

ARNG G1 Personnel Gateway – Process Package

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Formal Line of Duty (LOD) Process: Conducting a formal LOD and uploading necessary information into the LOD Module

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Description

According to AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), line of duty investigations are conducted to determine whether misconduct or negligence was involved in the cause of a Soldier's disease, injury, or death and, if so, to what degree. Formal LOD investigations are required if it is suspected that the injury, illness, disease, or death occurred under willful negligence or misconduct; or if it occurred under unusual or doubtful circumstances. A formal LOD investigation may also be conducted if the complexity of the case warrants one or if the person affected by the illness, injury, or disease (or, in the case of a death, their next of kin) requests one.

The purpose of this process is to provide a reference guide for Unit Administrators, Unit Commanders, State MILPO/Health Systems Specialists (HSS), State TAG/Reviewing Authorities, ARNG Personnel Division – Personnel Actions (ARNG-HRP-P) Analysts, and ARNG-HRP Approving Authorities when populating and approving formal LODs correctly within the LOD Module. This process is only applicable for processing formal LODs for Title 10/OCONUS and Title 32/M-Day Soldiers within the LOD Module.

Note: This process only applies to formal LOD investigations.

Regulations and Supporting Resources

[AR 15-6, Procedures for Investigating Officers and Boards of Officers](#)

[AR 600-8-4, Line of Duty Policy, Procedures, and Investigations](#)

Documents and Forms

[DA Form 2173, Statement of Medical Examination and Duty Status](#)

[DD Form 261, Report of Investigation Line of Duty and Misconduct Status](#)

Related Processes

[Informal Line of Duty \(LOD\) Process](#)

Systems

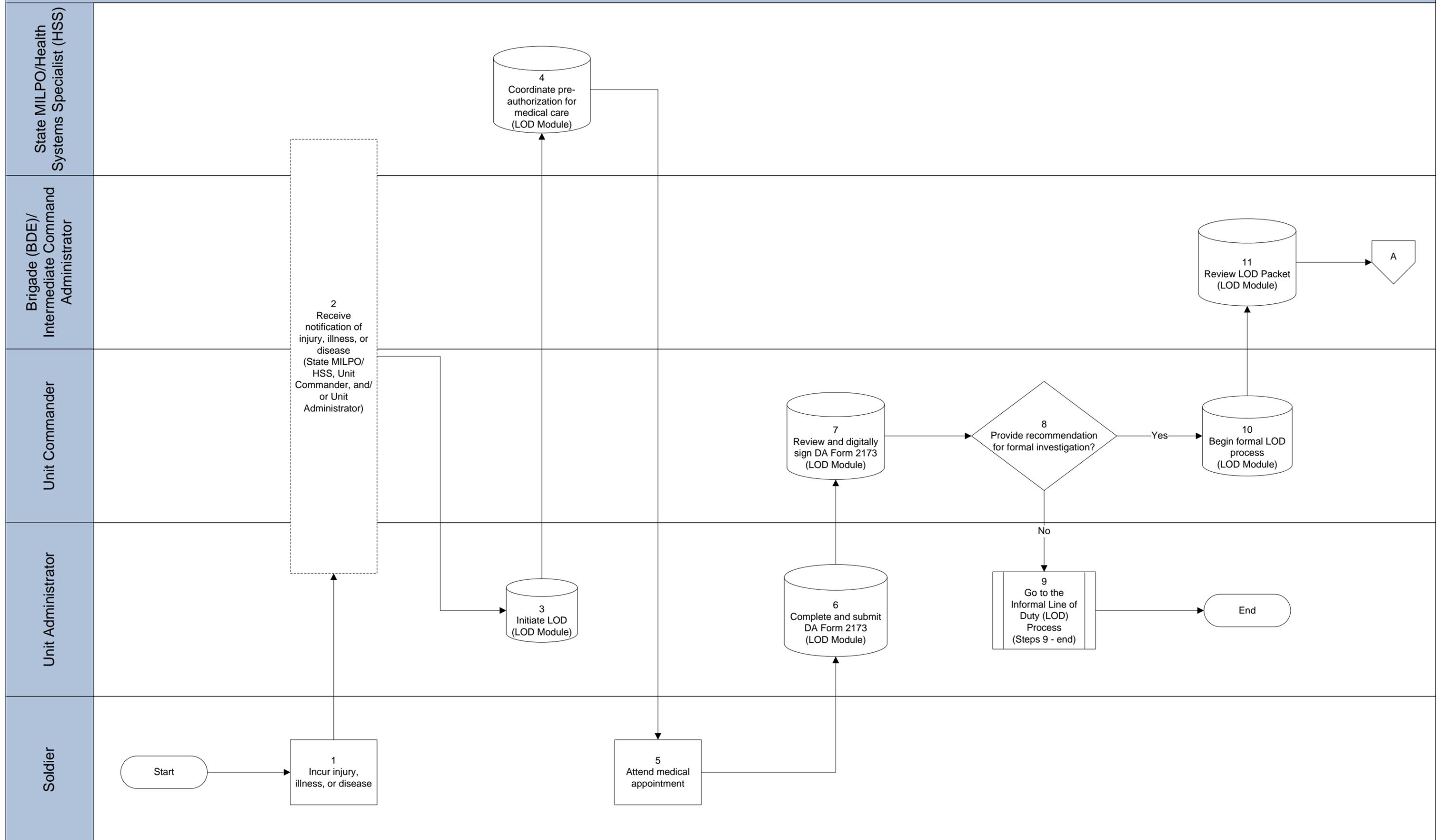
[MEDCHART Line of Duty \(LOD\) Website – Login](#)

Points of Contact

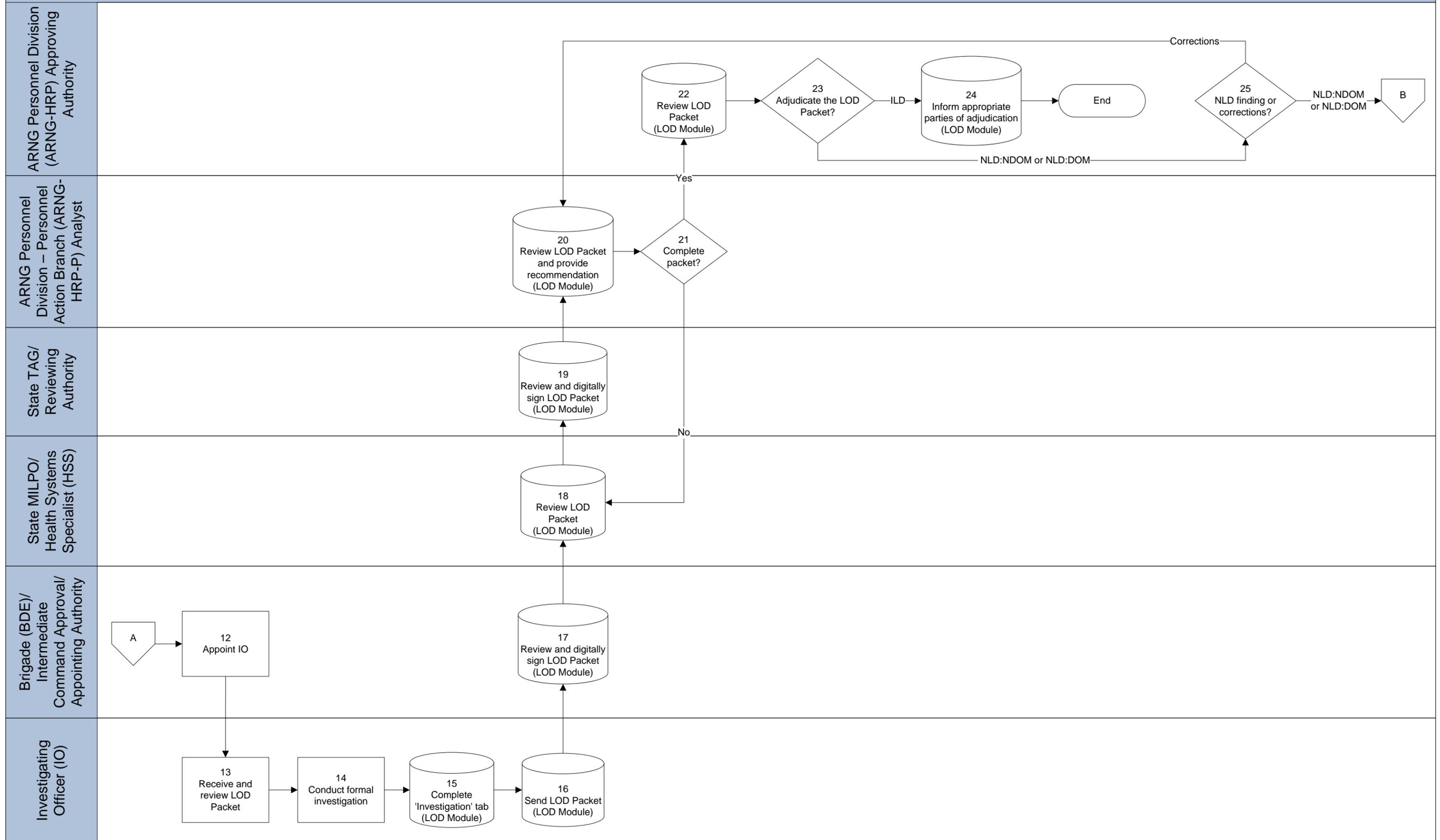
Division: Personnel Division (ARNG-HRP)

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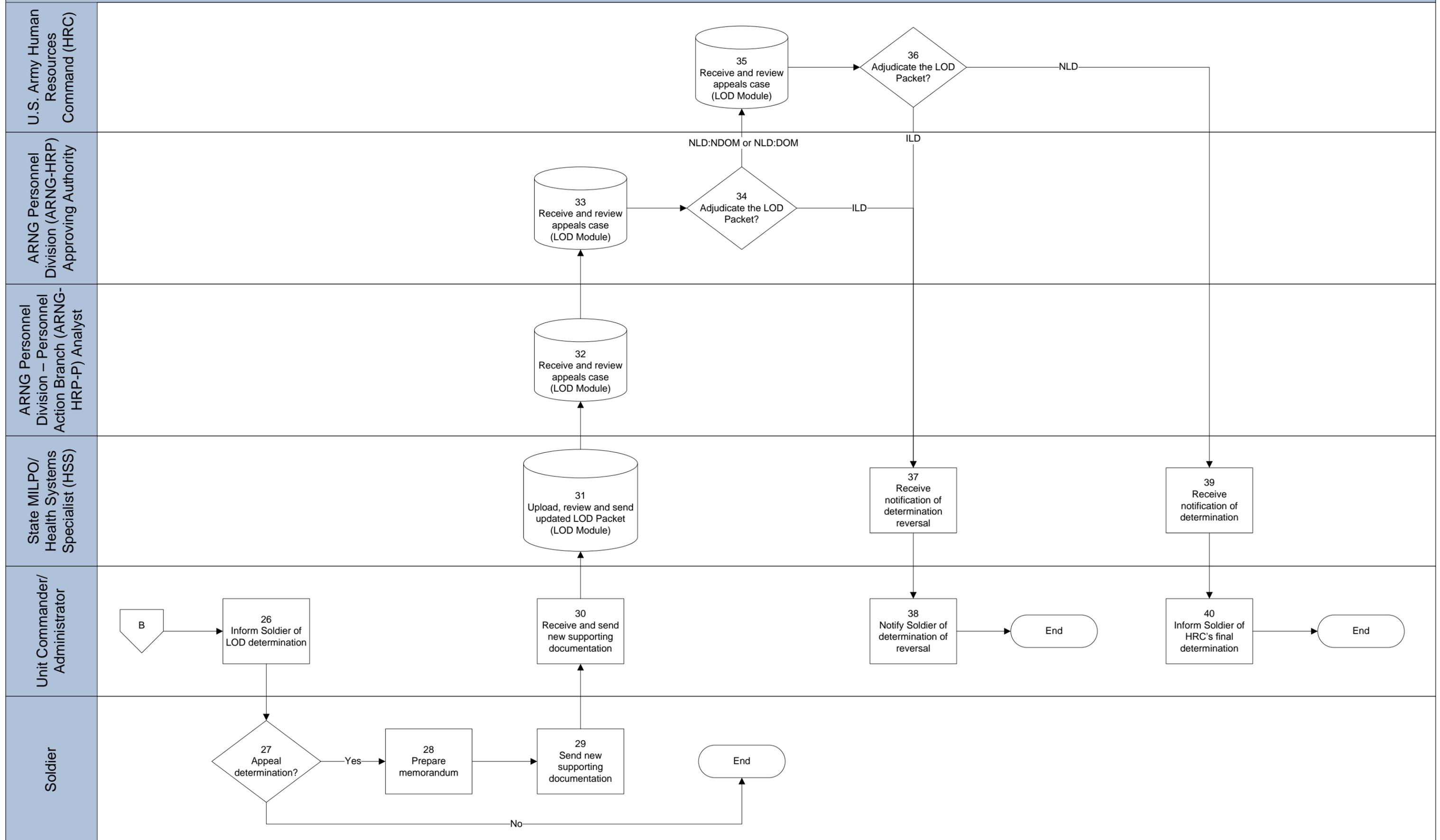
Note: The numbers on this process map are for reference purposes only and do not denote the sequence of the process



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No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Incur injury, illness, or disease	Soldier incurs an injury, illness, or disease.				The Soldier can attend the medical appointment before the information is entered into the LOD Module.
2	Receive notification of injury, illness, or disease (State MILPO/HSS, Unit Commander, and/or Unit Administrator)	State MILPO/Health Systems Specialist (HSS), Unit Commander, and/or Unit Administrator receive notification of Soldier's injury, illness, or disease.				Injury, illness, or disease can be identified through multiple scenarios to include: Periodic Health Assessment (PHA), Soldier informing injury, illness or disease, Commander referral, Fit for Duty (FFD), Line of Duty (LOD), Post Deployment Health Assessment (PDHA), and Post Deployment Health Reassessment (PDHRA).
3	Initiate LOD (LOD Module)	Unit Administrator or the State MILPO/HSS initiates the LOD within the LOD Module to determine if the injury occurred in the line of duty.	AR 600-8-4		LOD Module	Unit Administrator or the State MILPO/HSS must determine the status of the Soldier (Title 32/M-Day or Title 10/OCONUS) to set up the proper workflow.
4	Coordinate pre-authorization for medical care (LOD Module)	State MILPO/HSS coordinates pre-authorization for medical care for the Soldier in the LOD Module.			LOD Module	Depending on the case, this step is optional.
5	Attend medical appointment	Soldier attends medical appointment to obtain the necessary treatment records to support completion of DA Form 2173 (Statement of Medical Examination and Duty Status) and the injury, illness, or disease in question.	AR 600-8-4	DA Form 2173		The Soldier can attend the medical appointment before the information is entered into the LOD Module.
6	Complete and submit DA Form 2173 (LOD Module)	Unit Administrator completes DA Form 2173 (Statement of Medical Examination and Duty Status) by inputting the information into the LOD Module. Unit Administrator ensures all information on DA Form 2173 is correct and submits the LOD Packet to the Unit Commander via the LOD Module.	AR 600-8-4	DA Form 2173	LOD Module	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
7	Review and digitally sign DA Form 2173 (LOD Module)	Unit Commander reviews DA Form 2173 (Statement of Medical Examination and Duty Status) and digitally signs via the LOD Module. Before signing the DA Form 2173, the Unit Commander provides a recommendation for a formal investigation to occur.	AR 600-8-4	DA Form 2173	LOD Module	
8	Provide recommendation for formal investigation?	Unit Commander provides a recommendation for a formal investigation to occur. If the Unit Commander does not provide a recommendation for a formal investigation, go to step 9. If the Unit Commander does provide a recommendation for a formal investigation, go to step 10.	AR 600-8-4, Chapter 2			
9	Go to the Informal Line of Duty (LOD) Process (Steps 9 - end)	Go to the Informal Line of Duty (LOD) Process: Conducting an informal LOD and uploading necessary information into the LOD Module, steps 9 - end.	Go to the Informal Line of Duty (LOD) Process for more details.	Go to the Informal Line of Duty (LOD) Process for more details.	Go to the Informal Line of Duty (LOD) Process for more details.	
10	Begin formal LOD process (LOD Module)	If the Unit Commander recommended for a formal investigation to occur, the Unit Commander or the Unit Administrator begins the formal LOD process by changing the workflow in LOD Module to 'Formal'.	AR 600-8-4		LOD Module	
11	Review LOD Packet (LOD Module)	Intermediate Command Administrator reviews the formal LOD Packet and prepares all the documents for the Intermediate Command Approval/Appointing Authority to appoint the Investigation Officer (IO).			LOD Module	
12	Appoint IO	Intermediate Command Approval/Appointing Authority appoints an IO.	AR 600-8-4, Chapter 3-7			Reference AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), Chapter 3-7, for IO requirements.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
13	Receive and review LOD Packet	IO receives and reviews DA Form 2173 (Statement of Medical Examination and Duty Status) and gathers additional supporting documentation (e.g. medical treatment records, orders, police reports, witness statements, etc.) for the investigation.	AR 600-8-4	DA Form 2173		
14	Conduct formal investigation	IO conducts a formal investigation.	AR 15-6 AR 600-8-4, Chapter 3-8			AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), Chapter 3-8, states, if an adverse determination is contemplated against the Soldier, based upon information obtained in the investigation, the IO will notify the Soldier, in writing through certified mail, of the proposed adverse determination and provide a copy of the investigation.
15	Complete 'Investigation' tab (LOD Module)	IO completes the 'Investigation' tab within LOD Module to develop DD Form 261 (Report of Investigation – Line of Duty and Misconduct Status). In box 11, the IO marks the appropriate determination found in the investigation. The options are: - In line of duty (ILD) - Not in line of duty: not due to own misconduct (NLD:NDOM) - Not in line of duty: due to own misconduct (NLD:DOM)		DD Form 261	LOD Module	Any NLD:NDOM or NLD:DOM determinations are considered adverse findings.
16	Send LOD Packet (LOD Module)	IO sends the LOD Packet via LOD Module to the Intermediate Command Approval/Appointing Authority for review.			LOD Module	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
17	Review and digitally sign LOD Packet (LOD Module)	<p>Intermediate Command Approval/Appointing Authority reviews the LOD Packet and the IO's findings from the formal investigation. Intermediate Command Approval/Appointing Authority reviews for completeness and provides any recommendations via the LOD Module.</p> <p>If the Intermediate Command Approval/Appointing Authority recommends updates to the IO's formal investigation, the Intermediate Command Approval/Appointing Authority sends the LOD Packet back to the IO via the LOD Module to make necessary updates.</p> <p>If Intermediate Command Approval/Appointing Authority does not recommend updates to the IO's formal investigation, the Intermediate Command Approval/Appointing Authority digitally signs and sends the LOD Packet to the State MILPO/HSS via LOD Module.</p>	AR 600-8-4, Chapter 3-9		LOD Module	
18	Review LOD Packet (LOD Module)	<p>State MILPO/HSS reviews the LOD Packet and the IO's findings from the formal investigation. State MILPO/HSS sends the LOD Packet to the State TAG/Reviewing Authority via LOD Module.</p> <p>If the State MILPO/HSS recommends updates to the IO's formal investigation, the State MILPO/HSS sends the LOD Packet back to the IO through the chain of command via the LOD Module to make necessary updates.</p>			LOD Module	State Surgeon and JAG provide medical and legal opinion memorandums and return to HSS for review through the LOD Module.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
19	Review and digitally sign LOD Packet (LOD Module)	<p>State TAG/Reviewing Authority reviews the LOD Packet and the IO's findings from the formal investigation. State TAG/Reviewing Authority reviews for completeness and provides any recommendations via the LOD Module.</p> <p>If the State TAG/Reviewing Authority recommends updates to the IO's formal investigation, the State TAG/Reviewing Authority sends the LOD Packet through the chain of command back to the IO via LOD Module to make necessary updates.</p> <p>If State TAG/Reviewing Authority does not recommend updates to the IO's formal investigation, the State TAG/Reviewing Authority digitally signs and sends the LOD Packet to the ARNG-HRP-P Analyst via LOD Module.</p>			LOD Module	
20	Review LOD Packet and provide recommendation (LOD Module)	ARNG-HRP-P Analyst receives and reviews the LOD Packet within the LOD Module. ARNG-HRP-P Analyst provides the ARNG-HRP Approving Authority a findings recommendation for adjudication.			LOD Module	
21	Complete packet?	<p>ARNG-HRP-P Analyst determines if the LOD Packet is complete or incomplete.</p> <p>If ARNG-HRP-P Analyst determines the LOD Packet is not complete, go back to step 18.</p> <p>If ARNG-HRP-P Analyst determines the LOD Packet is complete, go to step 22.</p>				
22	Review LOD Packet (LOD Module)	ARNG-HRP Approving Authority receives and reviews the packet within the LOD Module. Also, the ARNG-HRP Approving Authority reviews the ARNG-HRP-P Analyst's findings recommendation for adjudication.			LOD Module	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
23	Adjudicate the LOD Packet?	<p>ARNG-HRP Approving Authority adjudicates LOD Packet.</p> <p>If ARNG-HRP Approving Authority adjudicates the LOD Packet ILD, go to step 24.</p> <p>If ARNG-HRP Approving Authority adjudicates the LOD Packet NLD:NDOM or NLD:DOM, go to step 25.</p>				
24	Inform appropriate parties of adjudication (LOD Module)	<p>If ARNG-HRP Approving Authority adjudicates the formal LOD Packet ILD, the ARNG-HRP Approving Authority informs the State TAG/Review Authority, State MILPO/HSS, Intermediate Command Approval/Appointing Authority, IO, Unit Commander, Unit Administrator, and Soldier via the LOD Module. This process ends.</p>			LOD Module	
25	NLD finding or corrections?	<p>ARNG-HRP Approving Authority can adjudicate the LOD Packet NLD:NDOM or NLD:DOM or determine the packet needs corrections.</p> <p>If the ARNG-HRP Approving Authority determines if the LOD Packet needs corrections, go back to step 20.</p> <p>If the ARNG-HRP Approving Authority adjudicates the LOD Packet NLD:NDOM or NLD:DOM, go to step 26.</p>				
26	Inform Soldier of LOD determination	<p>If the ARNG-HRP Approving Authority adjudicates the LOD Packet NLD:NDOM or NLD:DOM, the Unit Commander informs Soldier of LOD determination from the ARNG-HRP Approving Authority.</p>				Notification to the Soldier varies from State to State.

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
27	Appeal determination?	<p>Soldier has the option to appeal the ARNG-HRP Approving Authority determination of NLD:NDOM or NLD:DOM.</p> <p>If the Soldier decides to appeal the determination, go to step 28.</p> <p>If the Soldier decides not to appeal the determination, this process ends.</p>	AR 600-8-4, Chapter 4-17			AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), Chapter 4-17 states, the Soldier may appeal, in writing, within 30 days after receipt of the notice of the line of duty determination.
28	Prepare memorandum	If the Soldier decides to appeal the determination, the Soldier prepares a memorandum requesting for an appeal.	AR 600-8-4, Chapter 4-17			AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), Chapter 4-17 states, the Soldier may appeal, in writing, within 30 days after receipt of the notice of the line of duty determination.
29	Send new supporting documentation	Soldier sends the memorandum requesting for an appeal, new medical documentation, and supporting documentation (e.g. orders, police report, witness statements, etc.) to the Unit Administrator. Soldier must have new supporting medical documentation for the LOD appeal.				<p>Delivery of the supporting documentation varies from State to State.</p> <p>This step is done outside the LOD Module.</p>
30	Receive and send new supporting documentation	Unit Commander/Administrator receives the new supporting documentation from the Soldier and sends all documents to the State MILPO/HSS.				
31	Upload, review and send updated LOD Packet (LOD Module)	State MILPO/HSS uploads, reviews, and sends the LOD Packet to the ARNG-HRP-P Analyst via the LOD Module.			LOD Module	
32	Receive and review appeals case (LOD Module)	<p>ARNG-HRP-P Analyst receives and reviews the appeals case within the LOD Module and creates an Appeals Findings Memorandum within the LOD Module which provides a findings recommendation.</p> <p>If the ARNG-HRP-P Analyst identifies missing documentation, the ARNG-HRP-P Analyst sends the LOD Packet back through the chain of command via the LOD Module to make necessary updates.</p>			LOD Module	
33	Receive and review appeals case (LOD Module)	ARNG-HRP Approving Authority receives and reviews the appeals case within the LOD Module.			LOD Module	

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
34	Adjudicate the LOD Packet?	<p>ARNG-HRP Approving Authority adjudicates LOD Packet.</p> <p>If ARNG-HRP Approving Authority adjudicates the LOD Packet NLD:NDOM or NLD:DOM, go to step 35.</p> <p>If ARNG-HRP Approving Authority adjudicates the LOD Packet ILD, go to step 37.</p>				
35	Receive and review appeals case (LOD Module)	If ARNG-HRP Approving Authority denies the appeal, the U.S. Army Human Resources Command (HRC) receives and reviews the appeals case within the LOD Module. HRC creates a HRC Findings Memorandum.			LOD Module	
36	Adjudicate the LOD Packet?	<p>HRC adjudicates the LOD Packet.</p> <p>If HRC adjudicates the LOD Packet ILD, go to step 37.</p> <p>If HRC adjudicates the LOD Packet NLD, go to step 39.</p>				
37	Receive notification of determination reversal	If ARNG-HRP Approving Authority or HRC adjudicates the appeal ILD, the State MILPO/HHS receives notification of adjudication reversal.			LOD Module	ARNG-HRP Approving Authority can see HRC's determination on the appeals case via the LOD Module.
38	Notify Soldier of determination of reversal	Unit Commander/Administrator notifies Soldier of determination of reversal. This process ends.				
39	Receive notification of determination	If HRC adjudicates the appeal NLD, the State MILPO/HSS receives the notification of determination.			LOD Module	ARNG-HRP Approving Authority can see HRC's determination on the appeals case via the LOD Module.
40	Inform Soldier of HRC's final determination	Unit Commander/Administrator informs Soldier of HRC's final determination.				The Soldier can appeal HRC's final determination through the Army Board for Correction of Military Records (ABCMR).