

# Procedures for Dishonorable Character of Discharge (COD) Pre-Decisional In Process Reviews (IPR)

All COD administrative decisions that determine the characterization of discharge to be **dishonorable** must be reviewed for validation **prior** to finalizing the decision. These instructions also apply to COD determinations with a conditional discharge, in which at least one period of service is determined to be dishonorable. *Reminder: IPRs are non-punitive.*

## VSR actions for obtaining an IPR of the COD draft

1. Upload the draft COD administrative decision into VBMS.
2. Upload the VA Form 21-0961 into VBMS for the COD administrative decision with the appropriate signatures, as noted in [M21-1, X.v.1.C.1.b.](#)
3. Apply the Special Issue (SI) of *Compensation Service Review – COD* to one of the claim's contentions in VBMS.
4. Add the *Compensation Service Case Review* tracked item and update the suspense to 4 business days out.

## AQRS actions for completing a 2NDCODIPR in QMS

1. Conduct an in process review of the draft COD determination.
2. Complete the quality checklist.
3. After submitting the quality checklist in QMS, remove the Special Issue of *Compensation Service Review – COD* from all pending EPs, and
4. If the claim suspense is not past due, update the suspense date to the next day.

## VSR actions after obtaining the IPR results

1. An email providing a *Review Summary* of the IPR will be sent to the VSR that prepared the COD draft.
2. The following business day, the claim will be eligible to return through the NWQ production run to the station that prepared the COD draft so long as the station has capacity to receive the claim.
  - If the claim is assigned to a different station, coordinate brokering of the claim as necessary between stations. Brokering in this situation is permissible.
3. After the claim is returned to the VSR's queue, review the results of the IPR:
  - If no errors were noted on the IPR, proceed with finalizing the COD determination.
  - If errors were noted on the IPR, and the VSR agrees with the findings, then correct all deficiencies and proceed with finalizing the COD determination.
    - i. Update QMS to indicate corrective action was completed.
  - If errors were noted on the IPR, and the VSR disagrees with the findings, then initiate a request for reconsideration in QMS.

**Note:** If errors are found on the IPR, additional IPRs are not required prior to finalizing the COD determination.