

Informal Line of Duty (LOD) Process: Conducting an informal LOD and uploading necessary information into the LOD Module

| 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/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 | |

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| 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? | <p>Unit Commander provides a recommendation for a formal investigation to occur.</p> <p>If the Unit Commander does not provide a recommendation for a formal investigation, go to step 9.</p> <p>If the Unit Commander does provide a recommendation for a formal investigation, go to step 16.</p> | AR 600-8-4, Chapter 2 | | | |
| 9 | Review LOD Packet (LOD Module) | If the Unit Commander does not provide a recommendation for a formal investigation to occur, the State MILPO/HSS reviews the informal LOD Packet within the LOD Module to ensure completeness. | | | LOD Module | |
| 10 | Complete LOD packet? | <p>State MILPO/HSS determines if the informal LOD Packet is complete or incomplete.</p> <p>If the State MILPO/HSS determines the LOD Packet is not complete, go back to step 6.</p> <p>If the State MILPO/HSS determines the LOD Packet is complete, go to step 11.</p> | | | LOD Module | |
| 11 | LOD for Title 10 or Title 32? | <p>In step 3, the Unit Administrator or the State MILPO/HSS already identified if the LOD is for a Title 10/OCONUS or Title 32/M-Day Soldier.</p> <p>If the Soldier is in a Title 32/M-Day status, go to step 12.</p> <p>If the Soldier is in a Title 10/OCONUS status, go to step 17.</p> | | | | |

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| 12 | Review LOD Packet (LOD Module) | If the Soldier is in a Title 32/M-Day status, the State TAG/Reviewing Authority reviews the informal LOD Packet within the LOD Module. | | | LOD Module | |
| 13 | Adjudicate the LOD Packet? | <p>State TAG/Reviewing Authority determines whether or not to adjudicate the informal LOD Packet.</p> <p>If the State TAG/Reviewing Authority adjudicates the informal LOD Packet in line of duty (ILD), go to step 14.</p> <p>If the State TAG/Reviewing Authority does not adjudicate the informal LOD Packet, go to step 15.</p> | | | LOD Module | State TAG/Reviewing Authority completes the State Findings Memorandum within the LOD Module. |
| 14 | Inform appropriate parties of adjudication (LOD Module) | If the adjudicates the LOD Packet ILD, the State TAG/Review Authority informs the State MILPO/HSS, Unit Commander, Unit Administrator, and Soldier via the LOD Module. This process ends for a Title 32/M-Day Soldier. | | | LOD Module | |
| 15 | Formal LOD or corrections? | <p>State TAG/Review Authority can provide a recommendation for a formal investigation on the LOD Packet or determine the packet needs corrections.</p> <p>If the State TAG/Review Authority determines the LOD Packet needs corrections, go back to step 10.</p> <p>If the State TAG/Review Authority determines the LOD Packet needs a formal investigation, go to step 16.</p> | | | | |
| 16 | Go to the Formal Line of Duty (LOD) Process (Steps 10 - end) | Go to the Formal Line of Duty (LOD) Process: Conducting a formal LOD and uploading necessary information into the LOD Module, steps 10 - end, for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | |

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| 17 | Review LOD Packet and provide recommendation (LOD Module) | If the Soldier is in a Title 10/OCONUS status, the ARNG Personnel Division – Personnel Action Branch (ARNG-HRP-P) Analyst receives and reviews the informal LOD Packet within the LOD Module. ARNG-HRP-P Analyst provides the ARNG-HRP Approving Authority a findings recommendation for adjudication. | | | LOD Module | |
| 18 | Provide recommendation for formal investigation? | <p>ARNG-HRP-P Analyst provides a recommendation for a formal investigation to occur.</p> <p>If the ARNG-HRP-P Analyst provides a recommendation for a formal investigation, go to step 19.</p> <p>If the ARNG-HRP-P Analyst does not provide a recommendation for a formal investigation, go to step 20.</p> | AR 600-8-4 | | | |
| 19 | Go to the Formal Line of Duty (LOD) Process (Steps 10 - end) | Go to the Formal Line of Duty (LOD) Process: Conducting a formal LOD and uploading necessary information into the LOD Module, steps 10 - end, for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | |
| 20 | Complete LOD Packet? | <p>If the ARNG-HRP-P Analyst does not provide a recommendation for a formal investigation, the ARNG-HRP-P Analyst determines if the informal LOD Packet is complete or incomplete.</p> <p>If ARNG-HRP-P Analyst determines the LOD Packet is not complete, go back to step 9.</p> <p>If ARNG-HRP-P Analyst determines the LOD Packet is complete, go to step 21.</p> | | | | |
| 21 | Review LOD Packet (LOD Module) | ARNG-HRP Approving Authority receives and reviews the informal LOD Packet within the LOD Module. Also, the ARNG-HRP Approving Authority reviews the ARNG-HRP-P Analyst's findings recommendation for adjudication. | | | LOD Module | |

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| 22 | Adjudicate the LOD Packet? | <p>ARNG-HRP Approving Authority determines whether or not to adjudicate the informal LOD Packet.</p> <p>If ARNG-HRP Approving Authority adjudicates the informal LOD Packet ILD, go to step 23.</p> <p>If ARNG-HRP Approving Authority does not adjudicate the informal LOD Packet, go to step 24.</p> | | | | |
| 23 | Inform appropriate parties of adjudication (LOD Module) | If ARNG-HRP Approving Authority adjudicates the LOD Packet ILD, the ARNG-HRP Approving Authority informs the State TAG/Review Authority, State MILPO/HSS, Unit Commander, Unit Administrator, and Soldier via the LOD Module. This process ends. | | | LOD Module | |
| 24 | Formal LOD or corrections? | <p>ARNG-HRP Approving Authority can provide a recommendation for a formal investigation on the LOD Packet or determine the packet needs corrections.</p> <p>If the ARNG-HRP Approving Authority determines the LOD Packet needs corrections, go back to step 20.</p> <p>If the ARNG-HRP Approving Authority determines the LOD Packet needs a formal investigation, go to step 25.</p> | | | | |
| 25 | Go to the Formal Line of Duty (LOD) Process (Steps 10 - end) | Go to the Formal Line of Duty (LOD) Process: Conducting a formal LOD and uploading necessary information into the LOD Module, steps 10 - end, for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | Go to the Formal Line of Duty (LOD) Process for more details. | |