



DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits Administration
Washington, D.C. 20420

January 15, 2009

Director (00/21)
All VBA Regional Offices and Centers

Fast Letter 09-03

SUBJ: Annual Report of Outreach Activities

Background

M21-1, Part VII, Chapter 6, paragraph 6.03, requires regional offices to conduct an annual review of outreach activities and prepare a report at the end of the fourth quarter of the fiscal year.

Report Templates

Attached are seven similar templates, one each for a target outreach group, which regional offices must complete and return to the Compensation and Pension (C&P) Service. Each report is a separate document labeled for a particular target group so that the C&P Service can consolidate the reports from all regional offices. Regional offices should key all information into the table boxes to facilitate consolidation of reports.

We excluded target populations where major outreach is conducted on a national level or where we already captured the information in other reports.

Each template requests data for certain kinds of activities, number of attendees, and total outreach hours expended for that target group. When documentation of an activity does not include an accurate number, please provide the best estimate possible.

Due Date

All seven reports should be included in a single e-mail and sent to VAVBAWAS/CO/OUTREACH by close of business on February 13, 2009. Please do not submit reports separately.

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Point of Contact

Email questions and/or comments concerning the outreach to
VAVBAWAS/CO/OUTREACH.

/S/

Bradley G. Mayes
Director
Compensation and Pension Service

Enclosures (7)

Recission: Fast Letter 08-03