



Department of the Army
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, STE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

06 FEB 2025

ATZT-CS (600-8-4a)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for Line of Duty Processing at Fort Leonard Wood

1. References.

a. Army Regulation (AR) 600-8-4, Line of Duty Policy, Procedures, and Investigations, 12 November 2020.

b. TRADOC Regulation (TR), Enlisted Initial Entry Training Policies and Administration, 8 December 2022.

2. Purpose. To establish command guidance on the initiation and processing of line of duty investigations, other than for sexual assault.¹ This memorandum supplements AR 600-8-4 and TR 350-6.

3. Applicability. This Memorandum of Instruction (MOI) applies to all Fort Leonard Wood personnel.

4. Initiation of Line of Duty Investigations.

a. Initiation Criteria.

(1) AR 600-8-4, paragraph 2-2a requires line of duty investigations for injuries, illnesses, or diseases only if the following requirements are met: (1) the Soldier experiences a loss of duty time for a period of more than 24 hours, and (2.a) the injury, illness, or disease is of lasting significance (determined by a physician, physician assistant, or nurse practitioner); or (2.b) there is a likelihood that the injury, illness, or disease will result in a permanent disability; or (3.b) for Reserve and National Guard Soldiers only, the Soldier requires follow-on care for an injury, illness, or disease incurred during a period of active duty. If the above two requirements are not met, then the DA Form 2173 should not be completed for an injury, illness, or disease. Examples of cases where a line of duty is not required include a sprain, contusion, or minor fracture where no follow-on care is required. In accordance with AR 600-8-4, paragraph 2-2c, a line of duty investigation is generally not required if the injuries were (1) clearly

¹ See Army Directive 2022-04 for the policy for processing sexual assault line of duty requests.

ATZT-CS (600-8-4a)

SUBJECT: Memorandum of Instruction for Line of Duty Processing at Fort Leonard Wood

incurred as a result of enemy action or attack by terrorists or (2) incurred as a passenger in a common commercial carrier or military aircraft or vehicle.²

b. Responsibility for Initiating Line of Duty Investigations.

(1) If a medical provider (GLWACH or TRADOC Organic Medical Support) determines that requirements in paragraph 4a have, or will be met, they will contact the company commander to determine if the command wants to initiate a line of duty investigation.

(2) If a company commander believes that the requirements in paragraph 4a have been met, they will contact their TRADOC Organic Medical Support provider or the Soldier's primary care manager to determine whether initiation of a line of duty investigation is appropriate.

(3) Upon request by the company commander, the medical provider will promptly complete Section I of the DA 2173 and forward it to the company commander. The medical provider will include a description in addition to the ICD-10 Code so subsequent reviewers do not need to research what the ICD-10 Code is for.

c. Timeline. All line of duty investigations must be initiated within 5 calendar days of the discovery of the injury, illness, disease, or death by the unit commander or medical provider. An informal line of duty investigation is initiated once Section I of the DA 2173 is completed. A formal line of duty investigation is initiated when the DA 2173 is completed and the appointing authority appoints an investigating officer.

d. Informal versus Formal Line of Duty Investigations.

(1) Once the appropriate commander, in consultation with a medical provider, determines that a line of duty investigation is warranted, the command must decide whether to conduct a formal or informal line of duty investigation.

(2) AR 600-8-4, paragraph 2-2d(2), requires the command to conduct a formal line of duty investigation in following circumstances:

(a) Injury, illness, disease, or death that occurs under strange or doubtful

² For cases involving death due to natural causes; injuries clearly incurred as a result of enemy action or attack by terrorists; or injuries or death as a passenger in a common commercial carrier or military aircraft or vehicle, work with the Fort Leonard Wood Administrative Law Division and the Casualty Assistance Center to obtain a "Presumptive In Line of Duty" (PILD) determination from U.S. Army Human Resources Command. A DA 2713 is not required. Promptly forward documentation of these circumstances to the Administrative Law Division and the Casualty Assistance Center.

ATZT-CS (600-8-4a)

SUBJECT: Memorandum of Instruction for Line of Duty Processing at Fort Leonard Wood

circumstances or is apparently due to intentional misconduct or gross negligence.

(b) Injury, illness, or death involving the use of alcohol or other drugs.

(c) Self-inflicted injuries or suspected suicide.

(d) Injury, illness, or death incurred while AWOL.

(e) Injury or death occurs while an individual was enroute to final acceptance in the Army.

(f) When a USAR or ARNG Soldier serving on orders for less than 30 days who becomes disabled due to injury, illness, disease, or death.

(g) When directed by higher authority (U. S. Army Human Resources Command, approval authority, or appointing authority).

(h) Conditions that the MTF commander or other medical provider determine Existed Prior to Service (EPTS).

(i) Injury or death of a USAR or ARNG Soldier while traveling to or from authorized training or duty.

(j) Death of a USAR or ARNG Soldier while participating in authorized training or duty.

(k) Under any circumstances the commander believes should be fully investigated.

(3) An informal line of duty may be conducted for all other cases that do not require a formal line of duty investigation under AR 600-8-4, paragraph 2-2d(2).

5. Line of Duty Investigation Process.

a. Formal Investigations.

(1) If a company commander marks "YES" on block 37 of the DA 2173, "FORMAL LINE OF DUTY INVESTIGATION REQUIRED," the DA 2173 and all available supporting documents relating to the injury, illness, disease, or death will be promptly forwarded to the brigade commander. If the brigade commander concurs a formal line of duty investigation should be conducted, they will cause the case file to be forwarded to the Administrative Law Division at usarmy.leonardwood.mscoe.list.ad-

ATZT-CS (600-8-4a)

SUBJECT: Memorandum of Instruction for Line of Duty Processing at Fort Leonard Wood

law@army.mil. The Administrative Law Division will draft an appointment memorandum and forward it to the commanding general for approval (for cases of suspected suicide) or return it to the brigade commander for approval (for all other cases) If the brigade commander appoints a formal line of duty investigation, he or she will ensure a signed copy of the memorandum of appointment is forwarded to the investigating officer and the Administrative Law Division at usarmy.leonardwood.mscoe.list.ad-law@army.mil.

(2) The investigating officer will conduct the investigation in accordance with AR 600-8-4, chapter 3 and the Administrative Law Division will provide legal support. The investigating officer will provide the report of investigation to his or her legal advisor. If the investigation is legally sufficient, the Administrative Law Division will provide the report and the legal review to the appointing and approving authority for action.

b. Informal Investigations.

(1) If a company commander does not believe a formal line of duty investigation is warranted, they will conduct an informal line of duty investigation. The company commander will collect evidence as described in AR 600-8-4, paragraph 3-3 and include the documents described in AR 600-8-4, paragraph 3-5. The investigation will include all documents and information listed in Enclosure 1.

(2) Informal investigations should be completed within 60 days of the discovery of the injury, illness, disease, or death. If the company commander signs block 39 more than 60 days from the date of discovery, he or she will include the reasons the report is late in the remarks section of DA Form 2173.

(3) When the investigation is complete, it will be forwarded to the brigade S-1 section. If the brigade S-1 section determines the investigation is accurate and complete, the brigade S-1 section will forward the investigation to the Administrative Law Division at usarmy.leonardwood.mscoe.list.ad-law@army.mil to obtain a legal review. The Administrative Law Division will complete a written legal review and return it to the brigade S-1 section.

c. Advisement of Rights. Prior to requesting a statement regarding the origin, incurrence, or aggravation of an injury, illness, or disease, a Soldier must be advised of his or her rights in writing (see Enclosure 2). The Soldier must read and sign acknowledging that they understand their rights.

d. Collection of Military Medical Records. If an investigating officer or unit commander has reason to believe a Soldier who is the subject of a line of duty investigation has received medical treatment and the records are available from

ATZT-CS (600-8-4a)

SUBJECT: Memorandum of Instruction for Line of Duty Processing at Fort Leonard Wood

General Leonard Wood Army Community Hospital, they will request those records from the Patient Administration Division in accordance with Enclosure 3.

e. In accordance with TRADOC 350-6, paragraph 3-6, line of duty investigations must be complete prior to transfer or REFRAD of injured enlisted Soldiers. Brigade commanders can approve exceptions to this requirement on a case-by-case basis.

6. Final Processing.

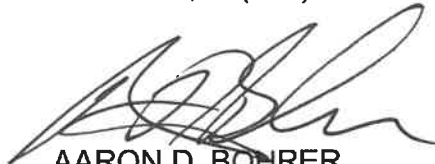
a. Informal Investigations. Brigade-level commanders will ensure all actions in AR 600-8-24, paragraph 3-6 as well as applicable procedures in AR 600-8-4 required for Reserve and National Guard Soldiers. Medical records, law enforcement records, and the legal review will not be uploaded into iPERMS.

b. Formal Investigations. Brigade commanders will take action on investigations and promptly forward the original report to the Administrative Law Division. The Administrative Law Division will forward the report to the Commanding General for action. After Commanding General action, the Administrative Law Division will forward the report to the brigade S-1 section for upload into iPERMS as required by AR 600-8-4, paragraph 1-14h or forward the report to the U.S. Army Human Resources Command as required by AR 600-8-4, paragraph 1-16.

7. Proponent. The Office of the Staff Judge Advocate is the proponent of this policy. The point of contact is the Chief, Administrative Law, at (573) 596-2118.

4 Encls

1. Informal Line of Duty Checklist
2. 10 USC 1219 Rights Warning
3. GLWACH Records
Request Procedure
4. BDE CDR Approval Template



AARON D. BOHRER
COL, GS
Chief of Staff

DISTRIBUTION:

All Schools, Brigades, Battalions
Companies, Detachments, Tenant Units
Directorates, General and Personal Staff Offices

INFORMAL LOD INVESTIGATION CHECKLIST

- Completed DA 2173
- Complete all blocks.
 - Include a description of the condition in Block 13 in addition to the ICD-10 code.
 - Block 18 and 19 cannot be marked "Unknown."
 - If block 20 is marked "Yes," a memorandum from a medical provider is required stating the injury, illness, or disease has been aggravated by military service. If not, a formal line of duty is required.
 - Blocks 36 must contain **detailed description** of the facts and circumstances in which the injury, illness, disease, or death occurred. The commander should describe any misconduct or negligence that was potentially the cause of the injury, illness, disease, or death.
 - Blocks 36 must describe the reason the report is late if block 39 will be signed more than 60 days from the discovery of the injury, illness, disease, or death.
 - Block 37 must be marked "NO" to complete an informal line of duty investigation. If block 37 is marked "Yes," the line of duty investigation must be processed as a formal line of duty investigation. Contact the Administrative Law Division at (573) 596-0626 or usarmy.leonardwood.mscoe.list.ad-law@army.mil before marking "YES" in Block 37.
- Medical documents (toxicology, emergency room records, and so forth) that show the diagnosis of the injury, illness, disease, or death described in Block 13. **MEDICAL RECORDS WILL NOT BE PUT INTO iPERMS.**
- Evidence of how the injury, illness, disease, or death occurred. Examples include:
- Detailed block 36 of the DD 2173
 - Statement from Soldier with 10 USC 1219 Rights Warning
 - Police Reports **LAW ENFORCEMENT RECORDS WILL NOT BE PUT INTO iPERMS.**
 - Serious Incident Report
 - Commander's Critical Informal Requirement Report
- Copy of the orders bringing the Soldier on Active Duty
- Combine all documents above in a single Portable Document File. It should not be in a Portfolio. The file should be labeled "Informal LOD – RANK LAST NAME FIRST NAME – BN SIZED UNIT". Example: "Informal LOD – PVT SNUFFY JOSEPH – 3-10 FA".*
- Legal Review. **THE LEGAL REVIEW WILL NOT BE PUT INTO iPERMS.**
- Brigade Commander Approval Memorandum. Must include:
- Diagnosis
 - Date of Injury
 - "REVIEWED FOR COMPLETENESS"
 - Whether the Brigade Commander concurs with the unit commander's finding that the injury, illness, disease, or death occurred in the line of duty

MEDICAL RECORDS, LAW ENFORCEMENT RECORDS, AND THE LEGAL REVIEW WILL NOT BE PUT INTO iPERMS.

Line of Duty 10 U.S.C. 1219 Rights Warning Procedure/Waiver Certificate

1. _____ is conducting a line of duty investigation in accordance with AR 600-8-4 and wanted to question me about the origin, incurrence, or aggravation of a disease or injury.
2. Before he/she asked me any questions, he/she advised me that: "A member of an armed force may not be required to sign a statement relating to the origin, incurrence, or aggravation of a disease or injury that (they) have. Any such statement against their interest, signed by a member, is invalid." (10 USC 1219).

INITIAL ONE:

[] I understand my rights as stated above. I am now willing to discuss the origin, incurrence, or aggravation of a disease or injury.

[] I do not want to be questioned or say anything.

Line of Duty Subject Signature: _____

Line of Duty Subject Printed Rank and Name: _____

Date: _____

GLWACH Records Request Procedure for Line of Duty (LOD) Investigations

1. Options for Requesting Records:

a. Option 1: Service Member

(1) The Service Member may come to General Leonard Wood Army Community Hospital (GLWACH), Release of Information Office (ROI), Room 163-01, and complete the authorization for disclosure, DD Form 2870.

(2) The Service Member will complete blocks 1-13 of the DD2870.

b. Option 2: Company Commander¹ or Investigating Officer

(1) Per AR 40-66, to initiate line of duty determinations, protected health information (PHI) may be released without the consent of the patient.

(2) The Company Commander or Investigating Officer may request medical documentation pertinent to the Service Members injury which requires a line of duty determination. Only medical documentation related to the specific injury may be released.

(3) The Company Commander will fill out a Request for Private Medical Information, DA FORM 4254, blocks 1-6, and provide a copy of their Assumption of Command Orders. The investigating officer will fill out a Request for Private Medical Information, DA Form 4254, blocks 1-6, and provide a copy of their Appointment Orders.

(4) The DA FORM 4254 may be filled out in person at the Release of Information Office, Room 163-01, or may be sent **encrypted via email** to: USARMY.LEONARDWOOD.MEDCOM-GLWACH.LIST.ROI@HEALTH.MIL.

(5) If sending via email, the sender will receive an email letting you know if it has been placed for processing or needs corrections. Once complete, the sender will be informed when it is ready for pick-up. These must be picked up in person by the Company Commander or Investigating Officer as we require a wet signature on the DA Form 4254.

****NOTE:** *The Patient Administration Division is currently working with the GLWACH Forms Committee to modify the form to allow for a digital signature for the Company Commander. Once the form allows for digital signature, the commander can digitally sign the form prior to sending it to the ROI distro box and the ROI team can drop off the request via DoD SAFE, rather than requiring the Commander to pick up the records in person and wet sign the form.*

3. Toxicology Reports. If a toxicology report is required, it must be requested from the Armed Forces Medical Examiner System. Please contact the GLWACH Medical Records Administrator, at USARMY.LEONARDWOOD.MEDCOM-GLWACH.LIST.ROI@HEALTH.MIL or 573-596-9459 for assistance.

4. Timeline: The ROI team can typically process requests related to line of duty investigations on the same day, or within 1 business day, however, processing can take up to 30 days (AR 40-66).

¹ A proper designee in accordance with AD 2020-13 can also accomplish this for the commander.



DEPARTMENT OF THE ARMY
UNIT
ADDRESS
FORT LEONARD WOOD, MISSOURI 65473

OFFICE SYMBOL (600-8-4a)

DATE

MEMORANDUM FOR Commander, United States Army Human Resources Command,
ATTN: Army Soldiers Records Branch (AHRC-PDR-R), 1600 Spearhead Division
Avenue, Department 420, Fort Knox, Kentucky 40121-5402

SUBJECT: Action on Line of Duty Investigation for SOLDIER RANK NAME, UNIT, Fort
Leonard Wood, MO 65473

1. Reference: Army Regulation (AR) 600-8-4, Line of Duty Policy, Procedures, and
Investigations, dated 12 November 2020.

2. I have REVIEWED FOR COMPLETENESS the subject informal line of duty
investigation. I concur with the unit commander and determine that the DIAGNOSIS
which occurred on or about DATE occurred IN LINE OF DUTY.

3. The point of contact for this action is the UNIT Brigade, S-1 at BRIGADE S-1
PHONE NUMBER.

NAME
COL, BRANCH
Commanding

*This template is for informal line of duty investigations for injuries, illness, or disease
that result in a "IN LINE OF DUTY" finding. If this is for a death, or an investigation that
finds the Soldier or makes another determination (e.g., "In line of duty – this episode
only," "In line of duty – existed prior to service – service aggravated), modify this
template.*