

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



LOD WORKFLOW - UNIT LEVEL COMMENTS

Member
Medical
Wing CC
Documents
Comments
Tracking

Unit Comments
☒ Newest On Top

Board Comments

Mar 29 2013 1058	Second Lieutenant Cantrell, Jerry
Board Medical comments	
Mar 29 2013 1057	Tech Sergeant Kennedy, Bobbi
Board Technician comments	

Unit Comments

Mar 29 2013 1056	Lieutenant Colonel Johnson, Michael
Wing CC comments	
Mar 29 2013 1056	Major katt, tom
Wing JA comments	
Mar 29 2013 1052	Captain stratham, jason
Unit Commander's comments	
Mar 29 2013 1051	Captain America, Captain
Med Officer's comments	
Mar 29 2013 1048	First Lieutenant smith, captain
Med Tech's comments	

Edit
Delete





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

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

LOD WORKFLOW - UNIT COMMANDER EMAILS

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

LOD WORKFLOW – REQUIRED DOCUMENTS

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

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

LOD WORKFLOW – 348/261 MODIFICATIONS

20130213-004

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

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

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

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

LOD WORKFLOW

Member	Medical	Documents	Comments	Next Action	Tracking
1 - Medical Section					
A	*Member status:	<input style="width: 100%;" type="text"/>			
B	*Diagnosis:	<div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">-- Select ICD Heading --</div> <div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">-- Select ICD category --</div> <div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">-- Select ICD Code --</div>			
C	*Nature of Incident:	<div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">-- Select Incident Code --</div>			

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

Member	Medical	Documents	Comments	Next Action	Tracking
1 - Medical Section					
A	*Member status:	<input style="width: 100%;" type="text"/>			
B	*Diagnosis:	<div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">Injury and poisoning (800-999)</div> <div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">Injury to nerves and spinal cord (950-957)</div> <div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">Injury to other cranial nerve(s) - 951</div>			
C	*Nature of Incident:	<div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">-- Select Incident Code --</div>			
D	*Diagnosis Text:	<div style="background-color: #d1ecf1; padding: 2px; border: 1px solid #bee5eb;"> -- Select Incident Code -- Injury Injury MVA Death </div>			

Member	Medical	Documents	Comments	Next Action	Tracking
1 - Medical Section					
A	*Member status:	<input style="width: 100%;" type="text"/>			
B	*Diagnosis:	<div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">Infectious and parasitic diseases (001-139)</div> <div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">Tuberculosis (010-018)</div> <div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">Tuberculosis of meninges and central nervous system - 013</div>			
C	*Nature of Incident:	<div style="background-color: #f8d7da; padding: 2px; border: 1px solid #f5c6cb;">-- Select Incident Code --</div>			
D	*Diagnosis Text:	<div style="background-color: #d1ecf1; padding: 2px; border: 1px solid #bee5eb;"> -- Select Incident Code -- Disease Death </div>			

REPORTS – AD HOC REPORT

Reports > Ad-Hoc Reporting

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

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

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

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

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

MANAGE USERS


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

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

Some helpful tips:

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