#### Department of Veterans Affairs M21-1, Part III, Subpart ii

**Veterans Benefits Administration June 25, 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 III, “General Claims Process,” Subpart ii, “Initial Screening and Determining Veterans Status.”***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.
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| Reason(s) for the Change | Citation |
| To incorporate guidance from the *Veterans Claims Intake Program (VCIP) Shipping Standard Operating Procedure (SOP)* and the *Shipping Exception Guidance* from the VCIP Transformation and Initiative Pilot (TIP) Sheet by creating* new Section F, “Veterans Claims Intake Program (VCIP) Shipping”
* new Topic 1, “Overview of VCIP Shipping Procedures for Claims Folders, Service Treatment Records (STRs), and Personnel Records”
* new Topic 2, “Record Management Number (RMN)/Document Control Sheet (DCS) Shipping Process,” and
* new Topic 3, “Shipping Exceptions and Upload Failure Guidance.”
 | M21-1, Part III, Subpart ii, Chapter 1, Section F (III.ii.1.F) |

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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, DirectorCompensation Service |

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