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

**Veterans Benefits Administration July 29, 2015**

**Washington, DC 20420**

#### Transmittal Sheet

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| Changes Included in This Revision | The table below describes the new information included in this reference 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 create a brand new Section E, *Processing an Appellate Claim*, with the procedures for   * establishing and tracking a notice of disagreement (NOD), and * controlling a perfected appeal. | M21-1, Part III, Subpart ii, Chapter 3, Section E (III.ii.3.E) |
| To explain how to utilize the Veterans Benefits Management System(VBMS) in order to determine if a Notice of Disagreement(NOD) is timely. | III.ii.3.E.1.a |
| To explain how to determine if an NOD is duplicative of another pending appeal. | III.ii.3.E.1.b |
| To explain how to establish an NOD in Veterans Appeals Control and Locator System (VACOLS). | III.ii.3.E.1.c |
| To explain how to establish an NOD in Veterans Benefits Management System (VBMS). | III.ii.3.E.1.d |
| To identify jurisdiction for control of an appellate record. | III.ii.3.E.1.e |
| To define a perfected appeal and how to control a perfected appeal in VBMS. | III.ii.3.E.2.a |
| To explain updating tracking information in VACOLS. | III.ii.3.E.2.b |

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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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