Administrative Error Template Resource Guide

The Administrative Error Template requires relevant applicable laws to be cited when a case is being considered for an Administrative Error. Below are resources that should be utilized in that section:

1. [**Public Laws (PL)**](https://www.congress.gov/)**:** Public Laws are laws or statutes that apply to the people of the whole nation.
2. [**United States Code (USC)**](http://uscode.house.gov/): The United States Code is a consolidation and codification by subject matter of the general and permanent laws of the United States. It is prepared by the Office of the Law Revision Counsel of the United States House of Representatives.
3. [**Code of Federal Regulations (CFR)**](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=cc8b86306372b2f36fd6102ad13568ca&rgn=div5&view=text&node=38:2.0.1.1.6&idno=38): The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government produced by the Office of the Federal Register (OFR) and the Government Publishing Office.

When searching for references Veterans Claims Examiners (VCEs) will want to first reference the M22-4 on the [VA Education Service intranet](http://vbaw.vba.va.gov/bl/22/ref/global.html). Many sections of the M22-4 will directly cite the relevant PL, USC or CFR references. Additional references may also be provided in training presentations. A list of all mandatory training presentations can be found in the [VBA Learning Catalog](https://vba-tpi.vbatraining.org/lc/%28X%281%29S%28rnxwosql1ig5ytob2rtciq0s%29%29/Default.aspx). VCEs can view Education Service Mandatory training by select the “Curriculum” tab and then “Education”. Additionally, the Administrative Error Regulations reference sheet handout is a useful tool to expedite and help identify appropriate references for many cases.

If the VCE cannot find the citation in the M22-4 or training material they should thoroughly review the CFR for applicable codes. If they are unable to find the relevant information they should consult with their Senior Veterans Claims Examiner (SVCE), Coach, or Regional Processing Office (RPO) Training Coordinator as needed.