



Compensation Service Legal Instruments Examiner (LIE) Technical Competencies

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Extracted from the Compensation and Pension Service Competency Model Report, Dated March 2011



**U.S. Department of
Veterans Affairs**



An HR&A Initiative to invest in people development, talent acquisition and workforce engagement for the delivery of high-quality healthcare, benefits and other services to Veterans and their families.



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Overview

The information in this document, including table numbers, is derived from the Compensation and Pension Service Competency Model Report, dated March 2011.

This document contains the technical competencies for the specified position and provides the following detailed information:

- A list of all technical competencies for the position.
- For each technical competency, a profile is provided that includes the Competency:
 - Description/Definition
 - Proficiency Ratings
 - Proficiency Levels
 - Behavioral Indicators



LIE Technical Competencies

The table below identifies the technical competencies for the Compensation Service LIE position.

Table 1: LIE Technical Competencies

Legal Instruments Examiner (LIE) Technical Competencies	
1.	Benefits Accounting
2.	Legal Instruments Examination
3.	VBA Applications
4.	Veteran's Benefits Laws and Regulations



LIE Technical Competency Profiles

The tables below identify the competency profiles for the Compensation Service LIE position.

Table 2: LIE – Benefits Accounting

Benefits Accounting				
Description/Definition: Accounting of funds received and spent by the fiduciary. Involves verification of funds held on behalf of beneficiary.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
1 – Basic	Review simple account (e.g., one source of income, minimal expense).	✓		
	Ensure the beginning balance is the same as ending balance in prior account.	✓		
	Compare income on TING screen for VA and also other source income to what is reported on the accounting	✓		
	Compare accounting form to Fund Usage Agreement (FUA).	✓		
3 – Intermediate	Review typical account (one source of income, a couple of expenses).		✓	
	Verify certificate of balance on deposit 21-4718a against the estate value on the account.		✓	
	Provide guidance to the payee for management of funds in the best interest of the beneficiary.		✓	
	Review court documents to determine appropriateness of expenditures.		✓	
5 – Expert	Review complex account (e.g., multiple sources of income, questionable fees).			✓
	Review corporate guardian (bank) account.			✓
	Finalize and approve a submitted account in writing.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA



Table 3: LIE – Legal Instruments Examination

Legal Instruments Examination				
Description/Definition: Establishes PGF, receives mail, review awards, preparation and review of 4716a.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
2 – Foundational	Determine if accounts are acceptable	✓		
3 – Intermediate	Review incoming letters and determining appropriate action		✓	
5 – Expert	Complete appropriate actions for highly involved cases (e.g., misuse of funds, cases with several issues)			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA

Table 4: LIE – VBA Applications

VBA Applications				
Description/Definition: The use of C&P computer systems to carry out all necessary LIE related tasks.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
2 – Foundational	Access specific information using computer applications.	✓		
	Use internet to verify filing of court documents.	✓		
	Establish and update case data into the Fiduciary Beneficiary System (FBS).	✓		
	Review monthly FBS reports that support DOOR data.	✓		
4 – Advanced	Create the correct type of routine Field Exam (FX) package.		✓	
	Apply applications to produce ad-hoc reports (e.g., loss control cases, estate value cases, informational purposes).		✓	
5 – Expert	Develop reporting tools (e.g., letter after the review of an account and other templates).			✓
	Create the correct type of unscheduled Field Exam (FX) package.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA



Table 5: LIE – Veteran's Benefits Laws and Regulations

Veteran's Benefits Laws and Regulations				
Description/Definition: The collection of laws, guidelines, regulations, and precedents that determine the governance, policy, and procedure of VA benefits programs.				
Competency Proficiency Ratings	Behavioral Indicators	Competency Proficiency Levels		
		E	A	J
2 – Foundational	Support field examination activities to ensure adequate protection of beneficiary and his/her entitlements.	✓		
	Receive incoming telephone calls in connection with fiduciary and field examination activities, and responds to inquiries from fiduciaries, Veterans, and their beneficiaries.	✓		
	Monitor cases relative to time standards and notify the Coaches of any cases pending too long.	✓		
4 – Advanced	Determine adequacy of surety bonds and request additional bonds, when indicated.		✓	
	Enforce accounting requirements to ensure fiduciary compliance with Title 38 CFR, Part 13.104 and US Code 6107		✓	
	Conduct estate administration to ensure oversight and compliance with Title 38 CFR, Part 13.104.		✓	
	Request field examinations. when needed, on problems of estate management and benefit rights.		✓	
	Communicate with the Authorization or Pension Management Center (PMC) to arrange prompt award action on initial appointment cases involving certification of a fiduciary, and cases requiring award action for suspension or resumption of benefits.		✓	
5 – Expert	Review and give final approval of accounts received from court-appointed guardians, individual appointed fiduciaries, or chief officers/administrators of institutions.			✓
	Determine whether there are any funds to recover for the government and takes action to recover such funds.			✓
	Conduct a thorough review of the PGF upon termination of supervision to protect assets due the beneficiary or VA.			✓
	Spot any possible embezzlement or misappropriation by the guardian or fiduciary and make recommendations to agency counsel and/or the Inspector General.			✓

Key: Competency Proficiency Levels: (E) Entry; (A) Apprentice; (J) Journey

Key: Competency Proficiency Ratings: (1) Basic; (2) Foundational; (3) Intermediate; (4) Advanced; (5) Expert; (--) NA

