainee completes One-Time Mandated **Training** Central Office: Adds graduate to the FY NTC class for their position. Trainee (Employee is now responsible for in position 10 NTC requirements) months after Sends Notification to TMs of the Challenge assignments and proration Regional Office: information to include in Adds employees to specialized progress reports. classes (e.g., Special Ops or Quality Team classes) if **End Trainee** applicable **Status** Updates NTC class assignments for employees who change positions after leaving trainee status