
VA Form 22-0831

List of Affected Branches/Extensions for Centralized Certification

May 2023

ACRONYMS

- BDN – Benefits Delivery Network
- CELO – Chief Education Liaison Officer
- DOOR – Distribution of Operational Resources
- ELR – Education Liaison Representative
- EM – Enrollment Manager
- EP – End Product
- POC – Point of Contact
- SAA – State Approving Agency
- SCO – School Certifying Official
- VAF – VA Form
- WEAMS-Web Enabled Approval Management System
- WCLR – Work clear

BACKGROUND

The VAF 22-0831 is used to provide Point of Contact (POC) information for each branch or extension for which the main campus will submit certifications. POC signatures are not needed. The VAF 22-0831 must be completed and signed/dated by a responsible official with the authority to designate POCs for branch campuses and extension sites.

INSTRUCTIONS FOR REVIEWING/COMPLETING A VAF 22-0831

1. Effective Date/Date of Claim is the date the VA receives the VAF 22-0831. VAF 22-0831 should be an attachment to the email submitted by the SCO/SAA.
2. Ensure the VAF 22-0831 is signed, dated, and includes the signer's title at the bottom of the VAF 22-0831.

SIGNATURE	TITLE	DATE
VA Form 22-0831 (June 2008)		

3. Review the POC information on the VAF 22-0831 and compare it to the current POC information in WEAMS to see if updates are needed.

Note: If there are no updates needed, notify the ELR of the main campus that there are no changes. Capture the email to the ELR of the main campus to E-Force. Clear an EP868 in BDN and capture to BDN screen print to E-Force. Close out E-Force with a EP900.

4. When there are updates to the VAF 22-0831, take the following actions:

Existing POC(s)

- Update existing POCs information (if necessary).
Do not change the status date for email/phone number updates on existing POCs in WEAMS.
- If withdrawing an POC, use the effective date (see item 1 above) as the status date.
- No need to notify the CELO or SELR when you withdraw a POC. They do not have access to EM.

New POC(s)

Click the “Add New Point of Contact” button to add a POC.

ORGANIZATION NAME: DEVRY COLLEGE OF NEW YORK - 21376032	
Organization Profile	POINT OF CONTACT FOR PROGRAMS
Program Specific Org Info	
Certifying Official / POC	
Add New Point of Contact	

When adding a POC fill in all required fields as well as Priority, Title, Phone, Email, Official Type and Status.

NAME: DEVRY COLLEGE OF NEW YORK - 21376032	
*First Name:	
Middle Name:	
*Last Name:	
Priority:	Primary v
Title:	
Address One:	
Address Two:	
Address Three:	
City:	
State:	v
Zip Code:	
Country:	v
Phone:	Ext
Fax:	
Email:	
Official Type:	Designated v
Status:	Approved v
*Status Date:	05/04/2023
Save Reset Cancel	

- First Name – self explanatory
- Last Name – self explanatory
- Priority – List all POCs as Secondary
- Phone – self explanatory

- Email – self explanatory
- Official Type – Choose “Read Only”** (Another check and balance to prevent a POC from getting an EM account)
- Status – Approved
- Status Date – Use the effective date (see item 1 above) as the status date

**Exception - The Official Type for a POC also listed as a Designated Certifying Official for the main campus would be “Designated”.

Repeat the above steps to add additional POCs listed on the VAF 22-0831.

5. Organizational Profile Page in WEAMS

- The telephone number and email address for the Primary Designated SCO at the main campus should be listed at the bottom of this page.

Phone: - **Ext**

International Phone:

Fax: -

Email:

Web Address:

In-State Tuition URL:

6. Generate a VAF 22-1998

7. Electronically sign the VAF 22-1998

8. Send an email to the ELR (corporate email address) of the main campus, the SAA of the state of the branch campus, the ELR (corporate email address) of the branch campus, all POCs of the branch campus and the Primary Designated SCO at the main campus. Attach the signed VAF 22-1998 to the email.

Email Example:

 VAVBABUF/RO/EDU, ELR-NYC  Automatic reply: "Thank you for contacting the Department of Veterans Affairs - Education Service – Approvals, Compliance, and Liaison (AC&L) Team. This corporate email box is for

 Send	To	ACHhetry@devry.edu ; sshaw@devry.edu ; matthew.ramsey@devry.edu ;
	Cc	VAVBABUF/RO/EDU, ELR-NYC ; VAVBASTL/RO/ILELR ; dan.wellman@illinois.gov ; <a href="mailto:Vonk, Kathleen (VETERANS) <Kathleen.Vonk@veterans.ny.gov>">Vonk, Kathleen (VETERANS) <Kathleen.Vonk@veterans.ny.gov> ;
	Bcc	

Subject VA Form 22-0831 - Processed - DEVRY COLLEGE OF NEW YORK - 21376032

 FY23-21376032-1998.pdf
2 MB

Good Morning,

Your facilities Point of Contact list has been updated for DEVRY COLLEGE OF NEW YORK – 21376032.

If you have any questions please contact ELR-NYC.VAVBABUF.RO.EDU@va.gov.

Best,

Tyler Smerlick
ELR – Philadelphia
215-842-2000 Ext: 5945

9. Upload the email and signed VAF 22-1998 to E-Force.
10. WCLR an EP840 in BDN.
11. Upload the EP840 screen print to E-Force.
12. Finalize the approval action in E-Force.
13. Update the DOOR Report.