

AMO Job Aid

Legacy Appeals: Updating VACOLS for Board Remands



Purpose

This Job Aid provides information on properly updating the Veterans Appeals Control and Locator System (VACOLS) for Board of Veterans' Appeals (Board) legacy appeals remands.



Audience

Veterans Service Representatives (VSRs), and any other personnel responsible for processing Board directed development and updating VACOLS.



References

- M21-1 I.5.G.3.e, *Processing the Remanded Appeal*
 - M21-1 I.5.G.4.f, *Reviewing Additional Evidence and Development Actions for the Remanded Appeal*
 - M21-1 I.5.G.4.g, *Returning the Remanded Appeal to BVA*
 - M21-1 I.5.K.2.c, *VACOLS Tracking of BVA Disposition of Paperless Appeals*
-

Actions



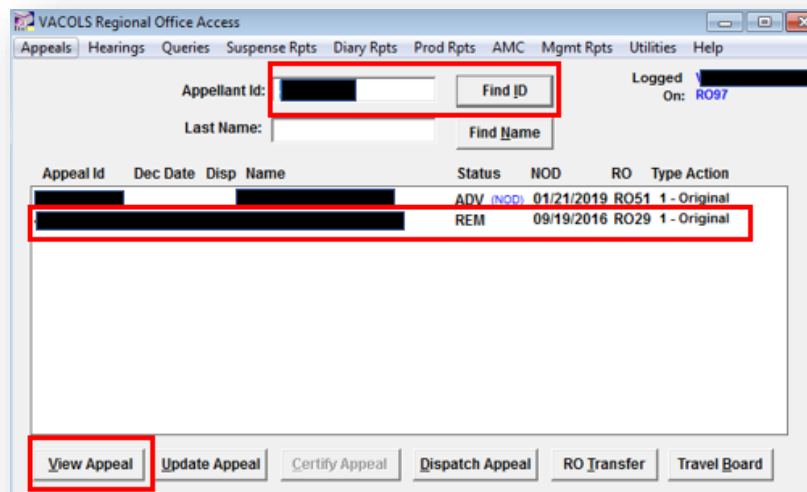
1. On receipt of a remanded appeal, the designee must track the directed development and update VACOLS with the appropriate development action taken and suspense date.

Start by locating the VACOLS record. From the VACOLS Regional Office Access screen, type the appellant's VA claim number in the **APPELLANT ID** field and select **FIND ID**. Then, click on the appeal in **REM** status and click the **VIEW APPEAL** button.

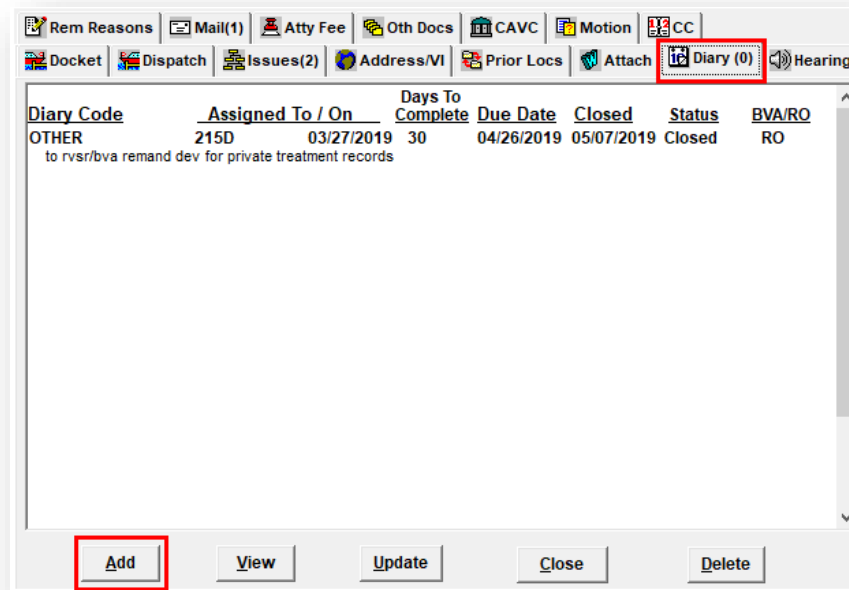


AMO Job Aid

Legacy Appeals: Updating VACOLS for Board Remands



Next, navigate to the **DIARY** tab in VACOLS and **ADD** a new diary.



AMO Job Aid

Legacy Appeals: Updating VACOLS for Board Remands

On the **DIARY DETAIL** screen, enter the development action taken. Complete the following fields:

- **ASSIGNED TO:** Enter who the development is assigned to such as the routing number of a VA Medical Center.
- **DIARY CODE:** Select the most appropriate diary code from the pre-populated list.
- **REQUESTED ACTIVITY:** Enter a free-text description of the development action taken.
- **DAYS:** This is the suspense date of the development action which automatically defaults to 30 days unless specified otherwise.

After entering the development action, select **UPDATE** to save the diary.

The screenshot shows the 'Diary Detail' form with the following fields and values:

- Assigned to: 523
- Assigned by: RO97
- Diary Code: VA EXAM
- Status: P - Pending
- Requested Activity: PTSD Exam at Boston VAMC
- Date Assigned: 09/03/19
- Days: 30 (Default if left blank)
- Due Date: 00/00/00
- Date Closed: 00/00/00
- Response Notes: (empty)
- Last modified: (empty)

The 'Update' button is highlighted with a red box.

2. Upon receipt of the requested evidence or after a reasonable effort to obtain evidence, close the diary. If any benefit(s) sought on appeal can be awarded, update VACOLS to reflect the issue(s) granted. If one or more benefit(s) remain denied, follow guidance in step 3.

To perform this task, select the remand from the VACOLS home screen, **VIEW APPEAL**, and navigate to the **ISSUES** tab.



AMO Job Aid

Legacy Appeals: Updating VACOLS for Board Remands

On the **ISSUES** screen, select the awarded remanded issues on appeal and select **UPDATE**.

Program	Issue	Levels 1-3	Disposition / Date
10 Compensation	Service connection Note: conduct disorder (also claimed PTSD, bipolar and schizoaffective)	All Others 9400 Generalized anxiety disord	A - Adv Allowed in Fik 01/04/2019
1 Compensation	Service connection Note: right foot DJD and metatarsalgia	All Others 5003 Arthritis, degenerative (hy	3 - Remanded 08/27/2019
2 Compensation	Service connection Note: right shoulder strain	All Others 5201 Arm, limitation of motion o	3 - Remanded 08/27/2019
3 Compensation	Service connection Note: left elbow strain	All Others 5208 Forearm, flexion limited to	3 - Remanded 08/27/2019
4 Compensation	Service connection Note: right wrist strain	All Others 5215 Wrist, limitation of motion	3 - Remanded 08/27/2019
5 Compensation	Service connection Note: lumbosacral strain	All Others 5237 Lumbosacral or cervical st	3 - Remanded 08/27/2019
6 Compensation	Service connection Note: left knee strain	All Others 5257 Knee, other impairment of	3 - Remanded 08/27/2019

On the **ISSUE DETAIL** screen, navigate to the **DISPOSITION** drop-down box and select the **BENEFITS GRANTED REMAND** option and the **GRANT REASON** and select **UPDATE**.

Program: Compensation
Issue: Service connection
Subsidiary Questions or Other Tracking Identifier
Level 1: All Others
Level 2: 5003 Arthritis, degenerative (hypertrophic or osteoarthritis)
Level 3:
Notes: right foot DJD and metatarsalgia
Disposition: B - Benefits Granted Remand
Grant Reason: [Open]
Disp Date: 08/27/19
Added by: RO49 10/18/2016
Last Update: RO97 08/27/2019
Update Exit



AMO Job Aid

Legacy Appeals: Updating VACOLS for Board Remands



Other Resources

- VACOLS User Guide
 - Training: VA 4179486, VACOLS
 - AMO Tip Sheet: *Legacy Appeals: Board Remand Directed Development*
-

