

# Compensation Service Cohort Assignment Job Aid

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Section 1 of this job aid provides Training Managers and VBA TMS Admins\* with instructions on adding employees to (and removing them from) Compensation Service cohorts in TMS. Section 2 lists the proper actions to take when employees change job positions.

In general, Training Managers and their designated TMS administrators are responsible for maintaining proper cohort assignments for WARTAC hire trainees and experienced employees. Trainee cohorts for VIP and Challenge graduates are centrally managed and moved to the NTC cohorts after 10 months. However, if an employee changes positions while they are still in trainee status, the TM or admin must notify [VBATMSHELP.VBAVACO@va.gov](mailto:VBATMSHELP.VBAVACO@va.gov) so that the trainee cohort can be centrally updated.

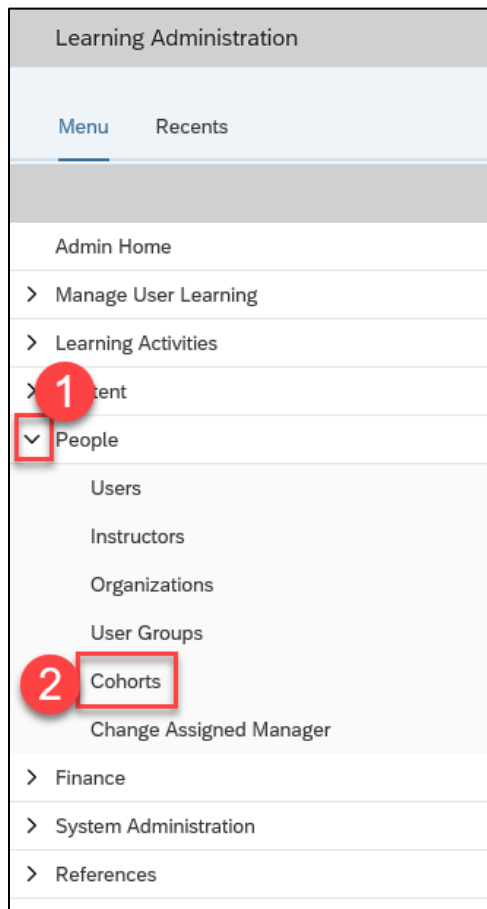
**\* In order obtain access to edit Compensation Service's cohorts, TMS Admins must ask their RO Training Manager to contact the VBA TMS Domain Manager at [VBATMSHELP.VBAVACO@va.gov](mailto:VBATMSHELP.VBAVACO@va.gov)**

## Section 1: Adding and Removing Employees to/from a Compensation Service Cohort

1. Select **People** from the TMS Admin Home screen.
2. Select **Cohorts** from the drop-down menu.

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3. Input the desired Cohort ID in the **Cohort ID** field and select **Search**.

## Notes:

- Employees should only be in one primary or WARTAC cohort but may be in multiple specialized cohorts.
- If WARTAC VSR graduates are hired to become BEST VSRs, do not add them to a WARTAC trainee cohort as they will be processed with their BEST VSR VIP graduate counterparts.
- Do not add new Challenge/VIP graduates to the NTC primary cohorts. They will be centrally assigned the appropriate curricula upon graduation and will be centrally moved to the NTC primary cohorts 10 months after graduation.

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| Primary Cohort                     | Cohort ID |
|------------------------------------|-----------|
| Pre VSR Primary                    | VBA-755   |
| Post VSR Primary                   | VBA-756   |
| Pre/Post VSR Primary               | VBA-262   |
| Pre-Discharge MSC Primary          | VBA-264   |
| BEST VSR Primary                   | VBA-757   |
| RVSR Primary                       | VBA-266   |
| CA Primary                         | VBA-268   |
| WARTAC Trainee Cohort              | Cohort ID |
| Pre VSR WARTAC Graduate Hires      | VBA-721   |
| Post VSR WARTAC Graduate Hires     | VBA-746   |
| Pre/Post VSR WARTAC Graduate Hires | VBA-387   |
| RVSR WARTAC Graduate Hires         | VBA-556   |

| Specialized Cohort                         | Cohort ID |
|--|-----------|
| PCT VSR                                    | VBA-263   |
| AQRS                                       | VBA-265   |
| STAR AQRS Team                             | VBA-403   |
| MST VSR                                    | VBA-675   |
| Blue Water Navy Development VSR            | VBA-683   |
| Nehmer Promulgation VSR                    | VBA-823   |
| RQRS                                       | VBA-267   |
| STAR RQRS Team                             | VBA-404   |
| MST RVSR                                   | VBA-674   |
| Blue Water Navy RVSR                       | VBA-684   |
| Nehmer Live Rating                         | VBA-823   |
| Nehmer Survivor Rating                     | VBA-824   |
| RVSR ALS Processor                         | VBA-703   |
| VSR-Skilled Coach                          | VBA-369   |
| Rating-Skilled Coach                       | VBA-371   |
| BEST-Skilled Coach                         | VBA-372   |
| Quality Staff for Quality Call Assignments | VBA-728   |
| RVSR TBI Processor                         | VBA-840   |

## Blue Water Navy & Nehmer Specialized Cohort Population Guidance

| Cohort ID | Cohort Title  | This Cohort Should Contain  |
|-----------|---|---|
| VBA-683   | Compensation Blue Water Navy Development VSR Specialized Cohort                       | Compensation Service VSRs who were processing BWN claims prior to April 2021 and new development Compensation VSRs added for verification of RVN service.         |
| VBA-684   | Compensation Blue Water Navy RVSR Specialized Cohort                                  | Compensation Service RVSRs who were processing BWN claims prior to April 2021 and RVSRs at BWN sites that are also live or survivor sites.                        |
| VBA-823   | Compensation Nehmer Promulgation VSR Specialized Cohort                               | Compensation Service VSRs promulgating BWN-Nehmer claims.   |
| VBA-824   | Compensation Nehmer Live Rating (including BWN live sites) Specialized Cohort         | Compensation Service RVSRs who started processing BWN-Nehmer live rating claims during/after April 2021 and RVSRs at BWN sites that area also live sites.         |
| VBA-825   | Compensation Nehmer Survivor Rating (including BWN survivor sites) Specialized Cohort | Compensation Service RVSRs who started processing BWN-Nehmer survivor rating claims during/after April 2021 and RVSRs at BWN sites that area also survivor sites. |

- RVSRs at BWN sites that are also live sites should be added to both VBA-684 and VBA-824.

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- RVSRs at BWN sites that are also survivor sites should be added to both VBA-684 and VBA-825.
4. Once the initial cohort record appears in the search results, select the **Edit** icon.

The screenshot shows the 'Cohorts' search interface. At the top, there are links for 'Search', 'Add New', and 'Saved Searches'. Below this is a search filter section with the following fields:

- Case sensitive search:  Yes  No
- Cohort ID: Starts With [VBA-299] (Annotated with a red circle '3')
- Description: Starts With [ ]
- Security Domains: Starts With [ ]
- User ID: Starts With [ ]
- Curricula: Starts With [ ]

Below the filters are buttons for 'Add/Remove Criteria', 'Search', 'Save As', and 'Reset'. The 'Search' button is annotated with a red circle '3' and a yellow arrow pointing to the table below.

At the bottom, there is a 'Field Chooser' and a 'Download Search Results' link. The search results table is as follows:

| Cohort ID ▲ | Description                    | Security Domain |
|-------------|--------------------------------|-----------------|
| VBA-299     | Fiduciary NTC Trainee FE Class | OMGT            |

The 'Edit' icon (a blue square with a white pencil) next to the first row is annotated with a red circle '4'.

5. Within the main cohort record, select **Users** from the top menu.
6. To add an employee to the cohort, input the employee's TMS User ID and select **Add**. To add multiple employees at once or to search for employees, select 'add one or more from list'.
7. To remove an employee from the cohort, mark the 'Remove' check box next to the employee's TMS User ID and select **Apply Changes**.

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**Cohorts** | Search | Add New |

> Search > Search Results > Edit Users

Cohort ID: VBA-755  
Description: Compensation Service NTC Pre VSR Primary Class

Summary | Classes | Register Rules | **Users** | Custom Fields

**Edit the Cohort**

**Add a User to the Cohort**

Enter User ID or [add one or more from list](#).

User ID:  Add

**Update the Users for the Cohort**

Apply Changes | Reset

Records per Page 10 | Page: 1 2 3 4 5 «Previous Next» (1,402 total records) | Page 1 of 141. Go | Select All / Deselect All

| User ID | Name | Status                   |   | Remove                   |
|---------|------|--------------------------|---|--------------------------|
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |
|         |      | <input type="checkbox"/> | <a href="#">Move to Another Cohort</a>   <a href="#">Comments</a> | <input type="checkbox"/> |

Records per Page 10 | Page: 1 2 3 4 5 «Previous Next» (1,402 total records) | Page 1 of 141. Go | Select All / Deselect All

Apply Changes | Reset

**Tip:** When removing employees from a cohort, once all employees are visible, you can use CTRL+F to quickly search for and find the employee within the list.

**Note:** NTC curricula assignments are directly tied to cohorts in TMS via assignment profiles. However, it can take TMS up to a full day to add/remove the corresponding curricula assignments after an employee has been added/removed from a cohort. TMs and admins should not remove any Compensation NTC curricula assignments directly from employees' user accounts. Instead, they

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should check the employee's cohort assignments and update the cohorts accordingly.

## Section 2: Cohort Change Scenarios

### **Scenario 1: A VSR employee becomes an RVSR.**

In this situation, the local TMS Admin will need to remove the employee from all VSR cohorts. The appropriate RVSR curricula will be centrally assigned to the employee once he or she completes RVSR Challenge/VIP training.

### **Scenario 2: A Pre VSR attends Post VSR VIP.**

When the employee begins Post VSR VIP, the TM should remove them from the Pre VSR Primary cohort (VBA-755). If the employee was still a Pre VSR trainee, the VBA CST will need to remove them from their Pre VSR VIP trainee cohort. Once the employee graduates from Post VSR VIP, the TM will receive an email from the VBA CST asking if the employee should be classified as a Post VSR trainee or a Pre/Post VSR trainee and they will be tracked accordingly.

### **Scenario 3: A VSR or RVSR moves into a supervisory position and is no longer a production employee.**

This situation requires the local TMS Admin to remove the employee from their VSR or RVSR primary and specialized cohort(s) as non-production employees are not part of the target audience for the Compensation Service NTC. The admin should then ensure the appropriate supervisory curriculum is added to the employee's learning plan. If the employee has moved to a Coach position, the TM or admin should add them to the appropriate skilled coach cohort.

### **Scenario 4: A supervisory employee becomes a production employee but does not attend VIP/Challenge.**

In this situation, the local TMS administrator should add the employee to the appropriate primary and, if applicable, specialized NTC cohorts.

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## **Scenario 5: A Compensation Service employee accepts a VBA position outside of Compensation Service.**

In this circumstance, the TM or admin should remove the employee from all Compensation Service cohorts. The employee's cohort and curricula assignments should then be updated according to their new position.

## **Scenario 6: A VSR or RVSR moves to a specialized position or team.**

In this situation the employee remains in their respective VSR or RVSR Primary cohort and they should also be added to the cohort created for the specialized position or team (e.g., PCT VSR cohort).

## **Scenario 7: A trainee changes positions.**

If a VSR, Pre-Discharge MSC, or RVSR changes positions while they are still in trainee status (within the first 10 months after VIP/Challenge graduation), the TM or admin must email the VBA Curriculum Support Team at [VBATMSHelp.VBAVACO@va.gov](mailto:VBATMSHelp.VBAVACO@va.gov) with notification of the change. The VIP/Challenge graduate cohorts are not accessible to Training Managers, so the CST will need to centrally remove the employee from that cohort. The Training Manager or admin should then add the employee to any applicable cohorts for their new position.

**For questions regarding this job aid, please contact the VBA Curriculum Support Team at [VBATMSHelp.VBAVACO@va.gov](mailto:VBATMSHelp.VBAVACO@va.gov). For policy-related questions, contact the Compensation Service Training Staff at [CPTraining.VBACO@va.gov](mailto:CPTraining.VBACO@va.gov).**