## Section I: Administrative Data

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Claimant’s Name: |  | | | | Date: | |  |
| File Number: |  | Time Began: |  | | Time Concluded: | |  |
| POA Name: |  | | | POA Contact: | |  | |
| Higher-Level Reviewer Name: |  | | | Higher-Level Reviewer Office: | |  | |
| Others in Attendance: |  | | | | | | |

## Section II: Acknowledgment

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|  | **I certify that I have read the following statement to the claimant and/or his or her representative:** |

“VA will conduct one informal conference as part of a higher-level review for the sole purpose of allowing the claimant and/or his or her representative to identify errors of law or fact in a prior decision.

I will document any arguments of fact or law presented by you and/or your representative. The informal conference is not for submission of evidence or introduction of facts not present at the time of our prior decision. If you have additional evidence that you would like to submit for review by VA, you may file a supplemental claim after VA issues notice of our decision to maintain entitlement to the earliest effective date. Or if you wish to withdraw your request for higher-level review, you must provide written notification to VA and may immediately file a supplemental claim; however, effective date protections may not apply.”

## Section III: Informal Conference

***Instructions:*** *Provide a summary of the discussion by listing the issue, prior decision date, and all errors of fact or law identified by the claimant and/or his or her representative. Do not include any new evidence or facts that were not present at the time of the prior decision.*

|  |  |
| --- | --- |
| **Issue:** | [Insert condition or contention] |
| **Prior Decision Date:** | [Month, Day, Year] |
| **Identified Error(s) of Law or Fact:** | |
| [Summary of discussion to include specific error(s) of law or fact, such as: “VA overlooked service in Vietnam in service personnel records dated Month, Day, Year.”] | |

|  |  |
| --- | --- |
| **Issue:** | [Insert condition or contention] |
| **Prior Decision Date:** | [Month, Day, Year] |
| **Identified Error(s) of Law or Fact:** | |
| [Summary of discussion to include specific error(s) of law or fact, such as: “VA overlooked service in Vietnam in service personnel records dated Month, Day, Year.”] | |

|  |  |
| --- | --- |
| **Issue:** | [Insert condition or contention] |
| **Prior Decision Date:** | [Month, Day, Year] |
| **Identified Error(s) of Law or Fact:** | |
| [Summary of discussion to include specific error(s) of law or fact, such as: “VA overlooked service in Vietnam in service personnel records dated Month, Day, Year.”] | |

|  |  |
| --- | --- |
| **Issue:** | [Insert condition or contention] |
| **Prior Decision Date:** | [Month, Day, Year] |
| **Identified Error(s) of Law or Fact:** | |
| [Summary of discussion to include specific error(s) of law or fact, such as: “VA overlooked service in Vietnam in service personnel records dated Month, Day, Year.”] | |

|  |  |
| --- | --- |
| **Issue:** | [Insert condition or contention] |
| **Prior Decision Date:** | [Month, Day, Year] |
| **Identified Error(s) of Law or Fact:** | |
| [Summary of discussion to include specific error(s) of law or fact, such as: “VA overlooked service in Vietnam in service personnel records dated Month, Day, Year.”] | |

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| --- | --- |
| **Higher-Level Reviewer Signature:** | **Date:** |
|  | Click or tap to enter a date. |