Self-Nomination Process for
Supervisory & Management Training (SMT) and
Supervisor Workload Management Training (SWMT)
in the Talent Management System (TMS)

Revised Jan 29, 2024

INTRODUCTION

The purpose of this job aid is to guide you through the step-by-step process to submit your nomination for SMT and SWMT in TMS. *Note: SWMT nominees must be VBA claims processing supervisors.*

Approval Required: Your nomination will be placed in **Pending** status until the approval process by the Approving Official (District or VBACO)* is complete. *Note - direct supervisors are not part of the SMT TMS approval process.

Your status in TMS will change from **Pending** to **Active Registration (Enrolled)** upon approval to attend an upcoming SMT/SWMT session. Additional guidance will be disseminated by the SMT Program Manager and SWMT OFO POCs (if applicable) related to your participation in the session.

In this job aid, you will learn how to:

- **Task A**: Self-Nomination and Registration for an SMT and/or SWMT Session
- **Task B**: How to Withdraw a Nomination for an SMT and/or SWMT Session

Questions or concerns related to the SMT program should be directed to the SMT Program Manager at hcsprodevacadem.vbaco@va.gov.

Questions or concerns related to the SWMT program should be directed to the SWMT OFO POCS Paul Loftis (nathan.loftis@va.gov) and Traci Horning (traci.horning@va.gov).
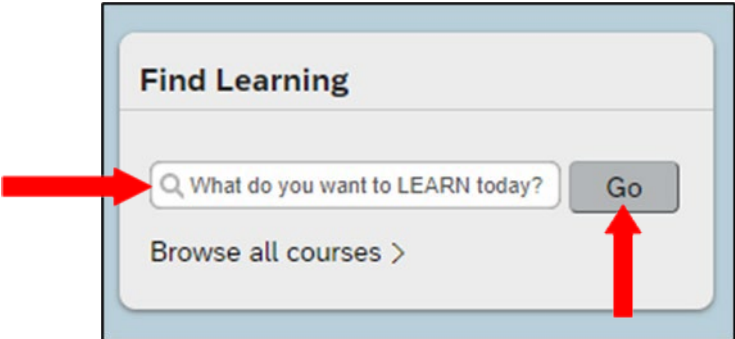
1. Login to **TMS**. Select the **Home** dropdown menu and click **Learning** to open the Learning Screen.
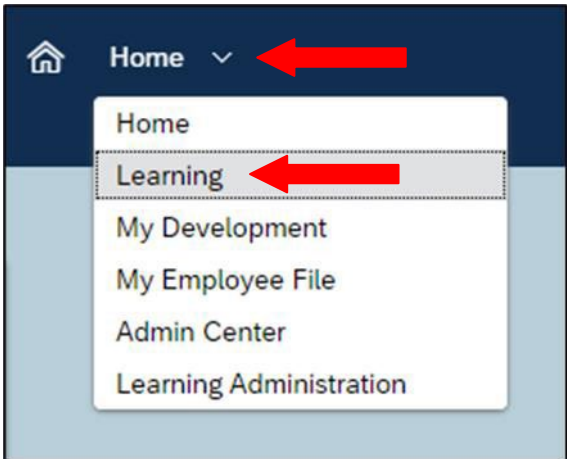
2. Enter the **TMS Course ID** specific to your DISTRICT or VBACO in the **Find Learning** widget. Then select the **Go** button. *Please note, the location of the Find Learning widget may differ on your screen.*

SMT Nomination	
District/VBACO	**TMS Course ID**
Continental	4563858
Northeast	4563752
Pacific	4563823
Southeast	4563819
VBACO	4563859

SWMT Nomination	
District	**TMS Course ID**
Continental	4652308
Northeast	4652315
Pacific	4652310
Southeast	4652312

3. The class tile specific to the District or VBACO will appear in the results area of the library screen. Select **More** to **Preview Details**, **Classes** (scheduled offerings), and **Prerequisites**.

VBA-SMT Nominations VBACO
(VA 4563859)

VBA-SMT Nomination Process: Step 1 - Complete the SMT-TMS prerequisites. Step 2 - Supervisors wanting to nomina...

0 hour(s), 0 minute(s)   🕓 See Classes

Assign to Me

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4. If you have not completed the SMT prerequisites, the course tile will indicate **You have unmet prerequisites.** Select **View Prerequisites**.

VBA-SMT Nominations VBACO
(VA 4563859)
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🕓 See Classes

You have unmet prerequisites
View Prerequisites

5. The **VBA-958 Prerequisites** must be completed prior to self-nomination.

VA 4563859

👤 Instructor-led Course

🎓 Target audience: VBA Supervisors

✉ Questions? Contact hcsprodevacadem.vbaco@va.gov

VBA-SMT Nomination Process:

- Step 1 - Complete the SMT-TMS prerequisites.
- Step 2 - Supervisors wanting to nominate themselves for an upcoming session should register for the appropriate date. Registering (pending approval) only indicates you have completed the prerequisites and want to be considered for SMT.
- Step 3 - The SMT VBACO Approving Official will approve or deny the nomination after the registration cutoff date. A confirmed registration indicates your nomination for SMT has been approved by the SMT VBACO Approving Official.

Prerequisites less ∧

Prerequisites: View prerequisites for this course (met)
Delivery Method: Virtual Classroom
Source: Locally Developed Content (LOCAL)

Register Now >

You may also:
Remove >

On your learning plan
Due Anytime >

6. If you **successfully** completed the SMT prerequisites, the course tile will indicate **Register Now**.

U.S. Department of Veterans Affairs

7. Select **Register Now (See classes)** button to select the the SMT session date.
NOTE: Dates will only appear during an open nomination period. If actual class dates do not appear, refer to the fiscal year (FY) schedule for the next open nomination period.

∨ DATES AND TIMES

Description	Day(s)	Start ≜	End	Primary Location	Available Seats	Action
SMT 2024-5 IWT begins March 11. Last day to submit nominations is February 16. Your registration is considered PENDING until VBACO approvals are made after February 20. You will receive an email indicating, ENROLLED, WAITLISTED or CANCELLED. Enrolled have been selected to attend SMT. Waitlisted are considered alternate selections if anyone on the approved list is not able to attend. CANCELLED means you were not selected, but you may apply for the next program date.	1	3/11/2024 12:00 PM America/New York	3/11/2024 04:00 PM America/New York	-	12	View Details Register Now

8. Your nomination will be placed in *Pending* status until the approval process by the Approving Official (District or VBACO) is complete. (Please see the SMT FY schedule for approval and notification dates.) Select **Yes** to continue.

Warning   ❓

Warning Details:

- The class (3991659) requires approval for you to register. If you continue, you will be registered with a pending status until the approvers approve your registration request.

Do you wish to proceed?

Yes   No

9. Confirm all the information is correct, select the **Confirm** button.

10. The **Registration** screen changes to display **Finished** and **Pending** status.

11. Your nomination is considered *Pending* until the District or VBACO approvals are made after the nomination due date. TMS will send an email indicating: *Enrolled*, *Waitlisted*, or *Cancelled*.
    - *Enrolled* have been selected to attend.
    - *Waitlisted* are considered alternate selections if anyone on the approved list is not able to attend; if not selected, apply for the next program date.

CORRECT – The below shows a registered TMS that is pending District/VBACO approval. *Note - direct supervisors are not part of the SMT TMS approval process.

NOT COMPLETE – The below shows a self-assigned TMS that has not yet registered.

VBA-SMT Nominations VBACO
(VA 4563859)

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0 hour(s), 0 minute(s)   📷 See Classes

Assign to Me

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12.   The SMT Program Manager and/or SWMT OFO POCs will email additional guidance related to your status in the session.

1. If you need to withdraw your nomination while still in **Pending** status, go to the **My Learning** screen, and locate the course in the **To-Do** area, you can select the class tile or drop-down menu to access the **Withdraw** action. NOTE: If you are registered for SMT and SWMT, you will also need to withdraw from both as they are separate TMS registrations.

2. On the **Confirmation** popup and **Current Registration** screen, select **Yes**.

3. On the **Withdraw Reason** window, select the best choice for **Withdraw Reason ID**. Then, select **Submit**. (TMS will return to the My Learning screen.)

← Back
Withdraw Reason ❓

Withdraw Reason

Please select a withdraw reason ID

* Withdraw Reason ID :

Administrative (staffing, coverage, etc) (ADMINISTRATIVE)
Non-working Day Selected (NONWORKINGDAY)
Other (comments) (OTHER)
Patient Care Responsibilities (PATIENTCARE)
Will schedule a new training date (RESCHEDULE)
Wrong date selected (WRONGDATE)

Submit

*If you need to withdraw from an SMT and/or SWMT session while in **Active Registration (Enrolled)** status, notify (by email) your supervisor, the SMT Program Manager and SWMT OFO POCs (if also enrolled in SWMT).*