WARRIOR TRAINING ADVANCEMENT COURSE (WARTAC)

What is WARTAC?

WARTAC is a skill-bridge education and employment opportunity for Wounded Warriors and transitioning Service members to complete a national-level VBA training program while still on active duty. Successful completion of this training program leads to an opportunity for Servicemembers to be interviewed and hired at one of VBA’s 56 Regional Offices around the country.

WARTAC is open to Wounded Warriors and active duty Servicemembers in the transition process (must be active duty during entire duration of WARTAC training program). This program can last up to 12 weeks and provides participants with an opportunity to learn the skillset of a VA Veteran Service Representative (VSR).

VSR Position Overview

The VSR works in VA Veteran Service Centers (VSCs) and serves as the primary contact for the Veteran and his/her representative concerning VA compensation or pension claims. Specific duties include, but are not limited to, the following:

- Conducts interviews in person or by telephone with Veterans, representative, and advocates.
- Refers persons to other Federal agencies and State and local agencies when potential eligibility for non-VA benefits is indicated.
- Informs the claimant of all evidence requirements needed to further process a claim for benefits and/or services and assists claimants with completion of the application and other forms.
- Makes determinations the type of benefit sought include questions relating to adequacy of military service, medical evidence and lay testimony to establish a claim; evaluates evidence of income, net worth, employability, dependency, and relationship.
- Analyzes, develops, and requests required evidence for claims requiring a rating decision.
- Requests examinations, reexamination or opinions to determine the existence of, or to evaluate disabilities resulting from diseases or injuries to ensure appropriate evidence is received from which to adjudicate the claim.
- Makes determinations and is fully accountable for proper analysis, appropriate development, and/or adjudication relative to VA hospitalization, outpatient treatment institutional, domiciliary care and basic eligibility for vocational rehabilitation.
- Applies and interprets VA laws, including veterans case law, existing statutes and procedures, precedent rulings, and state law.
- Utilizes various electronic data processing systems for inputting data; for claims processing, monitoring, adjudication; and for correspondence preparation to inform the claimant and any representative/advocate of the decision taken.

VSR Qualifications

To qualify for the Veterans Service Representative position, applicants must meet the following requirements by the closing date of the announcement. Specialized experience requirements are:
• Applicants must have one (1) year of specialized experience equivalent to at least the next lower grade (GS-05). Examples of specialized experience would typically include, but are not limited to 1) interpreting and applying laws, regulations and procedures; 2) reviewing evidence for adequacy of documentation; 3) examining evidence to process administrative actions; and 4) researching routine issues to resolve discrepancies; or
• One full year of graduate-level education. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.; or
• A bachelor’s degree with Superior Academic Achievement (SAA). SAA is based on a GPA of 3.0 or higher out of a possible 4.0; class standing in the upper third of graduating class; or election to membership in a national scholastic honor society; or
• A combination of specialized experience and graduate education.

WARTAC Student Eligibility Requirements

• WARTAC is open to transitioning Service members who are transitioning and upon successful completion of the WARTAC training program, would be available for potential employment no more than 75 days after the end of a WARTAC training session and;
• National Guard or Reserve Component member who has completed 180 days on active duty, who is expected to be discharged or released from active duty in the armed forces and upon successful completion of the WARTAC training program, would be available for potential employment no more than 75 days after the end of a WARTAC training session.
• Availability to relocate based on VBA’s employment needs is necessary for participation in WARTAC.
• Transitioning Service members must secure command approval to participate in the WARTAC program and meet all DoD Career Skills Program requirements.
• Submission of a resume (and transcripts if applicable) that must demonstrate eligibility based on past education and/or professional work experience to qualify as a GS-7, Step 1, VSR as outlined in Office of Personnel Management guidelines.
• Participation in the WARTAC program is not a guarantee of employment with the Department of Veterans Affairs.

Who to Contact

Please contact your local Career Skills Program Office for additional information.