



INTRODUCTION

The following instructions should only be used on the below items IF the user has an FY24 completion that the corresponding FY24 mandated curriculum is not counting because the user completed the item prior to receiving the FY24 curriculum assignment:

Item ID	Item Title	FY24 Mandated by:
VA 30535	S.A.V.E. Refresher Training	Fiduciary
VA 37659	Prevention and Management of Disruptive Behavior (PMDB): Part 1 for All	Fiduciary
VA 3847680	Safeguarding Federal Tax Information (FTI)	Fiduciary, Pension, OAR
VA 3878023	Conflict Management and Resolution (On Demand)	Fiduciary
VA 3894102	Giving and Receiving Feedback (On Demand)	Fiduciary
VA 4211770	The Importance of Peer Feedback (On Demand)	Fiduciary
VA 4219633	Accounting Disposition (User App)	Fiduciary
VA 4361800	Field Examinations	Fiduciary
VA 4468828	Introduction to VA Pension	Fiduciary
VA 4473813	Scheduled Follow-up Field Examinations	Fiduciary
VA 4473825	Accounting Disposition (Core)	Fiduciary
VA 4473827	Accounting Requirements	Fiduciary
VA 4473830	Accounting Solicitation (Core)	Fiduciary
VA 4474837	Unscheduled Follow-Up Field Examinations	Fiduciary
VA 4556666	FSR Modernization - Competency Hearing	Fiduciary
VA 4557326	LIE, FSR, and Superuser FAST Training – Accounting Review	Fiduciary
VA 4561685	FSR Incarceration Training	Fiduciary
VA 4561690	FSR Dependency Training	Fiduciary
VA 4561718	FSR Cost of Living Adjustment Training	Fiduciary
VA 4566821	Court Appointments and Temporary Fiduciaries	Fiduciary
VA 4566980	Oversight Methods	Fiduciary
VA 4569127	Fund Usage Reviews FOCUS Training	Fiduciary
VA 4569305	Centralized Benefits Communications Management (CBCM) FOCUS Course	Fiduciary
VA 4570890	Final Determinations of Inability to Manage Financial Affairs	Fiduciary
VA 4571014	FAST Potential Fiduciary Application (FE)	Fiduciary
VA 4571317	Introduction to Notification Requirements	Fiduciary



Instructions for Modifying User Item Completion Dates for Selected FY24 Mandated Fiduciary, OAR, OTED, Pension, and VR&E Items

VA 4571359	First Notice of Death for FSRs	Fiduciary
VA 4621618	Fiduciary Appeals Overview	Fiduciary
VA 4621900	Misuse Protocol	Fiduciary
VA 4621904	Collection of Surety Bond	Fiduciary
VA 4622157	FSR End Product (EP) Codes	Fiduciary
VA 4632858	FAST Special Considerations	Fiduciary
VA 4633627	Agent and Attorney Fee Overview	Fiduciary
VA 4634424	Overview of the PACT Act	Fiduciary, Pension
VA 4635160	Accounting Refresher Training	Fiduciary
VA 1318128	Accrued Ratings	OAR, Pension
VA 4483947	Net Worth, Asset Transfers, & Income Exclusions for Needs-Based Benefits: Pension AO73 Rule Changes	OAR
VA 4557768	Hospital Adjustments - Pension	OAR
VA 4564559	Deductible Medical Expenses	OAR
VA 4568465	Income Counting for Pension	OAR
VA 4568866	Dependency and Indemnity Compensation (DIC) Training	OAR
VA 4568867	Burial Benefits Training	OAR
VA 4616759	Upfront Verification of Federal Tax Information	OAR
VA 4620067	Determining Exam and Medical Opinion Sufficiency for Board Remands	OAR
VA 4627014	Re-Adjudicating Previously Decided Claims	OAR
VA 4629684	Reading and Analyzing Board Remands	OAR
VA 4641031	Beneficiary's Expression of Disagreement with a Debt	OAR
VA 4643554	PACT Act Scenario Samples	OAR
VA 4643556	PMC PACT Act Effective Dates	OAR, Pension
VA 4643560	PMC PACT Act Processing Guide/Job Aid	OAR, Pension
NFED 4501212	Planning an Effective Presentation	OTED
NFED 4501213	Building Your Presentation	OTED
NFED 4501214	Ensuring Successful Presentation Delivery	OTED
NFED 4501263	Fostering Mentoring Relationships	OTED
NFED 4501277	Conquering the Challenges of Public Speaking	OTED
NFED 4501351	Effective Team Communication	OTED
NFED 4501381	Clarity and Conciseness in Business Writing	OTED
NFED 4501382	Editing and Proofreading Business Documents	OTED



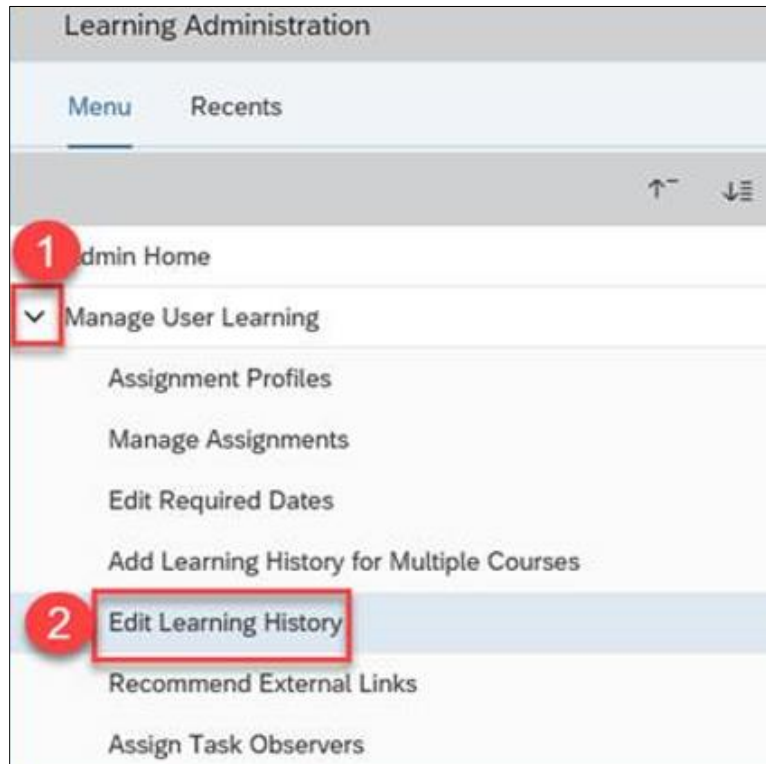
Instructions for Modifying User Item Completion Dates for Selected FY24 Mandated Fiduciary, OAR, OTED, Pension, and VR&E Items

NFED 4501822	Gaining a Positive Perspective on Feedback	OTED
NFED 4502046	Establishing Effective Virtual Teams	OTED
NFED 4502757	Understanding Unconscious Bias	OTED
NFED 7004395	Improving Your Judgment for Better Decision Making	OTED
NFED 7007818	Problem Solving Techniques	OTED
NFED 7010833	Time Management Fundamentals	OTED
VA 3947995	Manager's Guide to Discipline and Documentation	OTED
VA 4365816	Establishing Team Goals and Responsibilities and Using Feedback Effectively	OTED
VA 4365820	Facing the Management Challenges of Difficult Behavior and Diverse Teams	OTED
VA 4490159	Navigating the Work Place with Emotional Intelligence	OTED
VA 4566991	Excel Essential Training	OTED
VA 4178422	Claims Based on Exposure to Environmental Hazards in Iraq, Afghanistan, and Djibouti	Pension
VA 4539988	Blue Water Navy (BWN) Initial Training	Pension
VA 4624831	Obtaining and Verifying Service Records for PMCs	Pension
VA 4625276	AMA and Legacy Appeals - Refresher	Pension
VA 4626878	Centralized Benefits Communication Management (CBCM) - Centralized Printing	Pension
VA 4639868	Individual Longitudinal Exposure Record (ILER) Live Demonstration	Pension
VA 4647857	Processing Unclaimed Remains	Pension
VA 4617143	Protect Our Nation's Heroes: Fraud, Waste & Abuse (On Demand)	VR&E
VA 4561711	"Perfecting Your Resume" with Kathryn Troutman: Distinguished Speaker Series	VR&E
VA 4502136	"Your Federal Resume - How to Edit for Impact" with Kathryn Troutman: Distinguished Speaker Series	VR&E

Additionally, for Compensation Service and OAR, to prevent these completion modifications from triggering non-compliance on the weekly level 1 evaluation compliance reports, please ensure that you do not select a completion date within the current or previous week.

Instructions

1. Expand the **Manage User Learning** section.
2. Select **Edit Learning History**.





3. Enter the user's TMS ID(s) and the item number(s) to be edited.
4. Select the **Search** button.
5. Select the **Edit** icon for the desired completion (likely the most recent completion).

The screenshot shows the 'Edit Learning History' interface. At the top, there are search filters for 'User ID' and 'Description', both with 'Starts With' dropdowns. Below these are date filters for 'Completed Date After' and 'Completed Date Before'. The 'Type of History Record' section has radio buttons for 'Items', 'External Events', 'Program', and 'All'. The 'Items' section has a dropdown for 'Exact', a 'Type' dropdown set to 'VA', and an 'ID' field containing '4527543'. A red box highlights the 'User ID' and 'Description' fields, with a red circle '3' next to it. Another red box highlights the 'Exact' and 'Type' dropdowns, with a red circle '3' next to it. A red box highlights the 'Search' button, with a red circle '4' next to it. A red arrow points from the 'Search' button to the table below. The table has columns for 'User ID', 'User Name', 'ID', 'Description', 'Completion Date', and 'Completion Status'. The table contains three rows of data. The first row has a completion date of '9/4/2019 10:22 AM'. The second row has a completion date of '10/1/2019 12:02 PM'. The third row has a completion date of '10/5/2020 11:36 AM' and is highlighted in green. A red box highlights the edit icon in the 'User ID' column of the third row, with a red circle '5' next to it.

User ID	User Name	ID	Description	Completion Date	Completion Status
		VA 4527543 (Rev 1 - 8/29/2019 10:41 AM America/New York)	Deferral Prevention	9/4/2019 10:22 AM America/New York	VA-Complete
		VA 4527543 (Rev 1 - 8/29/2019 10:41 AM America/New York)	Deferral Prevention	10/1/2019 12:02 PM America/New York	VA-Complete
		VA 4527543 (Rev 8/29/2019 10:41 AM America/New York)	Deferral Prevention	10/5/2020 11:36 AM America/New York	VA-Complete



6. Select the **Calendar** icon and select the desired date.

Note: Do not select a date within the current or previous week. Doing so causes the completion to reflect as non-compliant on the Compensation Service weekly level 1 evaluation compliance reports.

7. Enter “0” in the **Credit Hours** field if it is not already populated.

8. Select the **Apply Changes** button.

The screenshot shows a form with the following fields and values:

- Apply Changes** button (highlighted with callout 8)
- Reset** button
- Delete** button
- Instructor ID:** [Search icon] [Text input] [Add icon]
- Instructor Name:** [Text input]
- Grade:** [Text input]
- Completion Status:** VA - COMPLETE (VA-Complete) - For Credit
- Completion Date:** 10/27/2020 (highlighted with callout 6)
- Completion Time:** 11:36 AM
- Time Zone Displayed to the User:** Eastern Standard Time (America/New York)
- Total Hours:** [Text input]
- Training Non Duty Hours:** [Text input]
- * Learning Hours:** 1.50
- * Credit Hours:** 0.00 (highlighted with callout 7)
- Comments:** [Text input]

The user should now be reflected as complete for that item in the associated FY24 mandated curriculum. (VAT and one-time mandated curricula typically allow previous completions to count so they are not impacted by this issue.)

<input checked="" type="checkbox"/>	Deferral Prevention	VA 4527543 (Rev 1 - 8/29/2019 10:41 AM America/New York)
	Assignment Date: 10/26/2020	Effective Date: 10/1/2020
	Completion Status: VA - COMPLETE	Required Date:
	Completion Date: 10/27/2020 11:36 AM America/New York	Expiration Date:
	Failure Date:	Retraining Assignments: Does not apply
<input type="checkbox"/>	Development Based on Gulf War Veterans with SWA	VA 4560607 (Rev 1 - 9/30/2020 12:34 PM America/New York)

For questions regarding these instructions, please contact the VBA Curriculum Support Team at VBATMSHELP.VBAVACO@va.gov.