




Office of Administrative Review

Building a Non-Rating Higher Level Review Decision in VBMS-Awards

	<p>Purpose</p> <hr/> <p>The purpose of this job aid is to provide guidance on how to build a Non-Rating Higher-Level Review (HLR) in VBMS-Awards.</p> <p>After the implementation of Appeals Modernization Act (AMA), users have been building these decisions in Microsoft Word and manually uploading them into the VBMS eFolder. Now these decisions can be completed within one system, VBMS.</p>
	<p>Audience</p> <hr/> <p>All users processing non-rating HLR AMA decisions</p>
	<p>Instructions</p> <hr/> <p>Follow the guidance and procedures described within this Job Aid to build a Non-Rating HLR Decision within VBMS Awards.</p>

Office of Administrative Review

Building a Non-Rating Higher Level Review Decision in VBMS-Awards

Step 1: To build a Non-Rating HLR users must navigate to the **Current and Proposed Award/Authorization screen** and select the **Gen HLR Decision** button.

Step 2: The first step in building the Non-Rating HLR decision is to select the appropriate introduction text. Users have three text options to select from. Free text can also be added.

*Note: Users can only move forward if there is a date in the **HLR Request Received** field. This field is not editable.*

Veteran Claimant
 Non VA Veteran
 Non Veteran

*** Introduction Text**

You have requested VA provide a higher-level review of the issue(s) addressed in this decision.

Our records reflect that you served during the Gulf War era(s). You served in the Army from 01/01/2014 to 05/05/2015. You served in the Air Force from 11/05/2017 to 07/17/2020. We received your request for Higher-Level Review on 09/28/2023. Based on a review of the evidence listed below, we have made the following decision(s) on your claim. Making changes here to be saved.

Editable up to 4000 characters

Users must hit Save Text if they add any additional text.

Office of Administrative Review

Building a Non-Rating Higher Level Review Decision in VBMS-Awards

Step 3: The next step is reviewing the evidence from the Veterans eFolder. The **Import Evidence** tab lists all evidence available in the eFolder. Users can review the evidence considered or indicate whether there is evidence not considered.

Note: If Evidence Not Considered is added, the user will be prompted to record a date of prior decision in the Introduction tab.

The **Date of Prior Decision** field will display the date that users began building the NR decision. Users must edit the field so that the date displayed is earlier than the **HLR Request Received** date.

Step 4: To view and edit Veteran level documents in the eFolder, navigate to the **Evidence List** tab.

*Note: Users must select **Accept** for the edited evidence to save within the decision.*

Office of Administrative Review

Building a Non-Rating Higher Level Review Decision in VBMS-Awards

Step 5: To build the actual decision, navigate to the **Issue Disposition** tab. Review the listed contentions, dispositions, and the listed elements met and unmet. Users can manually add additional elements. Currently, users must free text the **Reasons for Decision**. Select **Add** for the **Reasons for Decision** to populate within the decision.

Up to 24,000-character limit

Select	Contention Name/ Issue	Disposition	Award Decisions	Effective Date
<input checked="" type="checkbox"/>	Entitlement to additional benefits for	Denied	Dependency School Aged Child Henry	

Reasons for Decision:
Input Reasons for Decision

Add Delete

Step 6: The final step is to add all appropriate laws and regulations from within the **CFRs** tab.
Note: Users can add any additional laws that aren't listed under menu list.

Available CFRs:

- 38 CFR 14.631 Powers or Attorney; Disclosure of Claim
- 38 CFR 21.4200 Definitions
- 38 CFR 3.1 Willful Misconduct
- 38 CFR 3.1(c) Definition Reserves
- 38 CFR 3.1(d) Definition Veteran
- 38 CFR 3.1(j) Definition Marriage
- 38 CFR 3.1(m) Line of duty
- 38 CFR 3.1(n) Willful misconduct
- 38 CFR 3.10 Dependency and indemnity compensation
- 38 CFR 3.1000 Entitlement under 38 U.S.C. 5121 to be
- 38 CFR 3.1001 Hospitalized competent veterans.
- 38 CFR 3.1002 Political subdivisions of United States.
- 38 CFR 3.1003 Returned and canceled checks.

Selected CFRs:

- 38 CFR 1.962 Waiver of Overpayments

Additional Law:
Type your CFR here **Add CFR**

Step 7: To complete the decision select **Save** to return to the Current and Proposed Award/Authorization screen.

Cancel Purge **Save** Preview

*Note: Users can select **Save** at any time to return to the Current and Proposed Award/Authorization screen. All work will be saved.*