

SVSR Duties as Authorizer

The most important job a SVSR has is the role of authorizer. Prior to authorization of an award, a SVSR is responsible for verifying that

- claim is signed by correct party and in correct jurisdiction;
- VBA systems are updated and reflect the correct name; military service; Social Security number; address; and military retirement, separation, or severance pay;
- tracked items for a pending EP are updated to indicate the correct status;
- the correct EP and claim label are associated with the claim along with the correct date of claim;
- all claimed contentions are indicated under the correct EP and are addressed in the decision;
- correct power of attorney (POA) is designated in VBA systems and POA has access to documents in VBMS if authorization has been given by the claimant;
- dependency information is correctly reflected in VBA system(s), if applicable;
- any flashes are indicated, if applicable;
- section 5103 Notice is sufficient and development for evidence is complete;
- effective date for any benefits granted is correct;
- that payment(s) and payment effective dates are correct;
- that proper withholdings are applied for any payment(s);
- the payment address or direct deposit information is accurate; and
- verify all information in “Package Manager” is correct.

Per [M21-1 III.v.2.A.2.c.](#)

Awards That Require VSCM or PMCM Concurrence

Per [M21-1 III.v.2.A.2.d.](#), some awards require concurrence by a Veterans Service Center Manager (VSCM) or Pension Management Center Manager (PMCM) (or a designee of one of these managers such as a Coach) *in addition to* authorization by an SVSR. They include

- awards having a net effect of a payment of at least \$25,000, and
- awards that were generated using the GENERATE AWARD OVERRIDE function.

After authorizing the award, the SVSR must notify the VSCM/PMCM/designee that the pending award requires concurrence. The VSCM/PMCM/designee must review and verify the same bulleted items the SVSR did before concurring the award.