

**AUTOMATED LINE OF DUTY
(ALOD)
Version 1.1.9
Application User Manual**



LESSONS LEARNED MODULE

This module is designed so that Senior Leadership can give direct feedback on any significant LOD findings from the LOD Board to the Wing level for educational purposes.

Only the following roles will be able to input information in this module:

- LOD Board Technician
- LOD Board Medical
- LOD Board Legal
- Approving Authority

All “Lessons Learned” will be available to the Wing level upon completion of the case. At that time they will be able to go back to a specified case and read what the LOD Board and/or Approving Authority has mentioned to improve the processing of similar cases in the future.

Upon completion of a case with “Lessons Learned” provided, all wing level users listed on the tracking tab on that specific case will get an email notification stating that there are “Lessons Learned” posted on that case for your viewing.

When you pull that case up in ALOD, you will see a “Lessons Learned” tab.

[Line Of Duty > Member](#) ?

Case # 20101221-001	CROSBY BONNIE R (0460)	Complete										
												
Member Medical Unit CC Wing JA Wing CC Documents Investigation Lessons Learned Tracking												
Post Completion <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">A</td> <td style="width: 90%;">Member Informed : No</td> </tr> <tr> <td>B</td> <td>Member Memo Created: No</td> </tr> </table>			A	Member Informed : No	B	Member Memo Created: No						
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Member Information <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">A</td> <td>Name: CROSBY BONNIE R</td> </tr> <tr> <td>B</td> <td>Rank: UNKNOWN</td> </tr> <tr> <td>C</td> <td>DOB: 07/30/1980</td> </tr> <tr> <td>D</td> <td>Unit: 301st Fighter Wing</td> </tr> <tr> <td>E</td> <td>Component: Air Force Reserve</td> </tr> </table>			A	Name: CROSBY BONNIE R	B	Rank: UNKNOWN	C	DOB: 07/30/1980	D	Unit: 301st Fighter Wing	E	Component: Air Force Reserve
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Member Case History <p style="text-align: center;">No other cases found</p>												

Click on the “Lessons Learned” tab to see the notes left:

Line Of Duty > Lessons Learned



Case # 20101221-001 CROSBY BONNIE R (0460) Complete

Member Medical Unit CC Wing JA Wing CC Documents Investigation Lessons Learned Tracking

Board Lessons Learned

Newest On Top

May 14 2012 1548 COL Stewart, Jimmy
Aprroving Authority Lessons Learned

May 14 2012 1550 AMN Nowell, Bradley
board tech lessons learned

May 14 2012 1551 COL Will, Smith
Board Med Lessons Learned 2

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REINVESTIGATION REQUEST WORKFLOW

This module will automate the process from the time currently when the case is closed not in favor of the member to the point where the Wing CC reinvestigates via ALOD. The new workflow will start at the MPF to request reinvestigation (letter) and route to the Wing Commander and LOD Board (if needed).

If the Wing Commander says “yes”, the reinvestigation process is the same as now. The reinvestigation case will be initiated by ALOD and located in the Medical Technician’s queue. If the Wing commander says “no”, the case is routed to the LOD Board as a recommend for denial from the Wing Commander.

The LOD Board will make their recommendations on the reinvestigation request. The request will then flow to the Approving Authority, who has the final approving authority. If the Approving Authority approves the request, the reinvestigation case will be initiated by ALOD and located in the Medical Technician’s queue. If the Approving Authority denies the request, no reinvestigation will be allowed by ALOD.

The following roles will participate in this workflow:

- MPF
- Wing JA (optional)
- Wing CC
- LOD Board Technician
- LOD Board Medical
- LOD Board Legal
- Approving Authority

New Queue:

Line of Duty

- [Review and Act on My LODs \[1\]](#)
- [Process Completed Cases \[10\]](#)
- [LOD Reinvestigation Requests \[0\]](#)

Search: Go

Workflow Steps:

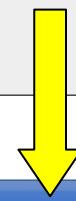
1. MPF searches for the member’s completed case using the “LOD Disposition Report”. When the case is returned in the report results, there is a link that says request reinvestigation.

Reports > LOD Disposition Report



1 - Report Options

A	Select Unit:	301 FIGHTER WING (FBMF) <input type="button" value="▼"/>
B	Include subordinate units:	<input checked="" type="checkbox"/>
C	Begin Date:	01/01/2011 <input type="button" value="▼"/>
D	End Date:	01/01/2012 <input type="button" value="▼"/>
E	SSN:	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?	Last Name <input type="button" value="▼"/>
H	Action:	<input type="button" value="Run Report"/>



Case Id	SSN	Birth Month	Name	Unit	Print
20110323-002	0004	July	CROSBY BONNIE R	301st Fighter Wing	Reinvestigation Request
20111026-001	0004	July	CROSBY BONNIE R	301st Fighter Wing	Reinvestigation Request
20110323-001	0001	July	GAMBLE MICKEY H	301st Fighter Wing	Reinvestigation Request
20110321-001	0001	December	RUBIO AMY S	301st Fighter Wing	Reinvestigation Request

2. MPF will be brought to the request details page. It will look similar to the LOD Case details page.

Reinvestigation Request > RR Member



Case # 20110323-002-RR	CROSBY BONNIE R (0004)	Reinvestigation Request Initiated																																																														
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3. There are required documents at the MPF step that must be uploaded prior to pushing the request forward.
 - a. Member's Request for Reinvestigation Letter
 - b. New Supporting Documentation
4. The MPF will have two routing options:
 - a. Forward to Wing CC
 - b. Forward to Wing JA (not mandatory)

Reinvestigation Request > RR Next Action ?

This page contains **Protected Health Information**. Do not disclose without proper approval

Case # 20110323-002-RR CROSBY BONNIE R (0004) Reinvestigation Request Initiated

RR Member **RR Documents** **RR Next Action** **RR Tracking**

Validation

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

Documents: • Member Request for Reinvestigation document not found.
• Reinvestigation Supporting Docs document not found.

Next Action

A * Routing
 Forward to Wing CC
 Forward to Wing JA

Action

5. If sent to the Wing JA, there will be a Reinvestigation Request in their queue.



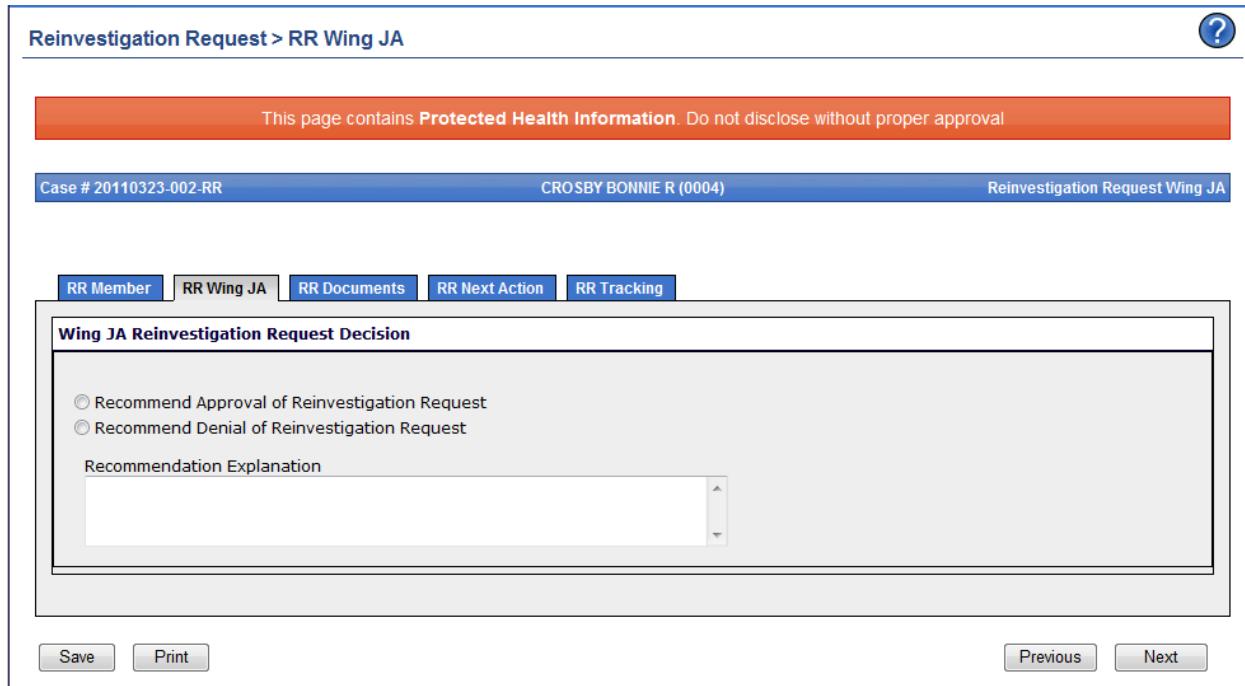
My Reinvestigation Requests:

Case Id	SSN	Name	Unit	Date Received	Days	Status
20110323-002-RR	0004	CROSBY BONNIE R	301st Fighter Wing	05/21/2012	0	Reinvestigation Request Wing JA

Completed Requests/Admin View:

Case Id	SSN	Name	Unit	Date Received	Days	Status
20101221-002-RR	0001	RUBIO AMY S	301st Fighter Wing	05/07/2012	14	Reinvestigation Request Approved
20101221-004-RR	0001	GAMBLE MICKEY H	301st Fighter Wing	05/07/2012	14	Reinvestigation Request Approved
20101221-003-RR	0004	CROSBY BONNIE R	301st Fighter Wing	05/07/2012	14	Reinvestigation Request Denied
20100414-001-RR	0001	SALINAS LATISHA A	301st Fighter Wing	05/10/2012	11	Reinvestigation Request Denied
20110321-001-RR	0001	RUBIO AMY S	301st Fighter Wing	05/16/2012	5	Reinvestigation Request Approved
20111026-001-RR	0004	CROSBY BONNIE R	301st Fighter Wing	05/16/2012	5	Reinvestigation Request Denied

6. The Wing JA will recommend approval or denial of the Reinvestigation Request. There is no required documentation.



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Case # 20110323-002-RR CROSBY BONNIE R (0004) Reinvestigation Request Wing JA

Wing JA Reinvestigation Request Decision

Recommend Approval of Reinvestigation Request
 Recommend Denial of Reinvestigation Request

Recommendation Explanation

Save Print Previous Next

7. The Wing JA will have two routing options:
- Forward to Wing CC
 - Return to MPF

8. The Wing CC will decide to approve or deny the Reinvestigation Request

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Case # 20110323-002-RR CROSBY BONNIE R (0004) Reinvestigation Request Wing CC

RR Member RR Wing JA **RR Wing CC** RR Documents RR Next Action RR Tracking

Wing CC Reinvestigation Request Decision

Approve Reinvestigation Request
 Recommend Denial of Reinvestigation Request

Decision Explanation

Save Print Previous Next

If the Wing CC approves the Reinvestigation Request, the reinvestigation LOD will show up in the Med Technician's queue to begin processing.

If the Wing CC denies the Reinvestigation Request, the request must go through the LOD Board for a decision.

If the Approving Authority approves the Reinvestigation Request, the reinvestigation LOD will show up in the Med Technician's queue to begin processing.

If the Approving Authority denies the Reinvestigation Request, there will be no reinvestigation LOD. Notification will be sent to the MPF.