



TM Best Practices

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Network Card Activity

1 Your role	2 People who help you	3 People you help	4 Top performers	5 Your customers	6 Accomplishments
7 Your tasks	8 Your tools	9 Your support	10 Your barriers	11 TM success factors	12 Your talents and skills



New Employee Orientation

- The initial New Employee Orientation (NEO) is a “joint responsibility of the operating Human Resources Office and the employee’s supervisor”
- Training managers work in collaboration with the HR office and supervisors monitoring the individual’s training aspect of the NEO.
- Employees need to complete specific training within the first days of service (mandatory and others, e.g., travel card, purchase card, diversity and conflict management).



New Employee Orientation TM Support

TMS #	Title of Course	Method of Assignment	Required Frequency	Audience	Other Information
VA 10176	VA Privacy and Information Security Awareness and Rules of Behavior	DVA-001 Assignment Profile	NEO/ annually	all VA employees and all non-VA personnel who have access to VA information	
VA 8872	Prevention of Workplace Harassment/ No Fear	DVA-001 Assignment Profile	NEO/ biennially	all VA employees	
VA 10203	Privacy and HIPAA Focused Training	DVA-002 Assignment Profile to Specific Class	Annually if assigned	all VA employees and all non-VA personnel who have access to CAPRI	VHA Policy
VA 1372648	COOP Awareness	VBA-216 Assignment Profile	NEO/ annually	all VBA employees	
VA 3812493	Government Ethics	DVA-029 Assignment Profile	NEO/ annually	all VA employees	
VA 3847680	FTI	VBA-419 Assignment Profile to Specific Class	NEO/ annually	all VA employees and all non-VA personnel who have access to Tax Information	
VA 3901227	VA Core Values Training (I CARE Recommitment	DVA-035 Assignment Profile	NEO/ annually	all VA employees	NEO should include a supervisor discussion



New Employee Orientation TM Support

Certification of New Employee Orientation - NEW TO VA				
Name of Employee:		Team/Division:		
Position:		First Line Supervisor:		
Report (EOD) Date:				
Training Requirements	Timeframe	Responsible	Date Completed / Staff Initials	Employee Signature
HR issues: salary/benefits / labor-mgmt / promotional opportunities / employee development / EEO policy / leave and attendance / workplace injuries / office etiquette / ADR & Mediation	First Day on Duty	HR/Manager		
0711 Initiated and given to PIV Registrar	First Day on Duty	HR		
Information Security and Rules of Behavior / Veterans Status (VA Form 0344)	First Day on Duty	ISO		
Records Management	First Day on Duty	RMO		
Mission of VA, the facility, and the organizational units; Knowledge of US Constitution	First Day on Duty	Manager (or Designee)		
SSD Issues: PIV Cards / Building Access / Timecards & ETA / Direct Deposit (RI 38-128) / Transit Passes (VA Form 0722) / Safety / GSA Cars / Travel Cards / MyPay	First Day on Duty	SSD		
Emergency Action Plan (EAP) and/or Specific Facility Safety Information	First Day on Duty	SSD- Safety Officer- AFGE Safety Officer		
TMS and Mandatory Training (All VA mandatory items)	By noon, Second Day on Duty	Training Manager (or Designee)		
Fingerprints and background check initiated	Second Day on Duty	HR		
Introduction toVARO facility & organizational units	Second Day on Duty	First-Line Supervisor		
Review of Employee and Position Responsibilities & Performance Standards	Second Day on Duty	First-Line Supervisor		
Review of Absence and Leave Policies (requesting leave) / Tour of Duty	Second Day on Duty	First-Line Supervisor		
Work unit's emergency/evacuation plan	Second Day on Duty	First-Line Supervisor		
Telework Eligibility	Second Day on Duty	First-Line Supervisor		



Benefits

What are the benefits of the new employee checklist?

- Encourages communication and collaboration among responsible parties
- Encourages standardization and consistency in employee onboarding
- Provides a reminder for NEO requirements



Specialty Training Job Aid

Specialty training are those TMS-based learning items that require VBA employees to perform specific tasks.

Some jobs and/or duties require specialized knowledge and skills:

- TMS courses designed to address the requirements.
- Course assignment is described by appropriate administration or office.
- Courses listed in the job aid were determined by the IPT as those which every TM should be aware of and understand how these are properly assigned.



Specialty Training Job Aid

TMS #	Title of Course	Curriculum/Method of Assignment	Required Frequency	Audience	Other Information
VA 5508	VA Online Travel Card Training	DVA-007 Assignment Profile based on data in TMS User fields <i>*assigned and monitored by the FSC Austin</i>	Initially/ triennially	Employees who travel, supervisors who approve their employees to travel, and approving officials who would electronically approve travel authorizations or expense vouchers for travel	possible values for field: Travel Card (possible values: Y, A, O)
VA 5863	VA Online Purchase Card Training	DVA-008 Assignment Profile based on data in TMS User fields <i>*assigned and monitored by the FSC Austin</i>	Initially/ biennially	All employees who are authorized to use a purchase card	possible values for field: Purchase Card (possible value Y, A)
VA 1701572	Unauthorized Commitment Training				
VA 3867465	Travel Policy Services: Accountable Officials	DVA-032 Assignment Profile based on data in TMS User <i>*assigned and monitored by the FSC Austin</i> fields	Initially/ annually	Employee(s) who oversees RO travel program	possible values for field: Travel Accountable Official (possible value Y); FSC News Flash FY14 Issue 01
VA 897931	USERRA	DVA-014 Assignment Profile based on data in TMS User field	Initially/ annually	all supervisors & HR Liaison personnel	
VA 1328672	EEO, Diversity, and Conflict Mgmt Training for Mgrs and Supervisors	DVA-017 Assignment Profile based on data in TMS User field	Initially/ annually	all supervisors	Supervisor Level Field determines assignment
VA 81442	GSA National Safety Council Defensive Driving Course	VBA-514 Assignment Profile to Specific Class	Initially— one-time completion required	All employees who operate government vehicles	How to Access Defensive Driving Course
VA 3871902	GSA Information for VBA Vehicle Drivers		Initially/ annually		



Benefits

What are the benefits of using this job aid when assigning training?

- Task reminder
- Quick TMS item number identification
- Knowing your audience
- Reference links for amplifying information



Contact List

The contact list provides:

- Point of contact for all Business lines
- Training and/or testing websites
- Point of contact for TMS issues



Who do I contact?

TM QUICK CONTACT LIST		
Topic	Business Line	Contact
National Training Curriculum (NTC)	Compensation	Lynne Patrick (lynne.patrick@va.gov) VAVBAWAS/CO/C&PTraining
	Vocational Rehabilitation and Employment (VR&E)	Lamoyd Figures (lamoyd.figures@va.gov) VAVBAWAS/CO/VR&E
	Benefits Assistance Service (BAS)	Anna Crenshaw (anna.crenshaw@va.gov) Regina Yount (regina.yount@va.gov)
	Pension	VAVBAWAS/CO/Pension Trng & Quality
	Fiduciary	VAVBAWAS/CO/Fiduciary Training
	Education <ul style="list-style-type: none">AtlantaBuffaloMuskogeeSt. Louis	*Reach out to one of the RPO TMs for assistance. Contacts listed on TM SharePoint
Challenge	Lead Training Consultant	Gregory Cross (Gregory.cross@va.gov)
	Compensation <ul style="list-style-type: none">VSR	Pam Miller (Pamela.Miller3@va.gov)
	<ul style="list-style-type: none">RVSR	Scott Cook (scott.cook@va.gov)
	<ul style="list-style-type: none">QRT	Jeffrey Henderson (Jeffrey.henderson@va.gov)
Skills Certification	Compensation	Mary Glenn (mary.glenn@va.gov), Carrie Johnson (Carrie.Leaf@va.gov)
	VR&E	DeAnna Devos (deanna.devos@va.gov)
Training Managers	Assistance and questions for TM job responsibilities	Training Managers Share Point Names and stations for all Training Managers.
Talent Management System (TMS)	Assistance with functionality with TMS	Art Edmonds (Arthur.edmonds@va.gov)
	Item assessment unlock	VBACurriculumSupport@camber.com
	VA Learning Infrastructure <ul style="list-style-type: none">Change user domainSystem issuesCorrection of TMS UserID	VATMShelp@va.gov or (1(866) 496-0463)
Leadership Training Programs	<ul style="list-style-type: none">SMTAMT	Anthony Hill (Anthony.hill@va.gov)



Benefits

What are the benefits of the contact list?

- TMs need to retrieve information quickly and a contact list will assist in the process.
- Assists new and seasoned TMs in identifying resources.



Questions?