Pension and Fiduciary Service Instructor-led Training Guide

Lesson Title	Accounting Disposition (Core)
TMS Item Number	VA 4473825
Learning Hours	1.5
Target Audience	Legal Instruments Examiners

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U.S. Department of Veterans Affairs

Lesson Description

This course teaches fiduciary personnel the required actions they must conduct after making an accounting decision such as drafting correspondence, updating accounting end products, and managing associated tasks.

Lesson Objectives

Using the appropriate manual and regulatory references and handouts, learners will be able to do the following:

- Describe actions required to disapprove an accounting
- Understand required elements of an approvable accounting
- Describe the follow-up actions during or after an accounting

Lesson References

- *FPM I.3, Accounting*
- *FPM II.1.A.1.h, Centralized Printing*
- *FPM II.1.C.4, Fund Usage Oversight*
- *FPM II.2.B.1.i, Adjustment of Corporate Surety Bond Amount*
- *VBMS User Guide*
- *VA Forms website*

Materials and Aids

Lesson materials available in the VBA Learning Catalog:

- Accounting Disposition PowerPoint Presentation
- Accounting Disposition Instructor Guide

Training Area and Tools

The following are required to ensure the trainees are able to meet the lesson objectives:

- Classroom or private area suitable for participatory discussions
- Seating, writing materials, and writing surfaces for trainee note taking and participation
- Casework to utilize for live demonstration and practical exercises
- Computer with VBMS-Fid access and PowerPoint software to present the lesson material

Trainees require access to the following tools:

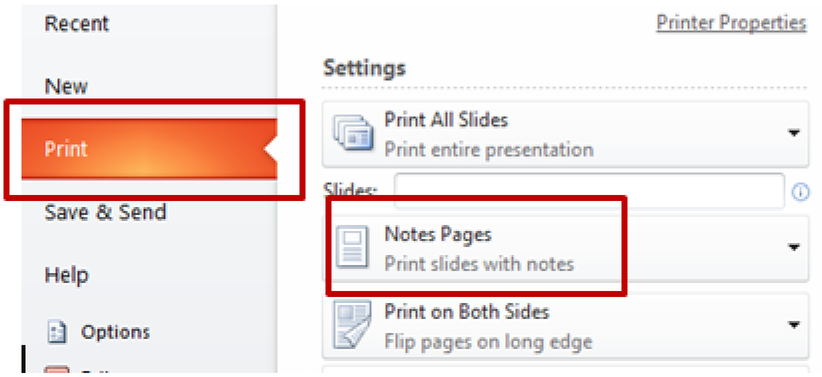
- VA Talent Management System (TMS) to complete the assessment and survey
- Pension and Fiduciary Service – Fiduciary Knowledge Management Site
- VBMS-Fid
- Beneficiary eFolder

Pre-Planning

- ☐ Become familiar with all training materials by reading the Instructor-led Training Guide, PowerPoint slides (including the instructor speaking notes in the notes area below each slide). Preparation will provide you the opportunity to see the connection between all lesson materials, which will allow for a more structured presentation during the training session.
- ☐ Practice is the best guarantee of providing a quality presentation. At a minimum, do a complete walkthrough of the presentation to practice coordination between the lesson materials, demonstration, and to ensure your timing is on track with the length of the lesson.
- ☐ Make appropriate training room reservations and accommodations.
- ☐ Ensure the instructor computer and overhead projector work properly.
- ☐ Talk to people in your office who are most familiar with this topic to collect experiences that you can include as examples in the lesson.
- ☐ This lesson plan belongs to you. Feel free to highlight headings, key phrases, or other information to help the instruction flow smoothly. Feel free to add any notes or information that you need in the margins.

Printing PowerPoint Instructor Notes

In preparation for the training, print the PowerPoint to include the instructor notes. In PowerPoint, select the following: ***File > Print > Notes Page***. Also, select ***Print on Both Sides*** if your printer allows it to save paper.



Training Day

- ☐ Arrive as early as possible to ensure access to the facility and computers.
- ☐ Become familiar with the location of restrooms and other facilities that the trainees will require.
- ☐ Test the computer and projector to ensure they are working properly.
- ☐ Before class begins, open the PowerPoint presentation to the first slide. This will help to ensure the presentation is functioning properly.
- ☐ Make sure that the instructor has login access to any other necessary programs and VBA systems for any demonstration(s).
- ☐ The instructor completes a roll call attendance sheet or provides a sign-in sheet to the students. Forward the attendance record to the Regional Office Training Manager when complete.

Survey

Remind the trainees to complete the survey in TMS to receive credit for completion of the course. The survey provides Pension and Fiduciary Service with feedback and satisfaction on the lesson.

Questions and Comments

Please contact the Pension and Fiduciary Service – Fiduciary Training Staff with any questions or comments on this Instructor-led Training Guide or the other materials associated with the lesson at PFTNGQUALOVRST.VBACO@va.gov.