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| **PACKAGE MANAGER/CENTRALIZED PRINTING CHECKLIST** |  |
| ***PRIOR to uploading letter into VBMS, proofread your letter and consider the following:\**** |  |
| Has all Federal Tax Information (FTI) been identified and excluded from Package Manager? | Yes ­­\_\_ No\_\_ |
| For POAs not co-located at regional offices, have their addresses been added in Package Manager to ensure these POA receive their copies of the letters? (When a private attorney or agent’s address on the VA Form 21-22a differs from the OGC accreditation list, use the OGC accreditation list as this has the most up-to-date address information for private representatives.) | Yes\_\_ No\_\_ |
| Has recipient been identified as “individual” or “organization”? | Yes\_\_ No\_\_ |
| Has all information indicated by asterisks (\*) been provided? | Yes\_\_ No\_\_ |
| Have all letters been dated? | Yes\_\_ No\_\_ |
| Is there only one Veteran’s eFile open at finalization? | Yes\_\_ No\_\_ |

\*Once a letter is uploaded into VBMS, the VSR can no longer update current appropriate/necessary auto text; update the proper POA; properly date letters; or include proper enclosures.

**For further information,**

• See M21-1. VI.i.1.B.1.m. Steps to Follow After Preparing a Decision Notice