INTRODUCTION

The first section of this job aid provides Training Managers (TMs) and VBA Talent Management System (TMS) Administrators* with instructions on adding employees to (and removing them from) Office of Administrative Review (OAR) cohorts in TMS. The second section lists the proper actions when employees change job positions.

*To obtain access to edit OAR cohorts, TMS Administrators must request that their Regional Office (RO) Training Manager contact the VBA TMS Domain Manager at **VBATMSHELP.VBAVACO@va.gov**.

Notes on OAR Cohorts

- OAR employees should not be in any Compensation Service (CS) cohorts. Employees receive the appropriate mandated CS assignments via sub-curricula relationships with OAR's mandated National Training Curriculum (NTC) curricula.

- OAR employees should only be in one NTC primary or WARTAC trainee cohort.

- OAR tracks VSR employees' trainee status based on their VIP VSR Pre graduation date only. Attending VIP VSR Post or BEST does not restart an OAR employee's trainee status.

- The Pre/Post VSR cohorts are for VSRs who process both Pre- and Post-Determination claims. If a VSR processes Pre claims only, they should be in the Pre VSR NTC primary cohort. If they process Post claims only, they should be in the Post VSR NTC primary cohort.

ADDING AND REMOVING EMPLOYEES TO/FROM OAR COHORTS

1. Select **People** from the TMS Admin Home screen.
2. Select **Cohorts** from the dropdown menu.

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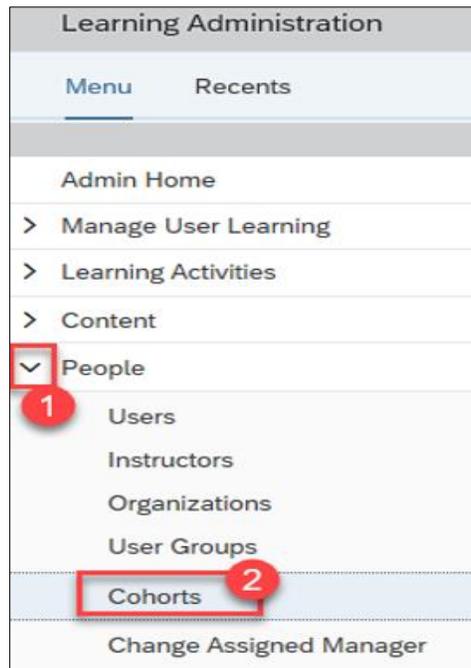
Note: OAR employees should be in one primary or WARTAC trainee cohort and should not be in any CS cohorts.

NTC Primary Cohort Title	Cohort ID
OAR NTC CA Primary Cohort	VBA-639
OAR NTC Pre VSR Primary Cohort	VBA-773
OAR NTC Post VSR Primary Cohort	VBA-774
OAR NTC Pre/Post VSR Primary Cohort	VBA-640
OAR NTC SVSR Primary Cohort	VBA-641
OAR NTC AQRS Primary Cohort	VBA-642
OAR NTC RVSR Primary Cohort	VBA-643
OAR NTC DRO Primary Cohort	VBA-644
OAR NTC RQRS Primary Cohort	VBA-645
OAR NTC Non-rating Management Cohort	VBA-1079
OAR NTC Rating Management Cohort	VBA-1080

WARTAC Trainee Cohort Title	Cohort ID
OAR Pre VSR WARTAC Graduate Hires	VBA-722
OAR Post VSR WARTAC Graduate Hires	VBA-793
OAR Pre/Post VSR WARTAC Graduate Hires	VBA-647
OAR RVSR WARTAC Graduate Hires	VBA-648

Note: Employees in the below specialized positions should be in one of the above primary or WARTAC trainee cohorts in addition to the specialized cohorts.

Specialized Cohort Title	Cohort ID
OAR MST Non-Rating Specialized Cohort	VBA-677
OAR MST Rating Specialized Cohort	VBA-678
OAR ALS Rating Specialized Cohort	VBA-704
OAR TBI Rating Specialized Cohort	VBA-765
OAR Exposure Non-Rating Specialized Cohort	VBA-686
OAR Exposure Rating Specialized Cohort	VBA-687
OAR Non-Rating Specialized Cohort	VBA-766
OAR Blue Water Navy Records Research Specialist Cohort	VBA-969
OAR Pension Non-Rating Specialized Cohort	VBA-768
OAR Pension Rating Specialized Cohort	VBA-769
OAR Special Mission Non-Rating Cohort	VBA-993
OAR Special Mission Rating Cohort	VBA-994
OAR Research Coordinator Cohort	VBA-995
OAR Agent and Attorney Fee Coordinator Cohort	VBA-1027

3. Enter appropriate Cohort ID into **Cohort ID** field.

4. Select **Search**.

5. Select **Edit** icon for the cohort that appears in the search results.

6. Select **Users** from the top menu of the main cohort record.

7. To add a single employee to the cohort, input the employee's TMS User ID in the **User ID** field and select **Add**. To add multiple employees, select **one or more from list.**

8. To remove an employee from the cohort, check the **Remove** checkbox next to the employee's TMS User ID. If all users are displayed, you can press **CTRL + F** to use the browser search function to quickly find the names or TMS IDs within the list.

9. Once all users that you want to remove are checked, select **Apply Changes**.

COHORT CHANGE SCENARIOS

Scenario 1: OAR VSR Becomes an RVSR.

When the employee begins VIP RVSR, the local TMS Administrator removes the employee from their current VSR primary and specialized cohorts (if applicable). The appropriate RVSR curricula is centrally assigned to the employee once they complete RVSR VIP training. The employee is centrally added to the appropriate RVSR NTC primary cohort 10 months after VIP RVSR graduation.

Scenario 2: Employee Moves to a Supervisory Position (No Longer a Production Employee).

The local TMS Administrator removes the employee from OAR NTC cohort(s), as non-production employees are not part of the target audience for the OAR NTC. The TMS Administrator ensures any appropriate supervisory curricula are added to the employee's Learning Plan.

Scenario 3: OAR Employee Accepts VBA Position Outside of OAR.

The local TMS Administrator removes the employee from all OAR cohorts prior to their transfer, as their new TMS Administrator may not have access to remove them from VBA NTC cohorts later.

Scenario 4: Trainee Changes Positions.

If an OAR employee changes positions while still in trainee status (within the first 10 months after VIP VSR Pre or RVSR VIP graduation), email the VBA Curriculum Support Team (CST) at **VBATMSHelp.VBAVACO@va.gov** with notification of the change. VIP graduate cohorts are not accessible to TMs, so the VBA CST removes the employee from that cohort. The TM must add the employee to any applicable cohorts for their new position.

Notify the VBA CST at **VBATMSHelp.VBAVACO@va.gov** if WARTAC trainees change positions as well. The VBA CST maintains external trackers that facilitate tracking and moving WARTAC trainees to the NTC primary cohorts at the 10-month milestone.

For questions regarding this job aid, contact the VBA CST at VBATMSHelp.VBAVACO@va.gov.

For policy-related questions, contact the OAR Training Staff at VBAWASOARQualityTrn@va.gov.