



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

27 NOV 2007

NGB- ARP

MEMORANDUM FOR Military Personnel Management Officers of All States, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia

SUBJECT: Army National Guard Incapacitation Pay Sub-Module Implementation

1. References:

- a. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, dated 15 April 2004
- b. AR 135-381, Incapacitation of Reserve Component Soldiers, 29 August 2005
- c. DA Pam 135-381, Incapacitation of Reserve Component Soldiers Processing Procedures, 29 September 2005
- d. ARNG LOD Module at <https://www.mods.army.mil>
- e. FY08 Incapacitation Pay/Severance Pay Coding Requirements for Officers and Enlisted (AMSCOs), dated 1 October 2007

2. Purpose. This memorandum announces the implementation of the Army National Guard (ARNG) Incapacitation (INCAP) Pay Sub-Module for the preparation and processing of all initial and appealed Requests for Incapacitation Pay. On 5 November 2007, the National Guard Bureau released its Incapacitation Pay Sub-Module for use by all Health Service Specialists/State Administrators and USPFOS. Effective 1 January 2008, complete paperless implementation will be enforced for the processing of all INCAP Pay requests. National Guard Bureau will no longer accept paper-copy Incapacitation Pay requests.

3. Design: The ARNG Incapacitation Sub-Module is a web-based application within the Line of Duty (LOD) Module. It provides an automated, real-time management capability to prepare and transmit INCAP requests. It provides NGB and State Leadership full visibility from the initial request to final payment of INCAP Pay. This paperless transformation will eliminate errors and reduce the processing time in half.

NGB-ARP

SUBJECT: Army National Guard Incapacitation Pay Sub-Module Implementation

4. Responsibilities:

a. DA Actions Branch (NGB-ARP-DA) is the proponent for the ARNG LOD/INCAP Pay Sub-Module and website. The LOD/INCAP Section is the functional proponent for all ARNG LOD/INCAP Pay actions and the approving authority for State-level access for authorized users.

b. State Military Personnel Management Officers (MILPOs) will provide oversight, management and guidance to ensure the quick and efficient completion and processing of Incapacitation Pay and related actions.

c. Health Service Specialists/State Administrators or their designees will promptly process initial requests for INCAP Pay and all subsequent extensions past 180 days in the module and forward them to the reviewing officials in the module for approval. All INCAP Pay calculations will be executed within the module. Upon approval of initial INCAP Pay authorization, the calculation will be forwarded electronically to the USPFO for processing and payment using the AMSCOs IAW Reference 1e.

e. Health Service Specialists/State Administrators or their designees will ensure retrieval of final INCAP calculations from the USPFO and update the INCAP calculations in the module. This includes updating travel pay for appointments when authorized.

d. Soldiers will provide the Health Service Specialists/State Administrators with all required documents, DA Form 7574, DA 7574-1, and DA Form 7574-2 signed by their Unit Commander and Attending Physician to include all medical documentation IAW Reference 1c. Soldiers must also keep the unit informed of any medical appointments and changes in their condition that may affect their INCAP status.

5. Health Service Specialists/State Administrators will submit all new INCAP Pay requests electronically through the ARNG INCAP Sub-Module. Health Service Specialists/State Administrators may submit a system change request for the INCAP Sub-module to NGB-ARP-DA in memorandum format stating; the current capability, the desired enhancement, and the reasons for change.

NGB-ARP

SUBJECT: Army National Guard Incapacitation Pay Sub-Module Implementation

6. For questions and help on the ARNG INCAP Module and web-based applications, contact the LOD Module Help Desk at commercial 703-681-4976 or email lineofduty@asmr.com.

7. Points of contact are Mr. Eric Scott at DSN 327-9155; commercial 703-607-9155 or eric.scott@ng.army.mil or MSG Robert Montgomery at DSN 327-7070; commercial 703-607-7070; or robert.montgomery7@ng.army.mil.



MARIANNE E. WATSON

COL, GS

Chief, Personnel Services Division

CF:

DASG-HS-AS

NGB-JA

NGB-IG

NGB-ARS

NGB-ARH

NGB-J1-PF

NGB-J1-TN

Chiefs of Staff

USPFOs

POTOs

State Surgeons

DOIMs

IGs

HROs

State CSMs

State CCWOs