

805C-42A-4020  
Process Line of Duty (LOD) Investigations  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

**Condition:** You are assigned as the Senior HR NCO and are required to manage Line of Duty (LOD) investigations. You have access to AR 638-8 (Army Casualty Program), DA PAM 638-8 (Procedures for the Army Casualty Program), AR 600-8-4 (Line of Duty Policy, Procedures, and Investigations), DA Form 2173 (Statement of Medical Examination and Duty Status), DA Form 6 (Duty Roster), and DD Form 261 (Report of Investigation - Line of Duty and Misconduct Status) and human resources (HR) enabling systems. This task should not be trained in MOPP 4.

**Standard:** Ensure commanders and leaders are briefed on LODs and their proper uses, standard procedures for investigations are integrated into unit operations and 100% of informal LODs are processed within 40 days and 100% of all formal LODs are processed with 75 days of the incident.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** Soldiers in your unit require an LOD investigation.

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### **Performance Steps**

1. Brief unit leaders on the purpose and requirements for LOD investigations.
2. Integrate standard procedures for formal and informal LOD investigations into unit operations.
  - a. Ensure an informal LOD investigation is conducted in all required cases.
    - (1) Soldier's injury or illness is not a result of misconduct or negligence.
    - (2) Injury or illness did not happen under doubtful circumstances.
    - (3) Documentation clearly defines the who, what, why, and how of the injury/illness.
  - b. Ensure a formal LOD investigation is conducted in all required cases.
    - (1) Injury, disease, death, or medical condition that occurs under strange or doubtful circumstances or is apparently due to misconduct or willful negligence.
    - (2) Injury or death involving the abuse of alcohol or drugs.
    - (3) Self-inflicted injuries or possible suicide.
    - (4) Injury or death incurred while AWOL.
    - (5) Injury or death that occurs en route to final acceptance in the Army.
    - (6) Death of a USAR or ARNG Soldier while participating in authorized training or duty.
    - (7) Injury or death of a USAR or ARNG Soldier while traveling to or from training or duty.
    - (8) When a USAR or ARNG Soldier serving on active duty for 30 days or less is disabled due to disease.
    - (9) In connection with an appeal of an unfavorable determination of abuse of alcohol or other drugs.
    - (10) When requested or directed.
  - c. Ensure procedures are established to prepare presumptive in the line of duty (ILD) determination memorandums or to complete LOD investigations for all injuries, illnesses, or diseases that a Soldier incurred or aggravated while on active duty that will require continuing medical care, or, may result in a claim for disability compensation or incapacitation pay, after Release From Active Duty (REFRAD).
3. Ensure Army regulatory requirements for processing LOD investigations are adhered to.
  - a. Establish local standing operating procedures (SOP).
    - (1) Ensure LOD investigations are initiated promptly.
    - (2) Appoint Investigating Officer (IO) on behalf of the Commander.
    - (3) Coordinate with Staff Judge Advocate as required.
    - (4) Monitor and track all ongoing LOD investigations.

(5) Ensure all LOD suspense dates are met.

(6) Ensure LOD investigations are in proper format.

(7) Submit LOD investigations through channels to proper authority.

b. Determine what officers are eligible to perform duties as IO by maintaining a DA Form 6 (Duty Roster).

c. Appoint an IO in writing when a formal LOD investigation is required to be conducted.

d. Establish the timeline the IO has to complete the investigation.

e. Establish tracking mechanisms to ensure processing milestones are achieved for formal and informal investigations.

4. Submit completed LODs through proper channels to the approval or reviewing authority.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Briefed unit leaders on the purpose and requirements for LOD investigations.			
2. Integrated standard procedures for formal and informal LOD investigations into unit operations.			
a. Ensured an informal LOD investigation was conducted in all required cases.			
b. Ensured a formal LOD investigation was conducted in all required cases.			
c. Ensured procedures were established to prepare presumptive ILD determination memorandums or to complete LOD investigations for all injuries, illnesses, or diseases that a Soldier incurred or aggravated while on active duty that will require continuing medical care, or, may result in a claim for disability compensation or incapacitation pay, after REFRAD.			
3. Ensured Army regulatory requirements for processing LOD investigations were adhered to.			
a. Established local SOP.			
b. Determined what officers were eligible to perform duties as IO by maintaining a DA Form 6 (Duty Roster).			
c. Appointed an IO in writing when a formal LOD investigation was required to be conducted.			
d. Established the timeline the IO had to complete the investigation.			
e. Established tracking mechanisms to ensure processing milestones were achieved for formal and informal investigations.			
4. Submitted completed LODs through proper channels to the approval or reviewing authority.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-4	Line of Duty Policy, Procedures, and Investigations	Yes	Yes
	AR 638-8	ARMY CASUALTY PROGRAM	Yes	No
	DA FORM 2173	STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS	Yes	No
	DA FORM 6	DUTY ROSTER	No	No
	DD FORM 261	REPORT OF INVESTIGATION - LINE OF DUTY AND MISCONDUCT STATUS	Yes	No
	PAM 638-8	PROCEDURES FOR THE ARMY CASUALTY PROGRAM	Yes	No

**TADSS :** None

**Equipment Items (LIN):** None

**Materiel Items (NSN) :**

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded
805C-42A-4042	Implement Casualty Operations	805C - Adjutant General (Individual)	Superseded

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ