

AUTOMATED LINE OF DUTY (ALOD)

Version 1.0

Application User Manual



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ABBREVIATIONS AND ACRONYMS

AD	Active Duty
ADT	Active Duty for Training
AFI	Air Force Instruction
AFRC	Air Force Reserve Command
ALOD	Automated Line of Duty
CAC	Common Access Card
DoD	Department of Defense
DNS	Domain Name Service
EAD	Extended Active Duty
EDIPI	Electronic Data Interchange Personal Identification
EO	Executive Order
EPTS	Existing Prior to Service
FOOU	For Official Use Only
HIPAA	Health Insurance Portability & Accountability Act
ICD	International Classification of Diseases
IDT	Inactive Duty for Training
ILOD	In Line of Duty
IO	Investigating Officer
JA	Judge Advocate
LOD	Line of Duty
MFR	Memorandum for Records
MPF	Military Personnel Flight
MTF	Military Training Flight
MVA	Motor Vehicle Accident
NILOD	Not in Line of Duty
PAS	Public Address System
PHI	Public Health Information
POC	Point of Contact
RMU	Reserve Medical Unit
RWOA	Returned Without Action
SARC	Sexual Assault Response Coordinator
SSN	Social Security Number
UIC	Unit Identification Code

Frequently Used Terms in ALOD

Active Duty—Full-time duty in the active military of the United States. A general term applied to all active military service with the active force without regard to duration or purpose.

Active Duty for Training (ADT)—A tour of active duty that is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The member is under orders that provide for return to nonactive status when the period of ADT is completed. It includes annual training, special tours of ADT, school tours, and the initial duty for training performed by nonprior service enlistees.

Absent Without Authority—Consider member “absent without authority” if he or she is voluntarily absent without leave for more than 24 hours, or was voluntarily absent from a scheduled duty or formation, a restriction, or an arrest. Scheduled duty or formation means doing a specified task at a specified time and place for a specified purpose. It is not the same as regularly scheduled duty. Consider the member “absent without authority” if not excused and absent from duty in civil confinement for more than 24 hours. The term “absent without authority” is the same as “unauthorized absence.”

Administrative Determination—A determination by a medical officer that a member’s illness or injury occurred in the line of duty. This process can be used for only a limited number of instances IAW AFI 36-2910.

Alcohol Abuse—The illegal or improper use or possession of alcohol, on or off duty, that results in, but is not limited to, impaired duty performance, intoxicated driving, domestic disturbances, assault, aberrant behavior, altercations, underage drinking, or other behavior inconsistent with Air Force standards.

Alcoholism—A psychological or physical dependence on alcohol.

Disease—A condition of an organ, part, structure, or system of the body in which there is incorrect function resulting from the effect of heredity, infection, diet, or environment. It is the same as illness, sickness, or ailment.

Drug Abuse—The illegal or improper use, possession, sale, transfer, or trafficking of any controlled substance included in Schedules I, II, III, IV, and V in Title 21, United States Code, Section 812, drug abuse paraphernalia, or any intoxicating substance, other than alcohol, that is inhaled, injected, consumed, or introduced into the body in any manner to alter mood or function.

Drugs—Any controlled substance included in Schedules I, II, III, IV, and V in 21 U.S.C. 812, including anabolic or androgenic steroids, or any intoxicating substance other than alcohol, that is inhaled, injected, consumed, or introduced into the body in any manner to alter mood or function.

Existed Prior to Service (EPTS)—Terms added to a medical diagnosis where there is clear evidence that a illness, injury, or disease, the underlying condition causing it, existed before the member's entry into military service EPTS diseases include chronic diseases and diseases with an incubation period that rule out a finding that they started during inactive duty training, active duty training, or tours of active duty.

Existed Prior to Service (EPTS) - Service Aggravated - The permanent worsening of a pre-Service medical condition over and above the natural progression of the condition caused by trauma or the nature of Military Service.

Existed Prior to Service (EPTS) - LOD/NA - Condition was deemed to exist prior to service and not to have been service aggravated.

Hostile Casualty—A person who is the victim of a terrorist activity or who becomes a casualty “inaction.”

Inactive Duty Training (IDT)—Authorized training performed by a member of a Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence course. Also called IDT.

Incapacitation Benefits—Entitlement for Reserve members to compensation for incapacitation or loss of civilian earnings as a result of an injury, illness or disease incurred or aggravated in the line of duty.

Injury—includes such conditions as fractures, wounds, strains, sprains, dislocations, concussions, and compressions. In addition, it includes conditions resulting from extremes of temperature or prolonged exposure. Acute poisoning (except those due to contaminated food) resulting from exposure to toxic or poisonous substances are also injuries.

Intoxication—Maladaptive behavior such as aggressiveness, impaired judgment, and impaired social or occupational functioning, because of recent ingestion, inhalation, or injection of any substance into the body. Signs include flushed face, slurred speech, unsteady gait, lack of coordination, impaired attention, irritability, euphoria or depression.

In Line of Duty—A death, illness, injury or disease suffered by a member is presumed to be in the line of duty, unless a preponderance of the evidence supports the finding that the member's death, illness, injury, or disease happened while the member was absent from duty without leave or due to the member's own misconduct.

Intentional Conduct—An act, by commission or omission, done on purpose.

Intervening Cause—An independent action occurring between the original wrongful act or omission and the death, illness, injury or disease, that turns aside the natural sequence of events, and produces a result which would not otherwise have followed and been foreseeable.

Mental Responsibility—The capacity to understand when ones conduct is wrong and to conform ones conduct to the requirement of the law. All members are presumed mentally responsible for their acts, unless there is contrary evidence. This presumption usually means it is unnecessary to pursue the issue of mental responsibility unless there is credible evidence of lack of mental responsibility. Such evidence may consist of the circumstances surrounding the death, illness, injury or disease, previous abnormal or irrational behavior, expert opinion, or other evidence directly or indirectly pointing toward lack of mental responsibility. Members are not responsible for their misconduct and its foreseeable consequence if, as a result of mental disease or defect, they lack substantial capacity either to appreciate that their conduct is wrong or to conform the conduct to the requirements of law. The term "mental disease or defect" does not include an abnormality manifested only by repeated wrongful or otherwise antisocial behavior. Members with impaired mental faculties as a result of their own prior misconduct, such as by taking a hallucinogen, other illegal (controlled) substance, or deliberately ingesting any harmful/dangerous substance, are mentally responsible.

Misconduct—Intentional conduct that is wrongful or improper. Also, willful neglect or gross negligence.

Not in Line of Duty, Due to Own Misconduct—A determination supported by a preponderance of the evidence that the member's death, illness, injury or disease, was proximately caused by the member's own misconduct, regardless of whether the member was absent without authority.

Not in Line of Duty, Not Due to Own Misconduct—A determination supported by a preponderance of the evidence that the member's death, illness, injury or disease happened while the member was absent without authority, and the death, illness, injury, or disease was not proximately caused by the member's own misconduct.

Proximate Cause—It is the cause that, in a natural and continuous sequence unbroken by an independent and unforeseeable new cause, results in the death, illness, injury or disease and without which the death, illness, injury or disease would not have occurred.

Preponderance of the Evidence—The greater weight of credible evidence. That evidence that, when fairly considered, produces the stronger impression and is more convincing as to its truth when weighed against the opposing evidence.

Saturday night rule— A reservist living outside the commuting area of the IDT who incurs an injury or illness, or aggravates a preexisting condition while in the vicinity of the place of the IDT and for the purpose attending the IDT will be considered ILOD, unless misconduct caused the condition.

Under the Influence of Alcohol or Drugs—Any intoxication caused by alcohol or by drugs that is sufficient to impair the rational and full exercise of the mental or physical faculties.

Willful Neglect—An act or acts of omission or of commission that evidence a reckless or wanton disregard for their attendant consequences. Conduct that indicates a member exhibited a reckless or wanton disregard for his or her own personal well-being or for the well-being of another. The same as gross negligence.

10 USC 1207a—For reservist members with at least eight years of active service (i.e., at least 2920 points) who are on orders of 31 consecutive days or greater, if an illness, disease, or injury is medically determined to have been incurred before the current period of active duty, such illness, disease, or injury will be deemed to have been incurred while on active duty for purposes of a Line of Duty determination. The eight years of active service need not be consecutive.

GETTING STARTED

ALOD online Help is topic oriented and provides step-by-step procedures and conceptual information to guide you through the application's functionality. The online help is fully searchable and contains a Table of Contents, List of Figures and an Index for browsing. You may refer to the Table of Contents to proceed to a particular area or topic of interest.

Accessing ALOD v.1

To access ALOD v.1 the user must navigate to the ALOD site sponsored by AFRC. The Figure below shows the correct Login window.

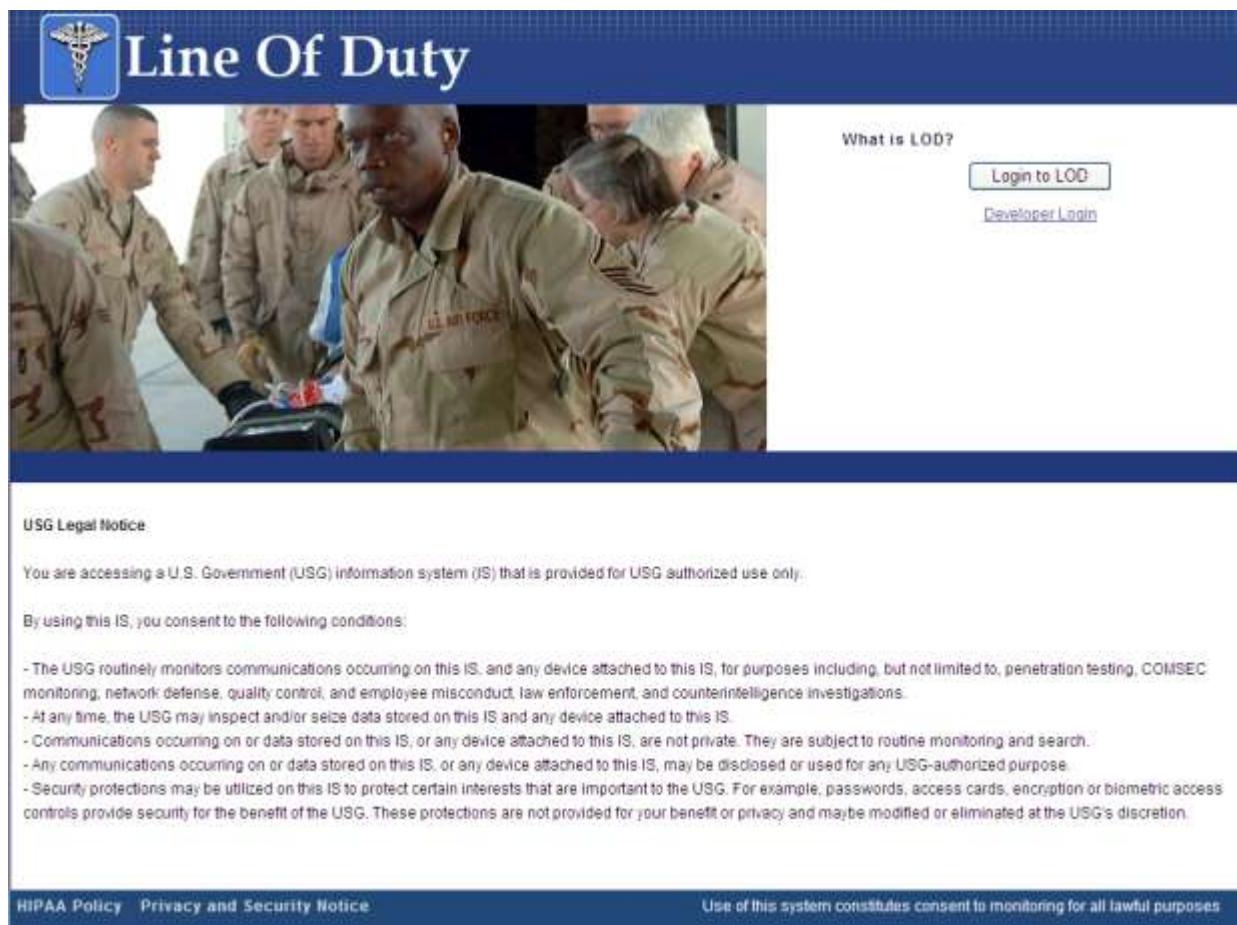


Fig 1: Login Page

If the CAC that you are using is valid you will see the window shown below:



Fig 2: Valid CAC

1. Select your ID certificate. This can be identified by your CAC username:
LAST.FIRST.MI. XXXXXXXXXX where the X's represent your CAC's EDIPI.
2. Click
3. The following figure shows the request for PIN window.

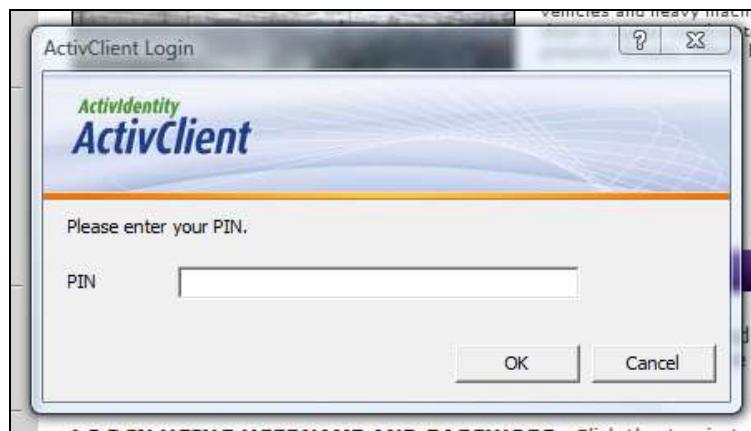


Fig 3: Request for PIN

4. Enter your CAC PIN. If you have already logged into your local computer using CAC and PIN, the ALOD application may not require any of this information, as it would be stored locally by your CAC authentication software.

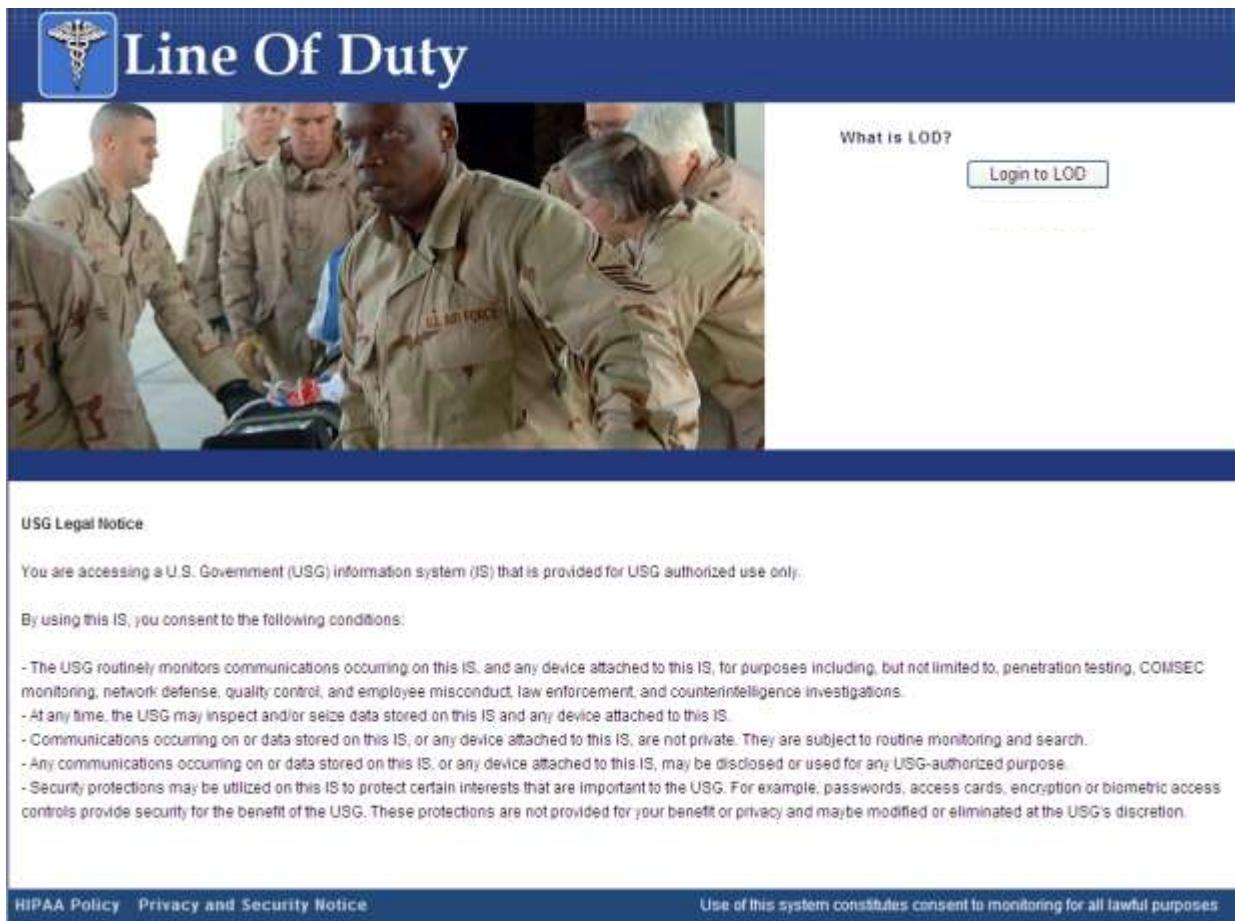


Fig 4: ALOD Opening Page

Opening Page

The page shown above represents the opening page of the ALOD application. The upper left capture is one of several that will parade across the page. Links on this page as follows:

1. [What is LOD?](#) Click this link [What is LOD?](#) to navigate to the following page.

The screenshot shows a web-based application titled "Line Of Duty". At the top left is a blue square icon containing a caduceus symbol. To its right, the title "Line Of Duty" is displayed in large, white, sans-serif font. Below the title, a dark blue horizontal bar contains the text "About LOD" in white. The main content area is white and contains a paragraph of text about the application's purpose. At the bottom of the content area, there is a small, semi-transparent footer bar with the text "Use of this system constitutes consent to monitoring for all lawful purposes" on the left and a "Close" button on the right.

Fig 5: About LOD

Here a complete discussion is provided detailing ALOD v.1 properties and capabilities. When you are finished viewing this page use your “back” browser button to return the page shown above. If you click on **Close** you will close the ALOD application.

HIPAA Policy

- Click on **HIPAA Policy** to open the following HIPPA discussions:
1. HIPAA Privacy Rules
 2. HIPAA Security Rules
 3. Click on [MHS Learn](#) for training resources, see below.

Get it Done

Online!

What's New ?

- ◆ LOOK WHAT IS COMING SEPTEMBER 1, 2009
- ◆ MHS Learn is pleased to offer for the first time, Patient related training . . .
- ◆ New courses posted for MHS Staff . . .
- ◆ MHS Staff Training
- ◆ Patient Training
- ◆ DoD / VA Sharing
- ◆ Site Map
- ◆ About Us
- ◆ Help

Welcome to the MHS Learn Military Health System Learning Portal

The Military Health System Learning Portal has expanded to embrace the multifaceted nature of the Military Health System. Within this learning portal you will find links, resources and training materials spanning all branches of service, as well as Veterans Affairs and Beneficiary Patient population specific content.

MHS Learn Staff training remains the same. Staff members can click here, [MHS Staff Training](#), or the heading above, and [LOGIN](#) to access HIPAA, AHLTA, CHCS, and other assigned training.

Take a moment to access the other headings above and explore the site.

The Military Health System Learning Portal is your world-class site for online and blended training. The Learning Portal is a centralized, web-based training platform providing the military medical workforce and beneficiary population with a single source for managing, delivering and tracking all medically-related learning. You can attend courses in a virtual setting, participate in online training and as patients everyone can obtain health related training.

MHS Learn and the Military Health System Learning Portal supports shared and blended training to accomplish many of your specific training goals and objectives.

Announcements

◆ MHS Learn Scheduled Maintenance Announcement.

Fig 6: MHS Learning Center

MHS Learn contains an extensive library of medically-related training courses offered in a variety of formats. The MHS Learn staff can create a wide range of custom content: from modest, inexpensive training built from your PowerPoint slides, to highly interactive, robust training that includes animation, video, and audio narration.

See the next page to review the HIPPA document complete with USG legal notice repeated from the opening page.



Line Of Duty

HIPAA Privacy/Security

HIPAA Privacy Rule:
The HIPAA Privacy Rule institutes business processes to protect the use and disclosure of protected health information (PHI). PHI is individually identifiable health information, including demographics, in paper, electronic, or oral form. PHI is not limited to the documents contained in the official medical record. The HIPAA Privacy Rule allows the use and disclosure of PHI for treatment, payment and health care operations without written authorization from the patient. Other uses and disclosures require permission. The compliance date for the HIPAA Privacy rule was April 14, 2003.

HIPAA Security Rule:
The HIPAA Security Rule is designed to provide protection for all individually identifiable health information that is maintained, transmitted or received in electronic form—not just the information in standard transactions. All covered entities were to be in compliance with the HIPAA Security Rule no later than April 20, 2005. The safeguards in the HIPAA Security Rule are divided into three categories: Administrative Safeguards; Physical Safeguards; and Technical Safeguards.

HIPAA Training:
The HIPAA training is required. [MHS Learn](#)

USG Legal Notice

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG authorized use only.

By using this IS, you consent to the following conditions:

- The USG routinely monitors communications occurring on this IS, and any device attached to this IS, for purposes including, but not limited to, penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
- Communications occurring on or data stored on this IS, or any device attached to this IS, are not private. They are subject to routine monitoring and search.
- Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and maybe modified or eliminated at the USG's discretion.

Use of this system constitutes consent to monitoring for all lawful purposes Close

Fig 7: HIPPA & Legal Notice

3. **Privacy and Security** Click on **Privacy and Security Notice** to access the USG legal Notice shown in the lower half of the figure above. When you are finished reviewing this page, use the “back button” on your browser to return to the opening page, using the **Close** button will close ALOD.

ALOD Home Page(s)

The exact appearance and content of the home page will vary according to the User. However there are many common features between all home pages. Usually a given function can be initiated from more than one place on the home page. As a result the User may choose a method that works best for him/her.

The Figure below shows the Home Page for an ALOD high level user.

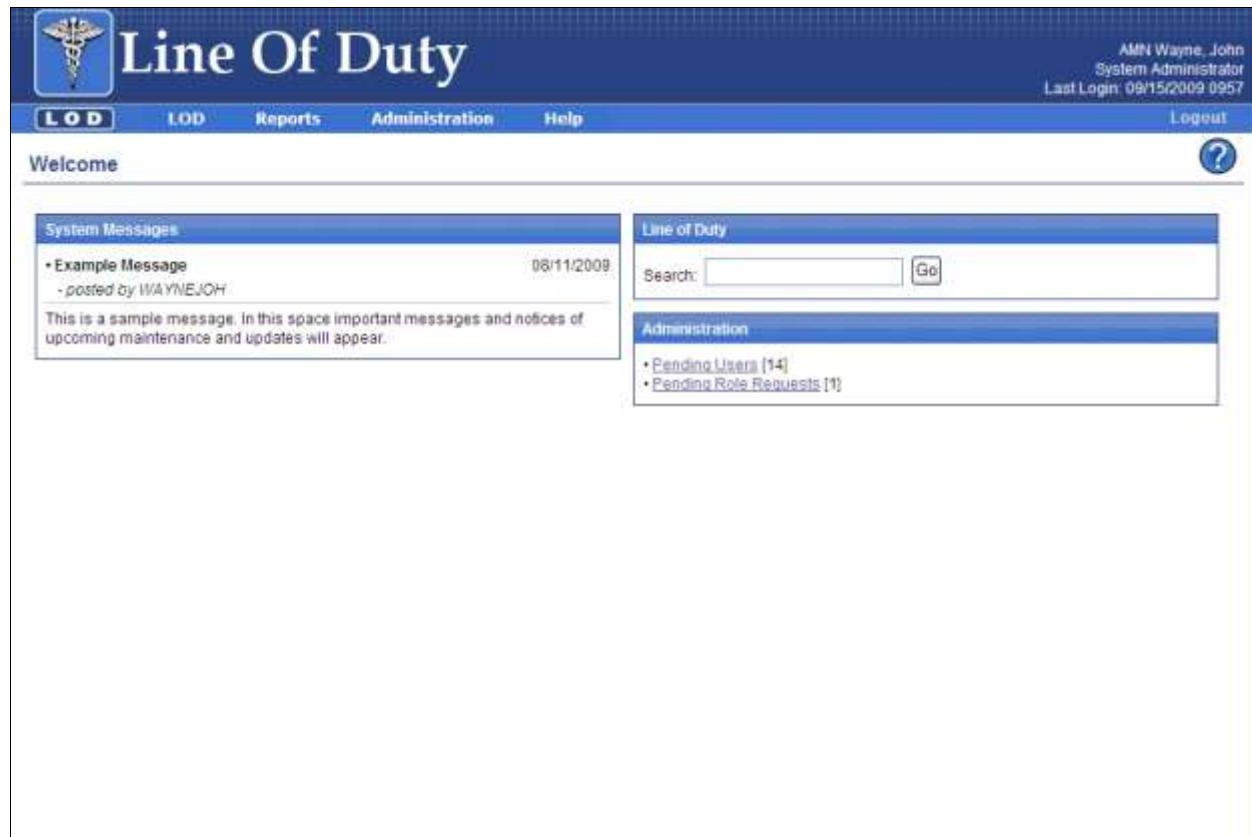


Fig 8: Home Page for System Admin

In the above Figure the Home Page for an ALOD initiator is shown. Notice that there are four menu options in the toolbar for the System Administrator. Other Users such as the Medical Technician have only three menu options in the toolbar, see below. All linked headings will be illustrated as well as all sub-menus in ALOD.



Fig 9: LOD Home Page for Med Tech

In the upper right hand corner note the information that confirms the User and User Role as well as the date and time of the last successful login.



Logout

Locate the *Logout* link, **Logout**, on the right side of the page.

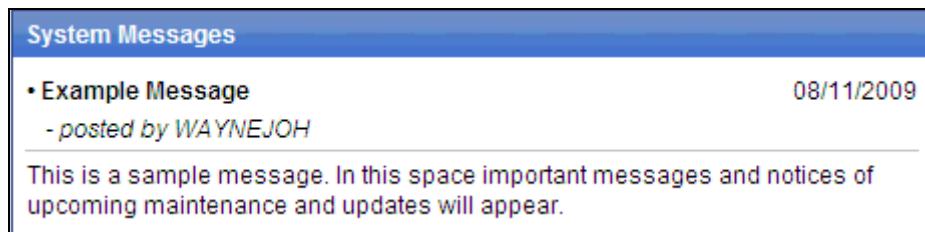
Use the *Logout* link to provide a secure method for exiting your ALOD session and returning to the opening page.

Question Mark Icon

Just below the Logout link is the question mark icon  When you click on this link you are directed to the ALOD Application User Manual which you are currently viewing.

System Messages

On the left side of the page is the System Messages box.



The screenshot shows a blue header bar with the text "System Messages". Below it is a list of messages:

- Example Message 08/11/2009
- posted by WAYNEJOH

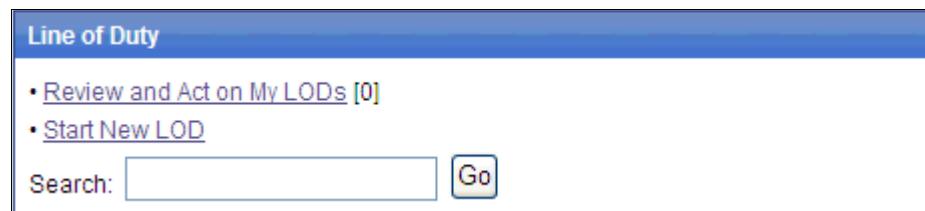
Below the list is a text area containing: "This is a sample message. In this space important messages and notices of upcoming maintenance and updates will appear."

Fig 10: System Messages

There are no links within the box itself, messages are generated within the ALOD system. System information, status changes, personnel information, conditional questions and responses may be posted in this area.

Line of Duty Module

To the right of the system messages box is the Line of Duty Module, see below.



The screenshot shows a blue header bar with the text "Line of Duty". Below it is a list of actions:

- [Review and Act on My LODs \[0\]](#)
- [Start New LOD](#)

Below the list is a search bar with the placeholder "Search:" and a "Go" button.

Fig 11: Line of Duty Module

Many of the permissions granted to the user can be initiated from this module. There is redundancy in ALOD; some of the actions that can be initiated from the Line of Duty Module can also be initiated from the toolbar, see below:



The screenshot shows a blue toolbar with the following links: LOD, LOD, Reports, Administration, Help, and Logout.

Fig 12: ALOD Toolbar

The drop-down menus of the ALOD toolbar will be discussed later.

ALOD Redundancy

To illustrate the redundancy in ALOD, a frequently used permission “Start New LOD” can be initiated from two different links on the home page, see below. Each link when clicked will navigate the exact same page.

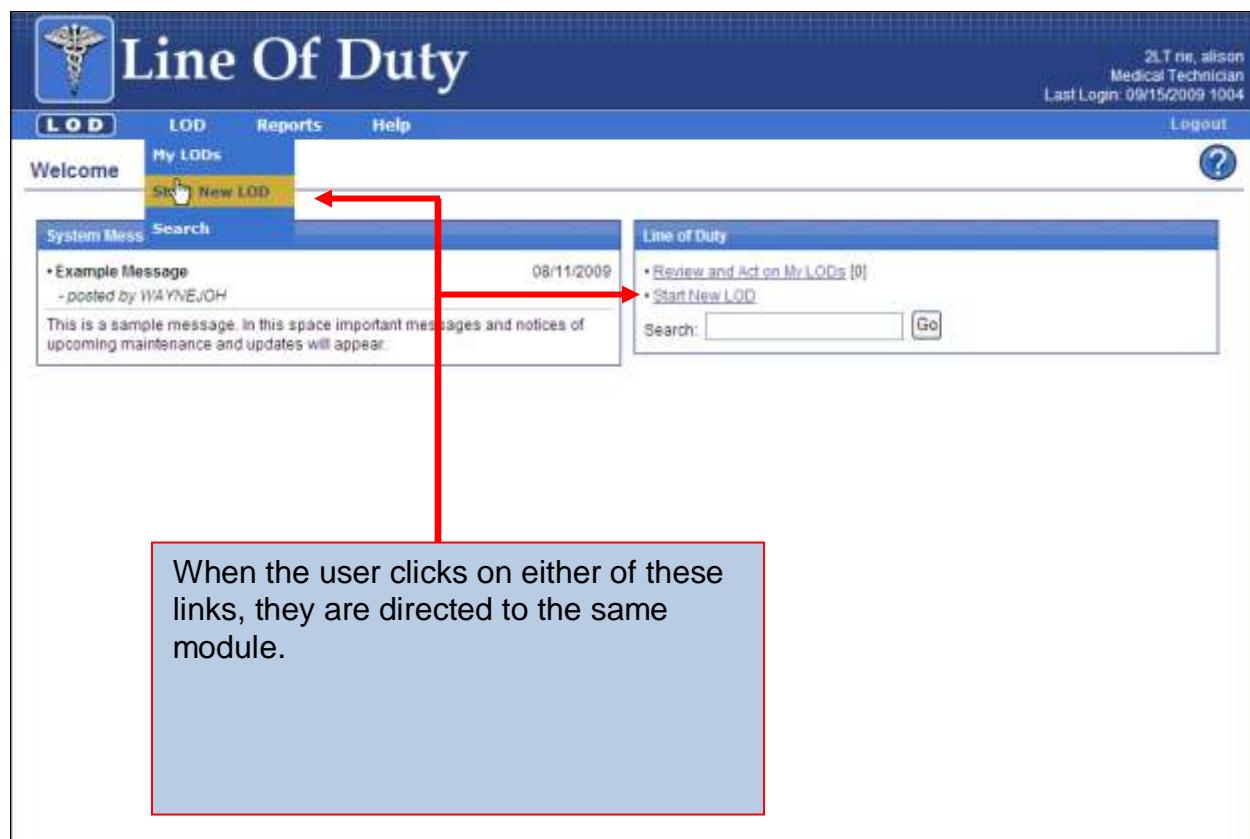


Fig 13: Common Function Links

ALOD Toolbar



Fig 14: ALOD Toolbar*

The above figure shows the ALOD toolbar. This toolbar is constant throughout ALOD screens. Many of the functions that can be accessed through the toolbar can also be found through other links also on the ALOD homepage. One benefit of ALOD is redundancy which allows user comfort and accessibility.

There are 5 active data links on the toolbar*, they are:



Fig 15: Links on Toolbar

*** *The data links available to you are based on your designated roles & permissions***

Click on **LOD** to return to the user's Home Page without logging out of ALOD.

Place the cursor over the link **LOD**. You will get the drop-down menu shown below.



Fig 16: LOD drop-down Menu

In the drop-down menu there are 3 menu options:

- My LODs: searches and filters medical cases in your queue
- Start New LOD: start a new medical case
- Search: uses filters and case related information to locate a case(s)

ALOD Toolbar > LOD > My LODs

Click on *My LODs* from the drop menu under the header *LOD*. See below.



Fig 17: My LODs Link

You are then directed to the module shown below.

The screenshot shows the 'LOD > My LODs' page. At the top, there's a navigation bar with 'LOD', 'Reports', 'Help', and 'Logout'. A question mark icon is also present. Below the navigation is a 'Filter Results' section with fields for 'SSN', 'Name', 'Case Id', 'Format' (set to 'All'), 'Unit' (set to 'All'), and a 'Search' button. The main area displays a table with one row of data:

CaseId	SSN	Name	Unit	Date Received	Days
20090915-002	3854	BOONE DEAN C	943rd Mission Support FT	09/15/2009	0

Fig 18: LOD > My LODs

In the example above there is one case in the queue, case ID 20090915-002. If there are numerous cases, use the Filter Results section shown below to isolate a single case.

The screenshot shows the 'Filter Results' section of the application. It includes fields for 'SSN', 'Name', 'Case Id', 'Format' (set to 'All'), 'Unit' (set to 'All'), and a 'Search' button.

Fig 19: Filter Results

The fields in the above Figure are:

- SSN
- Name
- Case ID
- Formal drop-down menu
- Unit drop-down menu

Populate one or more of these fields and click on **Search** for results. When definitive information such as the SSN is used the desired targets are more easily located.

ALOD Toolbar > LOD > Start New LOD

Click on *Start New LOD* under the header *LOD*, see below.

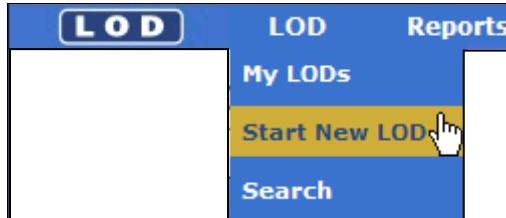


Fig 20: Start New LOD link

You are then directed to the module shown below.

 A screenshot of the 'Start New LOD' module. The top navigation bar includes 'Logout' and a help icon. The main title is 'LOD > Start New LOD'. Below the title is a section titled '1 - Member Information'. This section contains two input fields: 'A' and 'B'. Field 'A' has a red asterisk next to it and is labeled 'Member SSN'. Field 'B' is labeled 'Action:' and contains a 'Lookup' button. A mouse cursor is hovering over the 'Lookup' button.

Fig 21: Start New LOD Module

To start a new case in ALOD you will need the member's SSN. Enter the SSN in the field shown below.

 A screenshot of the 'Member Information' form. It shows two fields: 'A' and 'B'. Field 'A' is labeled 'Member SSN' with a red asterisk. Field 'B' is labeled 'Action:' and contains a 'Lookup' button. A red arrow points downwards from the text 'Enter the SSN in the field shown below.' to the 'Member SSN' field.

Fig 22: SSN Field

Now click on **Lookup**. The module shown below is generated.

1 - Member Information

A	Member SSN:	180000001 [change]
B	Name:	MELTON SARAH B
C	Date of Birth:	01/08/1955
D	Grade:	STAFF SERGEANT
E	Unit:	943rd Rescue GP (FHHX)
F	Workflow:	Line of Duty <input type="button" value="▼"/>
G	* Does this case involve a sexual assault?	<input type="radio"/> Yes <input type="radio"/> No
H	Is this a restricted report?	<input type="radio"/> Yes <input type="radio"/> No
I	Action:	<input type="button" value="Start LOD"/>

2 - Member Case History

No results found

Fig 23: Member Info/History

The primary section in the above Figure is *Member Information*. The *Member Case History* section displays all open and closed LOD cases for that member.

There are nine (9) fields in the Member Information section. This information is pulled from MILPDS. Fields in red are required. All fields are read only except for the fields denoted with a (*).

- A. Member SSN- there is option to [\[change\]](#) the SSN just in case the SSN was entered in error.
- B. Name: member's name
- C. Date of Birth
- D. Grade: members grade
- E. Unit: members unit
- F. * Workflow: use drop-down menu to select
- G. * Does this case involve a sexual assault: use radio buttons to select response
- H. * Is this a restricted report: use radio buttons to select response
- I. Action: click on

If you did not select a response for Line G using the radio buttons the module will redraw with Line G highlighted in red indicating a mandatory response. If the “Yes” button is selected for Line G, then Line H requires a mandatory response.

If the fields were properly completed you are directed to the *Line of Duty > Member* module. See below.

The screenshot shows the ALOD application interface. At the top, there's a blue header bar with the 'LOD' logo, 'LOD', 'Reports', and 'Help' menu items, along with a 'Logout' link and a help icon. Below the header, the title 'Line Of Duty > Member' is displayed. The main content area has a blue banner at the top with 'Case # 20090817-005', 'EDWARD DOE (0001)', and 'AFRC LOD Board Review'. Below this is a navigation bar with tabs: 'Member' (selected), 'Medical', 'Unit CC', 'Documents', 'LOD Board', 'Next Action', and 'Tracking'. The main content area is titled 'Member Information' and contains a table with five rows (A-E) showing details for Edward Doe:

A	Name:	EDWARD DOE
B	Rank:	LIEUTENANT COLONEL
C	DOB:	03/18/1986
D	Unit:	944th Fighter Wing
E	Component:	Air Force Reserve

At the bottom right of the content area, there's a note 'No signature found' with a yellow exclamation mark icon. At the very bottom, there are 'Print', 'Previous', and 'Next' buttons.

Fig 24: Line of Duty > Member

ALOD Toolbar > LOD > Search

On the toolbar click on the *Search* link under the *LOD* header, see below.



Fig 25: Search link

The module shown below is generated.

The screenshot shows the 'LOD > Search' module. At the top, there's a navigation bar with 'LOD', 'Reports', 'Help', and 'Logout'. A question mark icon is also present. Below the navigation is a 'Search Criteria' panel with fields for 'SSN', 'Name', 'Case Id', 'Format' (set to 'All'), 'Status' (set to 'All'), and 'Unit' (set to 'All'). A 'Search' button is at the bottom right. A message at the bottom of the panel says 'Please enter at least one criteria to search on'.

Fig 26: LOD > Search

The *LOD Search* module shown above contains the *Search Criteria* engine. To initiate an LOD search, you must populate at least one field of the *Search Criteria* module as shown below.

This screenshot is identical to Fig 26, showing the 'LOD > Search' module with the 'Search Criteria' panel. It includes fields for SSN, Name, Case Id, Format, Status, Unit, and a 'Search' button. The message 'Please enter at least one criteria to search on' is also visible.

Fig 27: Search Criteria Module

Complete these fields from the *Search Criteria* module:

- SSN
- Name
- Case ID
- Format: select from drop-down menu

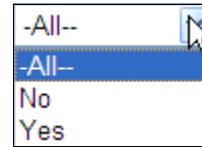
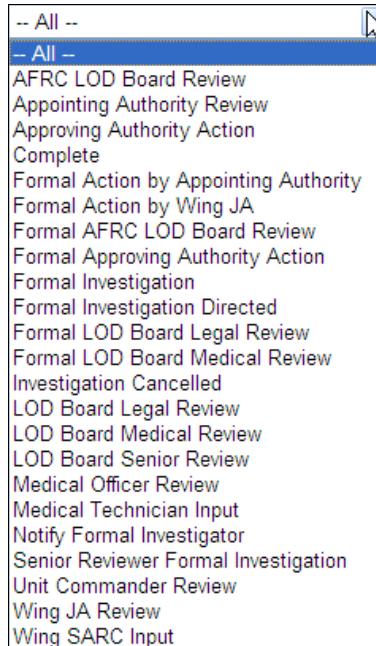
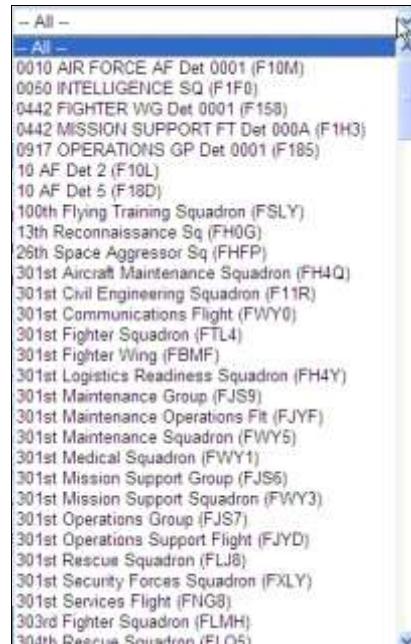


Fig 28: Criteria Menu



- Status: select from drop-down menu

Fig 29: Status menu



- Unit: select from drop-down menu

Fig 30: Unit Menu

Now click on **Search**. The results are narrowed according to the criteria used in the search engine. Select the result for processing. See below.

Case Id	SSN	Name	Unit	Status	Print
20090817-005	0001	EDWARD DOE	944th Fighter Wing	AFRC LOD Board Review	

Fig 31: Search Criteria Results

ALOD Toolbar > Reports

Place the cursor over *Reports* on the toolbar



The drop-down menu shown below is generated.

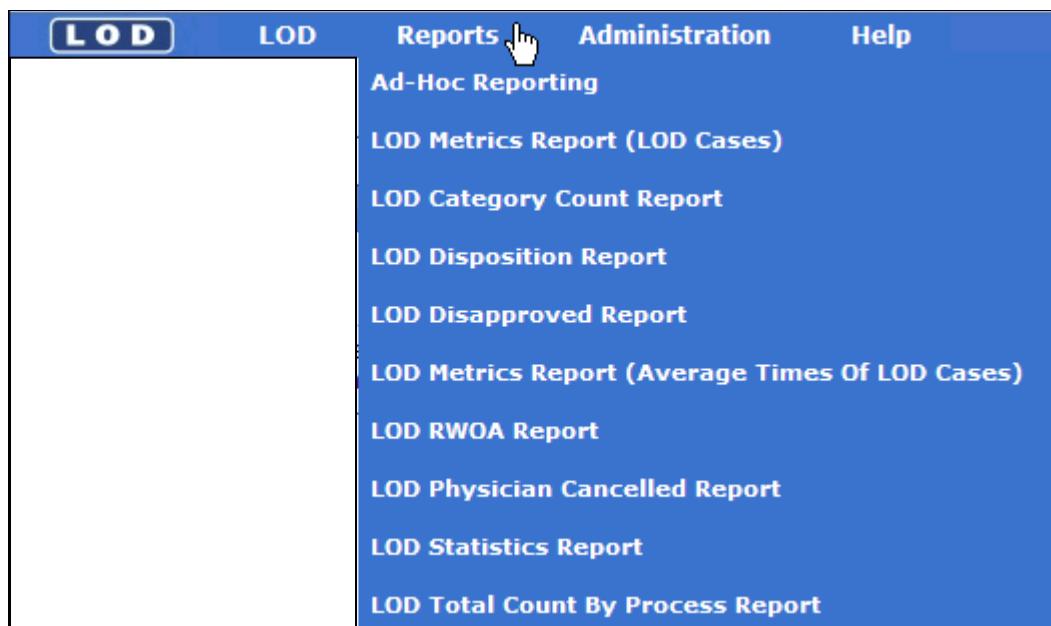


Fig 32: ALOD > Reports

Note there are ten (10) different reports available dependant upon your role permissions:

- Ad-Hoc Reporting

- LOD Metrics Report (LOD Cases)
- LOD Category Count Report
- LOD Disposition Report
- LOD Disapproved Report
- LOD Metrics Report (Average Times of LOD Cases)
- LOD RWOA Report
- LOD Physician Cancelled Report
- LOD Statistics Report
- LOD Total Count by Process Report

ALOD Toolbar > Reports > Ad-Hoc Reports

Click on *Ad-Hoc Reporting* under *Reports*, see below.

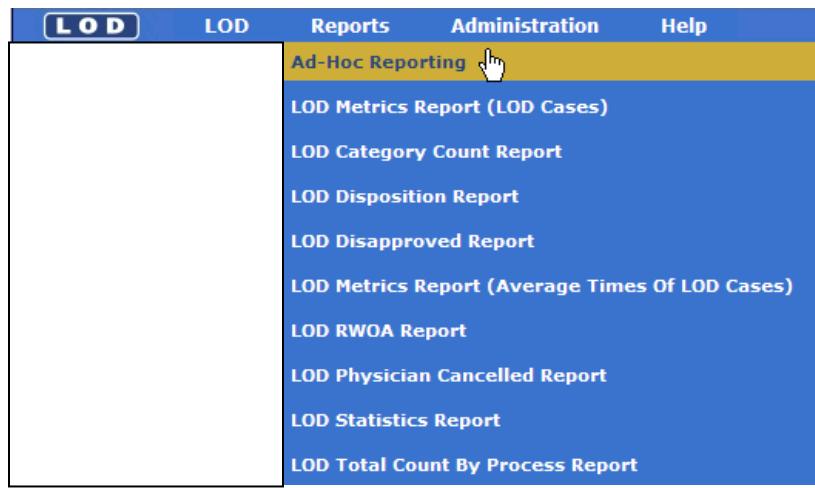


Fig 33: Ad-Hoc Reporting Link

The module shown below is generated.

Current Query

A Report Title: User Query

B Add Criteria:

C Query Criteria: No Criteria Added

D Output Fields:

Available Fields	Selected Fields	Sort Order
Appointing Authority		
Approval Authority		
Approval Sign Date		
Board JA		
Board JA Sign Date		
Board SG		
Board SG Sign Date		
Board Tech		
Board Tech Sign Date		
Cancelled		
Case Id		
Created By		
Date Completed		
Date Created		

E Output Format: Browser Excel PDF CSV XML

F Action:

G Saved Reports:

H Action:

Generation Time: 509.492 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 34: Ad-Hoc Reporting Module

The Ad-Hoc reporting feature allows the users themselves to create specific customized queries based on their specific needs. The most useful data in this window is the list of permissions. Here the user can quickly determine what permissions are assigned to him/her.

There are ten (10) fields in the Ad-Hoc Reporting Module.

- A. Report Title: report Title
- B. Add Criteria: select your desired criteria from the drop-down menu shown below.

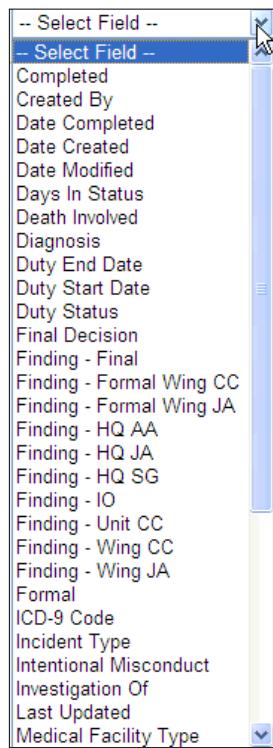


Fig 35: Drop-down menu

- B-1. Value: potential values for the selected Query Criteria
- B-2. Type: select “And” if you want *all* your selected criteria values to come back true. Select “Or” if you want either selected criteria values to come back true.
- B-3. Action: click the “Add Criteria” button to add your selected criteria and values to your query

Type	Field	Operator	Value	
AND	Completed	Equals	False	
AND	Status	Equals	Wing JA Review	
AND	Date Created	Is Greater Than	120 Days	

Fig 36: Query Criteria

- C. Query Criteria: displays your selected criteria and values after you have clicked the *Add Criteria* button.

Available Fields	Selected Fields	Sort Order
Date Created Date Modified Days Death Diagnosis Duty End Duty Start Duty Status Finding - Final Finding - Formal Wing CC Finding - Formal Wing JA Finding - HQ AA Finding - HQ JA Finding - HQ SG Finding - IO	Appointing Authority Approval Authority Approval Sign Date Board JA Board JA Sign Date Board SG Board SG Sign Date Board Tech Board Tech Sign Date Cancelled Case Id Created By Created By Date Completed	→ → ↑ ↓ ↔

Fig 37: Output Fields

D. Output Fields: the *Available Fields* box lists all fields (column headers) you want in your report. Select (highlight) the fields you want and click the right arrow button to move them to the *Selected Fields* box. If you want to sort your selected fields (column headers), press the next green arrow to put them in the *Sort Order* box.

E. Output Format: select the radio button of the desired output format.



Fig 38: Output Format

F. Action: to execute the query or save the query, select from



Fig 39: Run, Save Buttons

G. Saved Reports: select from the drop-down menu . Note: saved ad hoc reports are only viewable to the user that created them.

H. Action: select the appropriate active link



Fig 40: Report Action Buttons

ALOD Toolbar > Reports > LOD Metrics Report (LOD Cases)

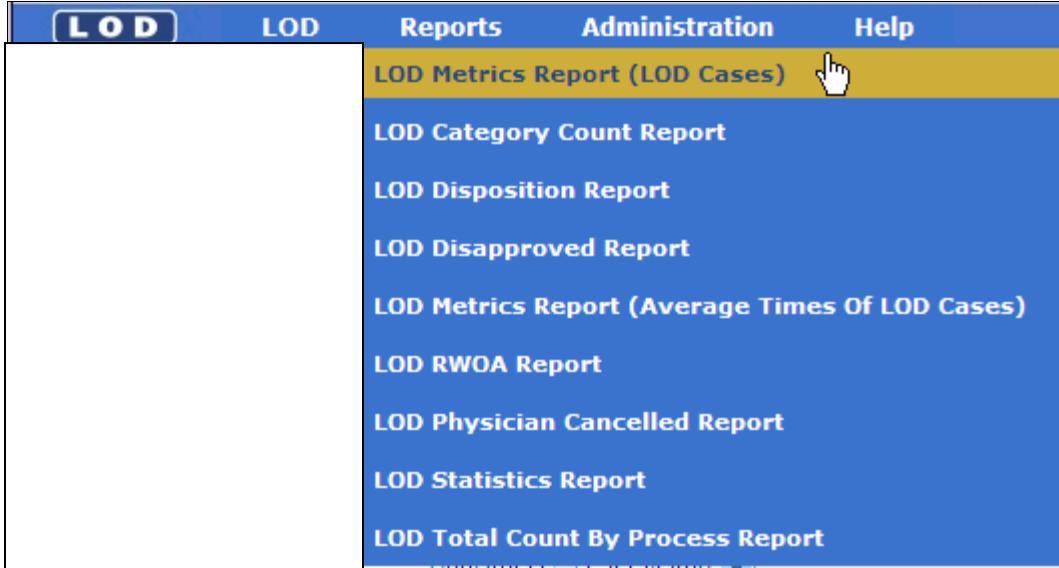


Fig 41: Reports > LOD Metrics Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Metrics Report (LOD Cases)*. The Module shown below is generated. Use this Module to:

- Lists all LOD cases (Active and Closed)
 - Open – Identifies Step
- Link to drill to case specifics - tracking
- Can be sorted by any category
- Retrievable AFRC Form 348

Reports > LOD Metrics Report (LOD Cases)													
943rd Rescue GP (FHHX)													
1 - Report Options <table border="1"> <tr> <td>B</td> <td>Unit:</td> <td>943rd Rescue GP (FHHX)</td> </tr> <tr> <td>C</td> <td>Include subordinate units</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>D</td> <td>SortOrder?</td> <td>Last Name</td> </tr> <tr> <td>E</td> <td>Actions:</td> <td>Drill Run Report</td> </tr> </table>		B	Unit:	943rd Rescue GP (FHHX)	C	Include subordinate units	<input checked="" type="checkbox"/>	D	SortOrder?	Last Name	E	Actions:	Drill Run Report
B	Unit:	943rd Rescue GP (FHHX)											
C	Include subordinate units	<input checked="" type="checkbox"/>											
D	SortOrder?	Last Name											
E	Actions:	Drill Run Report											

Fig 42: Reports > Metrics Report

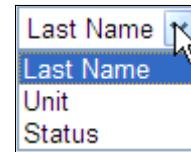
Begin by completing these fields:

- B. Unit: select from the drop-down menu, see below.



Fig 43: Unit Drop-Down Menu

- C. Include subordinate Units: check the box to include subordinate units.



- D. Sort Order: select from the drop-down menu

Fig 44: Order Menu

- E. Actions: two actions are available: and .

Select to "drill" down to the subordinate (child) units of an organization. As example when a unit is select in section B, use to navigate to subordinate units. Use to refine your results.

Select **Run Report** to generate the Module below.

Case Id	Name	Name	Unit	Status	Print
20090817-002	0001	WATERS KENNY K	307th Fighter Squadron	Complete	
20090827-001	0001	WATERS KENNY K	307th Fighter Squadron	Complete	
20090831-002	0003	WALTERS KATIE A	442nd Fighter Wing	Wing SARC Input	
20090831-003	0005	SULLIVAN RENEE M	943rd Rescue GP	Wing JA Review	
20090817-001	0001	SALINAS LATISHA A	301st Fighter Wing	Complete	
20090819-001	0001	SALINAS LATISHA A	301st Fighter Wing	Medical Officer Review	
20090825-002	0001	SALINAS LATISHA A	301st Fighter Wing	Investigation Cancelled	
20090827-002	0001	SALINAS LATISHA A	301st Fighter Wing	Unit Commander Review	
20090809-001	0001	SALINAS LATISHA A	301st Fighter Wing	Formal AFRC LOD Board Review	
20090824-001	0005	MORA MARISA R.	301st Fighter Wing	Unit Commander Review	
20090908-001	0005	MORA MARISA R.	301st Fighter Wing	Wing JA Review	
20090817-006	0002	MITCHELL ANNA M	307th Fighter Squadron	Complete	
20090827-003	0002	MITCHELL ANNA M	307th Fighter Squadron	AFRC LOD Board Review	
20090819-002	0001	MELTON SARAH B	943rd Rescue GP	Unit Commander Review	
20090819-003	0001	MELTON SARAH B	943rd Rescue GP	Medical Officer Review	
20090820-001	0001	MELTON SARAH B	943rd Rescue GP	Wing SARC Input	
20090821-001	0001	MELTON SARAH B	943rd Rescue GP	Medical Officer Review	
20090825-001	0001	MELTON SARAH B	943rd Rescue GP	Medical Officer Review	
20090817-003	0002	JOHNSON ROBERTO K	301st Fighter Wing	Formal AFRC LOD Board Review	
20090817-007	0003	HARRINGTON RANDOLPH L	307th Fighter Squadron	Complete	

Generation Time: 109.3862 ms Privacy and Security Notice:

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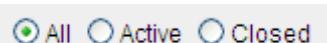
Fig 45: Metrics Report (LOD Cases)

Complete these fields in the Figure above.

- Select Unit: select from the drop-down menu shown below

A	Select Unit:	HQ 610th Regional Support Group (FNVV)  13th Reconnaissance Sq (FH0G) 301st Medical Squadron (FWY1) 307th Red Horse Sq (FV5P) 340th Flying Training Group (FSLF) 419th Medical Squadron (FW0M) 442nd Medical Squadron (FLMN) 482nd Medical Squadron (F3VJ) 555th Red Horse Squadron (FH02) 556th Red Horse SQ (F0WY) 5th Operations Weather Ft (FHKS) 610th Aerospace Medicine Flt (F1F1) 610th Security Forces Squadron (FHD9) 610th Services Flight (FPLK) 701st Combat Operation Sq, Det 10 (FB1H) 710th Medical Squadron (FPT1) 810th Civil Engineering Flight (F11Q) 917th Medical Squadron (FLK5) 919th Medical Squadron (FV7F) 920th Aeromedical Staging Squadron (F4G3) 926th Aerospace Medicine Flt - Nellis AFB (F1DZ) 940th Aerospace Medicine Squadron (FLP0) 943rd Aerospace Medicine Ft (FHLX) 944th Medical Squadron (F43H) HQ 10th Air Force (FT3K) HQ 610th Regional Support Group (FNVV)	
B	Begin Date:		
C	End Date:		
D	LOD Completed?	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Closed	
E	Action:		

Fig 46: Unit Drop-Down Menu

- B. Begin Date: use the imbedded calendar  to select a begin date
- C. End Date: use the imbedded calendar  to select and end date
- D. LOD Competed?: use the radio buttons  to select Active, Closed or All LOD cases.
- E. Action: use  to generate results. See below.

Based on the selected input the query results in multiple LOD cases shown above. Click on *Case ID* to navigate to *Line of Duty* member tab and associated permissions. Note the sort arrow next to *Name*.

Case Status indicates what step the LOD case is currently in.

 Click on  to generate the case disposition document. A hard copy of AFRC Form 348 and if applicable, Form DD 261, can be printed. See below.

INFORMAL LINE OF DUTY DETERMINATION			
Authority: Principal Purpose(s): Routine Uses: Disclosure statements			
TO(Reserve Unit Commander):		FROM(AD MTF/Reserve Medical Unit): 301st Fighter Wing	
1. MEMBER'S NAME (Last, First, Middle Initial)	2. SSAN	3. GRADE	4. ORGANIZATION/UNIT
LATISHA ANNETTE SALINAS	010-00-0001	FIRST LIEUTENANT	301st Fighter Wing
5. Medical Section: Name/Address medical facility providing initial treatment		332 EMEDS, Balaad Iraq	
Date and time of initial treatment: 06/18/2009 0300			
Diagnosis: Injury (non MVA) EPTS No			
Burn of upper limb, except wrist and hand 3rd degree burn to 50% of Right Arm.			
Date 08/17/2009	Typed Rank/Name Medical Officer CPT hank mccoy		Signature //SIGNED//
6. Unit Section: At the time of this occurrence the member was on (check all that apply):			
<input checked="" type="checkbox"/> Active Duty Status: Start date 04/01/2009 End date 08/31/2009 <input type="checkbox"/> Inactive Duty Status: <input type="checkbox"/> UTA <input type="checkbox"/> AFTP <input type="checkbox"/> Saturday night rule <input type="checkbox"/> Travel to/from duty <input type="checkbox"/> Unit sponsored event <input type="checkbox"/> Other (provide details below)			
As a result of my investigation, I have determined the circumstances to be as follows: hhhhh			
Recommended Finding:			
<input checked="" type="checkbox"/> In Line of Duty(ILOD) <input type="checkbox"/> EPTS-LOD not Applicable <input type="checkbox"/> Not ILOD-Due to Own Misconduct <input type="checkbox"/> EPTS-Service Aggravated <input type="checkbox"/> Not ILOD-Not Due to Own Misconduct <input type="checkbox"/> Recommend Formal LOD Investigation			
Date 08/17/2009	Typed Rank/Name Unit Commander MAJ bobby drake		Signature //SIGNED//
7. Staff Judge Advocate Section: <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Nonconcur-New Recommended Finding:			
<input checked="" type="checkbox"/> In line of Duty(ILOD) <input type="checkbox"/> EPTS-LOD not Applicable <input type="checkbox"/> Not ILOD-Due to Own Misconduct <input type="checkbox"/> EPTS-Service Aggravated <input type="checkbox"/> Not ILOD-Not Due to Own Misconduct <input type="checkbox"/> Recommend Formal LOD Investigation			
Date 08/17/2009	Typed Rank/Name SJA MAJ Scott Summers		Signature //SIGNED//
8. Appointing Authority Decision:			
<input checked="" type="checkbox"/> In Line of Duty(ILOD) <input type="checkbox"/> EPTS-LOD not Applicable <input type="checkbox"/> Not ILOD-Due to Own Misconduct <input type="checkbox"/> EPTS-Service Aggravated <input type="checkbox"/> Not ILOD-Not Due to Own Misconduct <input type="checkbox"/> Formal Investigation <input type="checkbox"/> Forward HQ AFRC LOD Board			
Date 08/17/2009	Typed Rank/Name Appointing Authority LTC remy lebeau		Signature //SIGNED//

Fig 47: Form 348

The above Figure shows Form 348 as a PDF document.

ALOD Toolbar > Reports > LOD Category Count Report

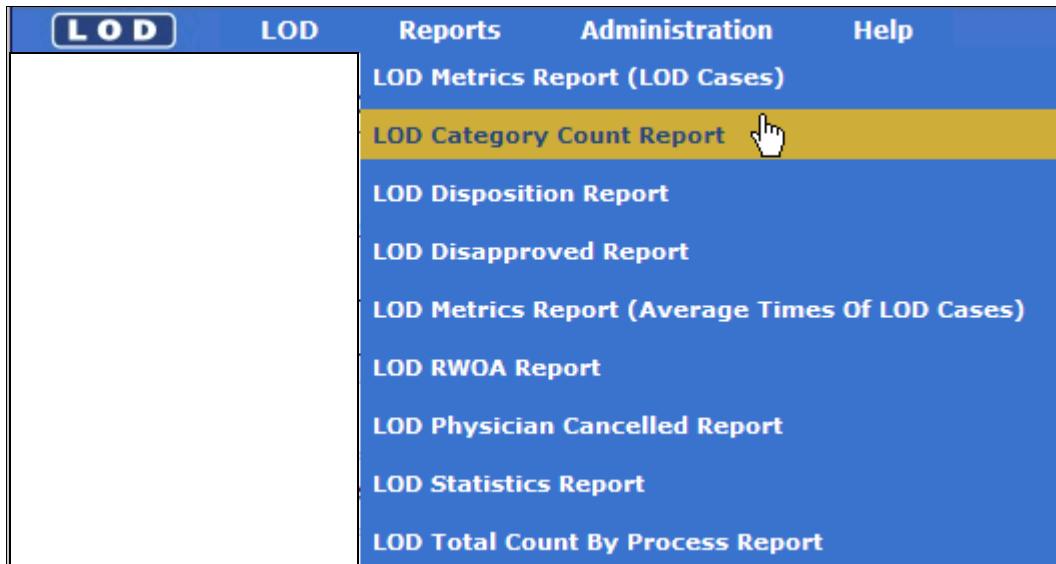


Fig 48: Reports > Category Counts

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Category Count Report*. The Module shown below is generated. Use this Module to perform the following permissions:

- Provides numbers of LOD by categories (disease, injury, illness, death and total)
- Can be run by unit
- Time period can be established
- Can be viewed by Active, Closed and All

The screenshot shows the 'Reports > LOD Category Count Report' module. At the top, there is a header with the title 'Reports > LOD Category Count Report' and a 'Logout' link. Below the header is a 'Logout' link and a help icon. The main area is titled '1 - Report Options'. It contains five input fields labeled A through E:

- A: 'Select Unit' dropdown menu showing 'HQ 610th Regional Support Group (FNVV)'.
- B: 'Begin Date' field with a calendar icon.
- C: 'End Date' field with a calendar icon.
- D: 'LOD Completed?' radio button group with options 'All', 'Active', and 'Closed'. The 'All' option is selected.
- E: 'Action' button labeled 'Run Report'.

Fig 49: Reports > Category Counts

Complete these fields in the Figure above.

- F. Select Unit: select from the drop-down menu shown below

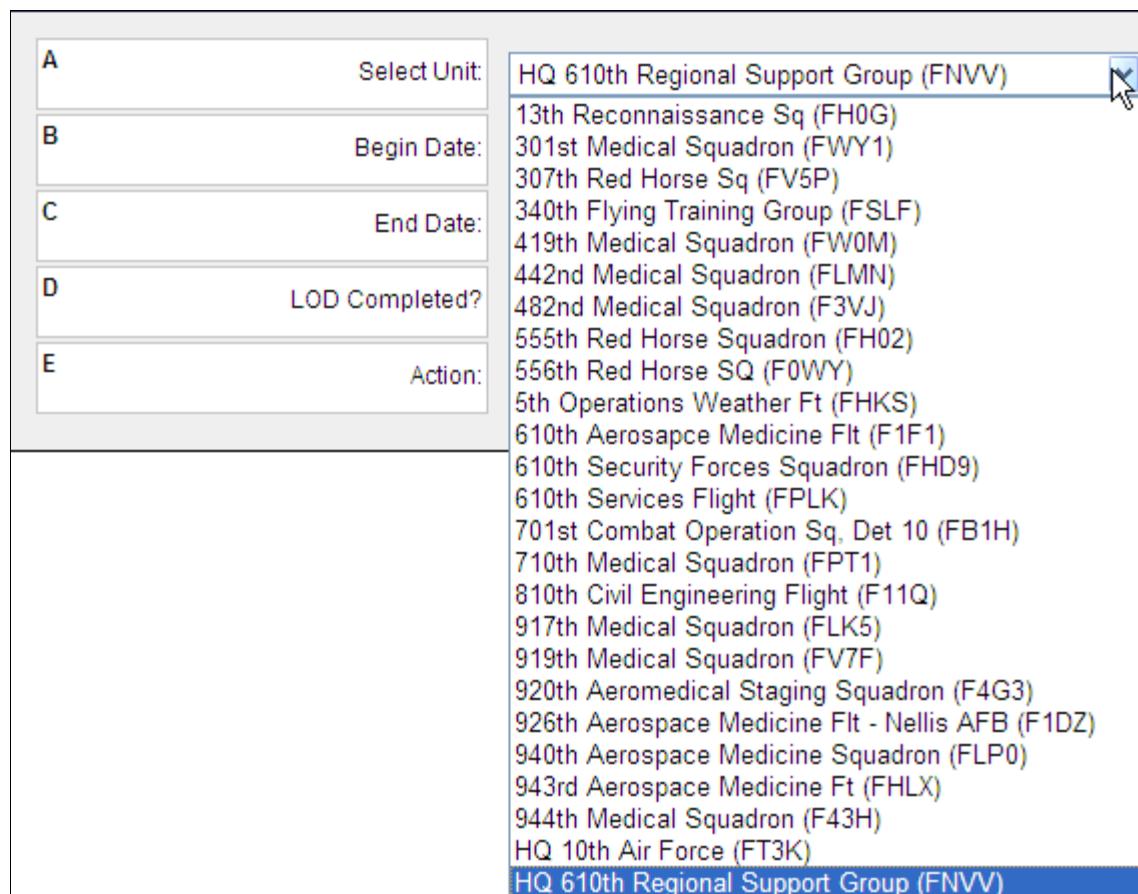


Fig 50: Unit Drop-Down Menu

- G. Begin Date: use the imbedded calendar to select a begin date
- H. End Date: use the imbedded calendar to select and end date
- I. LOD Competed? : use the radio buttons to select Active, Closed or All LOD cases.
- J. Action: use to generate results. See below.

1 - Report Options

A	Select Unit:	HQ 610th Regional Support Group (FNVV)
B	Begin Date:	07/01/2009
C	End Date:	08/24/2009
D	LOD Completed?	<input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Closed
E	Action:	Run Report

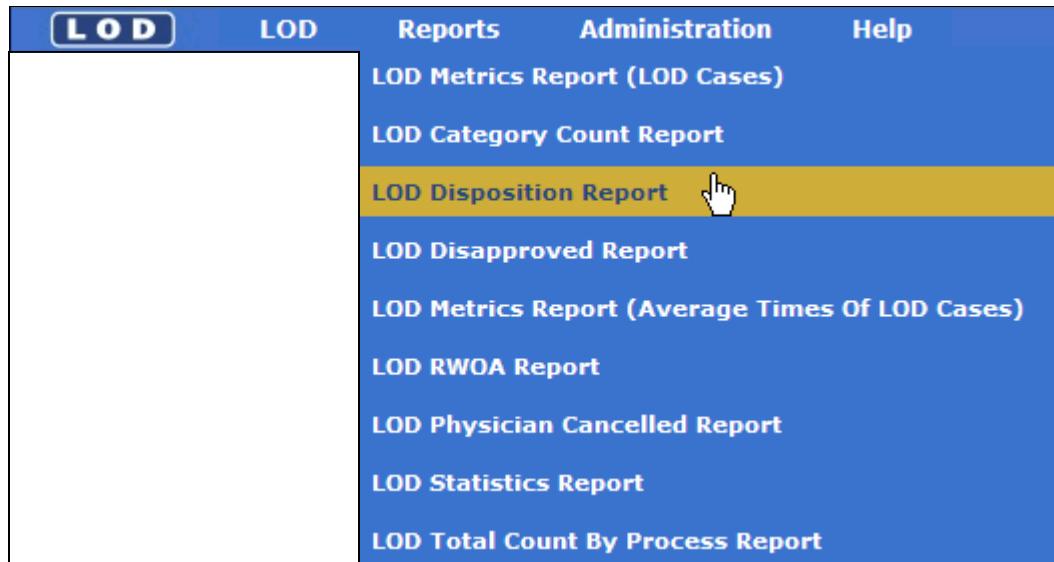
Unit	Disease	Injury	Illness	Death	Total
HQ 10th Air Force	0	0	0	0	0
610th Security Forces Squadron	0	0	0	0	0
810th Civil Engineering Flight	0	0	0	0	0
610th Services Flight	0	0	0	0	0
301st Medical Squadron	0	0	0	0	0
419th Medical Squadron	0	0	0	0	0
442nd Medical Squadron	0	0	0	0	0
482nd Medical Squadron	0	0	0	0	0
917th Medical Squadron	0	0	0	0	0
919th Medical Squadron	0	0	0	0	0

1 2 3

Fig 51: Category Counts

There are three pages of results in the example above, page one results currently shown. The medical categories are: *Disease, Injury, Illness, and Death*. The summary of medical events for each unit is shown in the *Total* column.

ALOD Toolbar > Reports > Disposition Report

**Fig 52: Disposition Report Link**

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Disposition Report*. The Module shown below is generated. Use this Module to perform the following permissions:

- List all LODs with access to the AFRC For 348 and case details
- LOD Board comments viewable
- Run by time period or by specific SSN
- Sort able by Case ID, SSN, Name, and Unit

Fig 53: Reports > LOD Disposition Report

Begin by completing the eight (8) fields shown in the Module above.

- A. Select Unit: select from the drop-down menu, see below.

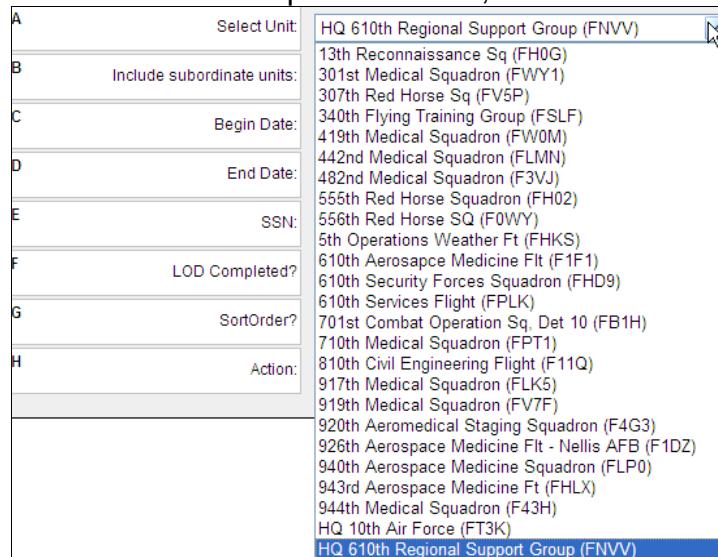
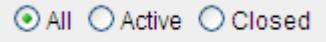
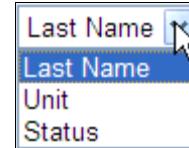
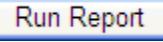


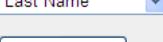
Fig 54: Select Unit: Menu

- B. Include subordinate Units: check the box to include subordinate units.
- C. Begin Date: use the imbedded calendar  to select a begin date
- D. End Date: use the imbedded calendar  to select an end date
- E. SSN: enter the SSN, if the SSN is used it will be the primary sort factor
- F. LOD Competed? : use the radio buttons  to select Active, Closed or All LOD cases



- G. Sort Order: select from the drop-down menu

- H. Action: use  to generate results. See below.

1 - Report Options	
A	Select Unit: <input type="text" value="HQ 610th Regional Support Group (FNVV)"/>
B	Include subordinate units: <input checked="" type="checkbox"/>
C	Begin Date: <input type="text" value="07/01/2009"/> 
D	End Date: <input type="text" value="08/24/2009"/> 
E	SSN: <input type="text"/> SSN search ignores "Select Unit" and dates
F	LOD Completed? <input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Closed
G	SortOrder? 
H	Action: 

Case Id	SSN	Name	Unit	Print
20090728-001	6868		943rd Mission Support FT	
20090729-001	1890		943rd Mission Support FT	
20090803-001	5847		943rd Mission Support FT	
20090803-002	5847		943rd Mission Support FT	
20090803-003	6528		943rd Mission Support FT	
20090803-004	0890		943rd Mission Support FT	
20090803-005	0890		943rd Mission Support FT	

Fig 55: Disposition Report Results

There are seven cases of results based on the criteria entered in the example above.

Click on  to generate the case disposition document(s). A hard copy of AFRC Form 348 and if applicable, Form DD 261, can be printed.

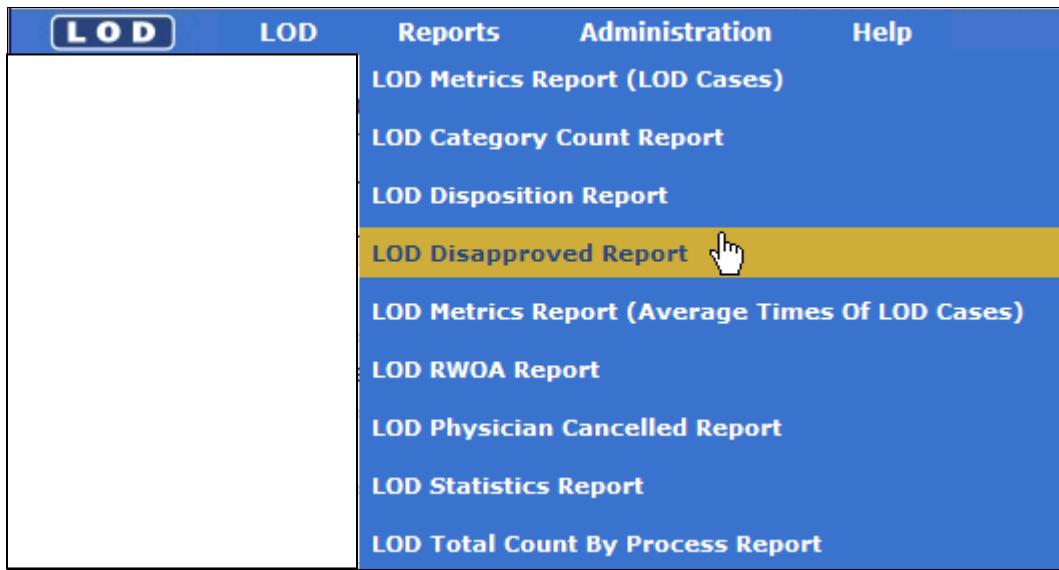
ALOD Toolbar > Reports > Disapproved Report

Fig 56: Reports > Disapproved Report Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Disapproved Report*. The Module shown below is generated. Use this Module to perform the following permissions:

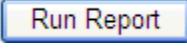
- List of LODs found not in the member's favor
 - Identifies the authority for the negative finding
 - Run by time period
 - Sortable by finding
 - Can drill down to specific case

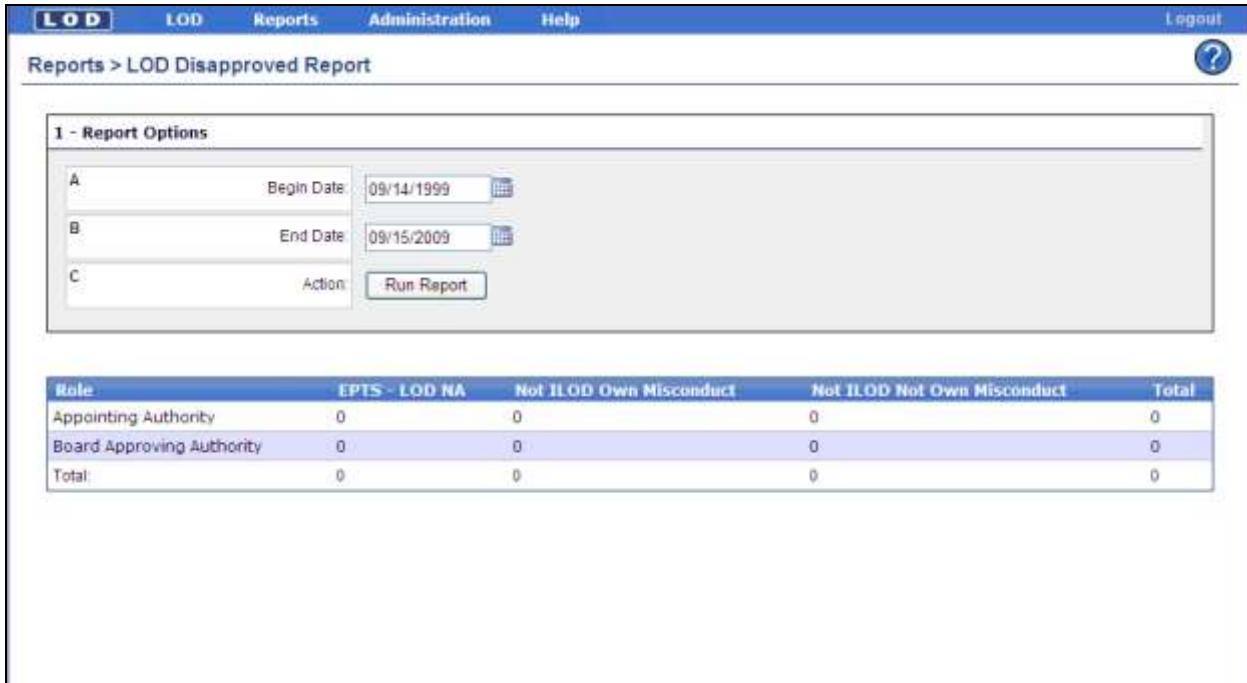
Reports > LOD Disapproved Report	
1 - Report Options	
A	Begin Date: <input type="text"/>
B	End Date: <input type="text"/>
C	Action: <input type="button" value="Run Report"/>

Fig 57: Reports > Disapproved Report

LOD Disapproved Reports are sorted by dates only. Complete these fields to begin.

- A. Begin Date: use the imbedded calendar to select a begin date

- B. End Date: use the imbedded calendar  to select an end date
- C. Action: use  to generate results. See below.



The screenshot shows the 'LOD' application interface. At the top, there's a navigation bar with 'LOD', 'Reports', 'Administration', 'Help', and 'Logout'. Below the navigation bar, the title 'Reports > LOD Disapproved Report' is displayed. On the left, a panel titled '1 - Report Options' contains fields for 'Begin Date' (09/14/1999) and 'End Date' (09/15/2009), along with a 'Run Report' button. To the right of this panel is a table titled 'Role' with columns for 'EPTS - LOD NA', 'Not ILOD Own Misconduct', 'Not ILOD Not Own Misconduct', and 'Total'. The table data is as follows:

Role	EPTS - LOD NA	Not ILOD Own Misconduct	Not ILOD Not Own Misconduct	Total
Appointing Authority	0	0	0	0
Board Approving Authority	0	0	0	0
Total:	0	0	0	0

Fig 58: LOD Disapproved Report Results

Under the *Role* column are listed the member roles. The disapproved categories are:

1. EPTS-LOD N/A
2. Not ILOD-Own Misconduct
3. Not ILOD-Not Own Misconduct

The total number of dispositions for each row is shown in the Total column. No additional sorting can be done with the results.

ALOD Toolbar > Reports > Metrics (Average Times of LOD Cases)

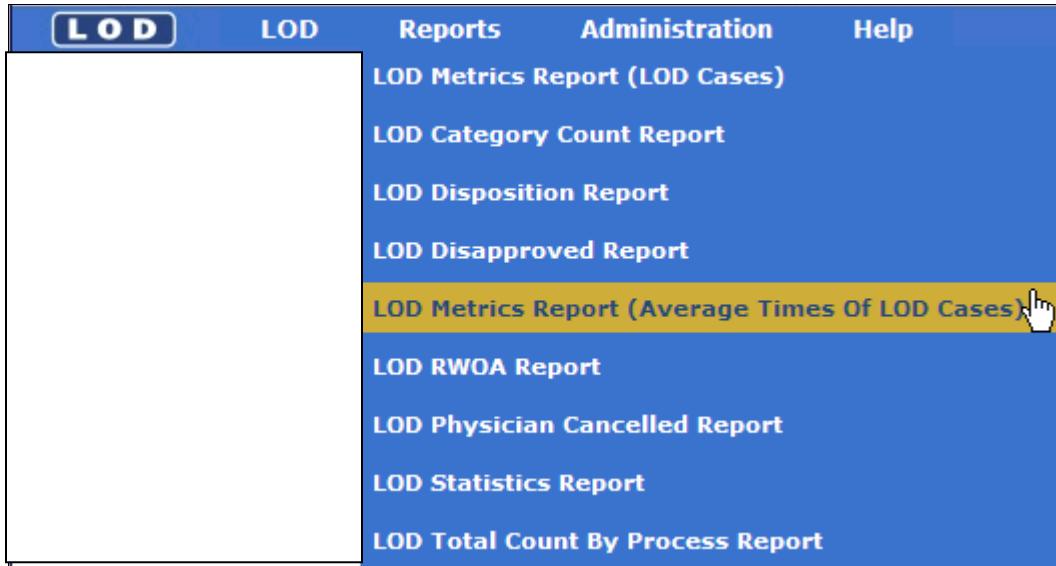


Fig 59: Reports > Metric Report Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Metric Report (Average Times of LOD Cases)*. The Module shown below is generated. Use this Module to perform the following permissions:

- Average processing time by days with a total
- Formal investigation separated
- Viewable by Active, Closed and All
- Time period can be established

Reports > LOD Metrics Report (Average Times Of LOD Cases)	
1 - Report Options	
A	Select Unit: <input type="text" value="943rd Rescue GP (FHHX)"/>
B	Include subordinate units: <input checked="" type="checkbox"/>
C	Begin Date: <input type="text"/>
D	End Date: <input type="text"/>
E	LOD Completed? <input checked="" type="radio"/> All <input type="radio"/> Active <input type="radio"/> Closed
F	Action: <input type="button" value="Run Report"/>

Fig 60: Reports > LOD Metrics Report

Complete these six (6) fields shown in the Module above.

- A. Select Unit: select from the drop-down menu, see below.

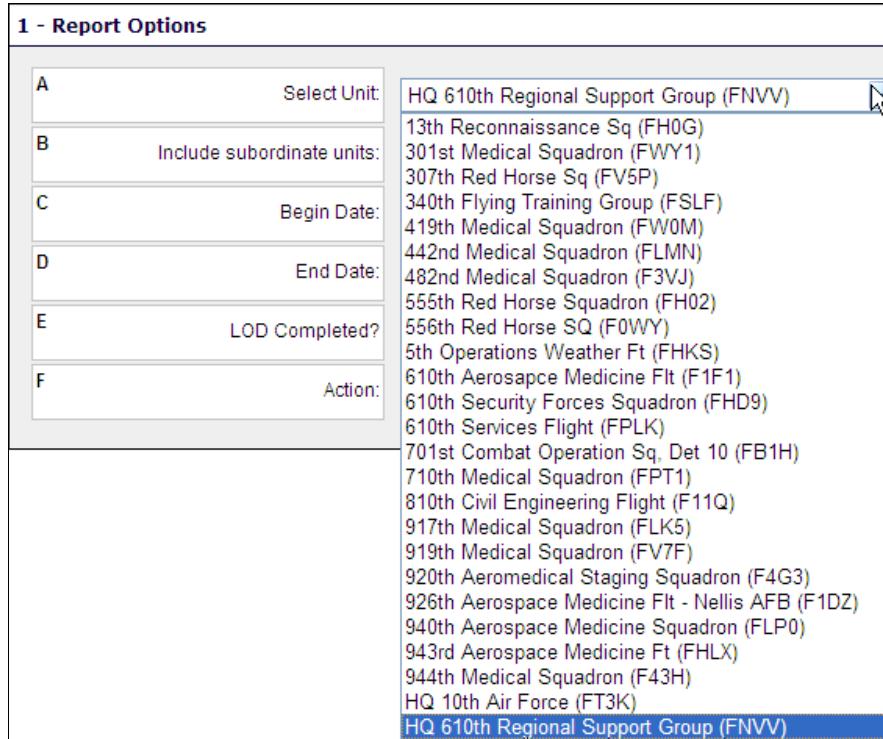


Fig 61: Select Unit: Menu

- B. Include subordinate Units: check the box to include subordinate units.
- C. Begin Date: use the imbedded calendar to select a begin date
- D. End Date: use the imbedded calendar to select an end date
- E. LOD Competed? : use the radio buttons All Active Closed to Active, Closed or All LOD cases
- F. Action: use to generate results. See below.

Unit	Med Tech Days	Med Officer Days	Unit CC Days	Wing JA Days	Wing CC Days	LOD Board Days	Total	Formal Inv Days
HQ 610th Regional Support Group (FNVV)	2.3	3.8	3.7	2.0	0.4	11.6	23.8	0.0
Total:	2.3	3.8	3.7	2.0	0.4	11.6	23.8	0.0

Fig 62: Metrics Report Results

The results are unique for the Unit selected. The processing times for these members are provided:

- Med Tech
- Med Officer
- Unit CC
- Wing JA
- Wing CC
- LOD Board

Note that the columns and rows are totaled. The Unit is the only searchable link in the results. Click on [HQ 610th Regional Support Group](#) for subordinate unit results.

ALOD Toolbar > Reports > RWOA Report

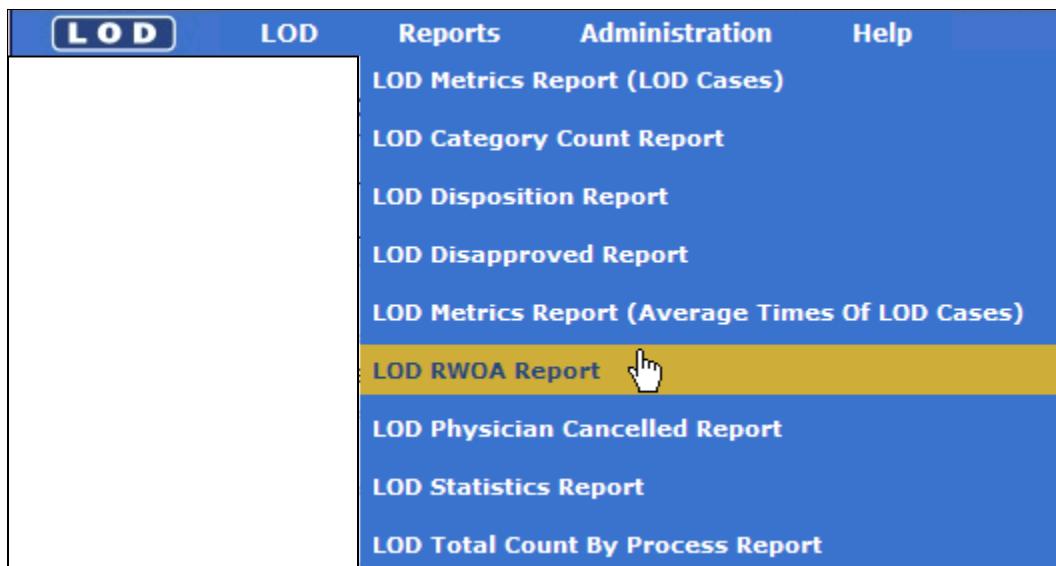


Fig 63: Reports > RWOA Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD RWOA Report*. The Module shown below is generated. Use this Module to perform the following permissions:

- Breaks out number of cases RWOA by specific reason
 - Run by time period
 - Drill down to specific case

The screenshot shows a report generator interface titled 'Reports > LOD RWOA Report'. At the top, there's a 'Logout' link and a help icon. Below the title, there's a section labeled '1 - Report Options' containing three input fields: 'A' with 'Begin Date' and a date picker, 'B' with 'End Date' and a date picker, and 'C' with 'Action' followed by a 'Run Report' button. The 'Run Report' button has a cursor icon pointing at it. The rest of the page is mostly blank white space.

Fig 64: RWOA Generator

Reports returned without action are sorted by dates only. Complete these fields to begin.

- A. Begin Date: use the imbedded calendar to select a begin date
- B. End Date: use the imbedded calendar to select an end date
- C. Action: use to generate results. See below.

The screenshot shows the 'LOD' application interface for the 'LOD RWOA Report'. The top navigation bar includes 'LOD', 'Reports', 'Administration', 'Help', and 'Logout'. A question mark icon is also present. The main content area is titled 'Reports > LOD RWOA Report'. Below this is a section titled '1 - Report Options' containing three fields: 'A' (Begin Date: 09/03/1999), 'B' (End Date: 09/15/2009), and 'C' (Action: Run Report). To the right of the report options is a table titled 'Reason Returned' with columns for 'Reason Returned' and 'Total Count'. The table lists eleven reasons, all with a total count of 0. The reasons listed are: Cancel LOD, Multiple diagnoses, No orders, Wrong orders provided, Wrong diagnosis, Orders do not cover active duty service in question, Police report not included with MVAs, No medical documentation, Insufficient medical documentation, Supporting documentation pertains to different individual, Supporting documentation is distorted/unreadable, and Total.

Reason Returned	Total Count
Cancel LOD	0
Multiple diagnoses	0
No orders	0
Wrong orders provided	0
Wrong diagnosis	0
Orders do not cover active duty service in question	0
Police report not included with MVAs	0
No medical documentation	0
Insufficient medical documentation	0
Supporting documentation pertains to different individual	0
Supporting documentation is distorted/unreadable	0
Total:	0

Fig 65: RWOA Search Results

There are eleven (11) Reasons why a case may be returned to a member. In the example above no results were generated based on begin and end dates selected. There are no searchable fields in the results.

ALOD Toolbar > Reports >Physician Cancelled Report

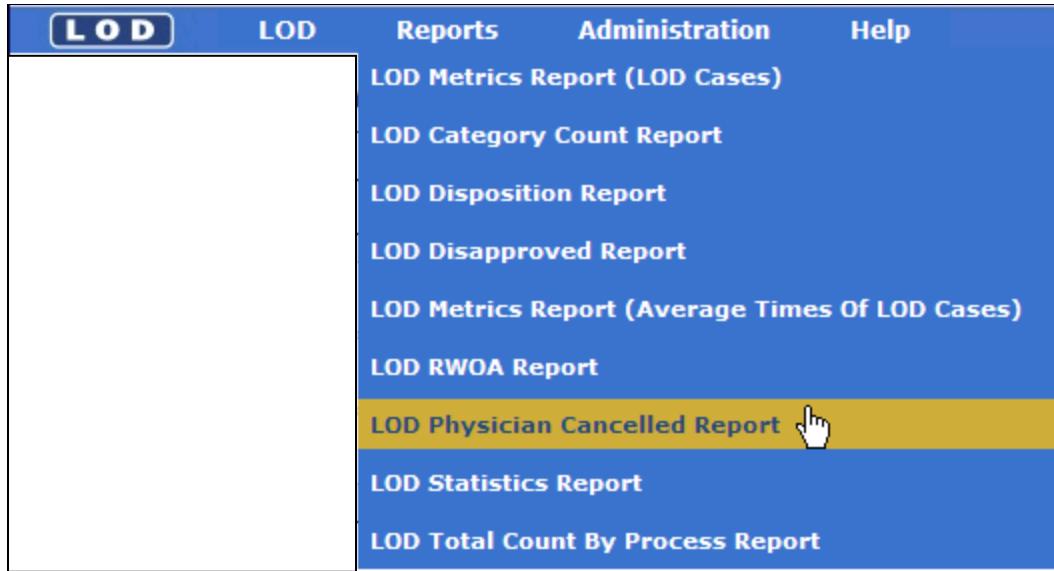


Fig 66: Cancelled Report Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Physician Cancelled Report* link. The Module shown below is generated. Use this Module to perform the following permissions:

- List of all LODs cancelled by the Medical Officer
- These case are not rolled up in Active or Closed cases
- Can search by SSN, ignoring other parameters

Reports > LOD Physician Cancelled Report	
1 - Report Options	
A	Select Unit: <input type="text" value="943rd Rescue GP (FHHX)"/>
B	Include subordinate units: <input checked="" type="checkbox"/>
C	Begin Date: <input type="text"/>
D	End Date: <input type="text"/>
E	SSN: <input type="text"/> <small>SSN search ignores "Select Unit" and dates</small>
F	SortOrder? <input type="text" value="Last Name"/>
G	Action: <input type="button" value="Run Report"/>

Fig 67: Reports > LOD Physician Cancelled

Begin by completing the seven (7) fields shown in the Module above.

- A. Select Unit: select from the drop-down menu, see below.

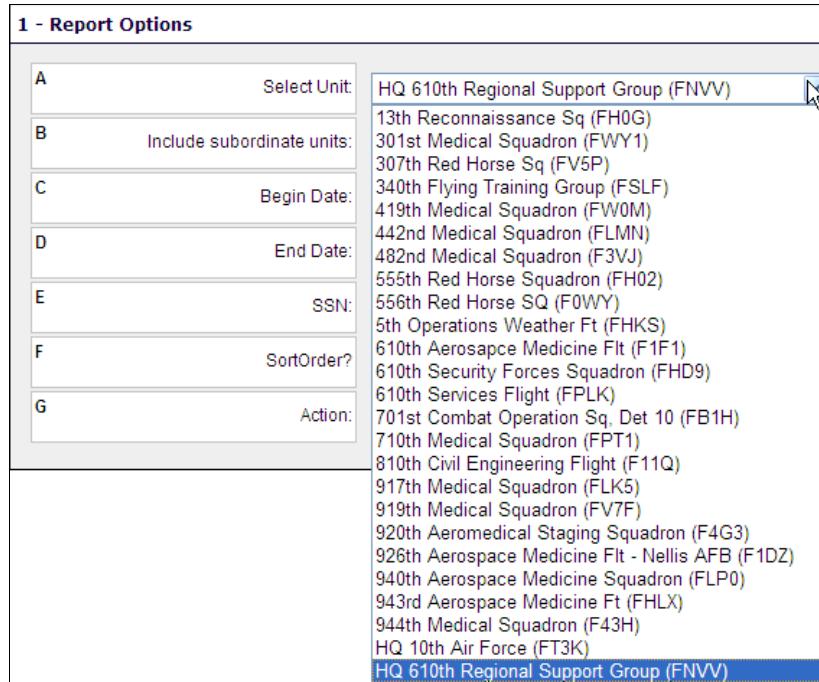
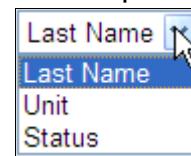


Fig 68: Select Unit: Menu

- B. Include subordinate Units: check the box to include subordinate units.
 C. Begin Date: use the imbedded calendar to select a begin date
 D. End Date: use the imbedded calendar to select an end date
 E. SSN: enter the SSN, if the SSN is used it will be the primary sort factor



- F. Sort Order: select from the drop-down menu
 G. Action: use to generate results. See below.

The screenshot shows the 'Report Options' section with the following settings:

- A. Selected Unit: HQ 610th Regional Support Group (FIVV)
- B. Include subordinate units: checked
- C. Begin Date: 09/06/1999
- D. End Date: 09/02/2009
- E. SSN: (empty field)
- F. SortOrder?: Last Name
- G. Action: Run Report

Below the options, a table displays the results:

Case Id	SSN	Name	Unit	Cancel Reason
20090825-002	0001	LATISHA ANNETTE SALINAS	301st Fighter Wing	LOD Started in error by MedTech : ggggg

Fig 69: Results for Cancelled Report

The result is a single case, Case ID [20090825-002](#). Tags include the last four characters of the SSN, Name, Unit, and the reason for cancellation.

Click on the Case ID [20090825-002](#). You are then directed to the *Member Module*, see below. Note **Investigation Cancelled** in the upper right hand corner of the module.

The Member Module interface includes the following elements:

- Header: Case # 20090825-002, LATISHA ANNETTE SALINAS (0001), Investigation Cancelled
- Navigation tabs: Member, Medical, Unit CC, Documents, LOD Board, Tracking
- Section: Member Information
- Data fields (A-E):
 - A. Name: LATISHA ANNETTE SALINAS
 - B. Rank: ACADEMY CADET
 - C. DOB: 02/19/1961
 - D. Unit: 301st Fighter Wing [change]
 - E. Component: Air Force Reserve
- Message: ⚡ Temporarily unable to verify signature
- Buttons: Print, Previous, Next

Fig 70: Member Module

ALOD Toolbar > Reports > Statistics Report

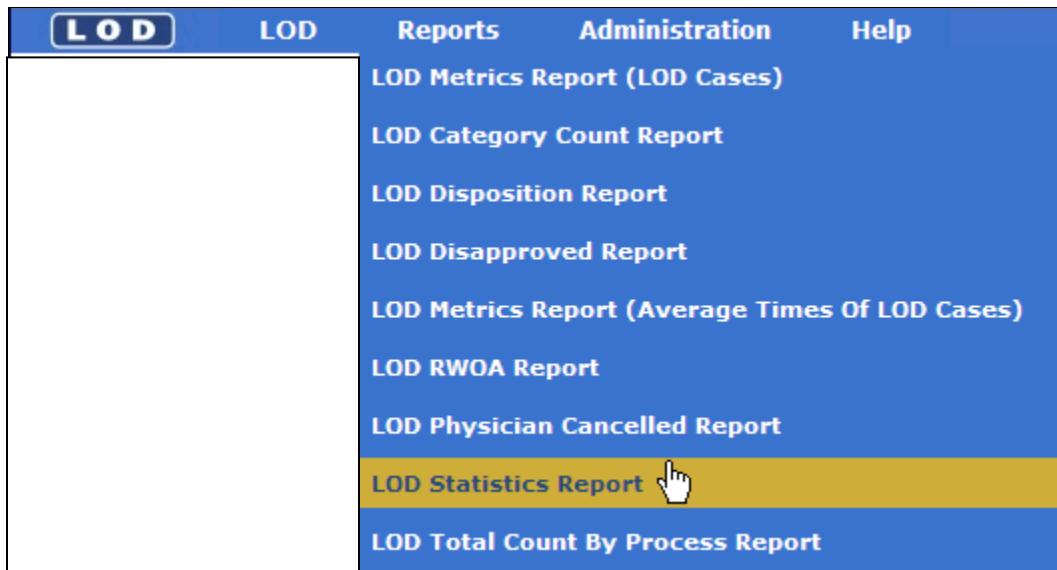


Fig 71: Statistics Report Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Statistics Report* link. The Module shown below is generated. Use this Module to perform the following permissions:

- LODs Initiated
- Closed by Wing/CC
- Closed by LOD Board
- Conflict between Wing/CC and LOD Board
- Conflict between Wing/CC and Approving Authority
- Conflict between LOD Board and Approving Authority

Fig 72: Statistics Report Generator

Statistical Reports returned are sorted by dates only. Complete these fields to begin.

- A. Begin Date: use the imbedded calendar to select a begin date
- B. End Date: use the imbedded calendar to select an end date
- C. Action: use to generate results. See below.

1 - Report Options						
A	Begin Date:	<input type="text" value="08/01/2008"/>				
B	End Date:	<input type="text" value="08/24/2009"/>				
C	Action:	<input type="button" value="Run Report"/>				
Month	LOD's Initiated	Closed By Wing CC	Closed by RLB	Conflict WC/RLB	Conflict WC/AA	Conflict RLB/AA
August-2008	0	0	0	0	0	0
September-2008	0	0	0	0	0	0
October-2008	0	0	0	0	0	0
November-2008	0	0	0	0	0	0
December-2008	0	0	0	0	0	0
January-2009	0	0	0	0	0	0
February-2009	0	0	0	0	0	0
March-2009	0	0	0	0	0	0
April-2009	0	0	0	0	0	0
May-2009	0	0	0	0	0	0
June-2009	0	0	0	0	0	0
July-2009	2	0	0	0	0	0
August-2009	5	0	0	0	0	0
Total:	7	0	0	0	0	0

Fig 73: Statistics Report Results

Results for the query are grouped under the column headings shown below, each column is totaled. The results are not searchable.

LOD's Initiated	Closed By Wing CC	Closed by RLB	Conflict WC/RLB	Conflict WC/AA	Conflict RLB/AA
-----------------	-------------------	---------------	-----------------	----------------	-----------------

Fig 74: Column Header

ALOD Toolbar > Reports > Total Count by Process Report

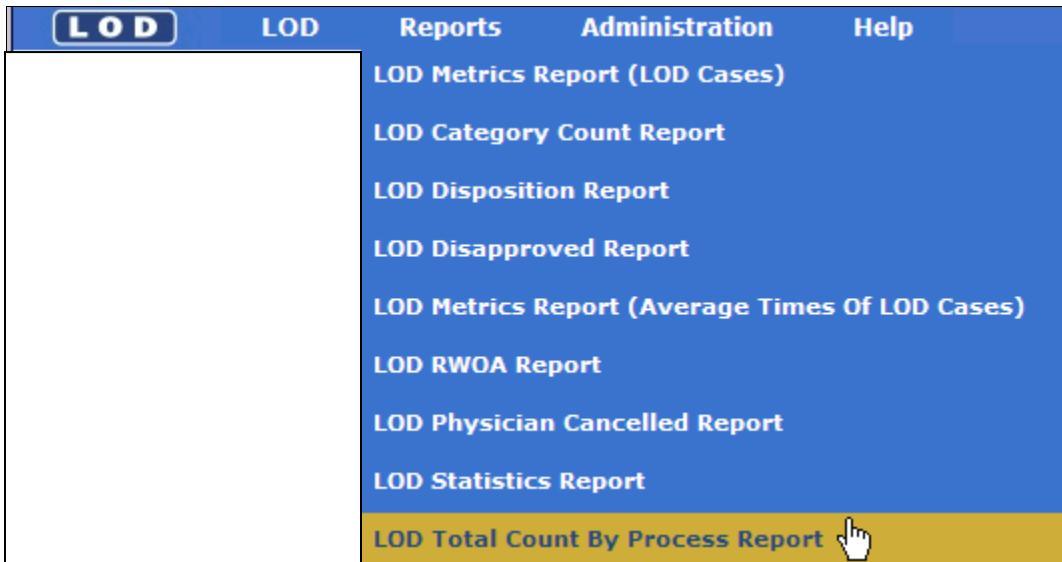


Fig 75: Total Count By Process Link

From the *Reports* category on the *Toolbar*, in the drop-down menu, select and click on *LOD Total Count By Process* link. The Module shown below is generated. Use this Module to perform the following permissions:

- Detailed report indentifying number of LODs at each process step
- Broken out by unit
- Can drill down to specific case

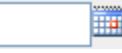
Fig 76: Total Count by Process Generator

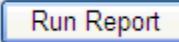
Complete these fields to begin.

- A. Select Unit: use the drop-down arrow to generate the menu shown here.

Fig 77: Select Unit Menu

- B. Begin Date: use the imbedded calendar to select a begin date

C. End Date: use the imbedded calendar  to select an end date

D. Action: use  to generate results. See below.

LOD Reports Administration Help Logout ?

Reports > LOD Total Count By Process Report

HQ 610th Regional Support Group(FNIVV)

1 - Report Options

A	Select Unit	HQ 610th Regional Support Group (FNIVV)
B	Begin Date	01/07/2009 
C	End Date	09/15/2009 
D	Action	Run Report

Unit Medical Unit CC Wing JA Wing CC MPF Formal ID Formal Wing JA Formal Wing CC Lod Board Formal HQ Approving Authority  Total

Unit	Medical	Unit CC	Wing JA	Wing CC	MPF	Formal ID	Formal Wing JA	Formal Wing CC	Lod Board	Formal HQ	Approving Authority	Total
HQ 10th Air Force	0	0	0	0	0	0	0	0	0	0	0	0
610th Security Forces Squadron	0	0	0	0	0	0	0	0	0	0	0	0
810th Civil Engineering Flight	0	0	0	0	0	0	0	0	0	0	0	0
610th Services Flight	0	0	0	0	0	0	0	0	0	0	0	0
301st Medical Squadron	1	2	1	0	0	0	0	0	0	2	0	6
419th Medical Squadron	0	0	0	0	0	0	0	0	0	0	0	0
442nd Medical Squadron	0	0	0	0	0	0	0	0	0	0	0	0
482nd Medical Squadron	0	0	0	0	0	0	0	0	0	0	0	0
917th Medical Squadron	0	0	0	0	0	0	0	0	0	0	0	0
919th Medical Squadron	0	0	0	0	0	0	0	0	0	0	0	0
920th Aeromedical Staging Squadron	0	0	0	0	0	0	0	0	0	0	0	0
940th Aerospace Medicine Squadron	0	0	0	0	0	0	0	0	0	0	0	0
944th Medical Squadron	0	0	0	0	0	0	0	0	1	0	0	1
710th Medical Squadron	0	0	0	0	0	0	0	0	0	0	0	0
307th Red Horse Sq	0	0	0	0	0	0	0	0	0	0	0	0
340th Flying Training Group	0	0	0	0	0	0	0	0	0	0	0	0
701st Combat Operation Sq, Det 10	0	0	0	0	0	0	0	0	0	0	0	0
555th Red Horse Squadron	0	0	0	0	0	0	0	0	0	0	0	0
13th Reconnaissance Sq	0	0	0	0	0	0	0	0	0	0	0	0
943rd Aerospace Medicine Ft	3	1	1	0	0	0	0	0	0	0	0	5
10AF GSU Unit	0	0	0	0	0	0	0	0	0	0	0	0
5th Operations Weather Ft	0	0	0	0	0	0	0	0	0	0	0	0
556th Red Horse SQ	0	0	0	0	0	0	0	0	0	0	0	0
926th Aerospace Medicine FIt - Nellis AFB	0	0	0	0	0	0	0	0	0	0	0	0
610th Aerospace Medicine FIt	0	0	0	0	0	0	0	1	0	0	0	1

Generation Time: 593.769 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 78: Total Count by Process Results

The results for the selected Unit and subordinate units are listed under the headings shown in the Figure below.

Medical CC	Unit JA	Wing CC	Wing MPF	Formal IO	Formal Wing JA	Formal Wing CC	Lod Board	Formal HQ	Approving Authority	Total
------------	---------	---------	----------	-----------	----------------	----------------	-----------	-----------	---------------------	-------

Fig 79: Column Headers for Results

This report generator runs reports that shows the total Line of Duty counts when an action is selected within the dates specified.

ALOD Toolbar > Administration

Place the cursor over *Administration* on the toolbar.



You should get the drop-down menu shown below.



Fig 80: Administration Menu

There are twelve (12) submenus under the heading *Administration*.

1. Manage Messages
2. Manage Units
3. Create User
4. Users Online
5. Manage Users
6. Pending Role Requests
7. Search Members
8. Permission Report (*reserved*)
9. Approval Authorities (*reserved*)
10. Error Log
11. Memo Templates
12. System (*reserved*)

ALOD Toolbar > Administration > Manage Messages

Click on the *Manage Messages* link under the *Administration* header, see below.



Fig 81: Manage Messages Link

You are then directed to the module shown below.

Title	Start Time	End Time	Popup
Example Message	08/11/2009	10/31/2009	<input type="checkbox"/> Update <input type="checkbox"/> Delete
Test System	09/03/2009	09/04/2009	<input type="checkbox"/> Update <input type="checkbox"/> Delete

Add Message

Fig 82: Manage Messages

Use this module to generate pertinent system messages that other users can view from their ALOD Home Page. In the above example, messages named “Test System” and “Example Message” have been generated by an ALOD user.

The message “Test System” will begin to appear on the ALOD Home Page 08/03/2009 and conclude on 08/04/2009 for a total duration of one day. See below.

Start Time	End Time
08/03/2009	08/04/2009
08/11/2009	10/31/2009

Fig 83: Message Duration field

Use [Update](#) to amend an existing message in ALOD, use [Delete](#) to remove an existing message from ALOD.

To create a message in ALOD, click on [Add Message](#). ALOD will generate the page shown below with several fields to complete in order to produce a system message.

Title:	ne	End Time	Popup
From:	DUSTINH	08/03/2009	08/04/2009 <input type="checkbox"/>
Start Date:	08/17/2009 <input type="button" value="Calendar"/>	08/11/2009	10/31/2009 <input type="checkbox"/>
End Date:	<input type="button" value="Calendar"/>		
Message:	<div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>		
<input type="checkbox"/> Popup User Groups <input type="checkbox"/> All Groups			
1 System Administrator 2 Unit Commander 3 Medical Technician 4 Medical Officer 5 Wing Commander		<input type="button" value="<-"/> <input type="button" value="->"/> <div style="border: 1px solid #ccc; height: 100px; width: 100%; margin-top: 10px;"></div>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

Fig 84: Message Creation

Complete these fields:

1. Title: provide a title for the message
2. Start Date: by default the embedded calendar provides the current date.
3. End Date: use the embedded calendar to set the end date for the message.
4. Message: type the message in the text box
5. Popup: check the popup box if you want the message to appear as a popup.
6. User Groups: check the “All Groups” box if you want to broadcast the message to all ALOD users.
7. Select Users: use to select users from the left queue and transfer them to the right queue. The message will be delivered to the selected ALOD users only.
8. Now click to send message.

ALOD Toolbar > Administration > Manage Units

Click on *Manage Units* under the *Administration* header, see below.



Fig 85: Manage Units Link

You are then directed to the *Manage Units* module shown below.

A screenshot of the 'Administration > Manage Units' module. The top navigation bar includes tabs for LOD, Reports, Administration, Help, and Logout, along with a help icon. The main content area shows a search bar with fields for 'Unit' and 'Find Unit', a 'Report View' dropdown set to 'Select View', and a 'Show Chain' button. Below the search bar is a section titled 'Command Chain' which is currently empty.

Fig 86: Administration > Manage Units

Click on **Find Unit** to generate the module shown below.

The screenshot shows a window titled "Find Unit". At the top, there are two input fields: "PAS Code" and "Description", followed by a "Search" button. Below these is a large, empty rectangular text area. At the bottom right are two buttons: "Cancel" and "Select".

Fig 87: Find Unit module

For illustration purposes “FBPP” is entered in the *PAS Code* field. Now click on **Search**.

The screenshot shows the same "Find Unit" window as Fig 87, but with the "PAS Code" field containing "FBPP". In the main text area, the text "Air Force Reserve Headquarters(FBPP)" is displayed. At the bottom right are "Cancel" and "Select" buttons.

Fig 88: PAS Code Results

Air Force Reserve Headquarters(FBPP) now appears in the main text box.

Click on that selection so that it is highlighted, see below.

Air Force Reserve Headquarters(FBPP)

Now click on **Select**. The field for *Unit* should be populated with your selection. See below.

Unit: **Air Force Reserve Headquarters(FBPP)**

Select from the *Report View* drop-down menu. See below.

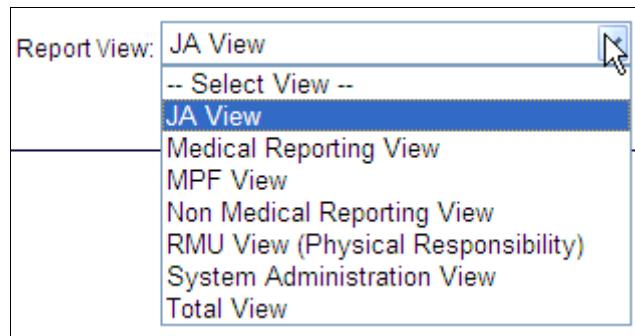


Fig 89: JA Report View

Now click on **Show Chain**. The module shown below is generated.

Fig 90: Command Chain

The expandable list shows all the *Judge Advocate* units for the selected Unit, in this case, Air Force Reserve Headquarters (FBPP). The hierarchy of command is seen and by expanding each sub-unit, you can drill down to smaller Units within a Unit.

Click on an *Edit* link which follows each *Unit* to navigate to the following module.

Unit Information

Unit Description: Air Force Reserve Headquarters

Number/Kind/Type/Det: ZZD AFRC HQ

UIC (*): FFBPP0 PAS Code (*): FBPP Base Code (*): R1

Unit Reports to(*): – Select – Find

Gaining Command(*): – Select – Find

Unit Level(*): Major Command Operation Type (*): Unknown

Component (*): Air Force Reserve

GeoLoc (*):

Time Zone (*): Eastern Standard Time

Physical Exam Unit?: Yes No

Use RCPHRA Scheduler?: Yes No

Address 1 (*): Address 2:

City (*): ROBINS AFB State (*): Georgia

Country (*): Zip Code (*): 31098

Email Address:

Unit Reporting

Hierarchy Type	Unit to Report To
PHA_ADMIN	
PHA_IA	
PHA_MP	
PHA_NMREPORT	Air Force
PHA_REPORT	Air Force
PHA_REPORT_OLD	
PHA_TOTAL_VIEW	Air Force
PHA_WORK	

Generation Time: 1869.4226 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 91: Unit Information, Reporting Module

This module consists of two sections: *Unit Information* and *Unit Reporting*. The *Unit Information* module is shown below.

Unit Information			
Unit Description:	<input type="text" value="HQ AF RESERVE CM"/>		
Number/Kind/Type/Det:	<input type="text" value="0000"/> <input type="text"/> <input type="text" value="CM"/> <input type="text" value="0000"/>		
UIC (*):	<input type="text" value="FFCMF0"/> PAS Code (*): <input type="text" value="FCMF"/> Base Code (*): <input type="text" value="RX"/>		
Unit Reports to(*):	<input type="text" value="BIMA Office/Robins AFB"/> <input type="button" value="Find"/>		
Gaining Command(*):	<input type="text" value="Air Mobility Command"/> <input type="button" value="Find"/>		
Unit Level(*):	<input type="text" value="Unknown"/> Operation Type (*): <input type="text" value="Unknown"/>		
Component (*):	<input type="text" value="Air Force Reserve"/>		
GeoLoc (*):	<input type="text"/>		
Time Zone (*):	<input type="text" value="-- Select --"/>		
Physical Exam Unit?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Use RCPHRA Scheduler?:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Address 1 (*):	<input type="text" value="HQ AF RESERVE CM"/>	Address 2:	<input type="text"/>
City (*):	<input type="text" value="ROBINS"/>	State (*):	<input type="text" value="Georgia"/>
Country (*):	<input type="text"/>	Zip Code (*):	<input type="text" value="31098"/>
Email Address:	<input type="text"/>		
<input type="button" value="Update"/>			

Fig 92: Unit Information

Populate the fields in this section. Use the drop-down arrows in the *Units Reports to* and *Gaining Command* fields to generate the *Find Unit* module. Enter PAS Code and click on Select to generate a Unit. See below.

The screenshot shows a modal window titled "Find Unit". At the top, there are two input fields: "PAS Code" and "Description", followed by a "Search" button. Below the search area is a large, empty rectangular box representing the results grid. At the bottom right of the modal are two buttons: "Cancel" and "Select".

Fig 93: Find Unit Module

Click on **Update** to record information to the ALOD database. The *Unit Reporting* module is shown below.

The screenshot shows a table titled "Unit Reporting". The columns are "Hierarchy Type" and "Unit to Report To". The data rows are:

Hierarchy Type	Unit to Report To
PHA_ADMIN	
PHA_JA	
PHA_MPFI	
PHA_NMREPORT	Air Force
PHA_REPORT	Air Force
PHA_REPORT_OLD	
PHA_TOTAL_VIEW	Air Force
PHA_WORK	

Fig 94: Unit Reporting Module

In this module the Hierarchy Type is shown and the next level in the chain of command. Click on **Manage Reporting** to generate the module shown below.

The screenshot shows a web-based application interface for managing unit administration. At the top, there's a navigation bar with links for LOD, Reports, Administration, Help, Logout, and a question mark icon. Below the navigation is a breadcrumb trail: Administration > Manage Units > Unit Administration. The main content area displays a table with columns: Hierarchy Type, Unit Reports To, Change To, and Edit. The table lists several entries, each with a 'Find' button in the Edit column. The entries are:

Hierarchy Type	Unit Reports To	Change To	Edit
PHA_ADMIN			Find
PHA_JA			Find
PHA_MPFF			Find
PHA_NMREPORT	Air Force		Find
PHA_REPORT	Air Force		Find
PHA_REPORT_OLD			Find
PHA_TOTAL_VIEW	Air Force		Find
PHA_WORK			Find

At the bottom right of the form are two buttons: Save and Cancel.

Fig 95: Unit Administration Module

Use the above module to change the chains of command by changing the authority that a *Unit* reports to. Click on [Find](#) to generate the *Find Unit* module. Click on [Save](#) when you are done with this module.

ALOD Toolbar > Administration > Create Users

Click on *Create User* under the *Administration* header, see below.

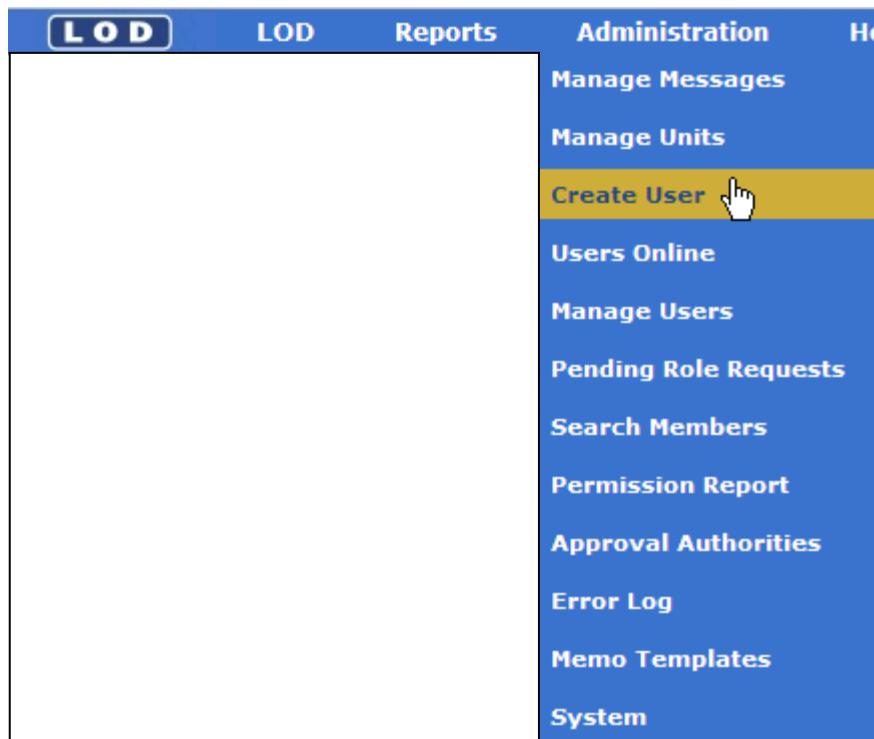


Fig 96: Create User Link

The module shown below is generated

The screenshot shows a web-based application window. At the top, there is a blue header bar with the text 'LOD', 'LOD', 'Reports', 'Administration', 'Help', and 'Logout'. Below the header is a white content area. In the content area, there is a section titled 'Administration > Create User'. Underneath this, there is a form titled '1 - Member Search'. The form contains two input fields: one labeled 'Member SSN' with a red asterisk (*) indicating it is required, and another empty input field. Below these fields is a button labeled 'Action: Lookup'.

Fig 97: Create User Module

The *Create User* Module gives the *System Administrator* the ability to add users to the application that are not already in the system.

In the required field enter the Social Security Number.
Now click on .

The *User Information* Module shown below is generated.

1 - User Information

A	SSN:	***-**-0011
B	Title:	---Select---
C	*First Name:	
D	Middle Name:	
E	*Last Name:	
F	*Rank:	-Select-
G	*Unit:	<input type="text"/> Select
H	*User Role:	-Select-
I	*Work Email:	
J	Personal Email:	
K	Unit Email:	
L	*Phone:	(XXX-XXX-XXXX)
M	DSN:	
N	*Address:	
O	*City:	
P	*State:	-Select-
Q	*Zip:	
R	Receive Email:	<input type="checkbox"/>
S	Action:	<input type="button" value="Create"/>

Generation Time: 15.6254 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 98: User Information Module

Verify Information in the following fields, fields in red are required.

- | | |
|--|--------------------------------------|
| A. SSN | I. Work Email |
| B. Title | J. Personal Email |
| C. First Name | K. Unit Email |
| D. Middle Name | L. Phone: (XXX-XXX-XXXX) |
| E. Last Name | M. DSN |
| F. Rank: select from drop-down menu | N. Address |
| G. Unit: select from drop-down menu | O. City |
| H. User role: select from drop-down menu | P. State |
| | Q. Zip |
| | R. Receive Email: check box if "yes" |

Click on **Create**. Any incomplete fields or invalid information will be flagged in the next screen.

ALOD Toolbar > Administration > Users Online

Click on *Users Online* under the *Administration* header, see below.

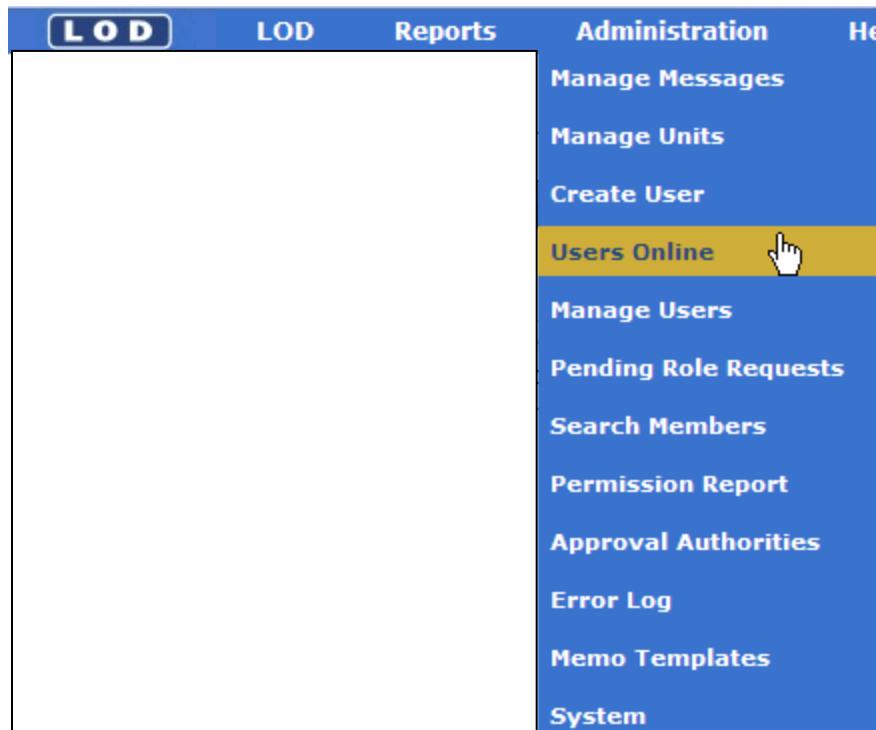


Fig 99: Users Online Link

You will be directed to the module shown below.

The screenshot shows a web-based application interface. At the top, there's a blue header bar with the 'LOD' logo, 'LOD', 'Reports', 'Administration', 'Help', and 'Logout' buttons. To the right of the header is a blue circular icon with a question mark. Below the header, the page title 'Administration > Users Online' is displayed. The main content area contains a table with the following data:

User	Role	Unit	Login Time	Time Online
1. AMN Wayne, John	System Administrator	HQ 610th Regional Support Group (FNVV)	20090914 1336	00:33:05.8948711

Fig 100: Users Online

This module displays the member by name and session profile. All information is maintained by ALOD.

User	Role	Unit	Login Time	Time Online
<ul style="list-style-type: none"> • User Name • User Role • User Unit 			<ul style="list-style-type: none"> • User Login Time • User Time online 	

ALOD Toolbar > Administration > Manage Users

Click on *Manage Users* under the *Administration* header, see below, to navigate to the *Manage Users* Module.

The screenshot shows a navigation menu on the right side of the screen. The menu items are listed vertically in white text against a dark blue background. The 'Manage Users' item is highlighted with a yellow background and a hand cursor icon pointing at it. The other items in the menu are:

- Manage Messages
- Manage Units
- Create User
- Users Online
- Manage Users** (highlighted)
- Pending Role Requests
- Search Members
- Permission Report
- Approval Authorities
- Error Log
- Memo Templates
- System

Fig 101: Manage Users Link

The screenshot shows the 'Manage Users' module within the ALOD application. At the top, there's a navigation bar with links for LOD, Reports, Administration, Help, and Logout. Below the navigation is a header bar with 'Administration' and 'Manage Users'. A question mark icon is also present. The main area is titled 'User Search' and contains fields for 'Name', 'Last Four', 'Status' (set to 'All'), 'Role' (set to 'All'), and 'Unit' (set to 'All'). There are two buttons at the bottom right: 'View in Browser' and 'Export to Excel'. A message at the bottom center says 'Please enter at least one criteria to search by'.

Fig 102: Manage Users Module

This module serves as a search engine to locate a member. Complete as many of the following fields as possible.

- Name
- Last four digits of the SSN
- Status: use the drop-down arrow and select from menu

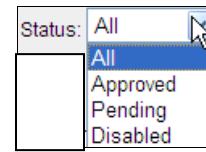


Fig 103: Status Menu

- Role: use the drop-down arrow and select from menu
- Unit: use the drop-down arrow and select from menu, the content of the Figure below has been extensively shortened for illustration purposes.



Fig 104: Role Menu



Fig 105: Unit Menu

As an example enter the characters 5-6-0-5 in the field *Last Four*, (referring to the last four numbers of the SSN).

Click on [Export to Excel](#) to send search results to an *Excel* spreadsheet.

Click to on [View in Browser](#) to initiate the search function. You are then directed to a module showing a single user, see below.

Status	Name	SSN	Role	Unit	Perms	Activity
Approved	Salinas, Latisha	0001	Unit Commander	301st Fighter Wing (FBMF)		

Fig 106: Sample User

From this screen you can see that user's status is pending, his Name, the last four digits of his SSN, Role, and Unit.



Note the icons at the right side of the workstation:

Fig 107: Perms Activity

1. Use this icon to view and edit user permissions. Click the icon to generate the module shown below.

Permissions for: FIRST LIEUTENANT Salinas, Latisha - Unit Commander

Return to Manage Users

Name	Description	Allowed:
helpView	View Help Pages	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
usersView	View User List	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
usersEdit	Update Users	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
usersApprove	Approve Users	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
signature	Digitally Sign	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
lodView	View an LOD	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
lodCreate	Create LOD	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
lodSearch	Search LODs	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
msgAdmin	Manage Messages	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
SARC	View SARC Cases	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
myLod	Review and act on LODs	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
DispositionReports	View Disposition Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
unitsEdit	Manage Units	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
DisapprovedLODReport	View Disapproved LOD Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
RWOAReport	View RWOA Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
LODStatisticsReport	View LOD Statistics Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
exePostCompletion	Execute Post Completion	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke

Update Cancel

Generation Time: 62.502 ms Privacy and Security Notice

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Fig 108: User Permissions Module

The entries in the column under *Name* specify the permissions. The entries in the column under *Description* briefly describe the permissions.

The radio buttons Default Grant Revoke under *Allowed* determines whether a specific permission will be granted, revoked, or permitted as default.

Click on [Update](#) to save changes.

Click on [Return to Manage Users](#) to return to the previous module.

2.  Use this icon to view user activity. Click the icon to generate the module shown below.

Action Date	CaseId	Action Name	Comments	Module Type
09/01/2009 0821		User Login	Role: Unit Commander	System
08/31/2009 1320		User Login	Role: Unit Commander	System
08/27/2009 1534		User Login	Role: Unit Commander	System
08/27/2009 1338		User Login	Role: Unit Commander	System
08/26/2009 0833		User Login	Role: Unit Commander	System
08/24/2009 1437		User Login	Role: Unit Commander	System
08/20/2009 1304		User Login	Role: Unit Commander	System
08/20/2009 0733	20090817-004	Signed		LOD
08/20/2009 0733	20090817-004	Status Changed	Forward to Wing 1A For Legal Review	LOD
08/20/2009 0728		User Login	Role: Unit Commander	System
08/19/2009 1430		User Login	Role: Unit Commander	System
08/19/2009 1106		User Login	Role: Unit Commander	System

Fig 109: User Activity Log

Click on the Show All box in the upper left hand corner of the module generate all *User Activity* entries in ALOD.

Click on the heading in the toolbar, shown below to sort results.

Action Date	CaseId	Action Name	Comments	Module Type
-------------	--------	-------------	----------	-------------

There are no searchable fields in the Figure above, after viewing *User Activity* details click on to return to the *Manage Users* module.

3. Use this icon to generate the *User Information* module shown below.

ALOD Toolbar > Administration > Manage Users > Edit User Account

LOG		LOD	Reports	Administration	Help	Logout																																																																																														
Administration > Manage Users > Edit User Account																																																																																																				
						Return to Manage Users																																																																																														
1 - Account Status <table border="1"> <tr> <td>A</td> <td>Name:</td> <td>Balissa Latisha A.</td> </tr> <tr> <td>B</td> <td>Last Four:</td> <td>0001</td> </tr> <tr> <td>C</td> <td>Rank:</td> <td>FIRST LIEUTENANT (O2)</td> </tr> <tr> <td>D</td> <td>Access Status:</td> <td>Approved</td> </tr> <tr> <td>E</td> <td>Action:</td> <td><input type="button" value="Disable"/></td> </tr> </table>							A	Name:	Balissa Latisha A.	B	Last Four:	0001	C	Rank:	FIRST LIEUTENANT (O2)	D	Access Status:	Approved	E	Action:	<input type="button" value="Disable"/>																																																																															
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D	Access Status:	Approved																																																																																																		
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2 - User Roles <table border="1"> <tr> <td>A</td> <td>Current Roles:</td> <td><input checked="" type="checkbox"/> Unit Commander</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/> Medical Officer</td> <td><input type="button" value="Edit"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>B</td> <td>Pending Change Requests:</td> <td colspan="4">No pending requests found</td> </tr> <tr> <td>C</td> <td>Completed Change Requests:</td> <td colspan="4">No completed requests found</td> </tr> <tr> <td colspan="7"> Add Additional Role: <input type="text"/> </td> </tr> <tr> <td>D</td> <td>Role:</td> <td colspan="4"> <input type="button" value="Approving Authority"/> <input type="button" value="Unit Commander"/> <input type="button" value="Medical Officer"/> </td> </tr> <tr> <td>E</td> <td>Action:</td> <td colspan="5"><input type="button" value="Create Role"/></td> </tr> </table>							A	Current Roles:	<input checked="" type="checkbox"/> Unit Commander	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>			<input checked="" type="checkbox"/> Medical Officer	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	B	Pending Change Requests:	No pending requests found				C	Completed Change Requests:	No completed requests found				Add Additional Role: <input type="text"/>							D	Role:	<input type="button" value="Approving Authority"/> <input type="button" value="Unit Commander"/> <input type="button" value="Medical Officer"/>				E	Action:	<input type="button" value="Create Role"/>																																																								
A	Current Roles:	<input checked="" type="checkbox"/> Unit Commander	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																																																																																
		<input checked="" type="checkbox"/> Medical Officer	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>																																																																																																
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D	Role:	<input type="button" value="Approving Authority"/> <input type="button" value="Unit Commander"/> <input type="button" value="Medical Officer"/>																																																																																																		
E	Action:	<input type="button" value="Create Role"/>																																																																																																		
3 - Account Settings <table border="1"> <tr> <td>A</td> <td>*Current Unit:</td> <td colspan="2">301st Fighter Wing (FBMF)</td> <td><input type="button" value="Change"/></td> </tr> <tr> <td>B</td> <td>*Expiration Date:</td> <td colspan="2">08/13/2010</td> <td><input type="button" value="Change"/></td> </tr> <tr> <td>C</td> <td>Receive Email:</td> <td colspan="5"><input checked="" type="checkbox"/></td> </tr> <tr> <td>D</td> <td>Comment:</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td>E</td> <td>*Phone:</td> <td>034673-5608</td> <td>0000-0000-0000</td> <td colspan="3"><input type="button" value="Change"/></td> </tr> <tr> <td>F</td> <td>DSN:</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td>G</td> <td>*Work Email:</td> <td colspan="5">jennet.corner@airc.af.mil</td> </tr> <tr> <td>H</td> <td>Personal Email:</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td>I</td> <td>Unit Email:</td> <td colspan="5"><input type="text"/></td> </tr> <tr> <td>J</td> <td>Address:</td> <td colspan="5">Roosevelt Building</td> </tr> <tr> <td>K</td> <td>City:</td> <td colspan="5">Montgomery</td> </tr> <tr> <td>L</td> <td>State:</td> <td colspan="5"> <input type="button" value="Mississippi"/> Mississippi </td> </tr> <tr> <td>M</td> <td>Zip:</td> <td colspan="5">00370</td> </tr> <tr> <td>N</td> <td>Action:</td> <td colspan="5"><input type="button" value="Update"/></td> </tr> </table>							A	*Current Unit:	301st Fighter Wing (FBMF)		<input type="button" value="Change"/>	B	*Expiration Date:	08/13/2010		<input type="button" value="Change"/>	C	Receive Email:	<input checked="" type="checkbox"/>					D	Comment:	<input type="text"/>					E	*Phone:	034673-5608	0000-0000-0000	<input type="button" value="Change"/>			F	DSN:	<input type="text"/>					G	*Work Email:	jennet.corner@airc.af.mil					H	Personal Email:	<input type="text"/>					I	Unit Email:	<input type="text"/>					J	Address:	Roosevelt Building					K	City:	Montgomery					L	State:	<input type="button" value="Mississippi"/> Mississippi					M	Zip:	00370					N	Action:	<input type="button" value="Update"/>				
A	*Current Unit:	301st Fighter Wing (FBMF)		<input type="button" value="Change"/>																																																																																																
B	*Expiration Date:	08/13/2010		<input type="button" value="Change"/>																																																																																																
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F	DSN:	<input type="text"/>																																																																																																		
G	*Work Email:	jennet.corner@airc.af.mil																																																																																																		
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I	Unit Email:	<input type="text"/>																																																																																																		
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N	Action:	<input type="button" value="Update"/>																																																																																																		
4 - Account History <table border="1"> <tr> <td colspan="7"></td> </tr> </table>																																																																																																				
Generation Time: 02.5016 ms Privacy and Security Notice				Use of this system constitutes consent to monitoring for all lawful purposes																																																																																																

Fig 110: Edit Account Module

The four sections shown in this module are discussed below.

Administration > Manage Users > Edit User Account > Account Status

1 - Account Status	
A	Name: terry butz
B	Last Four: 5605
C	Rank: FIRST LIEUTENANT (O2)
E	Access Status: Pending
F	Action: <input type="button" value="Enable"/>

Fig 111: Account Status

1. Account Status Section
 - A. Name
 - B. Last Four digits of SSN
 - C. Rank
 - D. Access Status: indicated as Pending
 - E. Action: click to activate the account. A decision box is generated to confirm intent to activate this account.



Fig 112: Activation Confirmation

Administration > Manage Users > Edit User Account > User Roles

2. User Roles Section:

2 - User Roles	
A	Current Roles: <input checked="" type="checkbox"/> Wing SARC <input type="button" value="Edit"/>
B	Pending Change Requests: No pending requests found
C	Completed Change Requests: No completed requests found
Add Additional Role	
D	Role: Approving Authority <input type="button" value="▼"/>
E	Action: <input type="button" value="Create Role"/>

Fig 113: User Roles

Complete these Fields:

- A. Current Roles: in the example the current role is listed as “Wing SARC” click on *Edit* to generate the workstation shown below.

The screenshot shows the 'Edit Role' dialog box. It has two main sections: 'A' and 'B'. Section 'A' contains a 'Role:' field with a dropdown menu showing 'Wing SARC'. Section 'B' contains an 'Active:' field with a checked checkbox. At the bottom right are 'Update' and 'Cancel' buttons.

Fig 114: Edit Role

Click on the drop-down arrow to generate a menu of Roles:



Fig 115: Role Menu

Select from the menu of roles if you changing the user role and then click on **Update**.

- B. Pending Change Requests: observe if there are existing Role change requests.
- C. Completed Change Requests: this field records any completed change requests.
You may also add an additional role for the user here.
- D. Use the drop-down arrow to generate a menu of roles, select from the menu.
- E. Action: click on **Create Role** to record the user role change.

Administration > Manage Users > Edit User Account > Account Settings

3 - Account Settings

A	*Current Unit:	301st Fighter Wing (FBMF)	Change
B	* Expiration Date:	08/13/2010	Calendar
C	Receive Email:	<input checked="" type="checkbox"/>	
D	Comment:	Edit	
E	* Phone:	834673-5508	(XXX-XXX-XXXX)
F	DSN:	Edit	
G	*Work Email:	jene't.conner@afrc.af.mil	
H	Personal Email:	Edit	
I	Unit Email:	Edit	
J	Address:	Roosevelt Building	
K	City:	Montgomery	
L	State:	Mississippi	Select
M	Zip:	80370	
N	Action:	Update	

Fig 116: Account Settings

All fields listed in red are required.

- A. **Current Unit:** a default unit is listed, click [Change](#) to generate a “Find Unit” module. See below.

Find Unit

PAS Code	Description	Search
Cancel Select		

Fig 117: Find Unit Window

Complete the fields for PAS Code and description, click on **Select**.

- B. **Expiration Date:** use the embedded calendar to set a date for the expiration of the user's role.
 - C. Receive Email: check the box to enable user to receive email.
 - D. Comment: Post comments related to user role.
 - E. **Phone:** list phone in this format: XXX-XXX-XXXX.
 - F. DSN: Post Defense Switched Network number here.
 - G. **Work Email:** copy email address here.
 - H. Personal Email
 - I. Unit Email
 - J. Address:
 - K. **City:**
 - L. **State:**
 - M. **Zip:**
- N. Action: click on **Update** to save posted information in ALOD database.

Administration > Manage Users > Edit User Account > Account History

4- Account History	

Fig 118: Account History

Any Case History in ALOD for the selected user is posted here. The history is viewed in a PDF format. Click  to generate a hard copy of the user's history.

ALOD Toolbar > Administration > Pending Role Requests

Click on *Pending Role Requests* under the *Administration* header, see below.



Fig 119: Pending Role Request Link

A *Pending Role Request* Module is generated, see below.

User	SSN	Requested Role	Type	Unit	Date	Actions
scott, Tori	5655	Medical Officer	New Role	310th Space Group (FR6G)	08/26/2009	

Fig 120: Pending Role Requests Module

The module above indicates a single Role Request in the queue. Information contained in this module includes:

- User: name of the User submitting the request
- SSN: Social Security Number of the User submitting the request
- Requested Role: the role desired by the User
- Type: disposition of the desired role
- Unit: where the desired Role will be performed
- Date: Date that the request(s) was submitted

 Use this icon located at the right side of the module to generate the *Edit User Account* module shown below.

LOD [LOD](#) [Reports](#) [Administration](#) [Help](#) [Logout](#) [?](#)

[Administration > Manage Users > Edit User Account](#)

[Return to Pending Role Requests](#)

1 - Account Status

A	Name:	Teri Scott
B	Last Four:	5855
C	Rank:	AIRMAN BASIC (E1)
E	Access Status:	Approved
F	Action:	Disable

2 - User Roles

A	Current Roles:	Medical Officer SARC	Edit	Delete								
B	Pending Change Requests:	<table border="1"> <thead> <tr> <th>Role</th> <th>Type</th> <th>Date Requested</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>Medical Officer</td> <td>New Role</td> <td>08/26/2009</td> <td>Filing in for other Medical Officer on TDY</td> </tr> </tbody> </table> Process			Role	Type	Date Requested	Comments	Medical Officer	New Role	08/26/2009	Filing in for other Medical Officer on TDY
Role	Type	Date Requested	Comments									
Medical Officer	New Role	08/26/2009	Filing in for other Medical Officer on TDY									
C	Completed Change Requests:	No completed requests found.										
D	Role:	Approving Authority Create Role										
E	Action:											

3 - Account Settings

A	*Current Unit:	310th Space Group (FRCG)	Change
B	*Expiration Date:	09/08/2010	Edit
C	Receive Email:	<input type="checkbox"/>	
D	Comment:	View	
E	*Phone:	872-222-2122	(000-000-0000)
F	DSN:	View	
G	*Work Email:	rcteam-nonpro@asmr.com	
H	Personal Email:	View	
I	Unit Email:	View	
J	Address:	5432 Bayside Lane	
K	City:	frozen	
L	State:	Utah	Edit
M	Zip:	88373	
N	Action:	Update	

4 - Account History

Date	Action	Setting	Old Value	New Value
08/26/2009 0849	Modified Form Data	Enabled/Disabled	Account Approved	WAYNEJOH

Generation Time: 171.8805 ms [Privacy and Security Notice](#) Use of this system constitutes consent to monitoring for all lawful purposes

Fig 121: Edit User Account Module

See *ALOD Toolbar > Administration > Manage Users > Edit User Account* for description and function of this Module.

ALOD Toolbar > Administration > Search Members

Click on *Search Members* under *Administration*, see Figure below.



Fig 122: Search Members Link

The module shown below is generated. This Module allows the User to search for ALOD members when some information is known about that member.

Fig 123: Search Engine

Results are not automatically populated. You must enter at least one criteria to initiate a search. There are 3 fields on this page:

1. Last name: enter last name of user
2. Last Four: enter the last four digits of the SSN
3. Unit: use the drop-down arrow and select from menu, the content of the Figure below has been extensively shortened for illustration purposes.

Note: This Figure has been shortened for illustration purposes. An actual listing would contain 100 plus entries.



Fig 124: Unit Menu

As an example, [943rd Rescue GP \(FHHX\)](#) is selected from the drop-down menu in the *Unit* field.

Click on [View in Browser](#) to generate the module shown below.

The screenshot shows the 'Administration > Search Members' page. At the top, there is a 'User Search' form with fields for 'Last Name' (empty), 'Last Four' (0001), and 'Unit' (943rd Rescue GP (FHHX)). Below the form are two buttons: 'View in Browser' and 'Export to Excel'. The main area displays a table with the following data:

Name	SSN	Unit	Role Name
Melton, Sarah	0001	943rd Rescue GP (FHHX)	

Fig 125: Search Results

The module above shows 1 result from our search. Use [↓ Name](#) to sort the names in that column when there are multiple results.

The last four digits of the SSN are supplied and the *Unit* is given.

After you have selected a member from the results, click on in that row to generate the User Information module below.

1 - User Information

A	SSN:	***-**-0001
B	Name:	Melton Sarah B
C	Rank:	STAFF SERGEANT
D	*Unit:	343rd Rescue GP (FHH) <input type="button" value="Change"/>
E	*User Role:	<input type="button" value="Select"/>
F	*Work Email:	<input type="text"/>
G	Personal Email:	<input type="text"/>
H	Unit Email:	<input type="text"/>
I	*Phone:	457-1128624 (XXX-XXX-XXXX)
J	DSN:	<input type="text"/>
K	*Address:	APT 26
L	*City:	Buffalo
M	*State:	<input type="button" value="Kentucky"/>
N	*Zip:	67841
O	Receive Email:	<input type="checkbox"/>
P	Action:	<input type="button" value="Create"/> <input type="button" value=""/>

Generation Time: 93.7524 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 126: User Information

Complete these fields in the Figure above, fields in red are required. Not all fields are active, these are completed by default.

- A. SSN: contains the last four digits on the SSN
- B. Name: member's name
- C. Rank: rank of member posted here
- D. Unit: use the drop-down arrow to generate a menu of units, select from this menu
- E. User Role: use the drop-down arrow to generate a menu of User Roles, select from this menu
- F. Work Email: copy email address here
- G. Personal Email
- H. Unit Email
- I. Phone: list phone in this format: XXX-XXX-XXXX
- J. DSN: Post Defense Switched Network number here

- K. **Address:**
L. **City:**
M. **State:**
N. **Zip:**
- O. Action: click on **Create** to save posted information in ALOD database.

ALOD Toolbar > Administration > Error Log

Click on *Error Log* under *Administration*, see below.

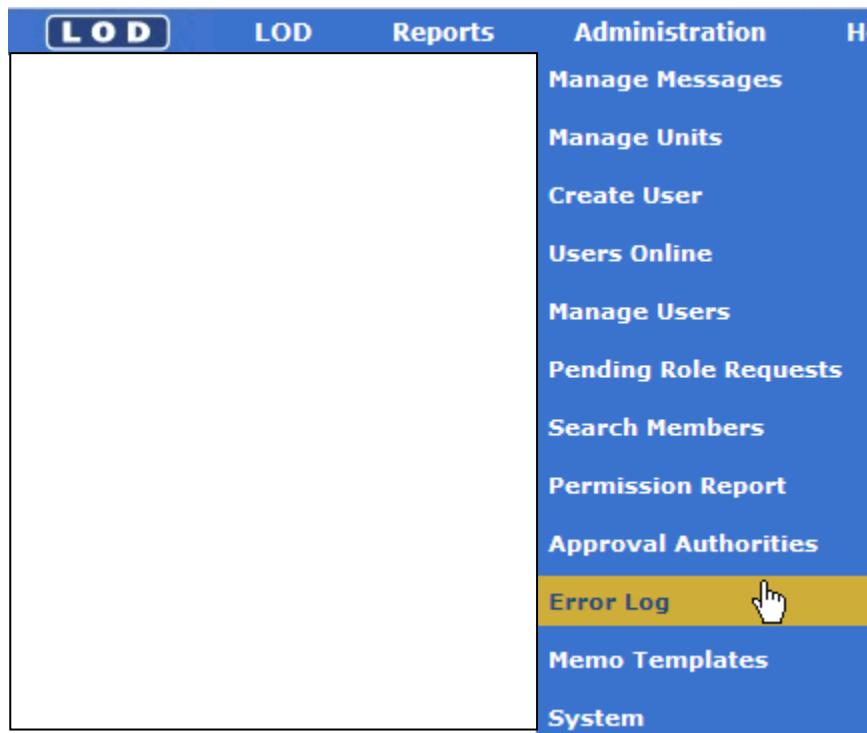


Fig 127: Error Log Link

The *Error Log* module shown below is generated.

Date	Page	Message	User
Select 09/03/2009 0726	PermissionReport.aspx	System.Reflection.TargetInvocationException: Exception has been ...	WAYNEJOH
Select 09/01/2009 1514	PermissionReport.aspx	System.Reflection.TargetInvocationException: Exception has been ...	WAYNEJOH
Select 09/01/2009 0954	PermissionReport.aspx	System.Reflection.TargetInvocationException: Exception has been ...	WAYNEJOH
Select 09/01/2009 0952	PermissionReport.aspx	System.Reflection.TargetInvocationException: Exception has been ...	WAYNEJOH
Select 09/01/2009 0952	PermissionReport.aspx	System.Reflection.TargetInvocationException: Exception has been ...	WAYNEJOH
Select 08/27/2009 1308	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1308	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1308	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1307	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1306	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1302	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1302	adhoc.aspx	NHibernate.AssertionFailure: null id in ALOD.Core.Domain.Query.Q ...	GOLMORT
Select 08/27/2009 1011	MyLods.aspx	System.Data.SqlClient.SqlException: Timeout expired. The timeout ...	SUMJEAN
Select 08/27/2009 0736	adhoc.aspx	System.Data.SqlClient.SqlException: Invalid object name 'vw_lkup ...	WAYNEJOH
Select 08/27/2009 0735	adhoc.aspx	System.Data.SqlClient.SqlException: Invalid object name 'vw_lkup ...	WAYNEJOH
Select 08/26/2009 1608	PostCompletionLOD.aspx	System.Reflection.TargetInvocationException: Exception has been ...	CARJOSSEY
Select 08/26/2009 1603	logout.aspx	System.InvalidOperationException: The stored procedure 'core_use ...	Unknown
Select 08/26/2009 1601	logout.aspx	System.InvalidOperationException: The stored procedure 'core_use ...	WAYNEJOH
Select 08/26/2009 1559	logout.aspx	System.InvalidOperationException: The stored procedure 'core_use ...	WAYNEJOH
Select 08/26/2009 1557	logout.aspx	System.InvalidOperationException: The stored procedure 'core_use ...	WAYNEJOH
Select 08/26/2009 1556	logout.aspx	System.InvalidOperationException: The stored procedure 'core_use ...	WAYNEJOH

Fig 128: Error Log Module

For administrative purposes ALOD system error messages are displayed in this window.

In the above example four log entries are shown.

The log is categorized by:

- Date
- Page
- Message
- User, if known

Click on **Select** for a selected entry to drill down for additional details. A pop-up is generated, see below.

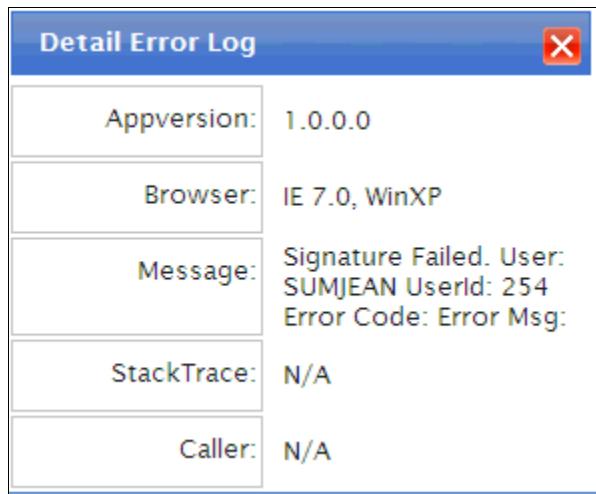


Fig 129: Error Log Details

In the pop-up error codes are identified and listed as well as other information Administrators may use. Click on the in the pop-up to close it.

ALOD Toolbar > Administration > Memo Templates

Click on *Memo Templates* under *Administration*, see below.



Fig 130: Memo Templates Link

You are directed to the *Memo Templates* Module shown below.

The screenshot shows a web-based application interface for managing memo templates. At the top, there is a navigation bar with links for LOD, Reports, Administration, Help, Logout, and a question mark icon. Below the navigation bar, the path "Administration > Memo Templates" is displayed. In the center, there is a table titled "Memo Templates". The table has columns for "Title", "Active", "Signature", "Add Date", "Add Suspense", and "Permissions". There are four rows in the table, each representing a memo template with its details. A "Create New Memo" button is located at the top right of the table area.

Title	Active	Signature	Add Date	Add Suspense	Permissions
LOD Determination	True	False	True	False	Permissions Edit
LOD Determination (NILOD)	True	False	True	False	Permissions Edit
LOD Determination - Death (NILOD)	True	False	True	False	Permissions Edit
IO Appointment	True	False	True	False	Permissions Edit

Fig 131: Memo Templates Module

The *Memo Templates* Module generates crafted models that the User may employ to forward or return case related messages.

To edit role permission, select a memo template title and click on [Permissions](#).

The module shown below is generated.

1 - Edit Role Permissions					
A	Role	View	Create	Edit	Delete
	Approving Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Board Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Board Medical	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Board Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Investigating Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Medical Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Medical Technician	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MPF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	NAF Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Senior Reviewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	System Administrator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unit Commander	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wing Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wing Commander	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wing Judge Advocate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wing SARC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B Action:

Fig 132: Edit Roles Permissions Module

In the column under *Role* is a list of *User Roles*. Select the desired *Role* and check the

View	Create	Edit	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

permission box that will allow that User to:

View, Create, Edit or Delete a *Memo Template*.

Click on to record changes in this Module.

Select a *Template Title* and click on [Edit](#) to include new information in a template. The *Edit Module* shown below is generated.

1 - Edit Template

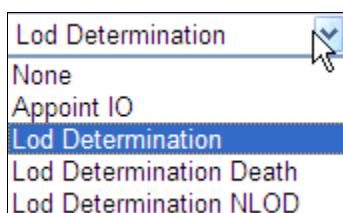
A	* Title:	LOD Determination
B	Data Source:	Lod Determination
C	Module:	Line of Duty
D	Active:	<input checked="" type="checkbox"/>
E	Add Date:	<input checked="" type="checkbox"/>
F	Add Suspense Date:	<input type="checkbox"/>
G	Add Signature:	<input type="checkbox"/>
H	Signature Block:	
Characters Remaining: 200		
I	Body:	<p>MEMORANDUM FOR (MEMBER_NAME), (MEMBER_ADDRESS)</p> <p>FROM: MBS/DPMPE</p> <p>SUBJECT: Line of Duty Determination/Incapacitation Pay</p> <p>1. Your line of duty (LOD) determination has been approved. As a result of your (DIAGNOSIS), you may be entitled to incapacitation pay. Your entitlement to incapacitation pay is based upon your fitness for military duty and/or loss of civilian income. Determination of your military fitness for military duty will be made by your supporting Reserve medical unit or active duty military medical treatment facility. If you have not already received your medical, pay, and personnel briefings you must go to or contact those office for the appropriate briefing and initiation of documents.</p> <p>2. If your request for incapacitation pay is approved, your initial 6-month entitlement will begin [BEGIN_DATE]. Depending on your financial needs, payments can be requested every 15 or 30 days. Your first request for payment will be based on the 15/30 days following your entitlement beginning date.</p> <p>3. Documents are required for your initial request are identified in the attached checklist. You will follow the procedures in Rule 1 or 2 depending on your fitness for military duty and/or loss of civilian income.</p> <p>4. Your request for incapacitation pay cannot be processed until all the required documentation is received in this office. Failure to provide current and sufficient information may result in discontinuance of pay and allowances.</p> <p>5. Any request for incapacitation pay not initiated by you within 60 days of</p>
J	Attachments:	<p>Attachments: (if applicable)</p> <p>1. Incapacitation Pay Application Procedures</p> <p>2. AF Form 1971</p> <p>3. Earnings Statement</p>
K	Action:	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Execution Time: 125.0048 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 133: Memo Edit Module

Use these fields to *Edit* a Memo:

- A. Title: the name of the template you selected from the previous Module
- B. Data Source: choose from the drop-down menu the appropriate response



- C. Module: Line of Duty by default
- D. Active: check box if active
- E. Add Date: check box if date is to be included
- F. Add Suspense Date: check box if suspense date is provided
- G. Add Signature: check box if signature is provided
- H. Signature Block: add signature in this text box
- I. Body: type desired text in this box
- J. Attachments: include relevant attachments
- K. Click on **Save** to save and forward memo

Click on **Create New Memo** to create a new memo whose title is different from the titles already present in the *Memo Templates* Module.

ALOD Toolbar > Help

Now place the cursor over *Help* on the toolbar.





You should get the drop-down menu shown below. Two entries are found in the drop-down menu.

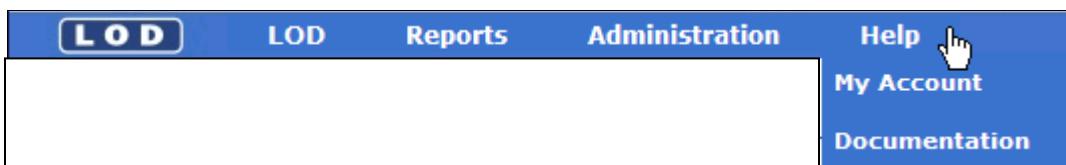


Fig 134: Help Menu

ALOD Toolbar > Help > My Account

Click on *My Account* under Help, see below.



Fig 135: My Account Link

The three section module shown below is generated. Each section of the Module is illustrated.

LOD		LOD	Reports	Administration	Help	Logout
Help > My Account						?
1 - Account Status						
A	User Name:	WAYNEJOH				
B	User Role:	System Administrator				
C	Access Status:	Approved				
D	Expiration Date:	01/08/2010				
E	Current Role:	System Administrator				
2 - User Roles						
A	Current Roles:	<input checked="" type="checkbox"/> System Administrator				
B	Pending Change Requests:	No pending requests found				
C	Completed Change Requests:	No completed requests found				
Request Role Change						
D	Role:	<input checked="" type="radio"/> Change Role <input type="radio"/> New Role				
E	Request Type:					
F	Comments:	<small>Characters Remaining: 800</small> <small>Text area placeholder</small>				
G	Action:	<input type="button" value="Request Change"/>				
3 - Account Settings						
A	Name:	Wayne John D				
B	Last Four:	666A				
C	Rank:	AIRMAN (E2)				
D	Unit:	HQ 610th Regional Support Group (FNU)				
E	Receive Email:	<input checked="" type="checkbox"/>				
F	* Phone:	5555651234	(000)00-0000			
G	DSN:	661234562				
H	* Work Email:	Mandita.Bhastava@asmr				
I	Personal Email:					
J	Unit Email:					
K	* Address:	15 E. Cowboy Way				
L	* City:	Fairfax				
M	* State:	<input type="button" value="Virginia"/>				
N	Zip:	20431				
O	Action:	<input type="button" value="Update"/>				

Fig 136: My Account Module

This Module has three major subsections, each is discussed here.

Help > My Account > Account Status

Help > My Account	
1 - Account Status	
A	User Name: CANTRELLJ
B	User Role: Board Medical
C	Access Status: Approved
D	Expiration Date: 01/08/2010
E	Current Role: Board Medical

Fig 137: Account Status Module

Verify these fields:

- A. User Name
- B. User Role
- C. Access Status
- D. Expiration Date
- E. Current Role.

Help > My Account > User Roles

2 - User Roles	
A	Current Roles: <input checked="" type="checkbox"/> Board Medical
B	Pending Change Requests: No pending requests found
C	Completed Change Requests: No completed requests found
Request Role Change	
D	Role: Approving Authority <input type="button" value="▼"/>
E	Request Type: <input checked="" type="radio"/> Change Role <input type="radio"/> New Role
F	Comments: Characters Remaining: 500
G	Action: Request Change

Fig 138: User Roles Module

This section has the following fields:

- A. Current Roles: indicate current role(s)
- B. Pending Change Requests: indicates any pending change requests
- C. Completed Change Requests: indicate any completed change requests, and forwards a request for role change
- D. Role: selects approving authority among choices in drop-down menu
- E. Request Type: use a radio button to indicate the type of role change
- F. Comments: provides a text box to generate comments relative to requests
- G. Action: sends request to approving authorities

Help > My Account > Account Settings

3 - Account Settings	
A	Name: Wayne John D
B	Last Four: 666A
C	Rank: AIRMAN (E2)
D	Unit: HQ 610th Regional Support Group (FNVV)
E	Receive Email: <input checked="" type="checkbox"/>
F	* Phone: 5555551234 (XXX-XX-XXXX)
G	DSN: 661234562
H	* Work Email: Nandita.Srivastava@asmr.
I	Personal Email: <input type="text"/>
J	Unit Email: <input type="text"/>
K	* Address: 15 E. Cowboy Way
L	* City: Fairfax
M	* State: Virginia <input type="button" value="▼"/>
N	Zip: 76431
O	Action: <input type="button" value="Update"/>

Fig 139: Account Settings Module

This workstation has the following fields: (fields in red are required)

- A. Name: field provided for user name
- B. SSN: field for last four digits of SSN
- C. Rank
- D. Unit

- E. Receive email: check box to enable email reception
- F. Phone
- G. DSN
- H. Email
- I. Personal Email
- J. Unit Email
- K. Address:
 - L. City:
 - M. State:
 - N. Zip:
- O. When the information has been verified click on [Update](#) to record the information to ALOD.

Provide address information

ALOD Toolbar > Help > Documentation

Click on *Documentation* under *Help*, see below.

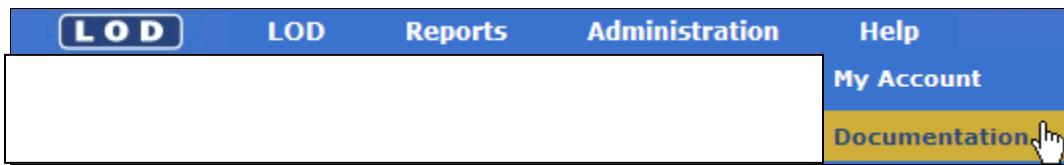


Fig 140: Documentation Link

The Documentation Module is generated. See below.



Fig 141: Documentation Module

This Module is a repository of read-only documents that Users with documentation permissions require when processing ALOD cases. The documents are internal to ALOD eliminating the need for an external search.

The currently available documents are:

- Master LOD Checklist
- 8 Year Rule
- AFI 36-2910 AFRC SUP1 I
- AFRCI 36-3004
- DODI 1241.2
- DODI 1221.38
- Modifications of Line of Duty Requirement for Members of the Reserve Component Who are Sexually Assaulted During Active Service
- Medical Briefing
- Personnel Briefing
- Financial Entitlements Briefing

Click on each of the links to view document content. Each document is searchable and print enabled.

This page ends the discussion of the *ALOD Toolbar*

ALOD BUSINESS RULES AND ROLES

Business Rules

■ Multiple Roles

- Can be assigned via Admin function
- Members will pick which role after they log in

■ Validation Errors

- Cases can't be moved forward when present
- Will appear on the Next Action Tab in red
- Most common will be required documents are missing

Business Rules-Informal

■ Injury – NOT MVA, Sexual Assault or EPTS

- Can be closed by Appointing Authority
- Validation Error at Unit/CC if no proof of status
- Though medical documentation is required validation error will not occur as there are numerous categories

■ Injury – Motor Vehicle Accident

- Must be closed by Approving Authority (LOD Board)
- Validation Error at Unit/CC if no proof of status
- Validation Error at Wing/JA if no Police Report and Map
- Though medical documentation is required validation error will not occur as there are numerous categories

■ Injury – Existed Prior to Service

- Must be closed by Approving Authority (LOD Board)
- Validation Error at Unit/CC if no proof of status
- Though medical documentation is required validation error will not occur as there are numerous categories
- Medical Officer must render medical opinion for Service Aggravation

Business Rules-Other

■ Formal

- Must be closed by Approving Authority (LOD Board)
- Validation Error at Unit/CC if no proof of status
- Validation Error will occur at IO step if no statement form member is included

■ Death

- Must be closed by Approving Authority (LOD Board)
- Validation Error at Unit/CC if no proof of status
- Validation Error will occur at Medical Officer if no Autopsy Report and Death Certificate not provided

Business Rules-Sexual Assault

■ Unrestricted Report

- Same processing, business rules and validation errors as any other LOD
- Can only be initiated and worked by Med Tech and Medical Officer with additional SARC privileges

■ Restricted Report

- After Medical Officer can only forward to LOD Board
- Can only be initiated and worked by Med Tech and Medical Officer with additional SARC privileges
- If assault occurred within RMU the Wing SARC will accomplish



ALOD ROLES

Roles Sequence

- Administration
 - System Admin
 - NAF Admin
 - Wing Admin
- Medical Technician/Military Medical Officer
- Unit Commander
- Wing Judge Advocate
- Wing /CC--- Appointing Authority
- MPF
- Investigating Officer
- Wing SARC

Administration

System Admin- HQ AFRC

All Wing Admin and NAF capability*

System maintenance

NAF Admin

Wing Admin function for all supported units

Adjust hierarchy structure

Wing Admin-Local Reserve Medical Unit (RMU)

Controls all access/privileges to wing level roles

TRs. ARTs, AGR, AD and AF civilian personnel

* The *System Admin* Role duplicates all *Wing Admin* and *NAF Admin* functions, the following sequences represent selected functions performed by the *System Admin*.

The following Figure shows the screen that the *System Admin* will see when logged into ALOD and navigated to *Administration > Manage Users* Menu.

Status	Name	SSN	Role	Unit	Permissions	Activity
Approved	Salinas, Latisha	0001	Unit Commander	301st Fighter Wing (FBMF)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Fig 142: Manage Users Module

The *System Admin* can quickly determine selected personnel's:

- Name
- Status
- Last four numbers of SSN
- Role
- Unit

Select the desired User, in the Figure below User Quincy Adams has been selected.

Approved	adams, john quincy	5557	MPP	340th Flying Training Group (FSLF)			
Approved	Alba, Jessica	5594	NAF Admin	482nd Fighter Wing (F3TF)			

Fig 143: Selected User



Note the icons on the right.

1. Use this icon to view and edit user permissions. Click the icon to generate the *User Permissions* module shown below.

Permissions for: FIRST LIEUTENANT Salinas, Latisha - Unit Commander

Logout ?

Administration > User Permissions

Return to Manage Users

Name	Description	Allowed
helpView	View Help Pages	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
usersView	View User List	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
usersEdit	Update Users	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
usersApprove	Approve Users	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
signature	Digitally Sign	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
lodView	View an LOD	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
lodCreate	Create LOD	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
lodSearch	Search LODs	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
msgAdmin	Manage Messages	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
SARC	View SARC Cases	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
myLod	Review and act on LODs	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
DispositionReports	View Disposition Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
unitsEdit	Manage Units	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
DisapprovedLODReport	View Disapproved LOD Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
RWOAResult	View RWOA Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
LODStatisticsReport	View LOD Statistics Reports	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke
exePostCompletion	Execute Post Completion	<input checked="" type="radio"/> Default <input type="radio"/> Grant <input type="radio"/> Revoke

Update Cancel

Generation Time: 15.6254 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 144: User Permissions Module

The entries under *Name* specify the permission. The entries in the column under *Description* briefly describe the permission.

The radio buttons Default Grant Revoke under *Allowed* determines whether a specific permission will be granted, revoked, or permitted as default.

Click on **Update** to save any changes and return to the previous module or click on [Return to Manage Users](#) to return to the previous module.

2.  Use this icon to view user activity. Click the icon to generate the *User Activity Log Module* shown below.

Action Date	CaseId	Action Name	Comments	Module Type
09/01/2009 0821		User Login	Role: Unit Commander	System
08/31/2009 1320		User Login	Role: Unit Commander	System
08/27/2009 1534		User Login	Role: Unit Commander	System
08/27/2009 1338		User Login	Role: Unit Commander	System
08/26/2009 0833		User Login	Role: Unit Commander	System
08/24/2009 1437		User Login	Role: Unit Commander	System
08/20/2009 1304		User Login	Role: Unit Commander	System
08/20/2009 0733	20090817-004	Signed		LOD
08/20/2009 0733	20090817-004	Status Changed	Forward to Wing IA For Legal Review	LOD
08/20/2009 0728		User Login	Role: Unit Commander	System
08/19/2009 1430		User Login	Role: Unit Commander	System
08/19/2009 1106		User Login	Role: Unit Commander	System

Fig 145: User Activity Log

There are no searchable fields in the Figure above. Click on the *Show All* box to generate all Activity Log entries. After viewing *User Activity* details click on

[Return to Manage Users](#) to return to the *Manage Users* module.

3. 📈 Use this icon to generate the *User Information* module shown below.

ALOD Toolbar > Administration > Manage Users > Edit User Account

This account is pending approval.

[Return to Manage Users](#)

1 - Account Status		
A	Name:	mat colon
B	Last Four:	6623
C	Rank:	FIRST LIEUTENANT (O2)
E	Access Status:	Pending
F	Action:	<input type="button" value="Enable"/>

2 - User Roles		
A	Current Roles:	<input checked="" type="checkbox"/> Wing Admin <input type="button" value="Edit"/>
B	Pending Change Requests:	No pending requests found
C	Completed Change Requests:	No completed requests found
<input type="button" value="Add Additional Role"/>		
D	Role:	Approving Authority <input type="button" value="▼"/>
E	Action:	<input type="button" value="Create Role"/>

3 - Account Settings		
A	*Current Unit:	800th Rescue Wing (F227) <input type="button" value="Change"/>
B	*Expiration Date:	08/10/2010 <input type="button" value="▼"/>
C	Receive Email:	<input type="checkbox"/>
D	Comment:	
E	*Phone:	8934547823 (000-000-0000)
F	DSN:	
G	*Work Email:	rcteam-nonproj@asmr.con
H	Personal Email:	
I	Unit Email:	
J	Address:	858 marker road
K	City:	test
L	State:	Iowa <input type="button" value="▼"/>
M	Zip:	34566
N	Action:	<input type="button" value="Update"/>

4 - Account History	

Generation Time: 531.2772 ms | Privacy and Security Notice | Use of this system constitutes consent to monitoring for all lawful purposes

Fig 146: Edit Account Workstation

The four sections shown on this page are discussed below.

Administration > Manage Users > Edit User Account > Account Status

1 - Account Status	
A	Name: terry butz
B	Last Four: 5605
C	Rank: FIRST LIEUTENANT (O2)
E	Access Status: Pending
F	Action: Enable

Fig 147: Account Status

Account Status Section

- A. Name
- B. Last Four digits of SSN
- C. Rank
- D. Accounting Status: indicated as Pending
- E. Access Status
- F. Action: click [Enable](#) to activate the account. A decision box is generated to confirm intent to activate this account.



Fig 148: Activation Confirmation

Administration > Manage Users > Edit User Account > User Roles

2 - User Roles	
A	Current Roles: Edit
B	Pending Change Requests: No pending requests found
C	Completed Change Requests: No completed requests found
Add Additional Role	
D	Role: Approving Authority ▼
E	Action: Create Role

Fig 149: User Roles

Verify these fields from the above module:

- A. Current Roles: in the example the current role is listed as “Wing SARC” click on *Edit* to generate the workstation shown below.

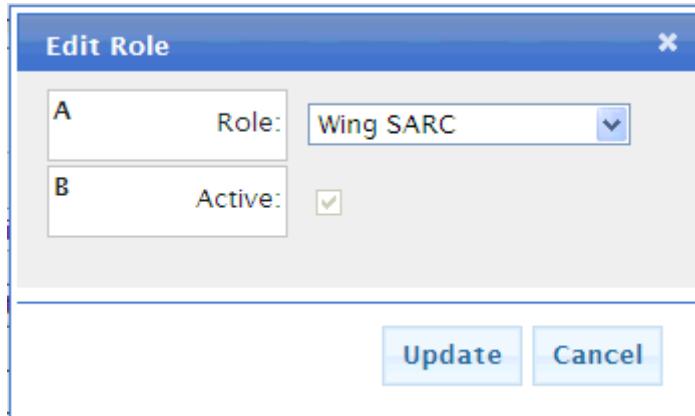


Fig 150: Edit Role

Click on the drop-down arrow to generate a menu of Roles:

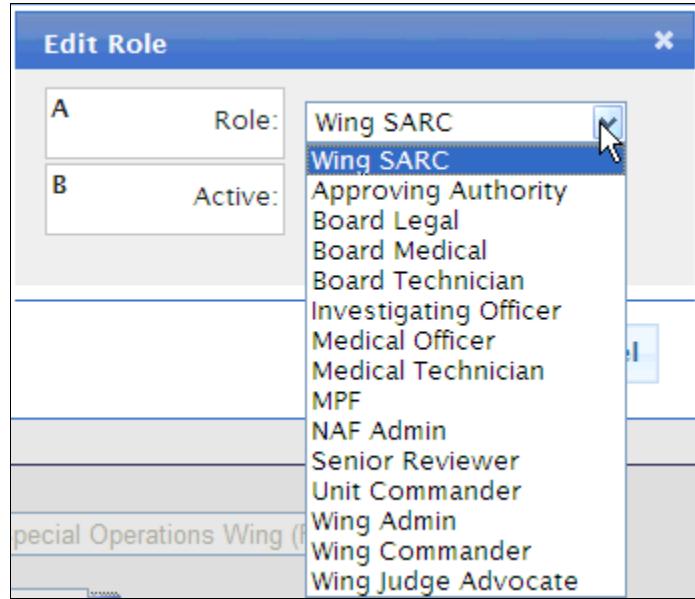


Fig 151: Role Menu

Select from the menu of roles, if you are changing the user role and then click on **Update**.

- B. Pending Change Requests: Observe if there are existing Role Change requests.
- C. Completed Change Requests: This field records any completed change requests. You may also add an additional role for the user here.
- D. Use the drop-down arrow to generate a menu of roles, select from the menu.
- E. Action: click on **Create Role** to record the user role change.

Administration > Manage Users > Edit User Account > Account Settings

3 - Account Settings	
A	*Current Unit: <input type="text" value="920th Rescue Wing (FQ37)"/> Change
B	* Expiration Date: <input type="text" value="08/10/2010"/> Calendar
C	Receive Email: <input type="checkbox"/>
D	Comment:
E	* Phone: <input type="text" value="8934547823"/> (XXXX-XXX-XXXX)
F	DSN: <input type="text"/>
G	*Work Email: <input type="text" value="rcteam-nonpro@asmr.con"/>
H	Personal Email: <input type="text"/>
I	Unit Email: <input type="text"/>
J	Address: <input type="text" value="858 maker road"/>
K	City: <input type="text" value="test"/>
L	State: <input type="text" value="Iowa"/>
M	Zip: <input type="text" value="34566"/>
N	Action: Update

Fig 152: Account Settings

All fields listed in red are required.

- A. **Current Unit:** a default unit is listed, click [Change](#) to generate a “Find Unit” pop-up. See below.

Find Unit	
PAS Code	<input type="text"/>
Description	<input type="text"/>
Search	
<div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div>	
Cancel Select	

Fig 153: Find Unit Window

Complete the fields for *PAS Code* and *Description*, then click on **Select**.

- B. **Expiration Date:** use the embedded calendar to set a date for the expiration of the user's role.
 - C. Receive Email: check the box to enable user to receive email.
 - D. Comment: post comments related to user role.
 - E. **Phone:** list phone in this format: XXX-XXX-XXXX.
 - F. DSN: Post Defense Switched Network number here.
 - G. **Work Email:** copy email address here.
 - H. Personal Email:
 - I. Unit Email:
 - J. **Address:**
 - K. **City:**
 - L. **State:**
 - M. **Zip:**
- N. Action: Click on **Update** to save posted information in ALOD database.

Administration > Manage Users > Edit User Account > Account History

Action	Description
Created	User account created
Modified	User account modified

Fig 154: Account History

Any ALOD Account History for the selected user is posted here. The history is viewed in a PDF format. Click to generate a hard copy of the user's history.

Medical Technician

- Medical Technician
 - Access to personnel information
 - Initiate LODs
 - New sexual assault question – if Yes “restricted vs. unrestricted”
 - Access to medical tab to identify the following
 - Status – AD, IDT, TR, ART, AGR or IMA
 - Nature of incident – Injury, illness, disease, death or MVA
 - Diagnosis - Three ICD9 levels and Free Text Box
 - Type of medical facility – military or civilian
 - Name and location of treating facility
 - Date and time of initial treatment
 - Details of incident (How, where and when)
 - Death and MVA verification
 - Documents Tab – 13 potential categories depending on type of case
 - Next Action Tab – digitally sign – forward to Medical Officer
 - Tracking Tab – status of process, current step and days in progress

The figure below shows the working section of the Home Page for the Medical Technician when logged into ALOD.



Fig 155: Med Tech Home Page

The User links are discussed in the following Figure.



Fig 156: Initiate LOD Links

- Use either of the two green arrows to access the LOD cases in your queue.
- Use either of the two red arrows to start a new LOD.

Click on this link: [• Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).

In the Figure below are cases which require processing, select the desired case for action. Use the Filter Module if needed, to narrow results.

Filter Results						
Case Id	SSN	Name	Unit	Date Received	Days	
20090819-003	0001	SARAH BILLY MELTON	943rd Rescue GP	08/19/2009	8	
20090821-001	0001	SARAH BILLY MELTON	943rd Rescue GP	08/21/2009	6	
20090825-001	0001	SARAH BILLY MELTON	943rd Rescue GP	08/25/2009	2	

Fig 157: My LODs

Click on the Case ID [20090825-001](#) of the selected Member. The Line of Duty *Medical Tab Module* is generated, see the Figure below.

Medical Tab

Member	Medical	Documents	Next Action	Tracking
1 - Medical Section				
A	*Member status:	<input type="text"/>		
B	*Nature of Incident:	<input type="text"/>		
C	Diagnosis:	<input type="text"/> -- Select ICD Heading -- <input type="text"/> -- Select ICD category -- <input type="text"/> -- Select ICD Code --		
D	Diagnosis Text:	<input type="text"/> <small>Characters Remaining: 500</small>		
E	*Type of Medical Facility:	<input type="text"/>		
F	*Name and Location of initial treating facility:	<input type="text"/> <small>Characters Remaining: 200</small>		
G	*Date and Time of Initial Treatment:	<input type="text"/> <input type="button"/>		
H	*Details of Accident or History of Disease: (how, where, when)	<input type="text"/> <small>Characters Remaining: 200</small>		
I	Does this case involve death:	<input type="radio"/> Yes <input type="radio"/> No		
J	Does this case involve a Motor Vehicle Accident (MVA):	<input type="radio"/> Yes <input type="radio"/> No		

Fig 158: Line of Duty Medical Tab

Fields in red are required. Use this module to complete the role permissions below:

- A. Member Status – AD, IDT, TR, ART, AGR or IMA
- B. Nature of incident – Injury, illness, disease, death or MVA
- C. Diagnosis - Three ICD9 levels and Free Text Box
- D. Diagnosis Text
- E. Type of medical facility – military or civilian
- F. Name and location of initial treating facility: use text box
- G. Date and time of initial treatment
- H. Details of accident or history of disease: (How, where and when)
- I. Does this care involves death
- J. Does this case involve a Motor Vehicle Accident (MVA)

Click on the *Documents* tab or the *Next* button to navigate to the *Documents module*.

Documents Tab

The screenshot shows a software interface titled "Documents Tab". At the top, there is a navigation bar with five tabs: Member, Medical, Documents (which is highlighted in blue), Next Action, and Tracking. Below the navigation bar, there is a list of 13 categories, each with a small icon of a document with an upward arrow:

- 1 - AFRC Form 348 / DD Form 261
- 2 - Memorandum
- 3 . Military Medical Documentation
- 4 . Civilian Medical Documentation
- 5 . Labs
- 6 . Radiology And Imaging
- 7 . Studies
- 8 . Specialty Consults
- 9 . Proof Of Military Status
- 10 . Members Statement
- 11 . Maps
- 12 . Accident Report
- 13 . Autopsy Report Death Certificate

At the bottom of the interface, there are several buttons: Save, Print, Previous, and Next. A footer at the very bottom contains the text: "Generation Time: 1437.5552 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes".

Fig 159: Documents Module

In this Module are 13 potential categories depending on the type of case. Form 348 and Form 261, if applicable may be generated.

Click on the *Next Action Tab* to navigate to the *Next Action Module*.

Next Action Tab

This case cannot be sent forward until it is complete with no validation errors.

Medical:

- Diagnosis is required
- Nature of Incident is required
- Member status is required
- Type of Medical Facility is required
- Name of Medical Facility is required
- Treatment date is required
- Details of Accident is required

Validation

Next Action

A * Routing

Action Digitally Sign

Save Print Previous Next

Fig 160: Next Action Module

Use this module to digitally sign actions and forward to the Medical Officer.

Click on the *Tracking Tab* to navigate to the *Tracking Tab Module*.

Tracking Tab



Process Name	Start Date	End Date	Days in process	Completed By
Medical Technician Input	08/19/2009		7.94	

Show All Who is working this case? Print Tracking

Save Print Previous Next

Fig 161: Tracking Module

Use this module to verify status of process, current step(s) and days in progress.

Medical Officer

- Medical Officer
 - Medical Tab – same as Med Tech, edit capability
 - Existed Prior to Service (EPTS) with Yes answers requiring a Service Aggravation opinion
 - Free Text Box for Local Medical Opinion
 - Documents Tab – Same as Med Tech
 - Death cases cannot be forwarded beyond Medical Officer without the Autopsy Report and Death Certificate – Validation Error
 - Next Action Tab
 - Return to Med Tech
 - Forward to Unit/CC or Forward to LOD Board (restricted sexual assault case)
 - Cancel – Free text box for explanation
 - Digital Signature

The figure below shows the working section of the Home Page for the Medical Officer when logged into ALOD.



Fig 162: Medical Officer Home Page

The User links are discussed in the following Figure.



Fig 163: Initiate LOD Links

- Use either of the two green arrows to access the LOD cases in your queue.
- Use either of the two red arrows to start a new LOD

Click on this link: [Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).

In the Figure below are cases which require processing, select the desired case for action. Use the Filter Module if needed, to narrow results.

Filter Results						
Case Id	SSN	Name	Unit	Date Received	Days	↑
20090819-003	0001	SARAH BILLY MELTON	943rd Rescue GP	08/19/2009	8	
20090821-001	0001	SARAH BILLY MELTON	943rd Rescue GP	08/21/2009	6	
20090825-001	0001	SARAH BILLY MELTON	943rd Rescue GP	08/25/2009	2	

Fig 164: My LODs

Click on the Case ID of the selected Member [20090825-001](#). The Line of Duty Medical Tab Module is generated, see the Figure below.

Medical Tab

1 - Medical Section

A	*Member status:	Active Duty
B	*Nature of Incident:	Injury
C	Diagnosis:	Injury and poisoning (800-999) Superficial injury (910-919) Superficial injury of trunk - 911
D	Diagnosis Text:	hhhhh Characters Remaining: 495
E	*Type of Medical Facility:	Civilian
F	*Name and Location of initial treating facility:	hhhhh Characters Remaining: 195
G	*Date and Time of Initial Treatment:	08/18/2009 0000
H	*Details of Accident or History of Disease: (how, where, when)	hhhhh Characters Remaining: 195
I	Does this case involve death:	<input type="radio"/> Yes <input checked="" type="radio"/> No
J	Does this case involve a Motor Vehicle Accident (MVA):	<input type="radio"/> Yes <input checked="" type="radio"/> No
K	EPTS:	<input checked="" type="radio"/> EPTS No <input type="radio"/> EPTS Yes: Service Aggravated <input type="radio"/> EPTS Yes: Not Service Aggravated
L	Local Medical Opinion:	hhhhh

Save Print Previous Next

Generation Time: 78.1295 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 165: Medical Module

In this Tab the Medical Officer has the same edit capability as the Med Tech and two additional fields. Use this module to complete the role permissions below:

- A. Member Status – AD, IDT, TR, ART, AGR or IMA
- B. Nature of incident – Injury, illness, disease, death or MVA
- C. Diagnosis - Three ICD9 levels and Free Text Box
- D. Diagnosis Text
- E. Type of Medical treating facility
- F. Name and Location of Initial treating facility
- G. Date and time of initial treatment

- H. Details of incident (How, where and when)
- I. Does this case involve death
- J. Death and MVA verification
- K. EPTS
- L. Local Medical Opinion

Click on the *Documents Tab* or *Next* button to navigate to the *Documents Module*.

Documents Tab

The screenshot displays the 'Documents Tab' of the ALOD Application User Manual. At the top, there are five tabs: Member, Medical, Documents (which is selected), Next Action, and Tracking. Below the tabs is a list of 13 document categories, each with a small icon and an upload arrow icon:

- 1 - AFRC Form 348 / DD Form 261 (with AFRC Form 348 link)
- 2 - Memorandum
- 3 - Military Medical Documentation
- 4 - Civilian Medical Documentation
- 5 - Labs
- 6 - Radiology And Imaging
- 7 - Studies
- 8 - Specialty Consults
- 9 - Proof Of Military Status
- 10 - Members Statement
- 11 - Maps
- 12 - Accident Report
- 13 - Autopsy Report Death Certificate

At the bottom of the screen, there are several navigation buttons: Save, Print, Previous, and Next. Additionally, there are footer links for Generation Time (1437.5552 ms), Privacy and Security Notice, and a legal notice about monitoring.

Fig 166: Documents Module

In this Module are 13 potential categories depending on the type of case. Death cases must be accompanied by an Autopsy Report and Death Certificate to move past this level. A validation error will occur if these requirements are not met.

Click on the *Next Action Tab* or *Next* button to navigate to the *Next Action Module*.

Next Action Tab

Member Medical Documents Next Action Tracking

Validation

No Validation Errors

Next Action

A * Routing

Forward to Unit Commander
 Return to Med Tech for corrections
 Cancel Informal Investigation

Action

Save Print Previous Next

Fig 167: Next Action Module

In this module the Medical Officer may:

- A. Forward the Action to the Unit/CC or forward to LOD Board (restricted sexual assault case(s))
- B. Return the Action to the Med Tech
- C. Forward the Action to the Unit/CC or forward to LOD Board (restricted sexual assault case(s))
- D. Cancel- text box provided for explanation
- E. Provide a digital signature.

Click on the *Tracking Tab* or next to navigate to the *Tracking Tab Module*.

Tracking Tab

The screenshot shows a web-based application interface for tracking processes. At the top, there is a horizontal menu bar with five tabs: Member, Medical, Documents, Next Action, and Tracking. The Tracking tab is currently selected, indicated by a highlighted border. Below the menu, there is a search bar with the placeholder text "Show All" and a link "Who is working this case?". To the right of the search bar is a "Print Tracking" button. The main content area displays a table with one row of data. The columns are labeled: Process Name, Start Date, End Date, Days in process, and Completed By. The data row shows: Medical Technician Input, 08/19/2009, (no end date shown), 7.94 days, and Completed By (text is partially cut off). At the bottom left are "Save" and "Print" buttons. At the bottom right are "Previous" and "Next" navigation buttons.

Process Name	Start Date	End Date	Days in process	Completed By
Medical Technician Input	08/19/2009		7.94	

Fig 168: Tracking Module

Use this to verify status of process, current step(s) and days in progress.

Unit Commander

- Member and Medical Tab visible for review
- Unit Tab
 - Member activated
 - Duty Status (AD, UTA, AFTP, Saturday Night, Unit Sponsored Event, travel to or from, and Other)
 - Start and End Date
 - Other Explanation
 - Details of incident (Who, what, when, where)
 - Recommended Finding – 6 options
- Documents Tab
 - No case can move beyond Unit/CC without proof of military status – Validation Error
- Next Action Tab
 - Return to Medical Officer
 - RWOA Free Text Box
 - Forward to Wing JA
 - Digital Signature

The figure below shows the working section of the Home Page for the *Unit Commander* when logged into ALOD.



Fig 169: Unit Commander Home Page



Fig 170: Search Links

Use the links pointed out by the red arrows to locate a Case for actions. Click on this link: [• Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).

Filter Results					
Case Id	SSN	Name	Unit	Date Received	Days
20090819-002	0001	SARAH BILLY MELTON	943rd Rescue GP	08/19/2009	9

Fig 171: LOD Case(s)

Click on the Case ID of the selected member: [20090819-002](#) . The Line of Duty Module is generated, see the Figure below.

Member Tab

When the Line of Duty module is opened the *Member Tab* is active by default. Review the contents of the *Member Tab*

The screenshot shows a software interface for the Member Module. At the top, there is a horizontal navigation bar with six tabs: Member (highlighted in blue), Medical, Unit CC, Documents, Next Action, and Tracking. Below the navigation bar is a section titled "Member Information". This section contains five rows, each with a label (A-E) and a corresponding value. Row A: Name: SARAH BILLY MELTON. Row B: Rank: STAFF SERGEANT. Row C: DOB: 01/08/1955. Row D: Unit: 943rd Rescue GP. Row E: Component: Air Force Reserve. To the right of the "Member Information" section, there is a message: "No signature found" accompanied by a small yellow icon of a hand holding a pen. At the bottom of the screen, there are three buttons: "Print" (highlighted in blue), "Previous", and "Next".

Fig 172: Member Module

- A. Name
- B. Rank
- C. DOB
- D. Unit
- E. Component

Medical Tab

Click on *Medical Tab* to generate the *Medical Module*, review contents.

The screenshot shows a software interface for the 'Medical Module'. At the top, there is a navigation bar with tabs: Member, Medical (which is selected and highlighted in blue), UNIT CC, Documents, Next Action, and Tracking. Below the navigation bar is a section titled '1 - Medical Section' containing the following data:

A.	*Member status:	Active
B.	*Nature of Incident:	Injury
C.	Diagnosis:	Fracture of clavicle (ICD9: 825)
D.	Diagnosis Text:	hhhhh
E.	*Type of Medical Facility:	Military
F.	*Name and Location of initial treating facility:	hhhhh
G.	*Date and Time of Initial Treatment:	08/03/2008 0000
H.	*Details of Accident or History of Disease (how, where, when):	hhhhhh
I.	Does this case involve death:	No
J.	Does this case involve a Motor Vehicle Accident (MVA):	No
K.	EPTS:	No
L.	Local Medical Opinion:	

At the bottom right of the form, there is a message: 'No signature found' with a small yellow icon. Below the form are two buttons: 'Print' and 'Next'. At the very bottom of the screen, there are two status messages: 'Generation Time: 46.8774 ms' and 'Privacy and Security Notice' on the left, and 'Use of this system constitutes consent to monitoring for all lawful purposes' on the right.

Fig 173: Medical Module

Fields in red are required.

- A. Member Status – AD, IDT, TR, ART, AGR or IMA
- B. Nature of incident – Injury, illness, disease, death or MVA
- C. Diagnosis - Three ICD9 levels and Free Text Box
- D. Diagnosis Text
- E. Type of Medical treating facility
- F. Name and Location of Initial treating facility
- G. Date and time of initial treatment
- H. Details of incident (How, where and when)
- I. Does this case involve death
- J. Death and MVA verification
- K. EPTS
- L. Local Medical Opinion

Unit CC Tab

Click on the Unit CC tab to generate the Unit CC module, see below

1 - Unit Section

A Was member activated: Yes No

B *Duty Status: -- Select --

C Start Date:

D End Date:

E Other:

F *Details Of Accident:
(Who, What, Where, When)

Characters Remaining: 730

G *Recommended Finding:

- In Line Of Duty (ILOD)
- EPTS - LOD Not Applicable
- EPTS - Service aggravated
- Not ILOD - Due To Own Misconduct
- Not ILOD - Not Due To Own Misconduct
- Recommend Formal LOD Investigation

Save Print Previous Next

eneration Time: 109.3806 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 174: Unit CC Module

Fields in red are required. Populate and verify these fields in the Unit CC Module :

- A. Member activated
- B. Duty status
- C. Start Date
- D. End Date
- E. Other Explanation: if other is selected from line B
- F. Details of Accident
- G. Recommended Finding- 6 options

Documents Tab

Click on the *Documents Tab* or *Next button* to navigate to the *Documents Module*, see below. In this Module are 13 potential categories depending on the type of case. No case can be forwarded to the next level past the Unit CC without proof of military status (line 9). Cases forward without this prerequisite will generate a validation error.

The screenshot shows a software interface for managing documents. At the top, there is a horizontal menu bar with tabs: Member, Medical, Unit CC, Documents (which is the active tab), Next Action, and Tracking. Below the menu, there is a vertical list of 13 document categories, each with an associated file icon and an upload arrow icon. The categories are:

- 1 - AFRC Form 348 / DD Form 261 (with a red document icon)
- 2 - Memorandum
- 3 . Military Medical Documentation
- 4 . Civilian Medical Documentation
- 5 . Labs
- 6 . Radiology And Imaging
- 7 . Studies
- 8 . Specialty Consults
- 9 . Proof Of Military Status (with a red "Required" label)
- 10 . Members Statement
- 11 . Maps
- 12 . Accident Report
- 13 . Autopsy Report Death Certificate

At the bottom of the interface, there are several buttons: Save, Print, Previous, and Next. There is also a footer bar with the text: Generation Time: 125.0064 ms Privacy and Security Notice and Use of this system constitutes consent to monitoring for all lawful purposes.

Fig 175: Documents Module

Next Action Tab

Click on the *Next Action Tab* to generate the *Next Action Module*, see below.

The screenshot shows the 'Next Action' tab selected in a top navigation bar. Below it, the 'Validation' section displays an error message: 'This case cannot be sent forward until it is complete with no validation errors.' It lists validation errors for 'Unit' and 'Documents'. Under 'Unit', it says: • Duty Status is required, • Details Of Accident is required, • Result of Investigation is required. Under 'Documents', it says: • Proof Of Military Status document not found. The 'Next Action' section shows a routing step labeled 'A' with the title '* Routing'. It offers two options: 'Forward to Wing JA For Legal Review' (radio button selected) and 'Return to Medical Officer' (radio button unselected). A 'Digital Sign' button is also present. At the bottom, there are 'Save' and 'Print' buttons on the left, and 'Previous' and 'Next' buttons on the right.

Fig 176: Next Action Module

Permissions executed in this module include:

- Return to Medical Officer
 - Includes RWOA free text box
- Forward to Wing JA
- Digital Signature

Wing Judge Advocate

- Member, Medical and Unit Tab visible for review
- Wing JA Tab
 - Identifies the Unit/CC recommended finding
 - Concur or Non-Concur with Unit/CC
 - If Non-Concur – select one of 6 options with Comments
- Documents Tab
 - MVA cases will not move beyond Wing JA without Maps and Accident Report – Validation Error
- Next Action Tab
 - Forward to Appointing Authority
 - Return Medical Officer
 - Return to Unit/CC
 - Comment Box for RWOA action
 - Digital Signature

The figure below shows the working section of the Home Page for the *Wing Judge Advocate* when logged into ALOD.

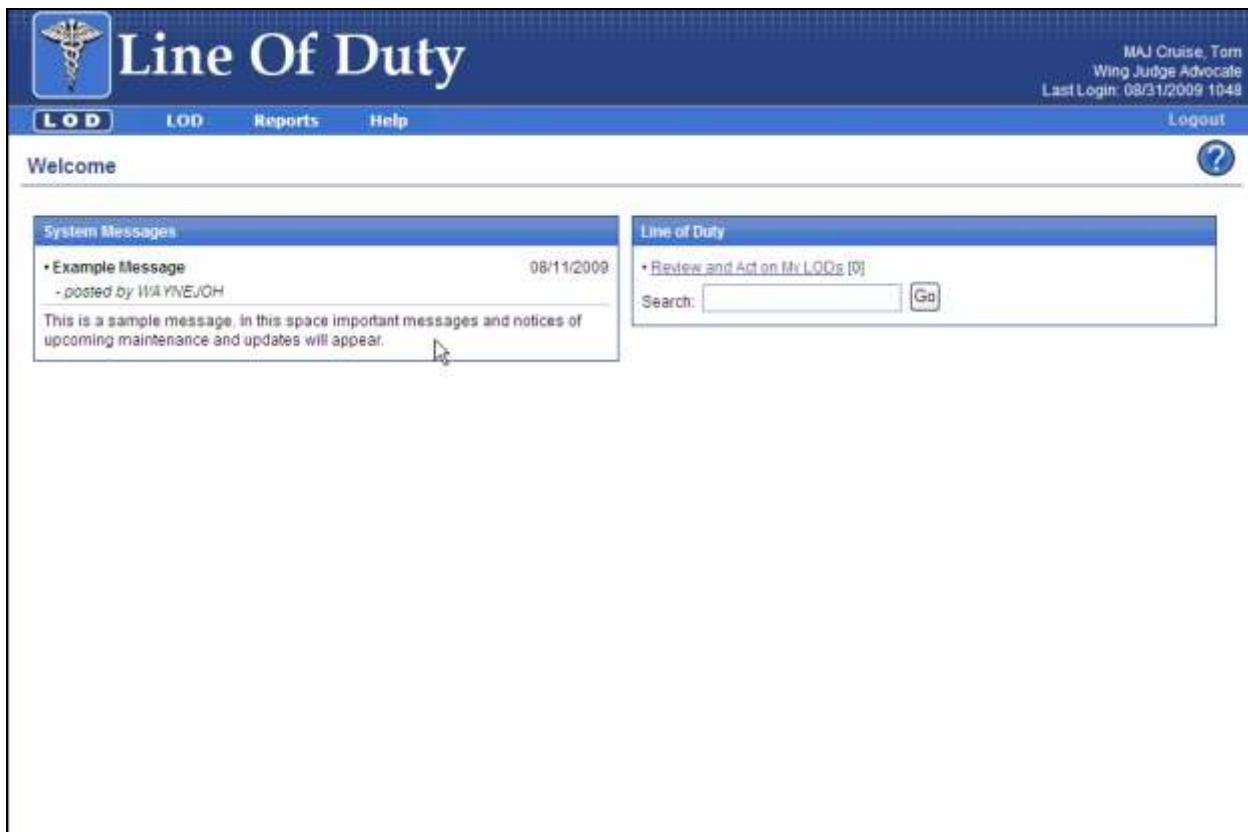


Fig 177: Wing JA Home Page

Use the links pointed out by the red arrows to navigate to LOD cases. Click on this link:

- [Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).



Fig 178: Locating Case(s)

The module shown below contains member's cases ready for processing. Use the *Search Criteria* module to narrow results if needed.

The screenshot shows a search interface titled "Search Criteria". It includes fields for SSN, Name, Case ID, Format (set to "All"), Status (set to "All"), and Unit (set to "All"). Below the search criteria is a table with columns: Case Id, SSN, Name, Unit, Status, and Print. The table contains three rows of data:

Case Id	SSN	Name	Unit	Status	Print
20090827-004	0001	GRANT KENDRA HARDING	310th Space Group	Appointing Authority Review	
20090828-001	0002	KERI ALISON LI	310th Space Group	Unit Commander Review	
20090828-002	0003	SUSAN DIANNA HILL	310th Space Group	Medical Officer Review	

Fig 179: Search Results

Select a Case ID, ex: [20090828-002](#), for processing. You will be directed to the *Line of Duty* Module, see below.

Member Tab

By default the *Member Tab* is usually active when the *Line of Duty* Module is accessed. Review the content of this module.

The screenshot shows the "Member" tab selected in a navigation bar. The "Member Information" section displays the following details:

- A Name: SUSAN DIANNA HILL
- B Rank: CHIEF WARRANT OFFICER (W3)
- C DOB: 05/13/1977
- D Unit: 310th Space Group
- E Component: Air Force Reserve

Below the information is a note: "No signature found". At the bottom are buttons for "Print", "Previous", and "Next".

Fig 180: Member Tab

- Name
- Rank
- DOB
- Unit
- Component

Medical Tab

Click on the *Medical Tab* to access the Medical module for review, see below.

Fig 181: Medical Tab

Fields in **red** are required

- A. Member status
- B. Nature of Incident
- C. Diagnosis
- D. Diagnosis Text
- E. Type of Medical Facility
- F. Name and Location of initial treating facility
- G. Date and Time of Initial Treatment
- H. Details of Accident or History of Disease (how, where, when)
- I. Does this case involve death
- J. Does this case involve a Motor Vehicle Accident (MVA)
- K. EPTS
- L. Local Medical Opinion

Unit CC Tab

Click on the *Unit CC Tab* to access and review the Unit Tab module, see below.

The screenshot shows a software application window titled "Unit CC Tab". At the top, there is a horizontal menu bar with several tabs: Member, Medical, Unit CC (which is highlighted in yellow), Wing/JA, Documents, Next Action, and Tracking. Below the menu, there is a section header "1 - Unit Section". The form contains seven rows, each with a letter identifier (A through G) followed by a question or label and a corresponding value. Row A: "Was member activated:" with value "N". Row B: "Duty Status" with value "UTA". Row C: "Start Date:" with value "N/A". Row D: "End Date:" with value "N/A". Row E: "Other:" with value "N/A". Row F: "Details Of Accident (Who, What, Where, When)" with value "hhhhh". Row G: "Recommended Finding:" with value "In Line of Duty". At the bottom right of the form area, there is a message "No signature found" next to a small yellow icon. At the very bottom of the window, there are three buttons: "Print", "Previous", and "Next".

Fig 182: Unit CC Tab

Fields in red are required.

- A. Was member activated
- B. **Duty Status**
- C. Start Date
- D. End Date
- E. Other
- F. **Details of Accident (Who, What, Where, When)**
- G. Recommended Finding

Wing JA Tab

Click on the *Wing JA Tab* or *Next* button to access the Wing JA module, see below.

The screenshot shows the '1 - Informal Wing JA Review' screen. At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA (which is highlighted in blue), Documents, Next Action, and Tracking. The main area is titled '1 - Informal Wing JA Review'. It contains four sections:

- Unit Commander Findings:** A dropdown menu showing 'In Line of Duty'.
- Decision:** A group of radio buttons:
 - Concur with the action of Unit Commander
 - Non Concur with the action of Unit Commander
- Findings:** A group of radio buttons:
 - In Line Of Duty (ILOD)
 - EPTS - LOD Not Applicable
 - EPTS - Service aggravated
 - Not ILOD - Due To Own Misconduct
 - Not ILOD - Not Due To Own Misconduct
 - Recommend Formal LOD Investigation
- Comments:** A text area containing the following text:

Member was an AGR member currently assigned to the 310 Space Wing at Shriver AFB, CO. Member has been activated and assigned to the 9 SRS at Peterson AFB, CO. Member was assaulted and murdered in Las Vegas NV.

At the bottom left are 'Save' and 'Print' buttons. At the bottom right are 'Previous' and 'Next' buttons.

Fig 183: Wing JA Tab

The *Wing JA* executes these functions in the above module.

- Identifies the Unit/CC recommended finding
- Concur or Non-Concur with the Unit/CC
- If Non-Concur: select one of the six options with comments

Documents Tab

Click on the *Documents Tab* or *Next* to access the *Documents Module*, see below.

The screenshot shows the 'Documents' tab of the ALOD application. The interface has a top navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Documents, Next Action, and Tracking. The 'Documents' tab is currently selected.

The main content area displays a list of 13 documents:

- 1 - AFRC Form 348 / DD Form 261: AFRC Form 348
- 2 - Memorandum
- 3 - Military Medical Documentation
- 4 - Civilian Medical Documentation: ER Document, 06/04/2009, POWSCREECH
- 5 - Labs
- 6 - Radiology And Imaging
- 7 - Studies
- 8 - Specialty Consults
- 9 - Proof Of Military Status: AF Form 938, 06/04/2009, POWSCREECH
- 10 - Members Statement
- 11 - Maps
- 12 - Accident Report
- 13 - Autopsy Report Death Certificate: Death Certificate, 06/04/2009, TURLISA

At the bottom left are 'Save' and 'Print' buttons. At the bottom right are 'Previous' and 'Next' buttons. A footer at the bottom of the page includes the text 'Generation Time: 31.2516 ms Privacy and Security Notice' and 'Use of this system constitutes consent to monitoring for all lawful purposes'.

Fig 184: Documents Tab

Note: MVA cases will not move beyond the Wing JA level without Maps and Accident reports (lines 11 and 12). A validation error will occur if these documents are absent.

Next Action Tab

Click on the *Next Action Tab* or *Next* button to navigate to the Next Action module shown below.

The screenshot shows a software interface for managing medical cases. At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Documents, Next Action (which is highlighted in blue), and Tracking. Below the navigation bar, there are two main sections: Validation and Next Action.

Validation: This section contains a message: "This case cannot be sent forward until it is complete with no validation errors." Below this message, there is a box labeled "Findings:" which lists a single error: "• Wing Judge Advocate Findings not present".

Next Action: This section is titled "A * Routing". It contains a list of four routing options, each preceded by a radio button:

- Forward to Appointing Authority
- Return to Medical Officer
- Return to Medical Technician
- Return to Unit Commander

A cursor arrow is positioned over the fourth option, "Return to Unit Commander". Below the routing options is a button labeled "Action" and another labeled "Digitally Sign".

At the bottom of the screen, there are several buttons: Save, Print, Previous, and Next.

Fig 185: Next Action Tab

Use this module to complete these actions:

- Forward to Appointing Authority
- Return to Medical Officer
- Return to Medical Technician
- Return to Unit/CC
- Comment Box for RWOA action
- Digital Signature

Wing Commander (Appointing Authority)

- Member, Medical, Unit, Wing JA and Documents Tab are all available for review
- Wing CC Tab
 - Recommend Formal
 - Appoint IO
 - Suspense for investigation
 - Additional instructions for IO
 - POC
 - Findings – if Formal is not selected – 5 options
 - Remarks
- Next Action Tab
 - Routing
 - Forward to LOD Board
 - Notify Formal Investigator - * only available if formal elected
 - Return to Med Tech
 - Return to Medical Officer
 - Return to Unit/CC
 - Return to Wing JA
 - Complete - * will only be available for Injury (Non-MVA, Death or Sexual Assault) with a finding of ILOD.
 - Digitally Sign

The figure below shows the working section of the Home Page for the *Wing Commander* when logged into ALOD.



Fig 186: Wing CC Home Page

Use the links pointed out by the red arrows to navigate to LOD cases. Click on this link:
 • [Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).



Fig 187: Locating Case(s)

The module shown below contains member's cases ready for processing. Use the Search Criteria module to narrow results if needed.

Filter Results

SSN: [] Name: [] Case Id: [] Format: [All] Unit: [All]

Search

Case Id	SSN	Name	Unit	Date Received	Days
20090827-004	0001	GRANT KENDRA HARDING	310th Space Group	08/28/2009	0

Fig 188: Search Results

Member Tab

Click on the Case ID, ex: [20090827-004](#) to navigate to the *Line of Duty* module. See below. The Member Tab is active by default when this module is accessed. Review content.

Member Tab

Member	Medical	Unit CC	Wing JA	Wing CC	Documents	Next Action	Tracking
Member Information							
A	Name:	GRANT KENDRA HARDING					
B	Rank:	ACADEMY CADET					
C	DOB:	09/30/1972					
D	Unit:	310th Space Group					
E	Component:	Air Force Reserve					

No signature found.

Print Previous Next

Fig 189: Member Tab

Verify these fields:

- A. Name
- B. Rank
- C. DOB
- D. Unit
- E. Component

Medical Tab

Click on the *Medical Tab* to generate and review the *Medical* module shown below.

The screenshot shows a software application window titled "1 - Medical Section". At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Next Action, and Tracking. The "Medical" tab is currently selected. Below the navigation bar, there is a table with 13 rows, each containing a question and an answer. Rows A through K have red text, indicating they are required fields. Row L has black text. The answers are as follows:

A	"Member status:	TR
B	"Nature of Incident:	Injury-MVA
C	"Diagnosis:	Injury to spleen (ICD9: 879)
D	Diagnosis Text:	Ruptured Spleen due to blunt trauma
E	"Type of Medical Facility:	Military
F	"Name and Location of initial treating facility:	1st MDG Langley AFB VA
G	"Date and Time of Initial Treatment:	08/01/2009 0400
H	"Details of Accident or History of Disease: (how, where, when)	Member was enroute to UTA duty when broadsided by pick up truck. Member was wearing seatbelt at time of accident.
I	Does this case involve death:	No
J	Does this case involve a Motor Vehicle Accident (MVA):	Yes
K	EPTS:	No
L	Local Medical Opinion:	

In the bottom right corner of the form area, there is a small yellow icon with a signature and the text "No signature found".

Fig 190: Medical Tab

Fields in **red** are required.

- A. Member status
- B. Nature of Incident
- C. Diagnosis
- D. Diagnosis Text
- E. Type of Medical Facility
- F. Name and Location of initial treating facility
- G. Date and Time of Initial Treatment
- H. Details of Accident or History of Disease (how, where, when)
- I. Does this case involve death
- J. Does this case involve a Motor Vehicle Accident (MVA)
- K. EPTS
- L. Local Medical Opinion

Unit CC

Click on the *Unit CC Tab* or *Next* button to generate and review the *Unit CC* module shown below.

The screenshot shows a software application window titled "Unit CC". The top navigation bar includes tabs for Member, Medical, Unit CC (which is selected), Wing JA, Wing CC, Documents, Next Action, and Tracking. Below the tabs, a section titled "1 - Unit Section" contains the following fields:

- A. Was member activated: N
- B. *Duty Status: Travel to/from duty
- C. Start Date: N/A
- D. End Date: N/A
- E. Other: N/A
- F. *Details Of Accident: (Who, What, Where, When)
Member was involved in a Motor Vehicle Accident enroute to the UTA
- G. *Recommended Finding: In Line of Duty

At the bottom right of the form area, there is a message: "No signature found". Below the form are "Print" and "Next" buttons, along with "Previous" and "Next" links.

Fig 191: Unit CC Tab

Fields in red are required.

- A. Was member activated
- B. Duty Status**
- C. Start Date
- D. End Date
- E. Other
- F. Details of Accident (Who, What, Where, When)
- G. Recommended Findings**

Wing JA

Click on the *Wing JA* Tab or *Next* button to access and review the *Wing JA* module, see below.

1 - Informal Wing JA Review	
Unit Commander Findings:	In Line of Duty
Decision:	Non-Concur with the action of Unit Commander
Findings:	Recommend Formal LOD Investigation
Comments:	Member was involved in a MVA at 02:55am. Member lives within the commuting area only 18-mile from the duty location. Members report time is 0700hr on 1-Aug-09.
No signature found	
2 - Formal Action by Wing JA	
IO Findings:	Not found
Decision:	
Findings:	
Comments:	
No signature found	

Save Print Previous Next

Fig 192: Wing JA Tab

This module has two sub-menus:

Informal Wing JA Review

- Unit Commander Findings
- Decision
- Findings
- Comments

Formal Action by Wing JA.

- IO Findings
- Decision
- Findings
- Comments

Wing CC

Click on the *Wing CC* tab or *Next* button to generate the *Wing CC* module, see below.

The screenshot shows the 'Appointing Authority Review' form within the Wing CC module. The top navigation bar includes tabs for Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Next Action, and Tracking. The 'Wing CC' tab is currently selected.

The form is divided into several sections:

- A Findings:** A group of radio buttons for selecting findings. The options are: In Line of Duty (ILOD), EPTS - LOD Not Applicable, EPTS - Service aggravated, Not ILOD - Due To Own Misconduct, Not ILOD - Not Due To Own Misconduct (which is selected), and Recommend Formal Investigation.
- B Remarks:** A text area containing the following text: "My findings are based on timeline. Member was not in a military status at the time of the accident. No formal investigation warranted. Not In Line of Duty - Not Due to Own Misconduct".
- C Investigating Officer:** A dropdown menu labeled "Select Investigating Officer".
- D Investigation to be completed by:** A date input field with a calendar icon and placeholder "(MM/DD/YYYY)".
- E Additional Instructions to Investigating Officer:** An empty text area for additional instructions.
- F POC for Appointing Authority (Name, Phone number, etc.):** An empty text area for the Point of Contact information. Below it, a red note says "Characters Remaining: 500".

At the bottom of the form are buttons for Save, Print, Previous, and Next. The footer contains generation time information ("Generation Time: 140.6322 ms"), a link to the Privacy and Security Notice, and a disclaimer about monitoring ("Use of this system constitutes consent to monitoring for all lawful purposes").

Fig 193: Wing CC Tab

Processes performed in this module include:

- Recommend Formal
- Appoint IO
- Suspense for investigation
- Additional instructions for IO
- POC
- Findings – if Formal is not selected – 5 options
- Remarks

Documents Tab

Click on the *Documents Tab* or *Next* Button to navigate to the *Documents* module, see below.

The screenshot shows a software interface titled "ALOD Module V.1 Application User Manual". At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Next Action, and Tracking. The "Documents" tab is currently selected. Below the navigation bar, there is a large list area containing 13 entries, each representing a different type of document:

- 1 - AFRC Form 348 / DD Form 261: AFRC Form 348
- 2 - Memorandum
- 3 - Military Medical Documentation: ER Report SF 200, 08/01/2009, POWSCREECH
- 4 - Civilian Medical Documentation
- 5 - Labs
- 6 - Radiology And Imaging: Radiology report, 08/01/2009, TURLISA
- 7 - Studies
- 8 - Specialty Consults
- 9 - Proof Of Military Status: AF Form 404, 08/01/2009, BELRICHARD
- 10 - Members Statement: Statement, 08/08/2009, BELRICHARD
- 11 - Maps: Map, 08/01/2009, BELRICHARD
- 12 - Accident Report: Accident Report, 08/01/2009, BELRICHARD
- 13 - Autopsy Report Death Certificate

At the bottom of the list area, there are three buttons: Save, Print, Previous, and Next. The "Previous" and "Next" buttons are currently disabled. At the very bottom of the screen, there is a footer bar with the text "Generation Time: 140.6322 ms Privacy and Security Notice" and "Use of this system constitutes consent to monitoring for all lawful purposes".

Fig 194: Documents Tab

No case may move beyond Unit/CC level without proof of military status (line 9). A validation error occurs when this document is absent.

Next Action Tab

Click on the *Next Action Tab* or *Next* button to generate the *Next Action* module shown below.

The screenshot shows the 'Next Action' tab interface. At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Next Action (which is highlighted in blue), and Tracking. Below the navigation bar is a section titled 'Validation' with the message: 'This case cannot be sent forward until it is complete with no validation errors.' A red error message box contains two items: 'Formal Investigation:' followed by two bullet points: 'Investigating Officer must be selected' and 'Date investigation to be completed by must be entered'. Below the validation section is another section titled 'Next Action'. It contains a table with one row. The first column of the table has the letter 'A' and the label '* Routing'. The second column contains five radio button options: 'Notify Formal Investigator', 'Return to Medical Technician', 'Return to Wing JA', 'Return to Unit Commander', and 'Return to Medical Officer'. At the bottom of this section is a button labeled 'Action' and a 'Digitally Sign' button. At the very bottom of the interface are four buttons: 'Save', 'Print', 'Previous', and 'Next'.

Fig 195: Next Action Tab

Use this module to complete these actions:

- Routing
 - Forward to LOD Board
 - Notify Formal Investigator - * only available if formal elected
 - Return to Med Tech
 - Return to Medical Officer
 - Return to Unit/CC
 - Return to Wing JA
 - Complete - * will only be available for injury (Non-MVA, Death or Sexual Assault) with a finding of ILOD.
- Digital Signature

MPF

- A workflow is created following completion for MPF
- Member Tab – available for review
- Documents TAB
 - Used to printout completed forms (348 and 261)
 - Memorandums – 3 different completion letters
 - IO appointment letter - Formal Only
- Next Action Tab – Cannot be cleared until appropriate memorandum is generated

The Figure below shows the Home Page for an MPF that has properly logged into ALOD.



Fig 196: MPF Home Page

Follow the instructions for the Figure below to navigate to an LOD case in your queue



Fig 197: Initiate LOD Links

- Use either of the two green arrows to access the LOD cases in your queue.
- Use either of the two red arrows to start a new LOD.

Click on this link: [• Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).

LOD > My LODs					
Filter Results					
SSN:	<input type="text"/>	Name:	<input type="text"/>	Case Id:	<input type="text"/>
				Format:	-All- <input type="button" value="▼"/>
				Unit:	- All - <input type="button" value="▼"/>
					<input type="button" value="Search"/>
Case Id	SSN	Name	Unit	Date Received	Days
20090831-001	0002	RITA LATASHA BARTON	433rd Airlift Wing	08/31/2009	1

Fig 198: Search Results

The Module above has one LOD case for processing, if there are numerous results use the Filter section of the Module to isolate a single case.

Click on [20090831-001](#) to open the LOD case.

Member Tab

The screenshot shows a software interface titled 'Member' at the top. Below it is a 'Member Information' section containing five rows of data:

A	Name:	RITA LATASHA BARTON
B	Rank:	STAFF SERGEANT
C	DOB:	09/25/1957
D	Unit:	433rd Airlift Wing
E	Component:	Air Force Reserve

Below this is a large empty box with a yellow exclamation mark icon and the text 'No signature found'. At the bottom are three buttons: 'Print', 'Previous', and 'Next'.

Fig 199: Member Tab

The *Member Tab* is usually opened by default. Verify the information in these fields:

- A. Name
- B. Rank
- C. DOB
- D. Unit
- E. Component

Documents Tab

Click on the *Documents Tab* or the *Next* button to generate the Documents Module shown below.

The screenshot shows the 'Documents' tab selected in the top navigation bar. Below the navigation bar is a list of document types, each with a checkbox, a date, and a name. The document types are:

- 1 - AFRC Form 348 / DD Form 261
 - AFRC Form 348
 - DD Form 261
- 2 - Memorandum
- 3 . Military Medical Documentation
- 4 . Civilian Medical Documentation
- 5 . Labs
- 6 . Radiology And Imaging
- 7 . Studies
- 8 . Specialty Consults
- 9 . Proof Of Military Status
 - proof 08/04/2009 KIRKELLEY
- 10 . Members Statement
- 11 . Maps
 - maps 08/05/2009 ELLFLOYD
- 12 . Accident Report
 - report 08/03/2009 ELLFLOYD
- 13 . Autopsy Report Death Certificate
 - autopsy 08/31/2009 HOWMISTI

At the bottom of the page, there are buttons for 'Save', 'Print', 'Previous', and 'Next'. The footer contains the generation time, privacy notice, and a disclaimer about monitoring.

Fig 200: Documents Tab

Use the *Documents* Module to:

- Print out completed forms 348 and 261
- Generate memorandums – 3 different completion letters
- Generate an IO appointment letter - Formal Only

Click on to record changes to into ALOD.

Process Completed Cases

The formal LOD case is now moved to the Completed Cases Module. From the MPF Home Page this case will be represented in the Process Completed Cases Link, see below.

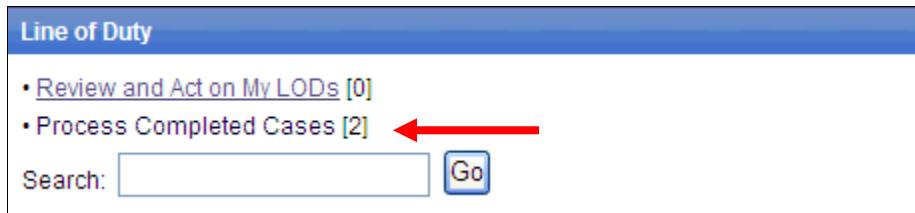


Fig 201: Completed Cases Link

Click on the link indicated above to generate the Module shown below.

A screenshot of the "Process Completed Cases" module. At the top, there is a "Filter Results" section with fields for SSN, Name, Case Id, Formal status, and Unit. Below this is a "Search" button. The main area displays a table of completed cases:

Case Id	SSN	Name	Unit	Status	Days Completed
20090817-001	0001	LATISHA ANNETTE SALINAS	301st Fighter Wing (FBMF)	Complete	17
20090817-004	0003	ANNETTE KELVIN GLOVER	301st Fighter Wing (FBMF)	Complete	10

Fig 202: Process Completed Cases

In the Process Completed Cases Module the two cases referred to in the Home Page Link are displayed. Select a Case ID, [20090817-004](#) for example, and click on it. See below.

Member Tab (Post Completion)

Post Completeion

A Member Informed :

B Member Memo Created: No

Member Information

A	Name:	ANNETTE KELVIN GLOVER
B	Rank:	FIRST LIEUTENANT
C	DOB:	11/07/1984
D	Unit:	301st Fighter Wing
E	Component:	Air Force Reserve

Temporarily unable to verify signature

Print **Previous** **Next**

Fig 203: Member Tab (Post Completion)

The *Member Tab* in the above module has an additional section that the *Member Tab* in the initial processing doesn't have. This is the *Post Completion* Section. Complete this section as follows:

- A. Member Informed: check box if “yes”
- B. Member Memo Created:

Verify the information in the Member Information Section

Member Information

A	Name:	LATISHA ANNETTE SALINAS
B	Rank:	FIRST LIEUTENANT
C	DOB:	02/19/1961
D	Unit:	301st Fighter Wing
E	Component:	Air Force Reserve

Fig 204: Member Information

- A. Name
- B. Rank
- C. DOB

- D. Unit
- E. Component

Notice the system information designation *Complete*, in the toolbar at the top of the module, see below.

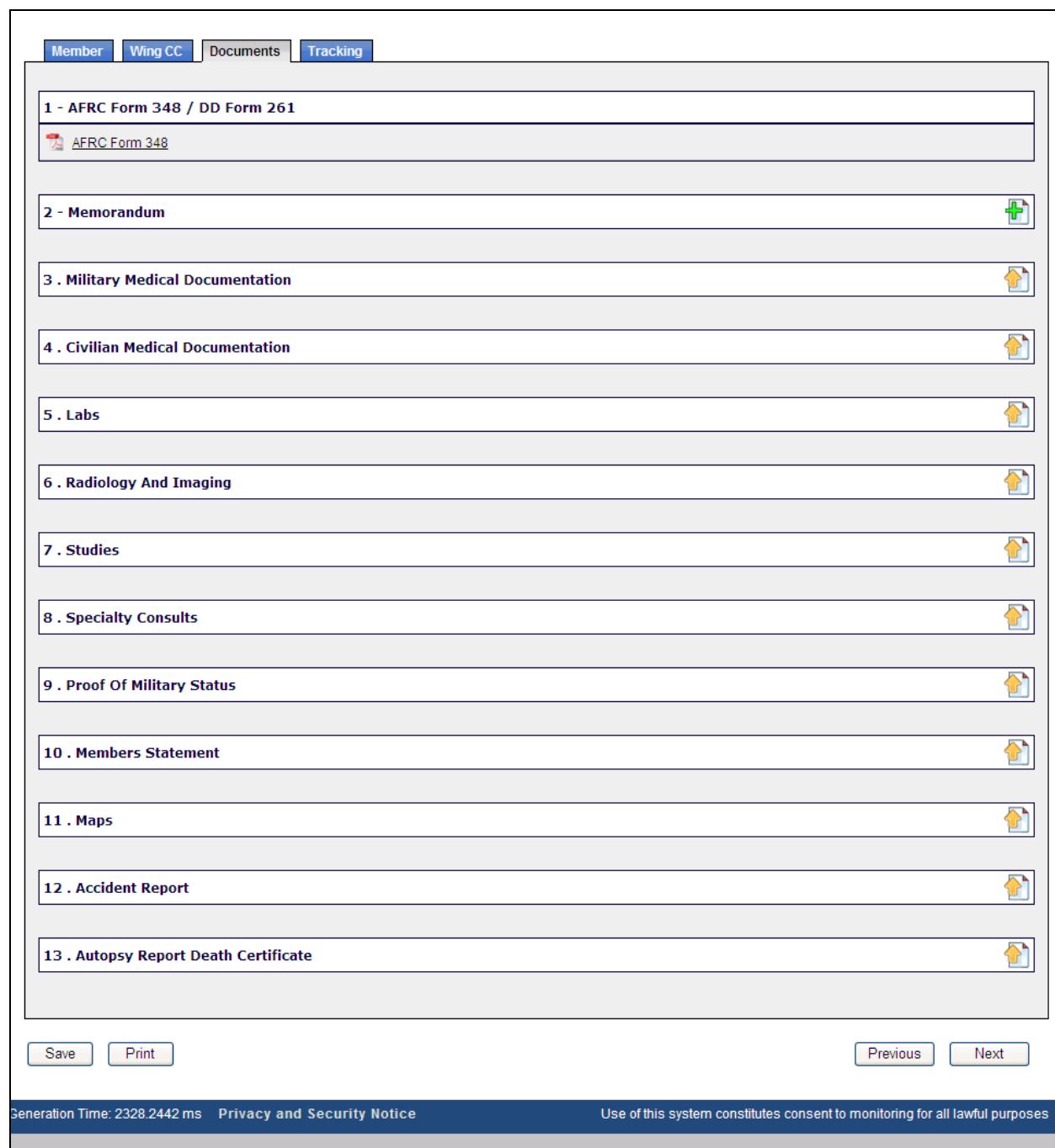
Case # 20090817-001	LATISHA ANNETTE SALINAS (0001)	Complete
<p>Click on the <i>Documents Tab</i> to navigate to the <i>Documents Module</i>, see below.</p>  <p>The screenshot shows a software interface for managing documents. At the top, there is a blue header bar with the case number 'Case # 20090817-001', the user name 'LATISHA ANNETTE SALINAS (0001)', and a status indicator 'Complete'. Below the header is a toolbar with four tabs: 'Member', 'Wing CC', 'Documents' (which is highlighted in blue), and 'Tracking'. The main area contains a list of 13 document categories, each with a small icon and an 'upload' button:</p> <ul style="list-style-type: none"> 1 - AFRC Form 348 / DD Form 261 (AFRC Form 348) 2 - Memorandum 3 . Military Medical Documentation 4 . Civilian Medical Documentation 5 . Labs 6 . Radiology And Imaging 7 . Studies 8 . Specialty Consults 9 . Proof Of Military Status 10 . Members Statement 11 . Maps 12 . Accident Report 13 . Autopsy Report Death Certificate <p>At the bottom of the interface are several buttons: 'Save', 'Print', 'Previous', 'Next', and a footer note about system monitoring.</p>		

Fig 205: Documents Tab

On line 2, *Memorandum*, in the *Documents* module click on the link on the right side of the line to process the necessary memorandum, see below.

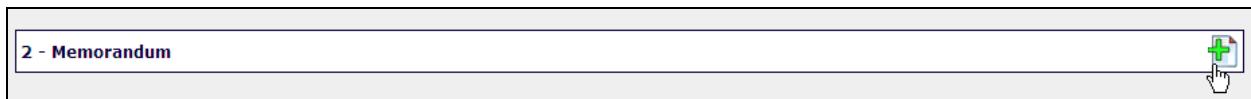


Fig 206: Memorandum Generator

Create LOD (NILOD) Determination

You are then directed to the Create LOD Determination (NILOD) module, see below.

L O D		Create LOD Determination (NILOD) Memorandum	
A	Date:	3 September 2009	
B	Memo:	MEMORANDUM FOR: LATISHA ANNETTE SALINAS FROM: SUBJECT: Notification of Finding of Not in Line of Duty Determination under AF 36-2910 This letter serves to notify you that , Approving Authority under AFI 36-2910, has determined that your Burn of upper limb, except wrist and hand occurred "". This determination was reached after review of a formal investigation of the circumstances of your injury or disease. This determination can be reconsidered only if you notify remy lebeau, in writing, of new and significant evidence that indicates a likelihood of error in the determination. Such a request for reconsideration must be made within 45 days of receipt of this notification. {SIGNATURE_BLOCK}	
C	Signature Block:		
D	Attachments:	Attachments: Copy of Case File	
E	Action	<input type="button" value="Save and Close"/> <input type="button" value="Cancel"/>	

Fig 207: Create Memorandum Module

Complete these fields in the module above:

- A. Date
- B. Memo
- C. Signature Block
- D. Attachments
- E. Action: click on **Save and Close** to record actions to ALOD.

Investigation Officer

- Member, Medical, Unit, Wing JA and Documents Tab available for review.
- Investigation Tab
 - Report Date and Type of Investigation (Disease, Injury, Death MVA)
 - Member status information
 - Other personnel involved
 - Basis for Finding
 - Findings
- Next Action Tab – Forward to Wing JA
- Digitally Sign
- Documents Tab
 - Formal Cases will not move beyond Wing JA without member's statement
– Validation Error

The Figure below shows the Home Page for the *Investigating Officer* that has properly logged into ALOD.



Fig 208: IO Home Page

Follow the instructions for the Figure below to navigate to an LOD case in your queue



Fig 209: Search for LOD Case

- Use either of the Links indicated by the two green arrows to locate an LOD case.
- Use the red arrow to locate and LOD case in your queue.

Click on this link: [• Review and Act on My LODs \[3\]](#) to review and act on LOD case(s).

The Figure below shows one search result. If there are numerous results, use the *Filter Results* section to isolate a case.

The screenshot shows a search interface titled "Filter Results". It includes fields for SSN, Name, Case Id, Format (set to "All"), Unit (set to "-- All --"), and a "Search" button. Below the search bar is a table with the following data:

Case Id	SSN	Name	Unit	Date Received	Days
20090831-001	0002	RITA LATASHA BARTON	433rd Airlift Wing	09/01/2009	0

Fig 210: Search Results

Click on [20090831-001](#) to open the LOD case. See below.

The screenshot shows the Member Tab interface. At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Investigation, Next Action, and Tracking. The "Member" tab is selected. Below the navigation bar is a section titled "Member Information" containing the following details:

A	Name:	RITA LATASHA BARTON
B	Rank:	STAFF SERGEANT
C	DOB:	09/25/1957
D	Unit:	433rd Airlift Wing
E	Component:	Air Force Reserve

At the bottom of the "Member Information" section, there is a message: "🔑 Temporarily unable to verify signature". Below the "Member Information" section are buttons for "Print", "Previous", and "Next".

Fig 211: Member Tab

Member Tab

Click on the Member Tab to open the Member Module, see the Figure above. Verify these fields in this Module:

- Name
- Rank
- DOB
- Unit
- Component

Medical Tab

Click on the *Medical Tab* or the *Next* button to navigate to the *Medical Module*, see below.

The screenshot shows a web-based application interface for the Medical Tab. At the top, there is a horizontal menu bar with several tabs: Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Investigation, Next Action, and Tracking. The 'Medical' tab is currently selected, indicated by a blue background and white text. Below the menu, a section titled '1 - Medical Section' is displayed. This section contains a list of fields, each with a letter identifier (A through L) and a corresponding input field or text area. Fields A through H are highlighted in red, indicating they are required. The fields and their values are:

- A *Member status: Active
- B *Nature of Incident: Injury-MVA
- C Diagnosis: Congenital anomalies of ear, face, and neck (ICD9: 751)
- D Diagnosis Text: hhhhhh
- E *Type of Medical Facility: Military
- F *Name and Location of initial treating facility: hhhhhh
- G *Date and Time of Initial Treatment: 08/02/2009 0000
- H *Details of Accident or History of Disease: (how, where, when)
hhhhh
- I Does this case involve death: Yes
- J Does this case involve a Motor Vehicle Accident (MVA): Yes
- K EPTS: No
- L Local Medical Opinion: hhhhh

Below the form, a message states: "Temporarily unable to verify signature". At the bottom of the page, there are links for 'Print', 'Previous', and 'Next'. The footer of the page includes generation time information ("Generation Time: 93.7548 ms"), privacy notices ("Privacy and Security Notice" and "Use of this system constitutes consent to monitoring for all lawful purposes"), and a copyright notice ("© 2009 Ministry of Defence").

Fig 212: Medical Tab

Fields in red are required. Verify these fields in the Medical Module:

- A. Member Status
- B. Nature of Incident
- C. Diagnosis
- D. Diagnosis Text
- E. Type of Medical Facility
- F. Name and Location of initial treating facility
- G. Date and Time of Initial treatment
- H. Details of Accident or History of Disease

- I. Does this case involve death
- J. Does this case involve a Motor Vehicle Accident
- K. EPTS
- L. Local Medical Opinion

Click on *Unit CC* or the *Next* button to navigate to the *Unit CC Module*, see below.

Unit CC Tab

The screenshot shows the 'Unit CC' tab selected in a top navigation bar. Below it is a section titled '1 - Unit Section' containing the following data:

A	Was member activated:	N
B	*Duty Status:	Travel to/from duty
C	Start Date:	N/A
D	End Date:	N/A
E	Other:	N/A
F	*Details Of Accident: (Who, What, Where, When)	hhhhh
G	*Recommended Finding:	Recommend Formal LOD Investigation

At the bottom right of the form area, there is a message: **⚠ Temporarily unable to verify signature**.

Below the form are three buttons: **Print**, **Previous**, and **Next**.

Fig 213: Unit CC Tab

Fields in red are required. Verify these fields in the module above:

- A. Was member activated
- B. Duty Status**
- C. Start Date
- D. End Date
- E. Other
- F. Details of Accident (Who, What, Where, When)**
- G. Recommended Finding**

Click on the *Wing JA* tab or the *Next* button to navigate to the *Wing JA Module*, see below.

Wing JA

1 - Informal Wing JA Review

Unit Commander Findings: Recommend Formal LOD Investigation

Decision: Concur with the action of Unit Commander

Findings:

Comments: hhhh

⚠ Temporarily unable to verify signature

2 - Formal Action by Wing JA

IO Findings: Not found

Decision:

Findings:

Comments

⚠ Temporarily unable to verify signature

Buttons: Save, Print, Previous, Next

Generation Time: 140.6322 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 214: Wing JA Tab

In the *Informal Wing JA Review* Section, review:

- Unit Commander Findings
- Decision
- Findings
- Comments

In the *Formal Action by Wing JA* Section, review:

- IO Findings
- Decision
- Findings
- Comments

Documents Tab

Click on the *Documents Tab* to navigate to the Documents Module, see below.

Document Type	File Name	Date	Author	Action Buttons
1 - AFRC Form 348 / DD Form 261	AFRC Form 348			
	DD Form 261			
2 - Memorandum	10 appointment	09/01/2009		
3 - Military Medical Documentation				
4 - Civilian Medical Documentation				
5 - Labs				
6 - Radiology And Imaging				
7 - Studies				
8 - Specialty Consults				
9 - Proof Of Military Status	10001	08/04/2009	KIRKELLEY	
10 - Members Statement			Required	
11 - Maps	maps	08/05/2009	ELLFOYD	
12 - Accident Report	inac1	08/03/2009	ELLFOYD	
13 - Autopsy Report Death Certificate	autops1	08/31/2009	HOWMISTI	

Save Print Previous Next

Generation Time: 1843.8444 ms Privacy and Security Notice Use of this system constitutes consent to monitoring for all lawful purposes

Fig 215: Documents Tab

Formal Cases will not move beyond Wing JA without member's statement, Line 10. Cases forwarded without the statement will generate a validation error.

Click on the *Investigation* Tab or the *Next* button to generate the *Investigation* Module, see below.

Home	Medical	D&D CC	Wing IV	Reg CC	Resources	Investigation	Helpdesk	Training	Logout	
1 - Performed Investigation										
A.	Report Date:	<input type="text"/>								
B.	Investigation of:	<input checked="" type="checkbox"/> Database <input type="checkbox"/> Mission <input type="checkbox"/> Training <input type="checkbox"/> Injury <input type="checkbox"/> Violent Mail <input type="checkbox"/> Injury Mail								
2 - Member Status										
A.	Regular or EAO:	<input checked="" type="checkbox"/>								
B.	Called or Ordered to AD:	<input checked="" type="checkbox"/> More than 20 days <input type="checkbox"/> Less than 20 days								
C.	Inactive Duty Training:	<input checked="" type="checkbox"/>								
D.	Short Tour of AD for Training:	<input checked="" type="checkbox"/>								
E.	*Initial Date and End:	<input type="text"/>								
F.	*Initial Date and Return:	<input type="text"/>								
3 - Other Personnel Involved With This Incident										
	Name:	Grade:	Investigation Role:							
A.	Other Personnel #1:	<input type="text"/>	<input checked="" type="checkbox"/>							
B.	Other Personnel #2:	<input type="text"/>	<input checked="" type="checkbox"/>							
C.	Other Personnel #3:	<input type="text"/>	<input checked="" type="checkbox"/>							
4 - Basis for Refusal (As determined by investigator)										
Circumstances:										
A.	*Title:	<input type="text"/>								
B.	*Initial Remarks:	<input type="text"/>								
C.	*Reason:	<input type="text"/>								
D.	*None Submitted:	<input type="text"/>								
Character Remaining: 250										
E.	Medical Diagnosis:	<input type="text"/>								
Character Remaining: 250										
F.	*Protect Fit (DUU):	<input checked="" type="checkbox"/>								
G.	*I Am:	<input checked="" type="checkbox"/> Work Authority <input type="checkbox"/> Without Authority								
H.	*Have Individual Household or *Has Individual Household *Served:	<input type="checkbox"/>								
I.	*Remarks:	<input type="text"/>								
Character Remaining: 250										
5 - Holdings										
A.	*Holding:	<input checked="" type="checkbox"/> In Line of Duty <input type="checkbox"/> EFTS - LOD Not Applicable <input type="checkbox"/> EFTS - Tenure Approved <input type="checkbox"/> Not in Line of Duty - NOT Due to Own Household <input type="checkbox"/> Not in Line of Duty - Due to Own Household								
6 - Investigating Officer										
A.	Name:	App. work								
B.	Grade:	DS								
C.	Branch of Service:	AFMC								
D.	Organization and Station:	133d BATT WING (P.M.)								
Temporarily unable to verify signature										
<input type="button" value="Save"/>					<input type="button" value="Next"/>					

Fig 216: Investigation Tab

The Investigation Module is composed of 6 sub sections, fields in red are required. Each sub section is illustrated here.

Section1- Formal Investigation

1 - Formal Investigation	
A	*Report Date: <input type="text"/>
B	*Investigation Of: <input type="radio"/> Disease <input type="radio"/> Illness <input type="radio"/> Death <input type="radio"/> Injury (non MVA) <input type="radio"/> Injury (MVA)

Fig 217: Section 1

- A. **Report Date:** use embedded calendar to select date of report
- B. **Investigation Of:** use radio buttons to select response

Section 2-Member Status

2 - Member Status	
A	Regular or EAD: <input type="radio"/>
B	Called or Ordered to AD: <input type="radio"/> More than 30 days <input type="radio"/> Less than 30 days
C	Inactive Duty Training: <input type="radio"/> <input type="text"/>
D	Short Tour of AD for Training: <input type="radio"/>
E	*Start Date and Hour: <input type="text"/> <input type="text"/>
F	*Finish Date and Hour: <input type="text"/> <input type="text"/>

Fig 218: Section 2

- A. Regular or EAD
- B. Called or Ordered to AD: use radio buttons to respond
- C. Inactive Duty Training
- D. Short Tour of AD for Training
- E. **Start Date and Hour:** use embedded calendar to select start date, write in hour
- F. **Finish Date and Hour:** use embedded calendar to select finish date, write in hour

Section 3-Other Personnel Involved with This Incident

3 - Other Personnel Involved With This Incident			
	Name	Grade	Investigation Made
A	Other Personnel #1: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
B	Other Personnel #2: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
C	Other Personnel #3: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Fig 219: Section 3

Fields A,B and C: enter name and select grade from drop-down menu of other personnel involved with this incident. Check the box if an investigation was made.

Section 4-Basis for Findings (as determined by Investigation)

Fig 220: Section 4

Fields in red are required.

Circumstances

- A. Date: use embedded calendar
 - B. Hour
 - C. Place
 - D. How Sustained
 - E. Medical Diagnosis
 - F. Present for Duty
 - G. If Absent
 - H. Was Intentional Misconduct or Neglect
 - I. Was Individual Mentally Sound
 - J. Remarks

Section 5-Findings

5 - Findings	
A	*Findings:
	<input type="radio"/> In Line of Duty <input type="radio"/> EPTS - LOD Not Applicable <input type="radio"/> EPTS - Service Aggravated <input type="radio"/> Not in Line of Duty - Not Due to Own Misconduct <input type="radio"/> Not in Line of Duty - Due to Own Misconduct

Fig 221: Section 5

Field in red required.

A. Findings: five responses available

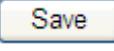
- In Line of Duty
- EPTS - LOD Not Applicable
- EPTS – Service Aggravated
- Not in Line of Duty – Not Due to Own Misconduct
- Not in Line of Duty – Due to Own Misconduct

Section 6-Investigating Officer

6 - Investigating Officer	
A	Name: less work
B	Grade: O3
C	Branch of Service: AFRC
D	Organization and Station: 433rd Airlift Wing (FLJ9)
 Temporarily unable to verify signature	

Fig 222: Section 6

- A. Name
- B. Grade
- C. Branch of Service
- D. Organization and Station

Click on  to record entries in ALOD.

Next Action Tab

Click on the *Next Action Tab* or the *Next* button to navigate to the *Next Action Module*. See below.

The screenshot shows the 'Next Action Tab' interface. At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Wing JA, Wing CC, Documents, Investigation, **Next Action**, and Tracking. Below the navigation bar, there is a 'Validation' section with a message: 'This case cannot be sent forward until it is complete with no validation errors.' Under the 'Investigation:' heading, a list of validation errors is displayed in red text:

- Report Date is required
- Type of Investigation not selected
- Duty Status not selected
- Finding Date is required.
- Circumstances Place not entered.
- How sustained not entered.
- Present for duty not selected.
- Remarks not entered..
- LOD Findings not selected.

Under the 'Documents:' heading, another validation error is listed:

- Members Statement document not found.

Below the validation section is a 'Next Action' section. It contains a table with one row. The first column has a value 'A'. The second column has a label '* Routing' and a radio button followed by the text 'Forward to Wing JA for formal action'. There is also a 'Save' and a 'Print' button at the bottom left, and 'Previous' and 'Next' buttons at the bottom right.

Fig 223: Next Action Tab

Validation: Validation errors will appear here if prerequisite fields are incorrectly filled out or if information is missing. In the example above, several validation errors exist.

Fields in **red** are required.

A. **Routing:** forwards action to *Wing JA* for formal action.

Action: click on **Digitally Sign** to provide electronic signature.

Wing SARC

- Non-medical Role
 - Has capability of Med Tech and Unit/CC
- Only utilizes system to initiate, review and receive completed LODs on sexual assault cases
- Only initiates LODs for restricted sexual assault cases that occurred within the reserve medical unit
 - The RMU initiates all other LODs
- Member, Medical, Unit and Document Tab
- Next Action Tab
 - Can only forward to LOD Board

The figure below shows the working section of the Home Page for the *Wing SARC* when logged onto ALOD.



Fig 224: Wing SARC Home Page



Fig 225: Locating Case(s)

Use the links pointed out by the red arrows to navigate to LOD cases. Click on this link:
• Review and Act on My LODs [3] to review and act on LOD case(s).

The module shown below contains member's cases ready for processing. Use the Search Criteria module to narrow results if needed.

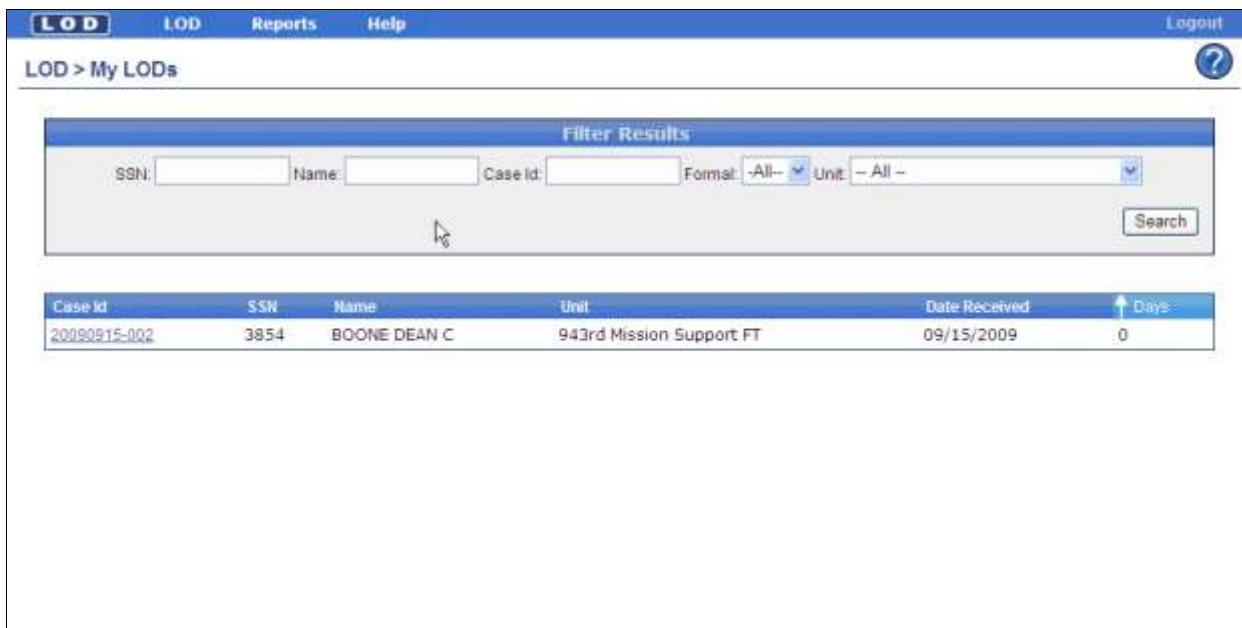


Fig 226: Search Results

Member Tab

Click on the Case ID [20090915-002](#) to navigate to the *Line of Duty* module, see below. By default the Member Tab is usually open when the *Line of Duty* module is accessed.

The screenshot shows the Member tab of the ALOD application. At the top, there are tabs: Member (selected), Medical, Unit CC, Documents, Next Action, and Tracking. Below the tabs, a section titled "Member Information" displays five fields labeled A through E:

- A: Name: SARAH BILLY MELTON
- B: Rank: STAFF SERGEANT
- C: DOB: 01/08/1955
- D: Unit: 943rd Rescue GP
- E: Component: Air Force Reserve

Below the information is a note: "No signature found". At the bottom left is a "Print" button, and at the bottom right are "Previous" and "Next" buttons.

Fig 227: Member Tab

Verify these fields in the *Member* Tab:

- Name
- Rank
- DOB
- Unit
- Component

Click on the *Medical* Tab or the *Next* button, the module shown below is generated.

The screenshot shows the Medical tab of the ALOD application. At the top, there are tabs: Member, Medical (selected), Unit CC, Documents, Next Action, and Tracking. Below the tabs, a section titled "1 - Medical Section" contains several input fields:

- A: *Member status: dropdown menu
- B: *Nature of Incident: dropdown menu
- C: Diagnosis: dropdown menu with options: "Select ICD Heading", "Select ICD Category", and "Select ICD Code".
- D: Diagnosis Text: text area with character count indicator: "Characters Remaining: 500".
- E: *Type of Medical Facility: dropdown menu
- F: *Name and Location of initial treating facility: dropdown menu with character count indicator: "Characters Remaining: 200".
- G: *Date and Time of Initial Treatment: date/time picker
- H: *Details of Accident or History of Disease: (how, where, when) text area with character count indicator: "Characters Remaining: 200".
- I: Does this case involve death?: radio buttons for Yes or No.
- J: Does this case involve a Motor Vehicle Accident (MVA)?: radio buttons for Yes or No.

At the bottom left are "Save" and "Print" buttons, and at the bottom right are "Previous" and "Next" buttons. A footer bar at the bottom includes: "Generation Time: 140.6322 ms · Privacy and Security Notice · Use of this system constitutes consent to monitoring for all lawful purposes".

Fig 228: Medical Tab

Fields in the *Medical* Tab in red are required. Verify these fields:

- A. Member Status
- B. Nature of Incident
- C. Diagnosis: select from the drop-down menu of ICD-9 listings, see below.

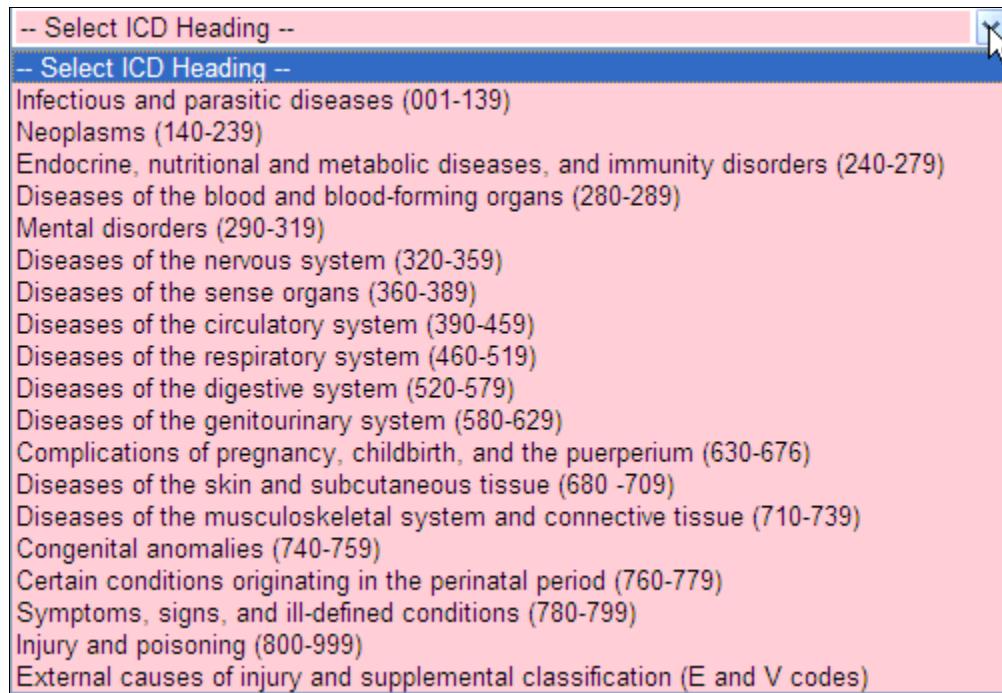


Fig 229: ICD-9 Menu

- D. Diagnosis Text: use text for description
- E. Type of Medical Facility: select *Military* or *Civilian* from the drop-down menu
- F. Name and Location of the Initial Treating Facility: use the text box to indicate
- G. Date and Time of Initial Treatment: use the imbedded calendar to indicate
- H. Details of Accident or History of Disease:
(how, where, when): use the text box to record details of incident
- I. Does this case involve death: use the radio buttons to select answer
- J. Does this case involve a Motor Vehicle Accident (MVA): use radio buttons to select answer

Click to record information to ALOD application.

Unit CC Tab

Click on the *Unit CC* tab or the *Next* button to navigate to the *Unit CC* module. See below.

The screenshot shows the 'Unit CC' tab selected in the top navigation bar. The form is divided into sections labeled A through G:

- A**: Was member activated? (radio buttons: Yes, No)
- B**: *Duty Status: (dropdown menu: -- Select --)
- C**: Start Date: (text input field with calendar icon)
- D**: End Date: (text input field with calendar icon)
- E**: Other: (text area)
- F**: *Details Of Accident: (Who, What, Where, When) (text area with character count: Characters Remaining: 730)
- G**: *Recommended Finding: (dropdown menu with red border)
 - In Line Of Duty (ILOD)
 - EPTS - LOD Not Applicable
 - EPTS - Service aggravated
 - Not ILOD - Due To Own Misconduct
 - Not ILOD - Not Due To Own Misconduct
 - Recommend Formal LOD Investigation

At the bottom, there are 'Save' and 'Print' buttons, and 'Previous' and 'Next' navigation buttons. The footer includes generation time information and a privacy notice.

Fig 230: Unit CC Tab

Fields in red are required. Verify the information in the following fields:

- Was member activated: use radio buttons to select answer
- Duty Status:** select response from drop-down menu, see below.

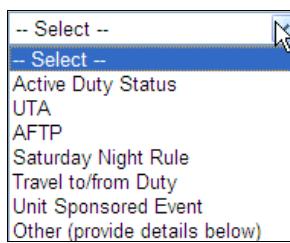
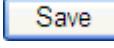
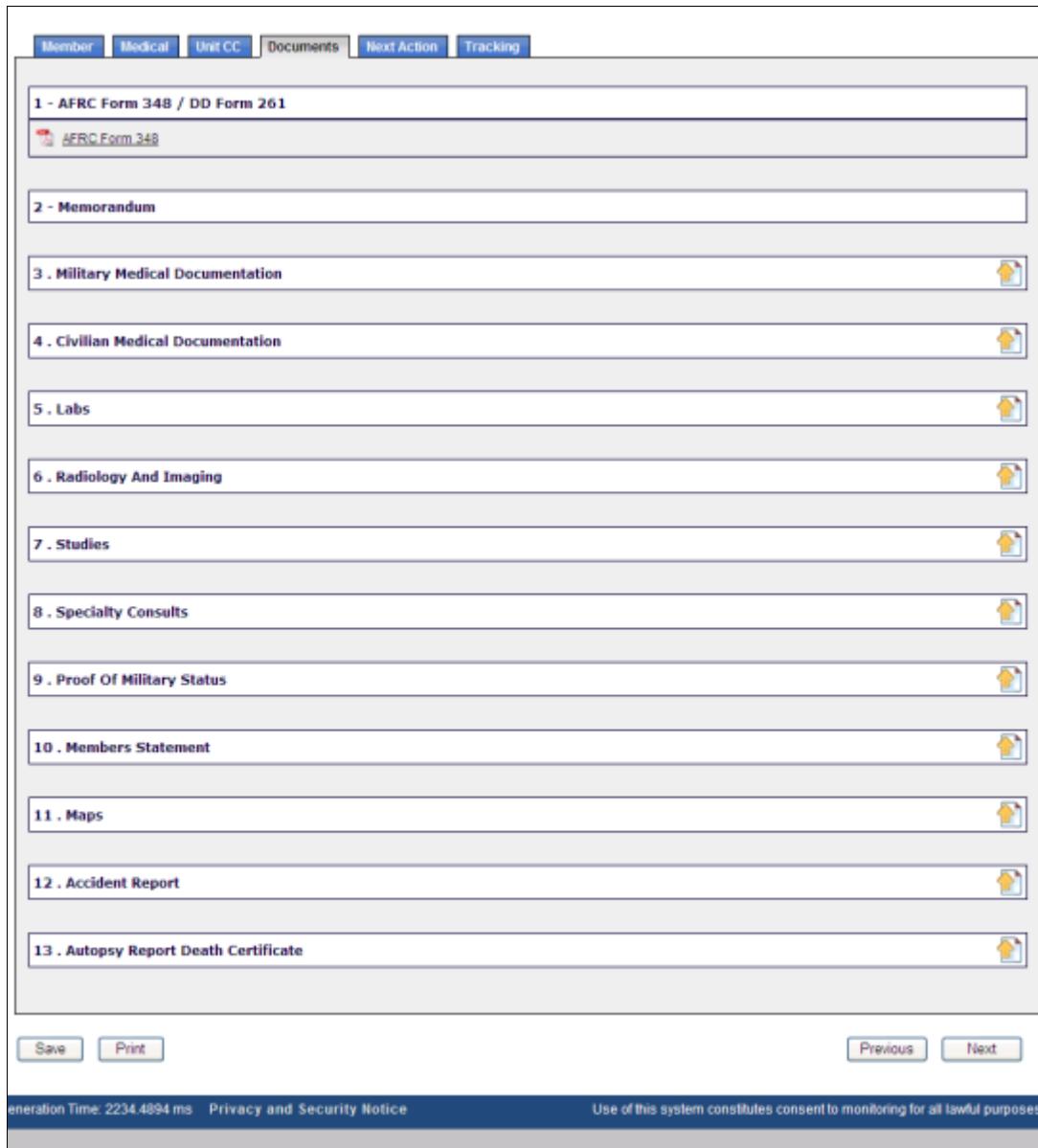


Fig 231: Duty Status Menu

- C. Start Date: use the imbedded calendar to generate a start date
- D. End Date: use the imbedded calendar to generate a start date
- E. Other:
- F. **Details Of Accident** (Who, What, Where, When): Use the text box to record this information
- G. **Recommended Finding**: use radio buttons to chose from six responses

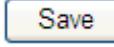
Click on  to record information to ALOD system.

Click on the *Documents* tab or the *Next* button to access the *Documents* Module, see below.



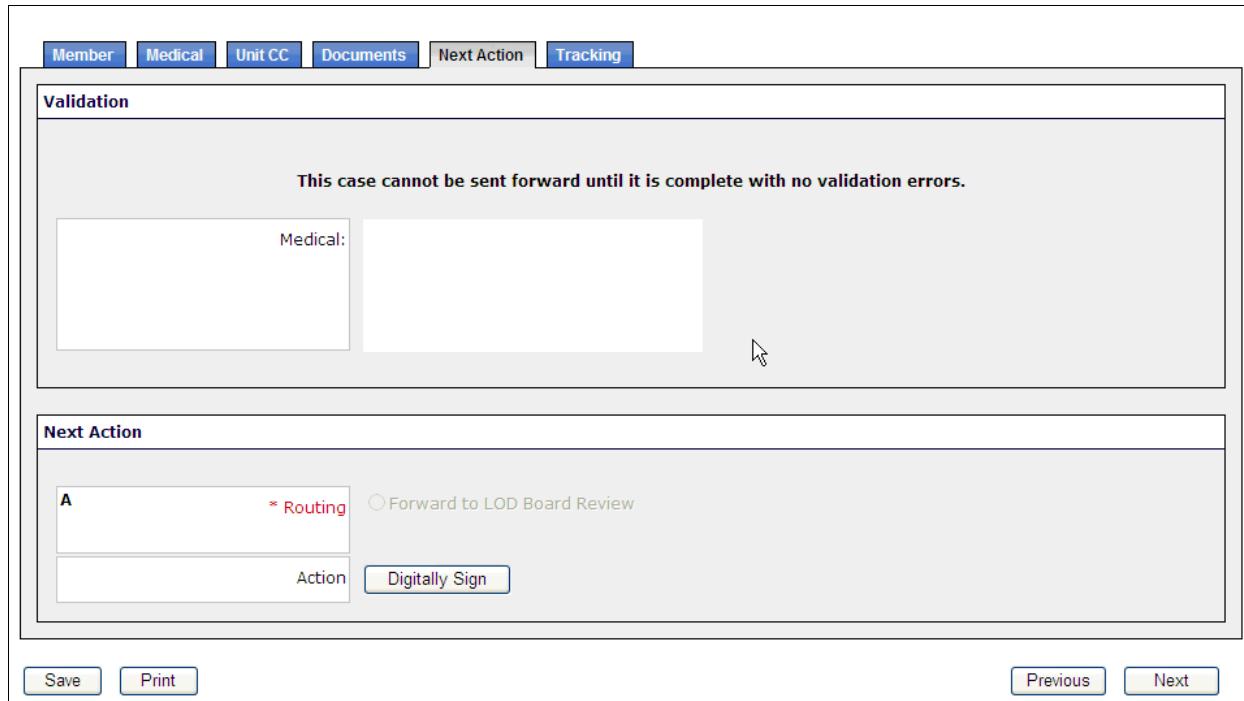
The screenshot shows the 'Documents' tab selected in the ALOD application. The interface is organized into several sections: a top navigation bar with tabs for Member, Medical, Unit CC, Documents (selected), Next Action, and Tracking; a main content area displaying a list of 13 document types, each with a small preview icon and a 'Save' button; and a footer with navigation buttons for Save, Print, Previous, and Next, along with a note about system monitoring.

Fig 232: Documents Tab

Click on  to record any document changes in this module.

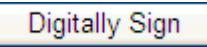
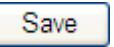
Next Action Tab

Click on the *Next Action Tab* to navigate to the *Next Action Module*, see below.



The screenshot shows the 'Next Action' tab interface. At the top, there is a navigation bar with tabs: Member, Medical, Unit CC, Documents, Next Action (which is selected and highlighted in blue), and Tracking. Below the navigation bar, there are two main sections: 'Validation' and 'Next Action'. The 'Validation' section contains a message: 'This case cannot be sent forward until it is complete with no validation errors.' Below this message is a 'Medical:' field, which is currently empty. The 'Next Action' section contains a table with one row. The first column of the table has the letter 'A' and is labeled '* Routing'. The second column contains two radio button options: 'Forward to LOD Board Review' (unchecked) and 'Forward to LOD Board Review' (checked). Below the table is a 'Digitally Sign' button. At the bottom of the page, there are 'Save' and 'Print' buttons on the left, and 'Previous' and 'Next' buttons on the right.

Fig 233: Next Action Tab

An incomplete or missing information will generate a validation error message in this module. The Wing SARC may forward this action to the LOD Review Board. Action: click on  to provide electronic signature. Click on  when finished.

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