Processing an FNOD
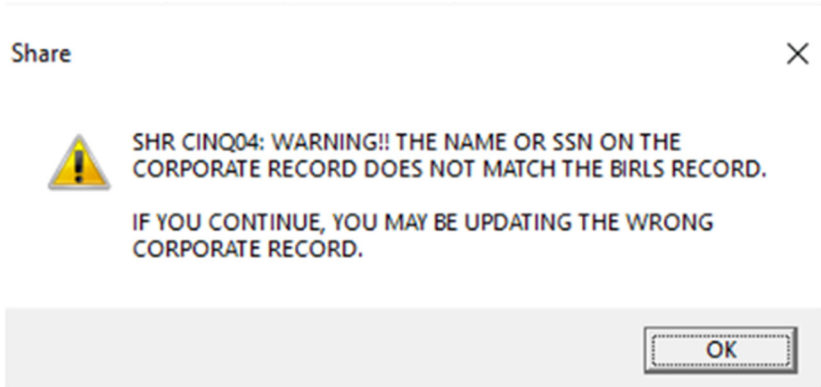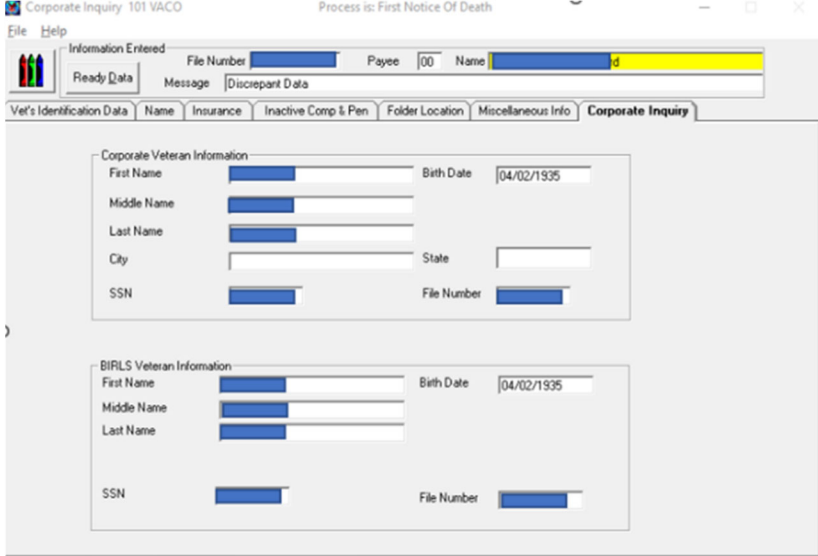## (First Notice of Death)
Job Aid

August 2024

FNOD

This job aid is to provide instructions on how to update the system with the first notice of death for a Veteran.
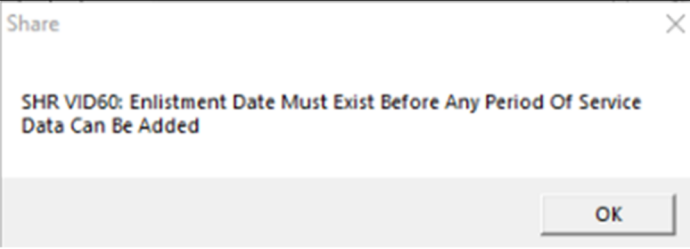
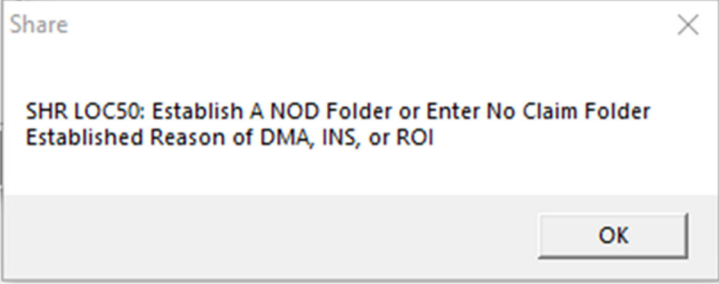| Reference	Description
M21-1 XI.i.1.B.1.a. **Veteran NOD Processing**	Process a Veteran's notice of death (NOD) under the FIRST NOTICE OF DEATH (FNOD) command in Share. The FNOD command clears any pending end products (EPs), with the exception of several fiduciary oversight EPs

FNOD Generation Steps

Step	Action

1	Review the system to determine if the Veteran has a running award.
	   a. Yes- Go to the next step
	   b. No- Go to Step 6

2	Review the system to see if there is a living spouse of record.
	   a. Yes- Go to the next step
	   b. No- Go to step 6

3	Select the SSA Inquiry command to confirm whether the spouse is still living.
	   a. Yes-Go to step 6
	   b. No- Go to the next step

4	Save the SSA inquiry results showing the spouse's date of death to the eFolder.
5	Enter the spouse's date of death in the dependents tab in VBMS.
6	Select the First Notice of Death command in SHARE and enter the Veteran's file number or SSN, and full name as it shows in BIRLS. The full name may include a middle initial, middle name and/or suffix. Select the Submit Button.

7	If you encounter the following error and screen, select OK on the error message and Ready on the SHARE screen and consult the DUPC Team. **Share** ✕ ⚠ SHR CINQ04: WARNING!! THE NAME OR SSN ON THE CORPORATE RECORD DOES NOT MATCH THE BIRLS RECORD. IF YOU CONTINUE, YOU MAY BE UPDATING THE WRONG CORPORATE RECORD. OK Corporate Inquiry 101 VACO Process is: First Notice Of Death File Help Information Entered File Number ____ Payee 00 Name ____ d Ready Data Message Discrepant Data Vet's Identification Data / Name / Insurance / Inactive Comp & Pen / Folder Location / Miscellaneous Info / **Corporate Inquiry** Corporate Veteran Information First Name ____ Birth Date 04/02/1935 Middle Name ____ Last Name ____ City ____ State ____ SSN ____ File Number ____ BIRLS Veteran Information First Name ____ Birth Date 04/02/1935 Middle Name ____ Last Name ____ SSN ____ File Number ____	

8	Verify the information* on the Veteran Identification Data (VID) screen for the Veteran is complete and accurate (if not, modify), and enter the following:
	    a. The Veteran's date of death
	    b. The applicable cause of death in the CAUSE OF DEATH field:
	      i. UNKNOWN
	      ii. NATURAL
	      iii. COMBAT, or
	      iv. OTHER, and
	    c. A Y in the DEATH IN SERVICE field if the evidence shows the Veteran died in service.
	
	 *This includes but not limited to the Veteran's Sex, Date of Birth, and Military Service.
	
	 Example of Military Service error:	

	Share ✕ SHR VID60: Enlistment Date Must Exist Before Any Period Of Service Data Can Be Added OK	
9	Select Update	
10	If the following error populates, select OK and proceed to the next step. If not, proceed to step 12. Share ✕ SHR LOC50: Establish A NOD Folder or Enter No Claim Folder Established Reason of DMA, INS, or ROI OK Note: This error may populate twice. Select OK on the second pop up.	

11	Select ROI from the No Claim Folder Est Rsn dropdown and select Update. 	
12	Select OK on the pop up. 	
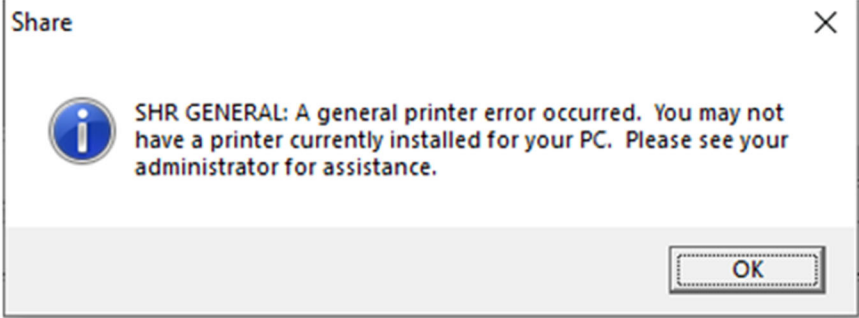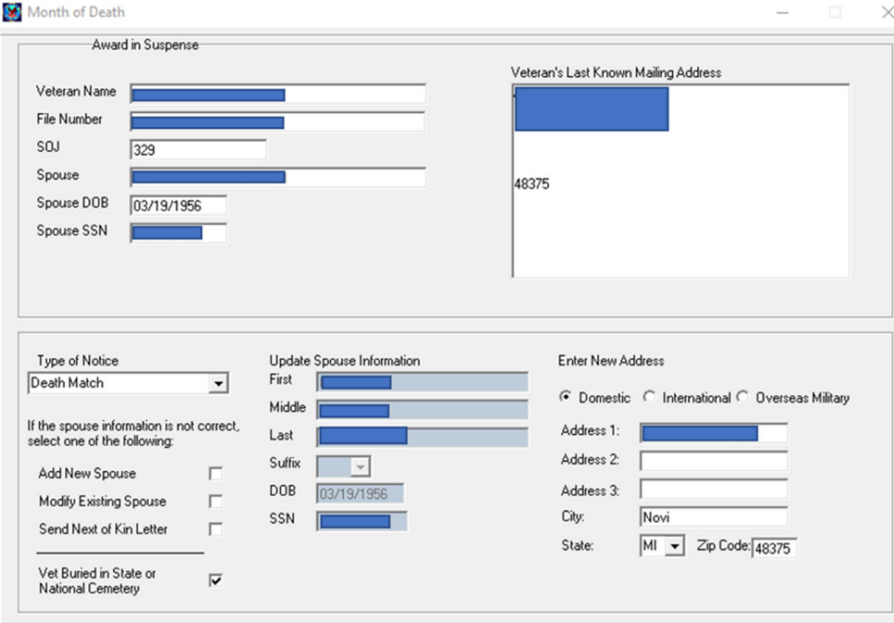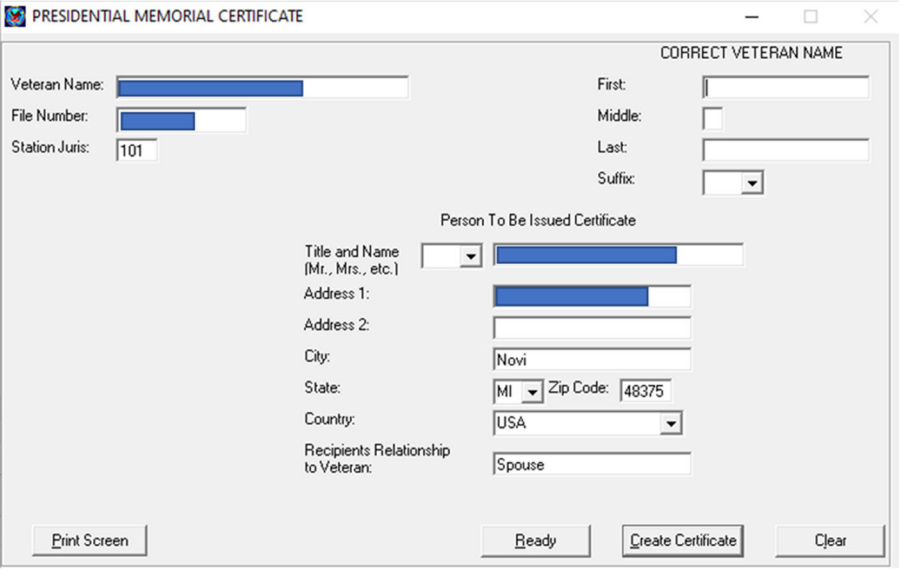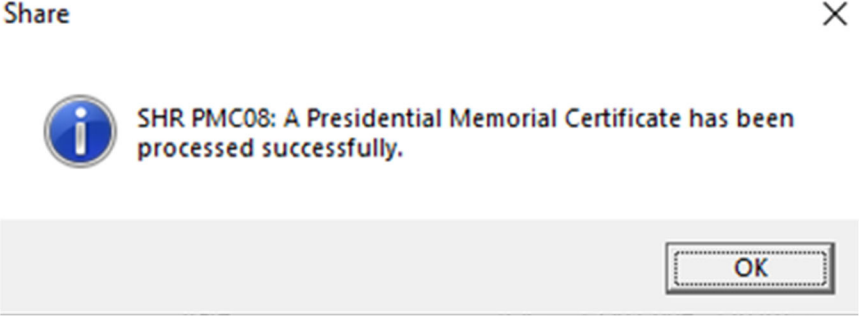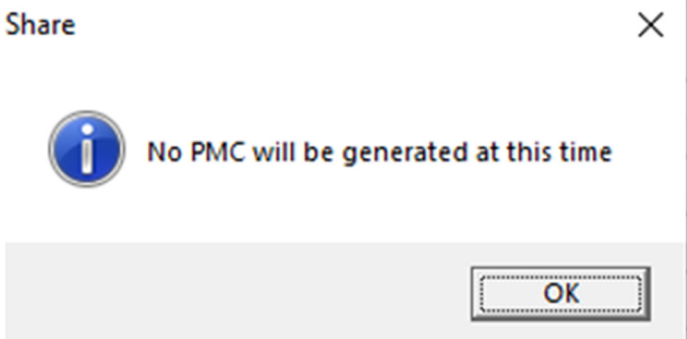
13	If the following Error Message populates, select OK. If not proceed to step 14.

14	The Month of Death screen will automatically appear.
	Verify that the Veteran's and spouse's information (if applicable) on the Month of Death screen is complete and accurate. If the spouse's information is not accurate select the box next to Modify Existing Spouse and edit the information.
	Determine if the Veteran was buried in a State or national cemetery.
	• If yes or unknown, leave the Vet Buried in a State or National Cemetery box checked.
	• If no, uncheck the Vet Buried in a State or National Cemetery box.
	If it is determined that an FNOD command is being completed under the incorrect Veteran's record, select the Abort MOD Only button and refer the case to adjudication.

15	Select the applicable notice in the Type of Notice drop-down menu. The following notices will *not* send contemporaneous notice to the Veteran:
	• Death Certificate/Death Notice
	• Death Benefit Claim
	• Burial Benefit/Headstone/Marker Claim
	• Flag Application
	• Interment Record
	• Notice of Death Message, or
	• VA Insurance Claim
	The following notices *will* send contemporaneous notice to the Veteran:
	• Telephone FNOD
	• Personal Interview FNOD
	• Insurance PCR FNOD, or
	• Death Match
16	If the Veteran had no spouse or the spouse's information is discrepant or incomplete, then ensure the Send Next of Kin Letter box is checked.
	Note: If a dependent spouse is not on the Veteran's award, the Month of Death screen will default to Send Next of Kin Letter to the Veteran's last known mailing address. If the evidence shows that a surviving spouse exists, and entitlement to the Month of Death (MOD) payment is determined, add the surviving spouse on the Month of Death screen by selecting the Add New Spouse check box. Then complete the surviving spouse's information, including date of birth and SSN.
17	Select Update on the Month of Death screen.
18	Select OK on the below message that will populate.

Share   ✕

🛈 MODUPDATE 10: Month of Death has been successfully submitted

OK

19	The Presidential Memorial screen will populate. Please refer to <u>M21-1 XI.iii.1.D.1.a.</u> to determine if a certificate can be issued.
	If a Presidential Memorial Certificate cannot be issued go to step 21.
	If a Presidential Memorial Certificate can be issued and there is a spouse of record in the system, this information will be pre-populated on the screen.
	• Verify that the information is complete and accurate. If not, modify the information.
	• Select Create Certificate.
20	Select OK on the below message that will populate.
21	If a Presidential Memorial Certificate cannot be issued select Ready on the Presidential Memorial Certificate screen.

22	Select OK on the below message that will populate.
	Share ✕ ⓘ No PMC will be generated at this time [OK]