STATE OF WISCONSIN
DEPARTMENT OF VETERANS AFFAIRS

March 3, 2014

WDVA Bulletin No. 1002

TO: County Veterans Service Offices

SUBJECT: Implementation of VBMS-A by the USDVA

The WDVA Claims Office has recently been notified that beginning on March 4, 2014 the USDVA will start using the VBMS-A notification system that will deliver notification letters to veterans from an electronic mailing system out of Hines, IL. This means hard copy notification letters and ratings will no longer be made available to Veteran Service Offices in the Milwaukee Regional Office. The roll-out of this program will be complete on/about April 22, 2014. The USDVA implementation of a paperless process has now arrived.

Based upon this functional change by the USDVA, in coordination with the same paperless process, the WDVA Claims Office will likewise cease mailing hard copies of notification letters and ratings to CVSOs effective April 22, 2014.

According to the latest USDVA records; the CVSOs offices listed below have already completed all VA training requirements and have the required access to VPN/VBMS or the availability to have access granted.

Adams County	Iowa County	Richland County
Bayfield County	Jefferson County	Rusk County
Burnett County	Kenosha County	Sauk County
Clark County	Kewaunee County	Shawano County
Columbia County	Langlade County	Sheboygan County
Dane County	Lincoln County	Taylor County
Dodge County	Manitowoc County	Trempealeau County
Dunn County	Marathon County	Vernon County
Eau Claire County	Oneida County	Walworth County
Fond du Lac County	Ozaukee County	Washington County
Forest County	Pierce County	Waukesha County
Grant County	Polk County	Waupaca County
Green County	Portage County	Waushara County
Green Lake County	Price County	Winnebago County
Ho-Chunk Nation TVSO	Racine County	Wood County

If you currently do not have VPN/VBMS access and are listed above; you have the capability for access. You should contact Colin Overstreet for assistance in getting this resolved.

According to the latest USDVA report the CVSO offices listed below have not completed the required VA training and do not have VPN/VBMS access. Without completing the required training, access will be denied.

If you require assistance in obtaining a Training Management System Account (TMS), you may contact Colin Overstreet.

Barron County	Jackson County	Pepin County
Brown County	Juneau County	Rock County
Buffalo County	Lafayette County	St. Croix County
Calumet County	Marinette County	Sawyer County
Chippewa County	Marquette County	St. Croix County
Crawford County	Milwaukee County	Vilas County
Door County	Oconto County	Washburn County
Florence County	Outagamie County	Oneida Nation TVSO
Iron County		

It is incumbent on all CVSOs and accredited staff listed as not having access to contact this office to ensure they have the proper training requirements met and to receive the assistance needed to meet those requirements and be granted the access through VA.

The following Counties have newer CVSOs that have not been accredited and/or have not been approved by the Office of General Counsel. As soon as they are accredited, they will be included in this process. You can obtain a TMS account and take TRIP training before accreditation training so system access can be obtained readily upon completion.

Ashland County
Douglas County
La Crosse County
Menominee County
Monroe County

With the advent of VBMS and the electronic claims file system in the USDVA, it is incumbent upon all stakeholders to be current and comply with USDVA information security training and systems access.

If there is any assistance needed in obtaining the proper training completed, please contact Colin Overstreet via email at *colin.overstreet@va.gov*; or by phone at (414) 902-5778.

Any questions/concerns about this bulletin should be directed to Kim T. Michalowski, Bureau Director at *kim.michalowski@va.gov* or by phone at (414) 902-5763.

NOTE 1: If the CVSO was listed as not completing training, the County is reflected as not having completed training. All accredited personnel in the office must complete required VA Information Security and Federal Tax Information training and have completed VA TRIP training. If you have not completed the training and/or have not completed TRIP training, your county will not be able to have the required access.

NOTE 2: If anyone has not completed TRIP training, you must coordinate with Jean Hutton, the VA TRIP coordinator at *jean.hutton@va.gov*.

ENCL: TMS SELF ENROLLMENT GUIDE

![U.S. Department of Veterans Affairs]

Welcome to the Milwaukee VA Regional Office!

In order for you to have IT access in your work at VA, you are required to complete mandatory web-based training offered through the VA Talent Management System (TMS). You must self-enroll for a VA TMS account by visiting https://www.tms.va.gov/plateau/user/login.jsp.

Once there, you should follow the steps below to create an account, launch the mandatory training, and complete the content. The training will provide information regarding privacy, information security, rules of behavior, and other pertinent topics relevant to your work at the VA.

As a member of our organization, this information will help you provide the best care and service possible for our Veterans.

Thank you for your cooperation!

1.1   Step-by-Step Instructions for Creating a VA TMS Account

1. From a computer, launch a web browser and navigate to
   https://www.tms.va.gov/plateau/user/login.jsp
2. Click the [**Create New User**] link in the menu below the "TMS" logo and login fields
3. Select your appropriate position type (VSOs and County VSOs select "Others")
4. Click the [**Next**] button
5. Enter appropriate information in each required field
   a. My Account Information:
      i.   Create **Password** (*Follow the guidelines presented on screen*)
      ii.   Re-enter **Password**
      iii. **Security Question**
      iv.   **Security Answer**
      v.   Re-enter **Security Answer**
      vi.   **Social Security Number** (*Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.*)
      vii. Re-enter **Social Security Number**
      viii. **Date of Birth**
      ix.   **Legal First Name**
      x.   **Legal Last Name**
      xi.   **Email Address** - Enter your student, school, or business email address. This email address will be used as your UserID
      xii. Re-enter **Email Address**

b. My Job Information
      i. **VA City** – Enter "Milwaukee"
      ii. **VA State** – Select "Wisconsin" from the list
      iii. **VA Location** – Select "330 (Milwaukee VBA Regional Office)" from the list
      iv. **VA Point of Contact First Name** – Enter "VBA"
      v. **VA Point of Contact Last Name** – Enter "330"
      vi. **VA Point of Contact Email Address** – Enter VATMSHelp@va.gov
      vii. **Point of Contact Phone Number** - *Contractor Only* – VSO/CVSO do not enter
      viii. **HIPAA Training Required** (*Contractor/Volunteer/WOC /Others Only*) – Check the box if you will have access to Personally Identifiable Information (PII) – VSOs/CVSOs – do not check
      ix. Click the [**Submit**] button

Your VA TMS account will be created immediately. From the "Congratulations!" page, note your VA TMS **UserID** displayed as you will need this for future logons to the VA TMS. Click [**Continue**] button and wait until your "**To-Do List**" populates with the title(s) of the mandatory training.

1.2 Launching and Completing the Content

1. Mouse over the title of the available Item in the **To-Do List**
2. Click the [**Go to Content**] button in the pop-up window that appears.
3. Complete the content following the on-screen instructions.
4. Exit the course and a completion should be recorded for your effort.
5. Click on the "Completed Work" pod on the lower right hand side of your internet browser window to verify the title of the program with the appropriate completion date.

1.3 Trouble-shooting and Assistance

The Check System link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one is not in compliance with the requirements, a red "x' will appear next to the Check System link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you experience any difficulty creating an account or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.