



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
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NGB-ARP

FEB 08 2006

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

SUBJECT: Army National Guard (ARNG) Line of Duty (LOD) Module

1. References:

- a. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, 15 Apr 04 available at [http://www.apd.army.mil/pdffiles/r600\\_8\\_4.pdf](http://www.apd.army.mil/pdffiles/r600_8_4.pdf).
- b. AR 135-381, Incapacitation of Reserve Component Soldiers, 29 Aug 05 available at [http://www.apd.army.mil/pdffiles/R135\\_381.pdf](http://www.apd.army.mil/pdffiles/R135_381.pdf).
- c. DA Pam 135-381, Incapacitation of Reserve Component Soldiers Processing Procedures, 29 Sep 05 available at [http://www.apd.army.mil/pdffiles/P135\\_381.pdf](http://www.apd.army.mil/pdffiles/P135_381.pdf).
- d. ARNG LOD Module at <http://www.mods.army.mil>.

2. Purpose. This memorandum announces the implementation of the ARNG Line of Duty (LOD) Module for the preparation and processing of all initial and appealed LOD investigations for ARNG Soldiers. Effective 1 March 2006, all new ARNG LODs will be initiated and processed in the module. However, States are encouraged to use the module upon receipt of this memorandum.

3. Design.

a. The ARNG LOD Module is a web-based application in the HQDA Medical Operational Data Systems (MODS) website at <http://www.mods.army.mil>. The module provides an automated, real-time management capability to prepare and transmit LOD actions. It warehouses LOD data and provides leaders and staff full visibility of the entire LOD process and a query capability to produce reports on injuries, illnesses and diseases.

b. The module provides an electronic means to prepare and transmit, through the chain of command, DA Forms 2173 (Statement of Medical Examination and Duty Status) and DD Forms 261 (Report of Investigation - Line of Duty and Misconduct

NGB-ARP

SUBJECT: Army National Guard (ARNG) Line of Duty (LOD) Module

Status) (less supporting medical documents.) The ARNG LOD module provides an accurate and timely response for Soldier healthcare.

c. Servicing Judge Advocates will provide legal review and opinions on formal LOD investigations per AR 600-8-4, paragraph 3-9b.

#### 4. Responsibilities.

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

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

c. Deputy State Surgeons (DSS), State Health Systems Specialists (HSS), or their designated representatives will approve unit-level and staff access for the authorized users that they designate; train and advise investigating officers and reviewing officials; ensure that individual injured Soldiers are not allowed access to their own LODs; ensure that standards of service in the cited references are met; obtain medical opinions from their State Surgeons and legal opinions from their servicing Judge Advocates before submitting LODs; and report unauthorized uses and breaches of security to NGB-ARP-DA.

d. Authorized users will access the module using their AKO accounts to register on the website, be authorized an LOD role, and maintain their user profiles.

e. The S1 or G1 at each level of command will provide oversight, management and guidance to ensure the quick and efficient completion and processing of LODs and related actions.

NGB-ARP

SUBJECT: Army National Guard (ARNG) Line of Duty (LOD) Module

f. Unit commanders or their designees will promptly complete DA Forms 2173 in the module and forward them in the module through the chain of command and reviewing officials to approving officials.

g. Servicing Judge Advocates will provide legal review and opinions on formal LOD investigations as described in AR 600-8-4, paragraph 3-9b using the module.

h. Investigating officers will complete DD Forms 261 promptly and forward them in the module through the chain of command and reviewing officials.

i. Soldiers will provide the unit with all requested information on their injuries, illnesses, diseases, and aggravations. Soldiers must also keep the unit informed of any medical appointments and changes in their conditions.

5. Users will submit all new LODs electronically through the ARNG LOD module.

a. The LOD Module allow users to scan medical documents into a file and upload to the LOD Module. This will improve the capture and transmission of related documents and improve processing accuracy.

b. A key feature of the ARNG LOD Module provides for electronic signatures using Common Access Cards (CAC), and electronic routing to staffing, reviewing and approving officials. Upon registration, the use of CACs will reconcile individual user data with their AKO accounts. Individuals without AKO accounts will not be authorized access to the ARNG LOD Module.

c. Users will process all formal and informal LODs in the module for action by designated approving officials. NGB-ARP-DA will act upon all formal LODs.

d. Regional Military Medical Support Officers (MMSOs) will review, in the ARNG LOD Module, all "in-line-of-duty" findings to authorize follow-up medical care and medical payments, MMSOs will then submit authorizations to TRICARE for payment.

6. Users may submit LOD System Change Requests (SCRs) 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 (ARNG) Line of Duty (LOD) Module

7. For questions and help on the ARNG LOD Module and web-based applications, contact the LOD Module Help Desk at 703-681-4976 or email [LOD@asmr.com](mailto:LOD@asmr.com).

8. Points of contact are Ms. Greer Hodges at DSN 327-9156; 703-607-9156 or [greer.hodges@ngb.army.mil](mailto:greer.hodges@ngb.army.mil) or Ms. Blanche Gardner at DSN 327-9155; 703-607-9155; or [blanche.gardner@ngb.army.mil](mailto:blanche.gardner@ngb.army.mil).



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Chiefs of Staff

USPFOs

POTOs

State Surgeons

State Judge Advocates

DOIMs

IGs

HROs

State CSMs

State CCWOs



# Line of Duty (LOD) Module

# Tutorial

Revised: 21 December 2005

## CONTACT INFORMATION

For logon ID, password, and system information:

**MODS Support Team**

CML: (703) 681-4976, DSN: 761-4976, or FAX: (703) 681- 4983.

For all other assistance, send an email to [LOD@asmr.com](mailto:LOD@asmr.com)

# Table of Contents

<b>1</b>	<b>Introduction to Line of Duty (LOD) Module .....</b>	<b>4</b>
1.1	Purpose .....	4
1.2	General.....	4
1.3	How to Access the System .....	5
<b>2</b>	<b>Register .....</b>	<b>8</b>
<b>3</b>	<b>LOD Menu.....</b>	<b>12</b>
3.1	Global Menu .....	12
3.2	Main Menu.....	13
<b>4</b>	<b>Create DA Form 2173 .....</b>	<b>14</b>
<b>5</b>	<b>Create DD Form 261 .....</b>	<b>20</b>

# Table of Figures

Fig. 1.3-1: MODS Main Menu.....	5
Fig. 1.3-2: ARNG/USAR Radio Button.....	6
Fig. 1.3-3: LOD Heading.....	6
Fig. 1.3-4: LOD Logon page.....	7
Fig. 2-1: New User Registration link.....	8
Fig. 2-2: New User LOD Registration page.....	9
Fig. 3-1: LOD Global Menu.....	12
Fig. 3-2: LOD Main Menu.....	13
Fig. 4-1: LOD Investigation Tab.....	14
Fig. 4-2: Soldier Tab.....	14
Fig. 4-3: Medical Tab.....	15
Fig. 4-4: Unit Tab.....	16
Fig. 4-5: Documents Tab.....	17
Fig. 4-6: Next Action (Commander).....	18
Fig. 4-7: Next Action (Battalion/Brigade).....	19
Fig. 5-1: Investigation Tab.....	20
Fig. 5-2: Next Action (Investigating Officer).....	21
Fig. 5-3: Appointing Authority.....	22
Fig. 5-4: Reviewing Authority.....	23

# 1 Introduction to Line of Duty (LOD) Module

## 1.1 Purpose

The Line of Duty (LOD) module was developed to accelerate and simplify the processes for attaining and documenting LOD determinations. The system minimizes data entry effort and errors by pre-populating soldier and unit demographic information directly from a Total Army Personnel Data Base (TAPDB-G) data feed and by implementing LOD policy. This module also facilitates entry of required information providing one-click selections for most required fields. An important benefit of the LOD module is the automated workflow process that allows for easy assignment of an investigating officer (IO) and transfer of the documents from Unit to IO to JFHQ and to the National Guard Bureau (for formal determinations).

The system tracks both formal and informal LODs. The DA 2173 is fully supported for both types of investigations. Units who complete a DA 2173 document on-line have full visibility of the status of the LOD investigation and can track the LOD throughout its life cycle. For formal investigations, the DD 261 form is fully integrated and is electronically tied to the soldier's record with the DA 2173 form.

The LOD system also satisfies an important requirement that the Army National Guard build and maintain an enterprise-wide reporting capability for LOD cases. This capability will assist the National Guard in effective management and resolution of LOD cases.

The LOD system provides a very flexible report generation capability. By allowing an LOD Module user to select the information he/she desires, the system allows for very general or extremely specific reports to be produced.

## 1.2 General

The system is web-based application accessible using Microsoft Internet Explorer version 5.5 or above. The LOD web site pages are designed to best suit a computer screen resolution of 1024x768 or higher.

### 1.3 How to Access the System

Access to the LOD module is gained through the MODS domain page.

<http://www.mods.army.mil>

The MODS main menu appears.

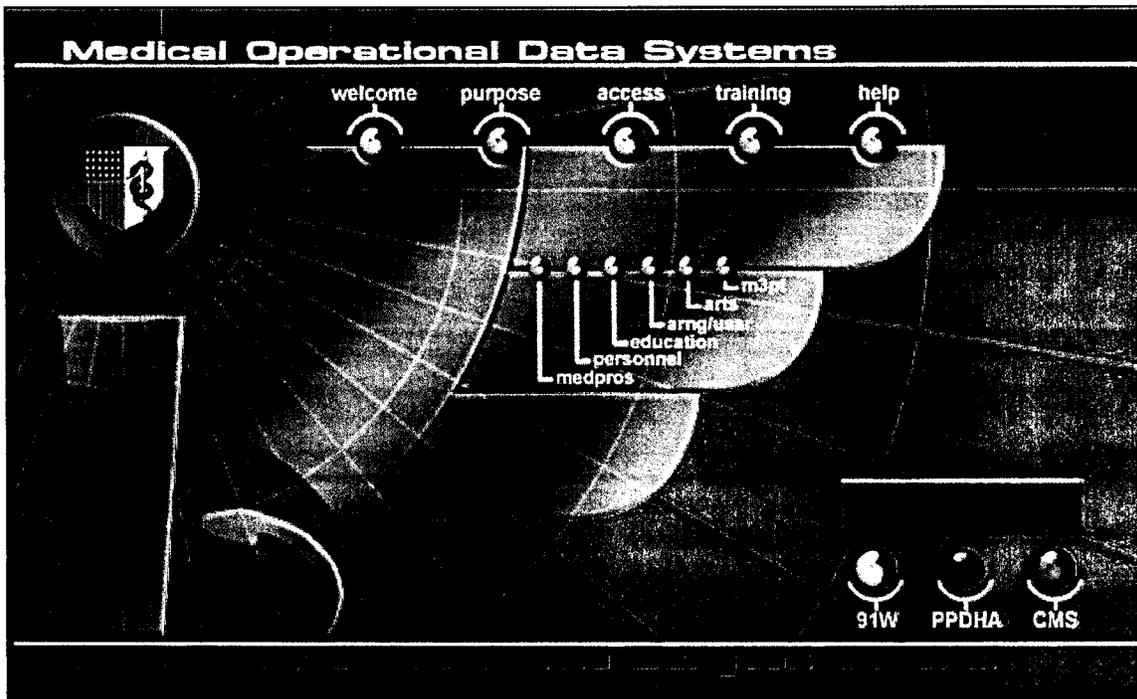


Fig. 1.3-1: MODS Main Menu

Point your cursor at the arng/usar radio button.

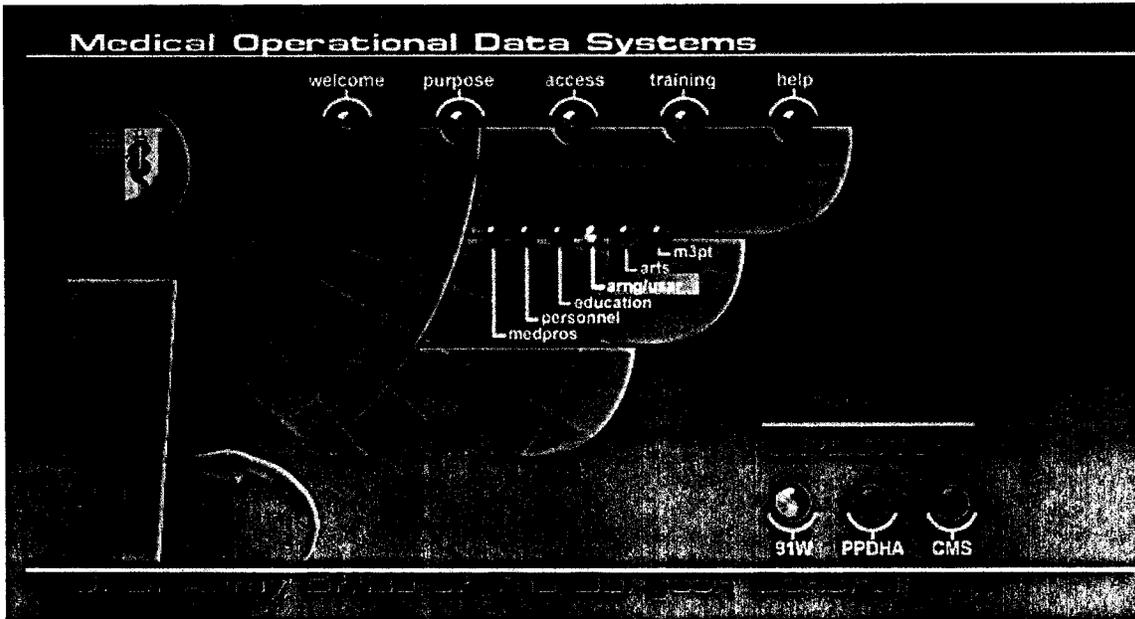


Fig. 1.3-2: ARNG/USAR radio button

Then pull down to the LOD heading.

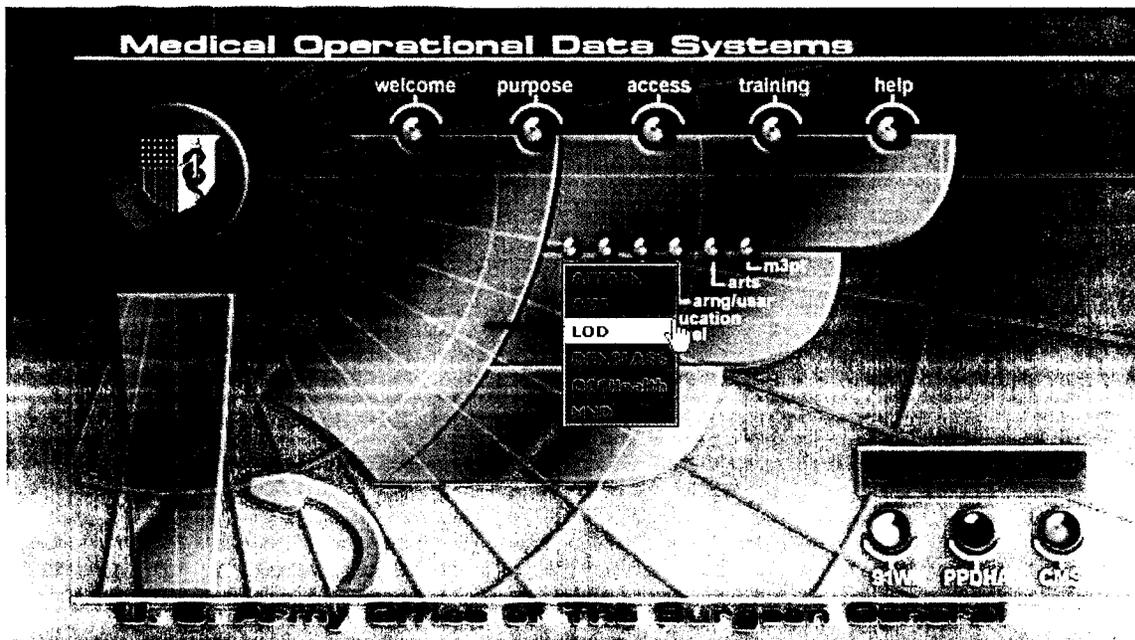


Fig. 1.3-3: LOD heading

The LOD Logon page appears. You must have an Army Knowledge Online (AKO) account in order to use the system. Your AKO username and password will be used to register and to logon after successful registration, and approval to use the system.

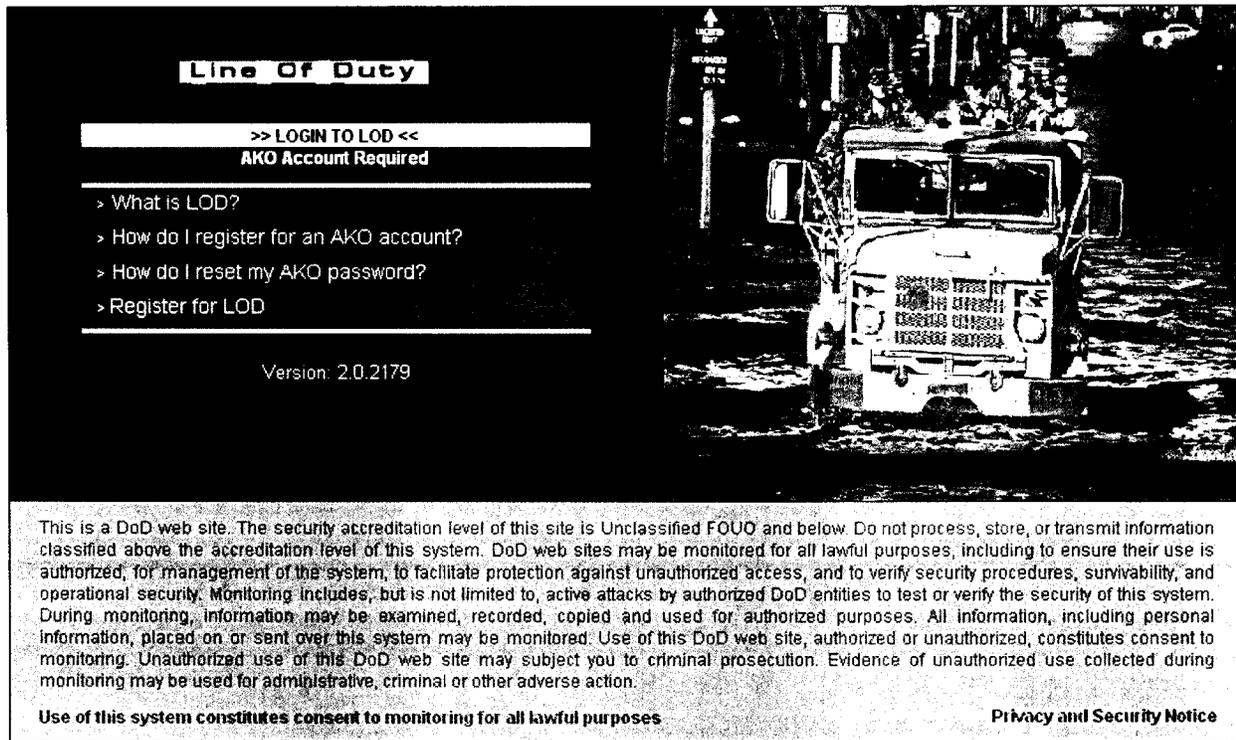


Fig. 1.3-4: LOD Logon page

You can also access the LOD system directly at: <https://apps.mods.army.mil/lod>

## 2 Register

At the LOD login page registration is completed by clicking the **Register for LOD** link. This will prompt you for your AKO username and password.

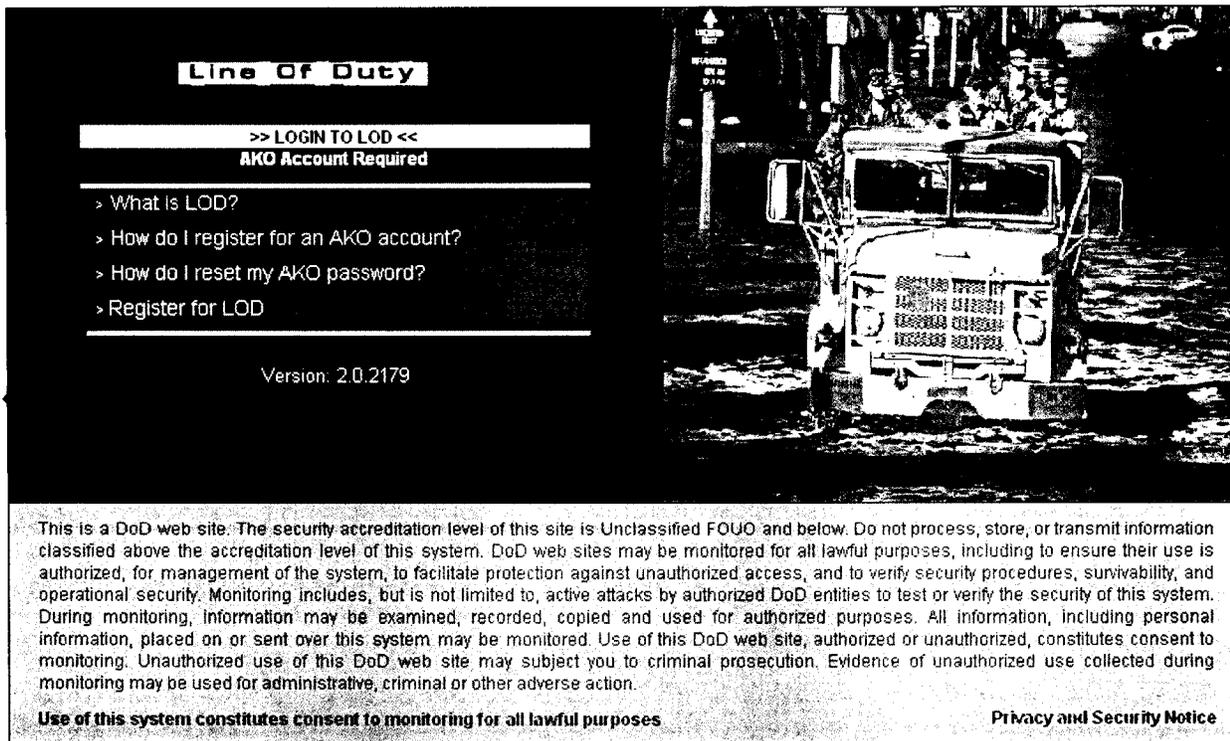


Fig. 2-1: New User Registration link

The LOD Access Registration window appears.

## LOD Access Registration

Please complete the following form to register for LOD access. The data you submit will be used only by MODS personnel for verification purposes only! Any attempt to pass false information for the purpose of gaining access could lead to criminal prosecution. When you have completed the form, click the submit button at the bottom of the page.

<b>Access Type</b>	Select type	▼	
<b>SSN</b>			Your Social Security Number (e.g. 123456789) will not be disseminated. Do not use dashes or hyphens.
<b>Logon ID</b>			Your AKO ID.
<b>Rank</b>	Select Rank	▼	Your military rank.
<b>First Name</b>			Your First Name (e.g. John).
<b>Middle Name</b>			Your Middle Name (e.g. William).
<b>Last Name</b>			Your Last Name (e.g. Doe).
<b>COMM</b>			X Your Commercial phone number (e.g. 555123123412). Do not use any punctuation.
<b>DSN Phone</b>			Your DSN phone number (e.g. 5551231234). Do not use any punctuation.
<b>Email Address (.mil/.gov)</b>			Your military e-mail address (e.g. Yourname@anyarmypost.army.mil).
<b>Unit UIC</b>			Your unit UIC (e.g. W1A2AA).
<b>Compo</b>	Select Compo	▼	Your military compo.
<b>Military Address</b>			Your unit street address (e.g. 123 Main Street).
<b>City</b>			Your unit city (e.g. Houston).
<b>State</b>	Select Work State	▼	Your unit state (e.g. TX).
<b>Zip</b>			Your unit zip code (e.g. 12345).

If you agree to the terms of this agreement, please click Accept:

Accept  Do Not Accept

Submit Data

Fig. 2-2: New User LOD Access Registration page

Through the use of your AKO account, your First and Last Name, SSN, and e-mail address are auto populated. For the LOD Access Type, you should choose the type that best describes your responsibilities. Once all fields are complete, check **Accept** or **Do Not Accept** the terms of this agreement and click the **Submit Data** at the bottom of the page. If you have any errors (indicated in red at the top of the page), please correct them and then click **Submit Data** again.

The Administrator will review the information you entered and you will receive an email approving or disapproving your access.

On the registration page, the user is asked to specify the access type. The types of access and their functions are listed below:

## Unit

- Access to complete a DA Form 2173
- Allows Unit Commander to sign DA 2173
- Access to view a DD Form 261
- View input from UIC only

Unit users are only granted access to view Line of Duty information on personnel within the UIC that was listed on the registration page.

## Battalion/Brigade

- Access to complete a DA 2173 Form (Informal or Formal)
- Appoint Investigating Officer for LOD Investigation
- Access to view DD Form 261
- Allows the Appointing Authority to sign DD Form 261
- View input for all units assigned under the Bn/Bde

Battalion/Brigade users are granted access to view Line of Duty information on all UICs which fall under their Battalion/Brigade.

## IO

- Access to view a completed DA 2173 Form
- Access to start the DD 261 Form

The Investigating Officer has access to view only the Line of Duty for which he/she has been appointed to investigate.

## State

- Access to complete a DA 2173 Form (Informal or Formal)
- Access the DD 261 and provide signature as State representative
- Concur, or not concur with the informal and formal investigation
- View input for all state units

The state personnel have access to all UICs within the state and can view all LODs that have been created.

## **NGB**

### **NGB Personnel**

- Access to complete a DA 2173 Form
- Access to complete a DD 261 Form
- Access to make the final approval or disapproval of the formal investigation.
- View input from all NGB units

The NGB Personnel may complete the 'Final Approval' form. Before completing this form, access is allowed to gain advice from the OTSG, JAG, and State Surgeon.

OTSG, JAG, and NGB ARS

May send advice, when requested, to NGB Personnel.

## **MMSO**

The MMSO has access to view any completed DA Form 2173 Form or 261 Form.

## 3 LOD Menu

### 3.1 Global Menu

The global menu is located at the top of the page.

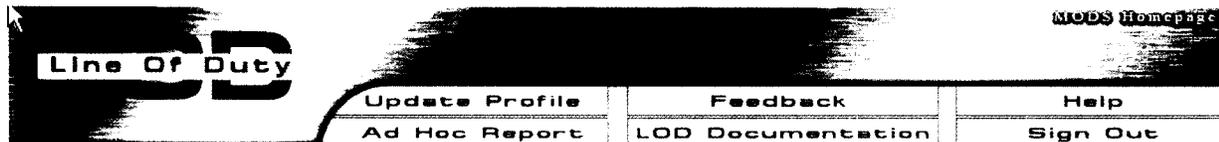


Fig. 3-1: LOD Global Menu

**LOD Logo** – Located at the far upper left of the screen. When the logo is pressed it will take you back to the Main Menu page, no matter where you are within the module.

**Update Profile** – Allows you to update your profile information

**Feedback** – Gives users the opportunity to send enhancement suggestions to the LOD Support Team

**Help** – Provides an email option for users to receive help with problems they may experience while using the module. The email information will be reviewed promptly

**Ad Hoc Report** – User can access a report with optional input types.

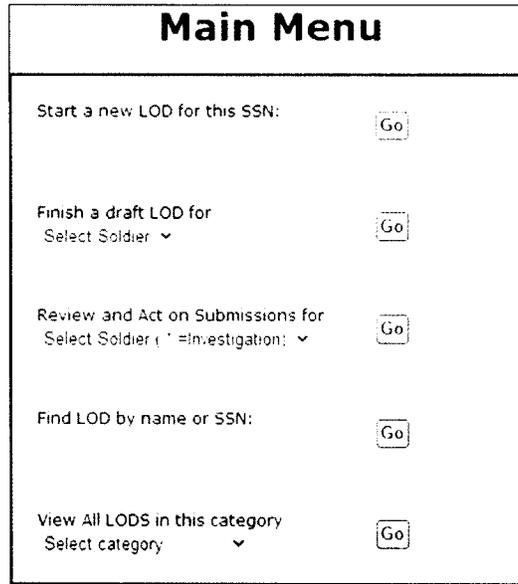
**LOD Documentation** – Gives the user forms and provides guidance on the LOD process. By clicking on any of the links, the described information is shown.

**Sign Out** – Terminates the current session in the Line of Duty Module

**MODS Homepage** – Link returns you to the MODS Homepage

## 3.2 Main Menu

The Main Menu displays the actions available to the users allowing them to create the Line of Duty (DA Form 2173), review and act on LOD submissions or to search for LODs. The main advantage of using the LOD module is communication. The module is role based and the workflow shifts from one user to the next through the use of the **Next Action** tab.



The screenshot shows a window titled "Main Menu" with a white background and a black border. Inside the window, there are five rows of text, each followed by a "Go" button. The first row is "Start a new LOD for this SSN:" followed by a "Go" button. The second row is "Finish a draft LOD for" followed by a dropdown menu labeled "Select Soldier" and a "Go" button. The third row is "Review and Act on Submissions for" followed by a dropdown menu labeled "Select Soldier ( \* =Investigation)" and a "Go" button. The fourth row is "Find LOD by name or SSN:" followed by a "Go" button. The fifth row is "View All LODS in this category" followed by a dropdown menu labeled "Select category" and a "Go" button.

**Fig. 3-2: Main Menu**

The Main Menu is designed to make access to data simple.

**Start a new LOD** – Allows the user to enter a SSN which is verified against the TAPDB-G files. The system will then display a name and instruct the user to press go to create a LOD investigation on the individual listed.

**Finish a draft LOD** – Allows the user to continue entering data on a LOD that was previously started, but not completed. A drop-down list will show all draft LODs.

**Review and Act on Submission** – User can review LODs that are pending their action

**Find LOD by Name or SSN** – Provides a search engine for a LOD on soldier by entering either the name or SSN of the individual.

**View All LODs** – The view all LODs enables the user to select the criteria in which they would like to view the LOD

## 4 Create DA Form 2173

The Line of Duty Investigation in this module is started by the Unit level user. The Line of Duty (LOD) Investigation screen is divided into seven tabbed fields. These fields match information listed on both the DA Form 2173 and the DD Form 261. When finished entering data the user must click Save Draft before exiting the application. Once the draft has been saved all required missing information and documentation will be listed on the **Next Action** tab. Additionally, a red asterisk will be placed beside any incomplete fields on each tab.

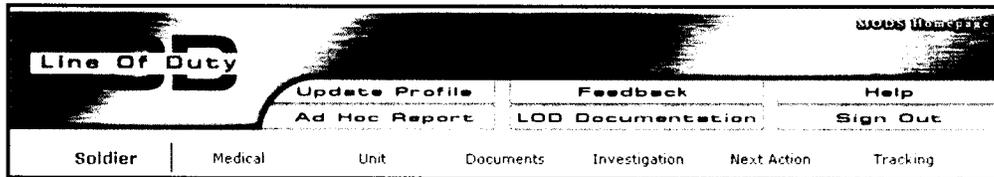


Fig. 4-1: LOD Investigation Tabs

### Soldier:

When the Unit level user enters a soldier's SSN on the Main Menu page it auto-populates the personnel data fields on this tab. This data is gathered from the TAPDB-G.

At the top of this section is the Thru, To, and From address fields. On the top of each is a default address checkbox. If the user checks this box then the application will save the fields below under the user's identity. The next time a new online LOD is opened the fields will be auto-populated.

**Line Of Duty** MODS Homepage

Update Profile      Feedback      Help  
Ad Hoc Report      LOD Documentation      Sign Out

Soldier | Medical      Unit      Documents      Investigation      Next Action      Tracking

**Thru Address:**      **To Address:**      **From Address:**  
 Default Address       Default Address       Default Address

Unit:      Unit:      Unit:  
Street:      Street:      Street:  
City:      City:      City:  
State:      State:      State:  
Zip:      Zip:      Zip:

**Soldier Information:**  
Soldier's Name (Last, First, M.I.): DOE MARY ANN  
SSN: 22222222  
Grade: PMSG  
Organization and Station: 1284 CS HHD BN CORPS REAR  
Soldier's Component: 2  
UIC: W1P1HD  
UIC State: Maryland  
DOB: xx/xx/xx

**Soldier's Home Contact Information:**  
Street: 123 Elm St  
City/State/Zip: LANHAM MD 22222  
Email: maryanne@us.army.mil  
Home Phone: 5655555555  
Work Phone:  
Cell Phone:  
Dependents: Yes No  
Employment: Select One  
LOD Number: 1005 UI

Save Draft      Generate PDF Form  
Return To Main Page

Fig. 4-2: Soldier Tab

**Medical:**

The medical tab information is next. This information should be verified by the Attending Physician or Patient Administrator.

**Line Of Duty** MODS Home page

Update Profile Feedback Help  
Ad Hoc Report LOD Documentation Sign Out

Soldier **Medical** | Unit Documents Investigation Next Action Tracking

**Hospital Information:**

6. Disposition of Patient Select a Disposition ▼

7a. Type of Hospital or Treatment Facility Select a Type of Hospital ▼

7b. Name of Hospital or Treatment Facility

8. Hour and Date Admitted (Military Time) (MM/DD/YYYY)

9. Hour and Date Examined (Military Time) (MM/DD/YYYY)

10. Nature of Incident Choose One ▼  
Choose One ▼  
Choose One ▼

**Medical Opinion:**

11.a. Individual Was Under the Influence of:  
Alcohol  Y  N  
Drugs  Y  N  
(Specify)

11.b. Individual Was Mentally Sound  Y  N (Attach Psychiatric evaluation if appropriate)

11.c. Injury Likely to Result In a Claim Against The Government For Future Medical Care  Y  N

11.d. Injury Incurred In Line Of Duty  Y  N  
Likely to Reoccur  Y  N  
Existed Prior to Service  Y  N  Unknown  
Duty Was an Adverse Factor  Y  N  Unknown  N/A

**Basis For Opinion:**

Basis For Opinion:

12. The Following Disability May Result Select a Result ▼

13. Blood Alcohol Test Made  Yes  No

14. No. of Mg Alcohol/100 ML Blood 0.00 ▼

15. Details of Accident or History of Disease (how, where, when)

**Verification Information:**

16. Date (MM/DD/YYYY)

17. Name of Attending Physician or Patient Administrator

LOD Number: 99B UI

Save Draft Generate PDF Form

Return To Main Page

Fig. 4-3: Medical Tab

**Unit:**

Once the Unit clerk has completed the Unit tab entries and selected the required documents, the Unit Commander is required to sign the DA Form 2173. The Unit clerk selects the **Next Action** tab. The fields marked with \*\* are to be completed if there is a fatality.

**Line Of Duty** MODS Home page

Update Profile      Feedback      Help  
 Ad Hoc Report      LOD Documentation      Sign Out

Soldier      Medical      **Unit**      Documents      Investigation      Next Action      Tracking

**Information about this incident:**

Incident Date: (MM/DD/YYYY)  
 Incident Time: (Military Time)  
 Incident Place: (City)  
 Incident Place: (State) Select a State  
 Point of Contact Info:

19. Duty Status Choose a Duty Status  
 20. Hour and Date of Absence (a. From) (Military Time) (MM/DD/YYYY)  
     (b. To) (Military Time) (MM/DD/YYYY)  
 21. AWOL Materially Interfered With Performance of Duty  Y  N  
 22. Individual Was On Choose a Duty Status  
 23. Hour And Date Training (a. Began) (Military Time) (MM/DD/YYYY)  
     (b. Ended) (Military Time) (MM/DD/YYYY)  
 24. Reservist Died of Injuries Received Proceeding:\*\* If Injury Resulted in Death, Select One:  
 25. Mode of Transportation: Select Mode of Transportation  
 26. Hour Beginning Travel:  
 27. Distance Involved: 0 Miles  
 28. Normal Time for Travel:  
 29. Duty Status at Time of Death (if different from Time of Injury or Contraction of Disease):\*\* If Injury Resulted in Death, Select One:  
 30. Details Of Accident - Remarks (Attach enclosures as necessary)  
 31. Formal Line Of Duty Investigation Required  Y  N  
 32. Injury is Considered To Have Been Incurred In Line Of Duty (Not applicable on deaths)  Y  N

LOD Number: 998 UI

Save Draft      Generate PDF Form  
 Return To Main Page

**Fig. 4-4: Unit Tab**

**Documents:**

The **Documents** tab list all the documents that may be required for an LOD. As the LOD information is entered this list will highlight the documents required for each unique LOD.

**Line Of Duty** MODS Home page

Update Profile	Feedback	Help
Ad Hoc Report	LOD Documentation	Sign Out

[Soldier](#)   
 [Medical](#)   
 [Unit](#)   
 **[Documents](#)**   
 [Investigation](#)   
 [Next Action](#)   
 [Tracking](#)

**Document Type** **Add**

- Investigating Officer Appt Letter
- DA Form 2173
- Soldier's Rights Warning Statement
- Rights Statement
- Soldier's Statement
- Medical Documents(Civ/Mil)
- DDForm2808etc
- Training Schedule
- Witness Statement (Optional In Case of Illness)
- Last Two Annual Medical Certificates
- Last Five APFT Reports and All Profiles (DA Form 3349)
- Photos, Maps or Sketches
- Adverse Notification
- Previous LODs And Docs
- Previous LODs (Civilian)
- Annual Training
- JAG Review/Opinion
- Police Report
- ADSW Orders
- Active Guard Reserve (AGR) Orders
- Active Duty Orders
- Legal Review
- Surgeon Review/Opinion
- Death Certificate
- Disability Counseling Statement
- Other

LOD Number: 998 UI

Fig. 4-5: Documents Tab

Investigation:

See section 5 for **Investigation** tab explanation.

**Next Action:** (Commander)

The Next Action tab moves a LOD from one user to another within the application.

The Unit Commander will complete the **Next Action** tab. (The Unit Commander will register for the Unit role). The Commander will enter his/her comments on the LOD and click **Digitally Sign LOD**. The Commander will be asked to verify the method of signature. He/she has the option to use the CAC card validation or to enter the SSN. Next select where the LOD will be forwarded.

**Commander Signature:**  
Comments, Reasons  
or Substituted Findings:

(Document must be digitally signed before you can proceed)

**Authentication Required:**

- Use my CAC for identification.
- Use my SSN:

**Select Next Course of Action:** Forward to Soldier Unit ▼

LOD Number: 1004 UI

**Fig. 4-6: Next Action Tab (Commander)**

When a LOD is determined to be Formal it will be forwarded to the Battalion/Brigade role for the appointing of an Investigating Officer. The Battalion/Brigade user will fill out the **Next Action**

with the Investigating Officer's SSN and the Appointing Authority's SSN. The Battalion/Brigade user will click Transfer to IO. This action starts the DD Form 261.

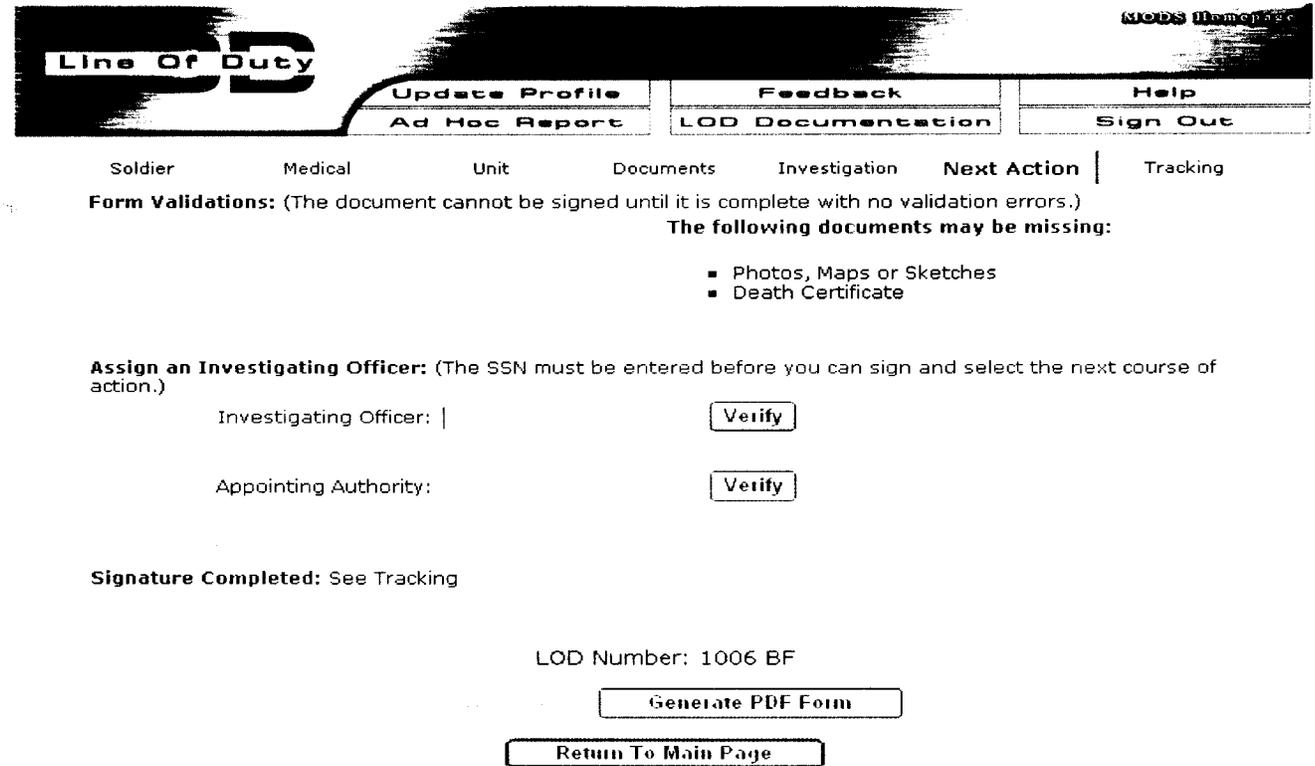


Fig. 4-7: Next Action Tab (Battalion/Brigade)



Once the Investigating Officer completes the information under the investigation tab he/she signs the DD Form 261 using the CAC Card or SSN authentication. The Investigating Officer then passes the DD Form 261 using the **Next Action** to the Appointing Authority.

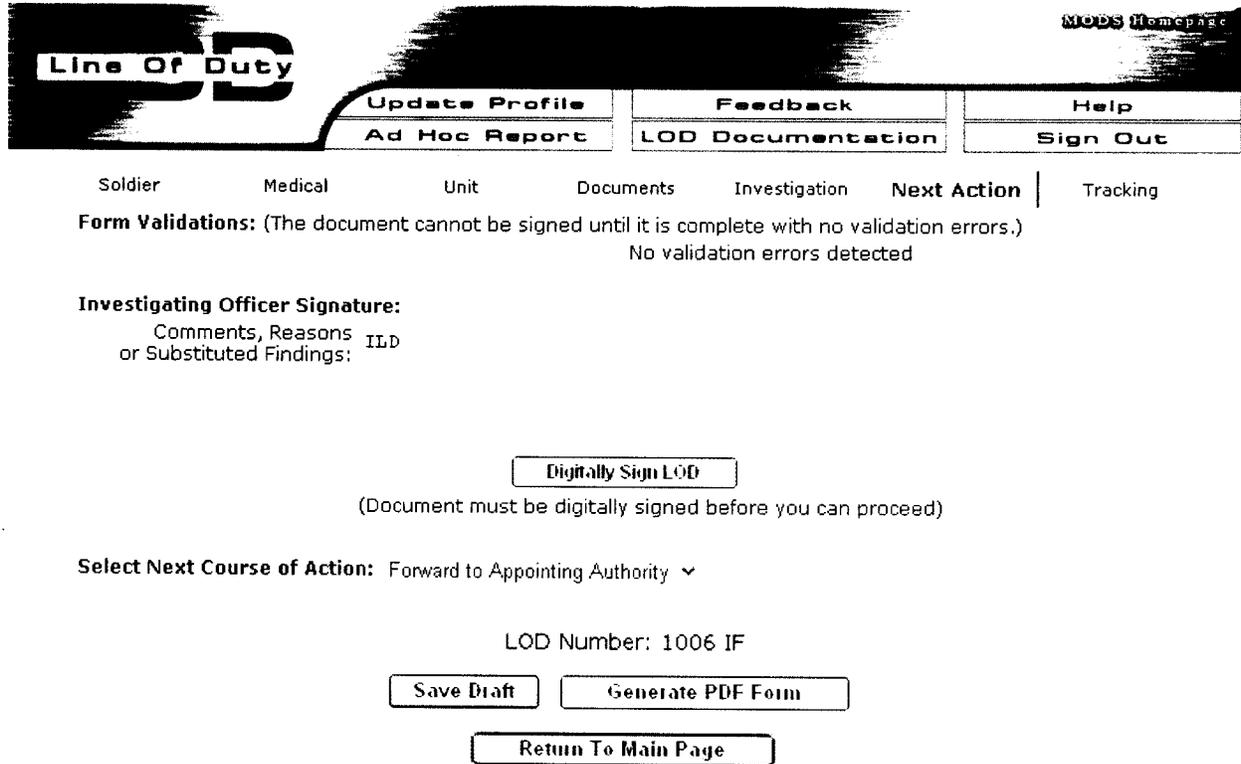


Fig. 5-2: Next Action (Investigating Officer)

The Appointing Authority and the Review Officer both review the DD Form 261 and sign in the same manner as the Investigating Officer. The Reviewing Officer is responsible for forwarding the DD Form 261 to the Approval Authority at NGB Headquarters for final approval/disapproval. The DA Form 2173 and DD Form 261 are viewable in PDF format at each tab within the module.

**Line Of Duty** MDDS Homepage

Update Profile	Feedback	Help
Ad Hoc Report	LOD Documentation	Sign Out

Soldier   Medical   Unit   Documents   Investigation   **Next Action** | Tracking

**Form Validations:** (The document cannot be signed until it is complete with no validation errors.)

**The following documents may be missing:**

- Death Certificate
- Surgeon Review/Opinion
- Last Two Annual Medical Certificates
- Last Five APFT Reports and All Profiles (DA Form 3349)
- Witness Statement (Optional In Case of Illness)
- Training Schedule
- ADSW Orders
- Disability Counseling Statement

**Appointing Authority Signature:**

Approve    Disapprove

Comments, Reasons  
or Substituted Findings:

(Document must be digitally signed before you can proceed)

**Select Next Course of Action:** Forward to State ▼

LOD Number: 996 BF

Fig. 5-3: Appointing Authority

**Line Of Duty** MODS Home Page

Update Profile	Feedback	Help
Ad Hoc Report	LOD Documentation	Sign Out

Soldier    Medical    Unit    Documents    Investigation    **Next Action** | Tracking

**Form Validations:** (The document cannot be signed until it is complete with no validation errors.)

**The following documents may be missing:**

- Death Certificate
- Surgeon Review/Opinion
- Last Two Annual Medical Certificates
- Last Five APFT Reports and All Profiles (DA Form 3349)
- Witness Statement (Optional In Case of Illness)
- Training Schedule
- ADSW Orders
- Disability Counseling Statement

**Reviewing Authority Signature:**

Approve     Disapprove

Comments, Reasons  
or Substituted Findings:

(Document must be digitally signed before you can proceed)

**Select Next Course of Action:** Forward to NGB    ▼

LOD Number: 996 SF

**Fig. 5-4: Reviewing Authority**