#### Department of Veterans Affairs M21-1, Part I, Chapter 5

**Veterans Benefits Administration July 20, 2015**

**Washington, DC 20420**

#### Transmittal Sheet

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| Changes Included in This Revision | The table below describes the changes included in this revision of Veterans Benefits Manual M21-1, Part I, “Claimants Rights and Responsibilities,” Chapter 5, “Appeals.”  ***Notes***:   * The term “regional office” (RO) also includes pension management center (PMC), where appropriate. * Unless otherwise noted, the term “claims folder” refers to the official, numbered, Department of Veterans Affairs (VA) repository – whether paper or electronic – for all documentation relating to claims that a Veteran and/or his/her survivors file with VA. * Minor editorial changes have also been made to * update incorrect or obsolete references * update obsolete terminology, where appropriate * renumber each topic based on the standard that the first topic in each section is Topic 1 * reassign alphabetical designations to individual blocks, where necessary, to account for new and/or deleted blocks within a topic * clarify block labels and/or block text, and * bring the document into conformance with M21-1 standards. |

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| Reason(s) for the Change | Citation |
| To delete and relocate old M21-1, Part I, Chapter 5, Section D, Topic 1, Block a (I.5.D.1.a) to I.5.A.1. | -- |
| * To clarify when to send a Statement of the Case (SOC). * To add references. | I.5.D.1.a |
| To update jurisdiction for specific appeal issues. | I.5.D.1.c |
| * To add a reference to the guide for suggested laws and regulations to cite in an SOC or Supplemental Statement of the Case (SSOC). * To add guidance on adding electronic signatures to an SOC/SSOC. | I.5.D.2.a |
| * To add guidance on construing evidence as a claim. * To add relevant references. | I.5.D.2.b |
| To add relevant references. | I.5.D.2.c |
| To update the table with a new guidance on disclosing appeal information to an appellant’s representative. | I.5.D.2.f |
| * To add clearing the appropriate end product (EP) as a step in issuing an SOC. * To add references. | I.5.D.3.a |
| To add guidance on using the most recent address of record when issuing an SOC. | I.5.D.3.b |
| To delete and relocate old I.5.D.4.a to I.5.A.1. | -- |
| * To clarify when to send an SSOC. * To add references. | I.5.D.4.a |
| To delete old Block c, that was consolidated into the new table in I.5.D.4.a. | -- |
| To add references for disclosing information to appellant’s representative and the guide for suggested laws and regulations to cite in an SOC or SSOC. | I.5.D.4.b |
| * To add clearing the appropriate EP as a step in issuing an SSOC. * To add relevant references. | I.5.D.4.c |
| To delete old Block g. | -- |
| * To clarify guidance on issuing an SSOC when completing a full or partial grant of an appeal issue. * To add references. | I.5.D.4.e |

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| Rescissions | None |

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| Authority | By Direction of the Under Secretary for Benefits |

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| Signature | Thomas J. Murphy, Director  Compensation Service |

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