

**AUTOMATED LINE OF DUTY
(ALOD)
Version 1.1.11
Application User Manual**



LOD WORKFLOW - UNIT LEVEL COMMENTS

Unit Comments

Newest On Top

Board Comments

Mar 29 2013 1058 Second Lieutenant Cantrell, Jerry
Board Medical comments

Mar 29 2013 1057 Tech Sergeant Kennedy, Bobbi
Board Technician comments

Unit Comments

Mar 29 2013 1056 Lieutenant Colonel Johnson, Michael
Wing CC comments

Mar 29 2013 1056 Major katt, tom
Wing JA comments

Mar 29 2013 1052 Captain stratham, jason
Unit Commander's comments

Mar 29 2013 1051 Captain America, Captain
Med Officer's comments

Mar 29 2013 1048 First Lieutenant smith, captain
Med Tech's comments

[Edit](#) [Delete](#)

All wing level users and LOD Board users can leave each other comments regarding a case within the ALOD application now.

Each LOD case will have a comments tab that is visible by everyone. Please remember that you will still be working on a legal document and any comment that is left is a part of that case and can be used in any legal proceedings. So, please make sure your comments are pertinent to the case and professional.

LOD WORKFLOW - UNIT COMMANDER EMAILS

All Unit Commanders will now receive email notification from ALOD when one of their member's Line of Duty case has been completed.

LOD WORKFLOW – REQUIRED DOCUMENTS

9 . Proof Of Military Status	Required	
10 . Members Statement		
11 . Maps	Required	
12 . Accident Report	Required	

It is now required for the Maps/Accident Report for Injury MVA LOD cases be uploaded before leaving the Unit Commander's step instead of the Wing Judge Advocates. If the Medical Technicians or Medical Officers can upload this documentation, that is fine. But, they have to be present before the case is allowed to go forward to the Wing Judge Advocate.

LOD WORKFLOW – 348/261 MODIFICATIONS

20130213-004

INFORMAL LINE OF DUTY DETERMINATION			
<i>Authority: Principal Purposes(s); Routine Uses: Disclosure statements</i>			
TO(Reserve Unit Commander):	FROM(AD MTF/Reserve Medical Unit): 0301 FIGHTER WG		
1. MEMBER'S NAME (Last, First, Middle Initial)	2. SSAN	3. GRADE	4. ORGANIZATION/UNIT
FROG KERMIT T	010-00-0001	Lieutenant Colonel	0301 FIGHTER WG

The LOD case number will now show at the top right hand corner of the 348/261.

<input type="checkbox"/> Forward HQ AFRC LOD Board		
Date	Typed Rank/Name Appointing Authority	Signature
AFRC IMT 348, 20050301, V1		

For Official Use Only

"For Official Use Only" will now show at the bottom of the 348/261.

LOD WORKFLOW

Member Medical Documents Comments Next Action Tracking

1 - Medical Section

A	*Member status:	<input type="text"/>
B	*Diagnosis:	<input type="text"/> -- Select ICD Heading -- <input type="text"/> -- Select ICD category -- <input type="text"/> -- Select ICD Code --
C	*Nature of Incident:	<input type="text"/> -- Select Incident Code --

Medical Technicians and/or Medical Officers will now select the ICD-9 code before selecting the Nature of Incident. The Nature of Incident drop down will be driven by the ICD-9 code that is selected. You will only be given those options that are related to the ICD-9 Code. See the examples below.

Member Medical Documents Comments Next Action Tracking

1 - Medical Section

A	*Member status:	<input type="text"/>
B	*Diagnosis:	<input type="text"/> Injury and poisoning (800-999) <input type="text"/> Injury to nerves and spinal cord (950-957) <input type="text"/> Injury to other cranial nerve(s) - 951
C	*Nature of Incident:	<input type="text"/> -- Select Incident Code --
D	*Diagnosis Text:	<input type="text"/> -- Select Incident Code -- Injury Injury MVA Death

Member Medical Documents Comments Next Action Tracking

1 - Medical Section

A	*Member status:	<input type="text"/>
B	*Diagnosis:	<input type="text"/> Infectious and parasitic diseases (001-139) <input type="text"/> Tuberculosis (010-018) <input type="text"/> Tuberculosis of meninges and central nervous system - 013
C	*Nature of Incident:	<input type="text"/> -- Select Incident Code --
D	*Diagnosis Text:	<input type="text"/> -- Select Incident Code -- Disease Death

REPORTS – AD HOC REPORT

Reports > Ad-Hoc Reporting

Current Query	
A	Report Title: User Query
B	Add Criteria: Unit Name
B-1	Value: <input type="text"/>
B-2	Type: <input checked="" type="radio"/> AND <input type="radio"/> OR
B-3	Action: <input type="button" value="Add Criteria"/>

ALOD users will now have the option of searching subordinate units without having to enter each subordinate unit's name.

For your search to include subordinate units, do the following:

- Select “Unit Name” from the Add Criteria drop down in row B
- Enter the desired unit name
- Check the “Include Subordinate Unit” checkbox
- Select your desired type “And” or “Or”
- Click the “Add Criteria” button

When you run your report, the subordinate units should show as long as you checked the “Include Subordinate Units” button.

MANAGE USERS


Status	Name	User Name	SSN	Expiration Date	Unit	Perms	Activity	
Approved	America, Captain	AMECAPTAIN		Aug 31 2014	0301 FIGHTER WG (FBMF)			
Approved	Blake, Carol	BLAKECAR		Aug 31 2014	0301 FIGHTER WG (FBMF)			
Approved	Cosby, Bill	COSBILL		Aug 31 2014	0301 FIGHTER WG (FBMF)			

For the Wing Admin view, there is a new sortable column “Expiration Date”. This column will show the user’s ALOD account expiration date without having to go into the details of the user’s account.

Some helpful tips:

- **If the status column says “Disabled”, but the Expiration Date is a year away.** The user’s account has probably expired. ALOD automatically changes the date one year out when the account has expired, but until the true completion date of the Information Assurance certificate or IAA CyberAwareness certificate has been entered, disabled is the correct status the account should be in.
- **If the status column says “Approved”, but the Expiration Date has past.** This account needs to be disabled until the latest completion date of the Information Assurance certificate or IAA CyberAwareness certificate has been entered. If you are unable to disable the account because of the old date, just select today’s date and then disable the account. You are welcome to leave notes in the comment box regarding why the account was cancelled.