Drill Pay Waivers

Instructor Lesson Plan

Time Required: 5 Hours

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| Lesson Description | |
| The information below provides the instructor with an overview of the lesson and the materials that are required to effectively present this instruction. | |
| TMS # | 3903058 |
| Prerequisites | N/A |
| target audience | The target audience for Drill Pay is VSR, Entry Level.  Although this lesson is targeted to teach the VSR, Entry Level employee, it may be taught to other VA personnel as mandatory or refresher-type training. |
| Time Required | 5 hours |
| Materials/ TRAINING AIDS | Lesson materials:   * Drill Pay Waivers PowerPoint Presentation * Drill Pay Waivers Trainee Handout |
| Training Area/Tools | The following are required to ensure the trainees can meet the lesson objectives:   * Classroom or private area suitable for participatory discussions * Seating, writing materials, and writing surfaces for trainee note taking and participation * Handout, which includes a practical exercise * Large writing surface (easel pad, chalkboard, dry erase board, overhead projector, etc.) with appropriate writing materials * Computer with PowerPoint software to present the lesson material   Trainees require access to the following tools:   * VA TMS to complete the assessment |

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| Pre-Planning | * Become familiar with all training materials by reading the Instructor Lesson Plan while simultaneously reviewing the corresponding PowerPoint slides. This will provide you the opportunity to see the connection between the Lesson Plan and the slides, which will allow for a more structured presentation during the training session. * Become familiar with the content of the trainee handouts and their association to the Lesson Plan. * Practice is the best guarantee of providing a quality presentation. At a minimum, do a complete walkthrough of the presentation to practice coordination between this Lesson Plan, the trainee handouts, and the PowerPoint slides and ensure your timing is on track with the length of the lesson. * Ensure that there are copies of all handouts before the training session. * When required, reserve the training room. * Arrange for equipment such as flip charts, an overhead projector, and any other equipment (as needed). * Talk to people in your office who are most familiar with this topic to collect experiences that you can include as examples in the lesson. * This lesson plan belongs to you. Feel free to highlight headings, key phrases, or other information to help the instruction flow smoothly. Feel free to add any notes or information that you need in the margins. |
| Training Day | * Arrive as early as possible to ensure access to the facility and computers. * Become familiar with the location of restrooms and other facilities that the trainees will require. * Test the computer and projector to ensure they are working properly. * Before class begins, open the PowerPoint presentation to the first slide. This will help to ensure the presentation is functioning properly. * Make sure that a whiteboard or flip chart and the associated markers are available. * Provide a sign in sheet and at the conclusion of the session, ensure that all trainees sign in. |

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| INSTRUCTOR INTRODUCTION | | Complete the following:   * Introduce yourself * Orient learners to the facilities * Ensure that all learners have the required handouts |
| time required | | 0.25 hours |
| Purpose of Lesson | | This lesson is intended to explain the requirements for waiving VA benefits when a Veteran is in receipt of active or inactive duty training pay (drill pay) in the Reserves or National Guard. This lesson will contain discussions and exercises that will allow trainees to gain a better understanding of:   * the components of VA Form 21-8951 * waiver periods and the amount of withholdings * incomplete forms/missing signatures * procedures for waiving drill pay * automated and manual procedures for processing VA Form 21-8951 * potential for award adjustments necessitated by a Veteran’s return to active duty * changes to VA Form 21-8951 * drill pay award adjustment procedures * drill pay award adjustment notification procedures. |
| Lesson Objectives  Discuss the following:  Slide 2  Handout 2 | At the completion of this lesson, the VSR will be required to accomplish the following lesson objectives.  TheVSRwill have met the objectives of this lesson if, after completing the lesson, he/she is able to:   * Define drill pay and explain why VA must adjust Veteran’s benefits when in receipt of drill pay * Differentiate between award adjustments necessitated by a Veteran’s receipt of drill pay and award adjustments necessitated by a Veteran’s return to active duty * Summarize how the processing of drill pay cases has been automated * Outline the steps in reviewing and manually processing drill pay cases that are rejected or removed from automated processing * Explain the impact of drill pay adjustments on subsequent claims worked by all regional offices * Demonstrate manual award adjustments in VBMS Awards (VBMS-A) based on receipt of drill pay * Construct written notification to Veterans regarding drill pay-related award adjustments | |
| Explain the following: | Each learning objective is covered in the associated topic. At the conclusion of the lesson, the learning objectives will be reviewed. | |
| Motivation | Explain to the VSRs that the Veteran is ultimately responsible for reporting the number of drill days performed for the selected fiscal year, but it is equally important that the adjustment is done correctly by the VSR. This ensures the Veteran is paid correctly and pay adjustments are made in a timely manner. | |
| STAR Error code(s) | VSR Task 1, Task 6, Task 9, Task 10, Task 11 | |
| References  Slide 3  Handout 3 | Explain where these references are located in the workplace. All M21-1 references are found in the [Compensation Pension Knowledge Management (CPKM) portal.](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034)   * [38 CFR 3.654](http://www.ecfr.gov/cgi-bin/text-idx?SID=75794814451aa554401c0867c0aeda13&mc=true&node=se38.1.3_1654&rgn=div8), Active service pay: Training duty * [38 CFR 3.700 (a)(1)(iii)](http://www.ecfr.gov/cgi-bin/text-idx?SID=75794814451aa554401c0867c0aeda13&mc=true&node=se38.1.3_1700&rgn=div8), General: Veterans: Active service pay: Reservists * [M21-1, Part I, Subpart 2](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/topic/554400000003064/Chapter-02-Due-Process) Due Process * [M21-1, Part III, Subpart v, 4.C](https://vaww.compensation.pension.km.va.gov/system/templates/selfservice/va_ka/portal.html?encodedHash=%23!agent%2Fportal%2F554400000001034%2Farticle%2F554400000014246%2FM21-1-Part-III-Subpart-v-Chapter-4-Section-C-Adjusting-Department-of-Veterans-Affairs-VA-Benefits-Based-on-a-Veterans-Receipt-of-Active-Service-Pay) Adjusting Department of Veterans Affairs (VA) Benefits Based on a Veteran’s Receipt of Active Service Pay * [M21-1, Part III, Subpart v, 4. D](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014247/M21-1-Part-III-Subpart-v-Chapter-4-Section-D-Examples-of-Award-Adjustments-Necessitated-by-a-Veterans-Election-of-Drill-Pay) Examples of Award Adjustments Necessitated by a Veteran’s Election of Drill Pay * [VA Compensation Rate Tables](https://www.va.gov/disability/compensation-rates/veteran-rates/) * [Letter Creator Tool](http://vbaw.vba.va.gov/bl/21/rating/rat00.htm) * [Date to Date Calculator](http://www.timeanddate.com/date/duration.html) | |

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| Topic 1: Define and Explain | |
| Introduction | This topic will allow the trainee to understand what drill pay is, what a drill pay adjustments to VA compensation is and why we process them, what a fiscal year (FY) is and why it’s important, and the difference between adjustments for drill pay and adjustments necessitated by a Veteran’s return to active duty (AD). |
| Time Required | 0.5 hours |
| OBJECTIVES/ Teaching Points | Topic objectives:   * Define drill pay and explain why VA must adjust a Veteran’s VA benefits when he/she receives drill pay |
| Definition of Drill Pay  Slide 4  Handout 4 | Drill pay is a form of military pay and allowances a reservist or member of the National Guard receives for performing active or inactive duty training.  Explain how a drill pay “training day” may be a 4-hour drill period called a “Unit Training Assembly” (UTA) on the weekend or a full day during annual training. Usually multiple UTAs (MUTA) are performed during a weekend of drill. Reassure the trainees that they don’t need to worry about calculating drill pay days because Defense Manpower Data Center (DMDC) reports a combined total. However, this information can be useful to resolve any confusion on the part of the Veteran.  VA normally uses the term drill pay in the manual and as common usage, but Veterans and others may also use the terms:   * Training pay * Military training pay * Military pay and allowances |
| Prohibition Against Duplication of Benefits  Slide 5  Handout 4 | Explain that we withhold VA benefits when a Veteran receives drill pay in order to prevent a “duplication of benefits.” We withhold VA benefits when a Veteran receives MRP or separation benefits for the same reason. Review the references that outline this policy. The Veteran must submit a waiver electing to waive their VA benefits or their drill pay.  Usually the amount a Veteran receives for drill pay is greater than the amount he/she receives in VA benefits. Therefore, it is usually a greater benefit to the Veteran to waive his/her VA benefits and keep his/her drill pay. |
| **Fiscal Year (FY)**  Slide 6  Handout 4-5 | Explain what a fiscal year is and that it is important because:   * Drill pay is reported by fiscal year, not calendar year, * The amount of VA benefits VA withholds is based on the rate in effect on the **last day of the fiscal year** under review, and * Overlapping active duty service during the fiscal year must be factored into the award adjustment for drill pay.   Let them know that Veterans are sometimes confused because they think we are talking about the calendar year and may claim, for example, not to have drilled in FY 2019 because the last time they drilled was in November 2018. |
| **How Drill Pay Waivers are Generated**  Slide 7  Handout 5 | This slide contains a diagram showing DMDC feeding information of Veterans in receipt of both military pay and VA compensation during the prior fiscal year to Hines ITC. Hines ITC then generates the VA Form 21-8951 with this information and sends the form and notification to the Veteran.  Explain that at the end of each FY, Defense Manpower Data Center (DMDC) uses a matching system to generate and send an electronic report to the Hines Information Technology Center (ITC) identifying Veterans who received both military pay and allowances *and* VA compensation or pension that fiscal year.  Before processing the file, the Hines ITC updates the corporate record of each Veteran to reflect the number of days for which he or she received drill pay during the prior fiscal year. This update is visible in the DRILL PAY PROFILE field of the DRILL PAY tab under the Award Adjustments screen in VBMS-A.  Hines ITC simultaneously batch-generates VA Form 21-8951, *Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowances*. A file copy of the form is uploaded to the Veteran’s eFolder in VBMS.  A Notice of proposed adverse action is sent to the Veteran and uploaded to the eFolder – more on this process later. |

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| Topic 2: Drill Pay vs. Active Duty | |
| Introduction | This topic will allow the trainee to understand the difference between award adjustments based on drill pay and award adjustments necessitated by a Veteran’s return to active duty (AD), determine the amount of VA benefits VA must withhold for drill pay, and identify current drill pay withholdings on a Veteran’s award. |
| Time Required | 0.5 hours |
| OBJECTIVES/ Teaching Points | Topic objectives:   * Differentiate between drill pay adjustments and active duty adjustments |
| Drill Pay vs. Active Duty (AD) Adjustments  Slide 8  Handout 6 | Explain that we withhold VA benefits based on a Veteran’s receipt of drill pay and stop benefits for the entire period of active duty (AD) service. Provide an example of when we might have to do both. Explain that both adjustments will create an overpayment of benefits. |
| **Overlapping Active Duty and Drill Pay**  Slide 9  Handout 6 | Emphasize the importance of subtracting AD days from the number of drill pay days reported by DMDC, since DMDC combines them.  Explain that a report of 179 training days *or more* is usually an indication a Veteran had AD service. However, claims processors should regularly use Veterans Information Solution (VIS) and/or Defense Personnel Records Image Retrieval System (DPRIS) to determine if a Veteran had a period of AD during the FY in question on the drill pay cases that are manually processed. |
| **Examples of Overlapping AD Service**  Slide 10  *Handout 6* | This slide contains several examples of AD service that overlaps with one or more fiscal years.  Go over the examples using the calculator located at <http://www.timeanddate.com/date/duration.html>. Make sure they select “Include end date in calculation.” |
| **Monthly Rate of Withholding for Drill Pay**  Slide 11  Handout 6-7 | Explain that if a Veteran waives his/her VA benefits, VA will withhold the amount of the Veteran’s monthly benefit to which the Veteran was entitled on the last day of the fiscal year under review. Advise that this also includes benefit increases that were effective in the month of September but may not have been paid until October 1st.  If a live case is available, show the trainees how to find the Veteran’s benefit payment rates in Share. If no case is available, explain how to locate this information within our systems.  Briefly discuss some exceptions that may impact the amount of drill pay VA benefits adjustment due to receipt of drill pay such as:   * Veteran was not in receipt of benefits at the end of the fiscal year * Veteran’s benefits were reduced due to incarceration * Veteran was granted a temporary 100% evaluation * Veteran’s benefits were apportioned to a dependent   Specific procedural instructions for each of the above circumstances can be located in M21-1. |
| **Review File to Determine if Withholding is Needed**  Slide 12  Handout 7 | Stress the importance of reviewing **all** the following locations to determine which FYs we have already withheld for and which ones need to be addressed:   * VBMS eFolder and/or Legacy Content Manager (LCM) for copies of   + VA Form 21-8951/-2   + Emails to Central Office (CO) if Veteran waived drill pay   + Historical award documents and decision notices * Drill Pay tab under Award Adjustments screen in VBMS-A * Award Information screen under Corporate Inquiries in Share |

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| Topic 3: Drill Pay Waiver Forms | |
| Introduction | This topic will allow the trainee to understand the required components of VA Form 21-8951 and VA Form 21-8951-2 and what to do if they are missing information for processing. |
| Time Required | 1 hour |
| OBJECTIVES/ Teaching Points | Topic objectives:   * Identify the steps in reviewing and preparing adjustment to VA benefits due to receipt of drill pay to include development for missing information. |
| VA Compensation or Pension Waiver Forms  Slide 13-15  Handout 7 | Explain that VA Form 21-8951 is automatically generated by Hines ITC and the 21-8951-2 is manually filled in by the Veteran. Claims processors may also fill out the 21-8951-2 if there is drill pay reported in the corporate record, but there is no file copy of the 21-8951 for that fiscal year.  Discuss the differences between the older and newer versions of the 21-8951 and 21-8951-2.  If a live case is available, display the 21-8951 version of the form to the trainees and review the components of the form. If a live case is *not* available, review the most recent version of the 8951-2 form instead – direct trainees to Job Aid 2 in the lesson handout. |
| **Initial Review of VA Form 21-8951/-2**  Slide 16-17  Handout 8 | Explain drill pay waiver signature requirements. Review the situations in which a unit commander *must* sign the waiver and when the additional signature or evidence is not needed.  Explain that use of the 21-8951 form is technically not required, if the Veteran submits a statement that contains the same information as the 8951 form *and* bears the appropriate signatures. Emphasize that the Veteran *cannot* call in the waiver, it must be submitted in writing. |
| **Over 179 Days of Drill Pay**  Slide 18-19  Handout 8 | Remind trainees that a report of 179 training days in one fiscal year is *usually* an indication the Veteran had active duty service during that fiscal year. In these cases, development for verification of service is *required.*  If development using available resources is unsuccessful, claims processors should use the Letter Creator tool to draft a *Drill Pay – 179 Days Letter* requesting proof of service from the Veteran. Demonstrate how to generate this letter and review its content with the trainees.  Review and discuss the potential responses and outcomes when we receive third-party evidence of active duty service, the Veteran confirms active duty service, or the Veteran fails to respond to the letter.  Advise trainees that more in-depth Return to Active Duty development, due process, and award adjustment procedures are addressed in another lesson. |
| **Waiver Options on VA Form 21-8951/-2**  Slide 20  Handout 9 | Discuss the three different drill pay waiver options. Remind trainees which options require additional evidence or the signature of the Veteran’s unit commander. |
| **Incomplete Form**  Slide 21  Handout 9 | Explain that if the 8951 form is missing any of the required information or signatures, claims processors should use the Letter Creator tool to draft an *Incomplete 21-8951 Letter* advising the Veteran that failure to return a completed and signed form may still result in a reduction of the Veteran’s benefits. A copy of the incomplete 8951 form should also be attached to the letter and the end product suspense date updated to allow the Veteran 30 days to respond. |
| **Veteran Indicates Waiver of Drill Pay**  Slide 22-23  Handout 9 | Claims processors should review the eFolder and computer systems to determine whether VA benefits were already withheld for the fiscal year under review. Explain that if VA benefits were already withheld, there is a one-year time limit from notification of that award adjustment for the Veteran to request a waiver of drill pay instead of VA benefits. If the waiver request is received timely, claims processors should reverse the adjustment for that fiscal year and notify the Veteran. If the waiver request is *not* received timely, the claims processor must notify the Veteran VA cannot act on the request.  Claims processors must also attempt to call the Veteran to confirm his/her waiver of drill pay before sending the email to Central Office. The Veteran may have selected the wrong option on the form or might not understand he/she is likely waiving the greater benefit.  Remind trainees that successful telephone contact should be documented on VA Form 27-0820 and uploaded to the eFolder. If telephone contact is unsuccessful, a note should be entered in VBMS. The claims processor should then send an encrypted email to Compensation Service’s Pre-Discharge and Interagency Staff. Specific email instructions can be located in [M21-1 III.v.4.C.4.c](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014246/M21-1-Part-III-Subpart-v-Chapter-4-Section-C-Adjusting-Department-of-Veterans-Affairs-VA-Benefits-Based-on-a-Veterans-Receipt-of-Active-Service-Pay). |
| **How to Calculate Total Withholding Amount**  Slide 24  Handout 10 | Explain how to calculate the daily and total withholding amounts so that the trainees can explain the consequences of waiving drill pay to the Veteran. Also, explain how the total withholding amount will be the negative net effect on the award, if there are no other adjustments. |
| **Veteran Indicates They Did Not Receive Drill Pay**  Slide 25  Handout 10 | Claims processors should review available resources to determine whether the Veteran served in the Reserves or National Guard during the fiscal year in review. If there *is* reason to question the Veteran’s assertion, develop appropriately. Advise trainees that specific development actions needed may vary from case to case and may include a field examination.  If the evidence confirms the Veteran did *not* serve in the Reserves or National Guard during that fiscal year, clear the pending EP 290 and notify the Veteran no adjustments will be made to his/her award. |

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| Topic 4: Automated Processing of Drill Pay Cases | |
| Introduction | This topic will allow the trainee to understand how the processing of many drill pay cases has been automated and the circumstances under which certain cases should be removed from automated processing and worked manually. This topic will also address cases that are rejected from automated processing. |
| Time Required | 1 hour |
| OBJECTIVES/ Teaching Points | Topic objectives:   * Summarize how the processing of drill pay cases has been automated * Outline the steps in reviewing and manually processing drill pay cases that are rejected or removed from automated processing |
| Automated Processing of Drill Pay Cases  Slide 26  Handout 10 | In most cases, Hines ITC will generate and send a notice of proposed adverse action (a.k.a. “due process” letter) and VA Form 21-8951 to the Veteran to complete, sign, and return.  Explain that the system will automatically establish the EP 600 with a contention and special issues, add a tracked item, and update the suspense date and reason. Review these specific indicators with the trainees.  Note: If the automated process fails, an EP 290 is automatically established and distributed for manual processing. |
| Automated Finalization of Award Adjustments  *Slide 27-28*  *Handout 11* | If no response is received from the Veteran during due process, the system will automatically close the pending tracked item and make the necessary adjustments for the number of drill pay days listed on the form and recorded in the system. The system will also automatically notify the Veteran of the action taken.  Drill pay cases involving pension awards cannot be automated going forward and will require manual processing from here on out.  If the Veteran responds within the due process period, additional action will be needed. All responses received must be reviewed by claims processors to determine whether automated processing of the case should continue, or the case should be processed manually.  If the Veteran agrees with the proposed withholding, the proposed adjustment can be completed automatically. Update the open tracked item for the pending EP as “received” with the date VA received the 8951 form. |
| Removal from Automated Processing  Slide 29  *Handout 11* | However, if the Veteran responds within the due process period and disagrees with the number of days listed, wishes to waive the drill pay and keep their VA benefits, or submits an incomplete form  …the claim should remove the case from the automated system.  Remove the claim from automated processing by adding a new tracked item to the pending EP titled *Drill Pay – Manual Process* first, **then** update the *Drill Pay Proposal* tracked item as “received” with the date the 8951 form was received.  Remind trainees to review the 21-8951 form returned by the Veteran, or alternative documentation, as previously discussed in this lesson, and process it accordingly. |
| Regional Office Jurisdiction  Slide 30  Handout 11 | All drill pay cases that are rejected from automated processing must be processed manually by the regional office to which the claim is assigned by National Work Queue (NWQ).  Explain to the trainees that although certain ROs have been designated as processing sites for drill pay cases, all claims processors need to know these procedures since there may be overlap with other types of award actions, such as promulgating rating decisions. |
| Drill Pay Cases Rejected From Automated Processing  *Slide 31-32*  *Handout 11-12* | Review the procedures for manually processing drill pay cases that are rejected from automated processing. Remind trainees that the system will automatically establish EP 290 for these cases. Claims processors should locate the file copy of the Hines generated 8951 form in the VBMS eFolder and review the form. The claims processor must ensure the file number and/or SSN printed on the VA Form 21-8951 belongs to the Veteran whose name, address and contact information are also printed on the form.  The claim processor must also determine whether drill pay withholding for that fiscal year is needed. If so, he/she must determine the amount of benefits to withhold, as discussed previously, and the length of time the withholding must remain in place – this will be explained later.  Then clear the pending EP 290 and establish EP 600. Add the *Potential Under/Overpayment* special issue and the tracked item titled *Drill Pay – Manual Process.*  Generate a notice of proposed adverse action using VBMS or PCGL that informs the Veteran VA plans to withhold his/her benefits because the Veteran received drill pay. Attach a copy of the Hines-generated 8951 form and VA form 21-0789, *Your Rights to Representation and a Hearing*. If a live case is available, demonstrate how to generate this notice in VBMS and/or PCGL.  Review potential responses from the Veteran and the appropriate actions for claims processors to take based on those responses. Refer the trainees to [M21-1 I.2.C.3](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014073/M21-1,-Part-I,-Chapter-2,-Section-C---Adverse-Action-Proposal-Period#3https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014073/M21-1,-Part-I,-Chapter-2,-Section-C---Adverse-Action-Proposal-Period) for instructions regarding hearing requests. |
| **Failure to Return VA Form 21-8951**  Slide 33  Handout 12 | If the Veteran does *not* respond to the notice of proposed adverse action, assume the number of days of drill pay reported on VA Form 21-8951 are accurate, make the proposed award adjustment, notify the Veteran of the action taken, and provide decision review rights.  Remind trainees to close out any open tracked items before taking the award action. |
| Topic 5: Withholding and Notification Procedures | |
| Introduction | This topic will allow the trainee to start withholding benefits for drill pay on the correct date, be aware of less-common award adjustments for which he/she may need to refer to M21-1 for special instructions, establish withholdings in the awards system, and notify the Veteran of our decision. |
| Time Required | 1 hour |
| OBJECTIVES/ Teaching Points | Topic objectives:   * Explain the impact of drill pay adjustments on subsequent claims worked by all regional offices * Demonstrate manual award adjustments in VBMS Awards (VBMS-A) based on receipt of drill pay * Construct written notification to Veterans regarding drill pay award adjustments |
| VA Benefits Withholding Procedures  Slide 34  Handout 12 | Explain the effective date for withholding VA benefits based on a Veteran’s receipt of drill pay, the circumstances under which we may have to start withholding from a different date than the first day of the current FY and provide some examples.  Discuss prior procedures for withholding benefits prospectively and point out that this approach was changed on February 25, 2016, to be more “Veteran-centric.” The creation of overpayments allow for more flexible repayment options for the Veteran. This is important to know when reviewing documentation in the claims folder regarding past benefit adjustments. |
| **Adjusting Withholdings Based on Subsequent Claims**  Slide 35  Handout 12-13 | Explain that retroactive award adjustments may require corresponding changes to the amount of previous withholdings established because of a Veteran’s receipt of drill pay.  If an award is increased due to a rating adjustment or the addition of dependents, simultaneous award action must be taken to grant the increase in benefits and adjust the drill pay withholding to a higher amount. As previously mentioned, this may include increases effective September of the same fiscal year.  If an award adjustment results in a reduction of benefits based on a rating adjustment or removal of dependents, and the new monthly rate is less than the amount VA must withhold because of the Veteran’s receipt of drill pay, the withholding must be moved to a different time frame. |
| **Less Common Drill Pay Related Award Adjustments**  Slide 36  Handout 13 | Inform the trainees they should refer to Compensation Pension Knowledge Management (CPKM) for special instructions if they have a drill pay case that involves the following:   * Advance notice of receipt of drill pay * Incarceration * Apportionment * Recoupment of separation benefits * Paragraph 29 or 30 benefits   Refer to [M21-1 III.v.4.D.1](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001034/content/554400000014247/M21-1-Part-III-Subpart-v-Chapter-4-Section-D-Examples-of-Award-Adjustments-Necessitated-by-a-Veterans-Election-of-Drill-Pay) and review some examples of award adjustments with the trainees and discuss. |
| Manually Adjusting a Drill Pay Withholding in VBMS-A  Slide 37  Handout 14 | Go over the screenshots in the handout and demonstrate with a live case. Additionally, refer the trainees to Job Aid 1 in the lesson handout for step-by-step instructions. Advise trainees that instructions are also in the VBMS-A User Guide and Help Tool. |
| **Notify the Veteran**  Slide 38  Handout 14 | Review the sample notification letter in the lesson handout and demonstrate with a live case, using RADL and/or PCGL. |

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| Review Exercise | | |
| Time Required | | 0.5 hours |
| EXERCISE  Handout 25 | | Have the trainees complete the review exercise included in the student handout. Review answers with trainees when completed.  Ask if there are any questions about the information presented in the exercise and then proceed with Lesson Review and Wrap-Up. |
| Lesson Review and Wrap-Up | | |
| Introduction  Discuss the following: | The Drill Pay Waivers lesson is complete.  Review each lesson objective and ask the trainees for any questions or comments. | |
| Time Required | 0.25 hours | |