

RPO BUFFALO PROCEDURAL ADVISORY (1-16) – TIMS Capture Requirements

January 29, 2016

This Procedural advisory supersedes the emails sent from the EDU mailbox dated July 20, 2009 (Screen Captures), September 22, 2010 (Processing Procedures: TOE and VIS), January 7, 2011 & January 13, 2011 (Required Screen Captures) December 19, 2011 (Additional 33 screen captures) November 19, 2013, (TIMS Capture Requirements & Additional TIMS Capture Requirements), January 26, 2016 TIMS Capture Requirements and any other emails that reference required screen captures

Capture requirement in all instances for all benefits (Ch33, NON33, Ch35, FRY):

- P01 screen for final PCLR action
- 500 screen (and 50b if new EFT or award information is present)
- PCGL letters (excludes non-edited LTS award letters)

Original claims (Ch33, NON 33, FRY)

- 30D(s), BDNDOD, VID, LOC, M21 screens if present
- VIS-MIL HIS AND EDU in the HTML or PDF report format

Original TOE claims

- Transferors 30D, BDNDOD, VID, LOC, M21 screens if present
- Transferors VIS-MIL HIS AND EDU in the HTML or PDF report format
- Any previously established M21 screens from the applicant

1st Awards (Ch33 ,NON 33, FRY)

- VIS-MIL HISTORY AND EDU in the HTML or PDF report format
- WEAMS- 1998 or VCE VIEW and Program details when necessary (NCD's, Facility code starting with 2, and Foreign)

1999s (NON 33)

- VIS-MIL HISTORY AND EDU in the HTML or PDF report format
- 1606 DOD screen (1606 claims only)

CH1606 Kicker payments (Ch33 & NON 33)

- 1606 DOD screen
- VIS-MIL HISTORY AND EDU in the HTML or PDF report format

1995's (Ch33 & NON 33)

- VIS-MIL HISTORY AND EDU in the HTML or PDF report format
- WEAMS if foreign school is listed

CH 30 TATU

- BDN Screens
 - Supplemental Claim: M21 & M23
- TATU Spreadsheet
- TATU Award letter
- F95 screen

CH35 Original Claims

- SHARE Screens
 - General Information Tab
 - Award Information Tab
 - Rating Information Tab
 - Additional Rating Decisions Tab, All Relationships Tab with applicant's name highlighted, if listed
- Virtual VA/VBMS
 - Notification letter of rating establishing Chapter 35 eligibility.
 - Rating that established Chapter 35 eligibility, if different from rating date in SHARE
 - Any documents that verify dependency (e.g., birth certificate, marriage certificate, etc.), if needed.
- 311 Eligibility Screen

Other Required Captures

- VIS- Any time there is a change in VIS
- WEAMS -when LTS off ramps for facility code change
- WEAMS -on all foreign school COE 's
- Foreign Currency Converter
- CH 30 Refund Job aid

- Chapter 31 Information on Original & 1st Awards : M35 (showing case status) **or** SHARE VR&E Information Tab (entitlement usage & case status) * a TIMS note is sufficient documentation if there is no SHARE record
- Email Request to transfer folders in or out of the office
- POC responses
- F95 screen Fist/Faut
- CH 35 free entitlement worksheet
- M01 screen when Mitigating Circumstances are received and Debts exist on M01(Capture before and after Auth)
- CH32 Screens M23, M26, & M27 if present

Questions:

If you have any questions regarding this Policy Advisory, please direct them to your Coach.

//K. Wagner//

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