The VA Board of Veterans’ Appeals (BVA) is seeking qualified VA employees for multiple detail opportunities

DURATION: Detailed for 90-120 days (may be extended)
ANTICIPATED START DATE: December 1, 2020
LOCATION: Virtual/Remote
WHO MAY BE CONSIDERED: Current/Permanent VA Employees
+++Must have supervisory approval+++ 
NOTE: Each detail is to a statement of duties without temporary promotions or promotion opportunity as part of the assignment(s)

After review, if you are interested in any of the detail opportunities below, please submit your resume and most recent (non-award) SF-50 to VHAHROOHRMACSBORecruiters@va.gov for review/consideration.

DETAIL OPPORTUNITY #1
Program Specialist in the Office of Appellate Support, Mail, Case Review and Intake
GS 7-11 will be considered

- The detailee will ensure the timely and accurate intake of appeals filed by Veterans and other appellants. Incumbents work under the supervision of the Branch Chief and may work closely with points of contacts at agencies of original jurisdiction, Veterans’ representatives and private attorneys, Veteran customers and other Board personnel to obtain all necessary information to properly docket appeals at the Board through established systems and adherence to established procedures.

REQUIRED EXPERIENCE:
- Basic knowledge of the Appeals Modernization Act of 2017
- Access to and familiarity with VA’s Centralized Mail Portal
- Analytical ability to make determinations of completeness, accuracy and appropriateness of standard forms sufficient for docketing appeals at the Board

PREFERED EXPERIENCE:
- Knowledge of the Veterans Benefits Management System (VBMS), Caseflow suite of applications, and/or experience with Veterans Appeals Control and Locator System (VACOLS)
DETAIL OPPORTUNITY #2
Program Specialist in the Hearing Management Branch

*GS 7-12 will be considered*

- The detailee will ensure the timely and efficient provision of hearings before Veterans Law Judges for appeals filed by Veterans and other appellants. Detailees will coordinate virtual hearings and ensure Veterans, representatives, Judges, and other stakeholders can effectively participate in virtual forums and obtain all necessary information to properly schedule and conduct hearings at the Board through established systems and adherence to established procedures.

REQUIRED EXPERIENCE:
- Computer literacy, IT device setting troubleshooting ability and Microsoft Office Suite skills (Word, Excel, etc.)
- Basic knowledge of the *Appeals Modernization Act of 2017*
- Recent or current experience with the Veterans Benefits Management System (VBMS), the Caseflow suite of applications, and prior or current experience with the Veterans Appeals Control and Locator System (VACOLS) is preferred
- Analytical ability to make determinations of completeness, accuracy and appropriateness of standard forms sufficient for scheduling and conducting hearings at the Board

DETAIL OPPORTUNITY #3
Contact Representative in the Hearing Management Branch

*GS 5-7 will be considered*

- The detailee ensures the timely and accurate scheduling and conduct of hearings before Veterans Law Judges for appeals filed by Veterans and other appellants and obtain all necessary information to properly docket appeals at the Board through established systems and adherence to established procedures. Detailees will be instrumental in improving VA’s customers’ experience with receiving critical information regarding their appeals and help ensure receipt of timely decisions.

REQUIRED EXPERIENCE:
- Computer literacy, IT device setting troubleshooting ability and Microsoft Office Suite skills (Word, Excel, etc.)
- Recent or current experience with the Veterans Benefits Management System (VBMS), the Caseflow suite of applications, and prior or current experience with the Veterans Appeals Control and Locator System (VACOLS) is preferred
- Analytical ability to make determinations of completeness, accuracy and appropriateness of standard forms sufficient for scheduling and conducting hearings at the Board

If you have any questions or would like more information, please email [VHAHROOHMACSBORecruiters@va.gov](mailto:VHAHROOHMACSBORecruiters@va.gov).