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

**Veterans Benefits Administration June 11, 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.
* The term “Veterans Service Center Manager” (VSCM) also includes Pension Management Center Manager (PMCM), 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. In this particular section, the specification of “paper claims folder” has been made throughout for clarification.
* Minor editorial changes have also been made to
* update incorrect or obsolete references
* remove references to specific claims-processing systems, where doing so does not affect the clarity of the instructions or information provided
* renumber each topic based on the standard that the first topic in each section is Topic 1 and new topics were added
* reassign alphabetical designations to individual blocks, where necessary, to account for new and/or deleted blocks within a topic
* update section and topic titles to more accurately reflect their content
* 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 references in topic 1, block d and relocate them to block a.  | M21-1, Part III,Subpart ii, Section A,Topic 1, block a(III.ii.A.1.a) |
| To clarify the topic title in order to specify “employee certification of Veteran status” in an attempt to make it easier for end users to find the information they are searching for. |  III.ii.A.3 |
| * To create a new topic that would house the relocation of blocks g-q from Topic 3, regarding the specific procedures involved when storing non-electronic files at a Restricted Access Claims Center (RACC), into a new Topic 4.
* To replace an OFO Letter hyperlink with a table in block a.
 | III.ii.A.4 |

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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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