

MST Coordinator Checklist Transcript

Before we move on, let's review an example of the MST Coordinator Checklist.

Page one of the checklist is a step-by-step guide of the process the MST Coordinator should follow when initially reviewing an MST claim.

This page does not require any input by the user.

Page two and three of the checklist are a series of questions that the MST Coordinator should answer to assist the development and rating activities with further processing of the claim.

The first two fields request the Veteran's name and claim number.

Before calling the Veteran, the MST Coordinator should review the claims folder for the incident and any relevant evidence.

If the Veteran provided a summary of the incident with their claim, the MST Coordinator should list this summary on the first question.

In this example, the Veteran was sexually assaulted by three men during the evening of June 23rd, 1985. This assault occurred while on board the USS Enterprise. The Veteran never mentioned the assault to anyone during her service.

If the Veteran did not provide a summary of the incident, the MST Coordinator should request this during the initial phone contact.

If the MST Coordinator finds any evidence that discusses the incident or identifies any markers, this evidence should be listed on the second question.

In this example, the MST Coordinator found markers in the STRs during the initial review. These markers were a pregnancy test completed the day after the incident (on page 57), an STD test completed the day after the incident (on page 43), and vaginal pain noted during a doctor's visit a few days after the incident (on page 65).

On the third question, the MST Coordinator should indicate whether they were able to contact the Veteran.

In this example, the MST Coordinator was able to contact the Veteran.

If contact was successful, the MST Coordinator should indicate if a DD Form 2910, DD Form 2911, or any other form was completed while on active service.

If a form was completed, the MST Coordinator should annotate where the form was completed and if the form is restricted or unrestricted.

In this example, the Veteran completed a DD Form 2910 at Coronado Naval Base. She requested that the report be restricted.

On the first question of page, the MST Coordinator should list any evidence that the Veteran identified during the phone contact.

If records are identified, of which the VA can assist with development, the MST Coordinator should provide a location and date range.

In this example, the Veteran mentioned records at the San Diego VA Medical Center and Vet Center from May 2015 to present.

The last question on the MST Coordinator Checklist should be completed after the claims folder has been reviewed and initial contact has been attempted.

The MST Coordinator should identify any development that should be accomplished before a decision is made on the Veteran's claim.

In this example, after the review and initial phone contact, the MST Coordinator notated that the development activity would need to develop for the DD Form 2910, the Veteran's personnel record, San Diego VA Medical Center records, San Diego Vet Center records, and a release for the DD Form 2910 and San Diego Vet Center records.

The Comments section of the form is available for the MST Coordinator to provide any additional information or clarification that would assist the development and rating activities with further processing of the claim.

In this example, the MST Coordinator provided clarifying information on what they found during the review of the file, what occurred during the initial phone contact, and the specific development actions that needed to be completed before deciding the claim.