



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

APR 21 2010

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR CHIEF, AIR FORCE RESERVES  
DIRECTOR, AIR NATIONAL GUARD

FROM: Assistant Secretary of the Air Force (Manpower and Reserve Affairs)

SUBJECT: Line of Duty Determination Policy for Members of the Air Reserve  
Component (ARC)

Lines of duty (LOD) determinations are vital to the timely initiation of medical evaluation and physical evaluation boards for Reserve Component (RC) members. LODs also affect the ability of RC members to receive incapacitation pay. Without a LOD determination, Department of Veterans Affairs cannot authorize compensation and benefits to veterans who have service-connected disabilities from their participation as RC members.

To ensure our Airmen receive the health care services in which they are entitled and to protect eligibility for future benefits, the following policy will be established which will require a change to Air Force Instruction (AFI) 36-2910, Chapter 3. All timelines refer to calendar days.

a. Informal LODs will be completed within 50 days from the date the AF Form 348, Line of Duty Determination, (or Air Force Reserve Command (AFRC) Form 348 for AFRC members) is signed by the medical officer. The following metric will be established: 80 percent of informal LODs will be completed within 50 days after the medical officer signs the Form 348; 20 percent of informal LODs will be completed within 65 days.

b. Formal LODs (DD Form 261) will be completed within 70 days from the date the Form 348 (or AFRC Form 348) is signed by the medical officer. The following metric will be established: 80 percent of formal LODs will be completed within 70 days after the medical officer signs the Form 348; 20 percent of formal LODs will be completed within 90 days. When circumstances require, an interim LOD determination will be completed in accordance with the guidance in AFI 36-2910, *Line of Duty (Misconduct) Determination*, Section 3.5.1.

c. To assist in meeting processing times for informal and formal LODs, a checklist will be incorporated into AFI 36-2910 as an attachment to facilitate completion of the LOD documentation. The checklist will consist of documents

relevant to the LOD determination, i.e., medical reports; record of duty status, assignment, and duty location; police reports where indicated; witness names and contact information; and other supporting documentation to enable the reviewer to reach an informed decision.

d. On a quarterly basis, beginning with October 2010, Air Force Reserve Command (AFRC) and Headquarters Air National Guard (ANG) will report to SAF/MR the timelines for completed LODs for traditional Reservists and Guard Members, as well as for Individual Mobilization Augmentees. The report will reflect timelines for informal and formal LODs; the average time required for each step in the LOD process, e.g., medical unit, unit/CC, wing/CC, wing/SJA, LOD Board, and Formal Investigation. Sample formats are attached to this memorandum.

The AFRC, no later than 6 months from the date of this memorandum, will process LODs electronically using the automated LOD (ALOD) application. Although 50 days is the maximum number of days for review and decision on informal LODs, it is anticipated that informal LODs will be completed on a weekly basis.

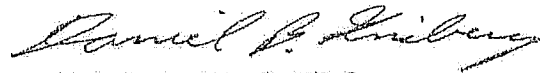
With prior approval, Reserve commanders and staff judge advocates are encouraged to earn pay and points for LODs completed while away from their duty location using Readiness Management Periods or telecommuting. Finalized LODs will be distributed as delineated in AFI36-2910. A copy of the final LOD determination will also be forwarded to the member's immediate commander. Coordination within HQ AFRC will be the LOD Board.

For the ANG, LODs will be completed electronically using ALOD when the software application is available, but no later than 6 months from the date of this memorandum. Although 50 days is the maximum number of days for review and decision on informal LODs, it is anticipated that LODs will be completed on a weekly basis.

ANG is encouraged to authorize pay and points for personnel so that LODs can be reviewed, approved, and forwarded by the appropriate commanders and staff judge advocates while away from their duty location using tools such as Proficiency Training (PT) periods, telecommuting or similar pay-period arrangements. Formal LODs for Guard members will be forwarded to the National Guard Bureau (NGB/A1) for review and decision.

The Military Personnel Flight is responsible for providing the ARC member a copy of the final LOD determination and the investigation within five duty days of completion.

My point of contact is Ms. Carol J. Thompson, SAF/MRM, (703) 693-9764; DSN 223-9764; [Carol.Thompson@pentagon.af.mil](mailto:Carol.Thompson@pentagon.af.mil).



DANIEL B. GINSBERG  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

Attachment:  
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