



STATE OF NEVADA OFFICE OF THE MILITARY

OFFICE OF THE ADJUTANT GENERAL

2460 FAIRVIEW DRIVE

CARSON CITY, NEVADA 89701-6807



BRIAN SANDOVAL
Governor

WILLIAM R. BURKS
Brigadier General
The Adjutant General

NGNV Log # 16-03

NGNV-CG

01 October 2015

MEMORANDUM FOR All Units and Activities, Nevada Army National Guard

SUBJECT: Policy for Timeline for Incapacitation Pay Request Processing

1. References:

- a. AR 40-501, Standards of Medical Fitness (RAR 3), 4 Aug 11.
- b. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, 4 Sep 08.
- c. AR 135-381 Incapacitation of Reserve Component Soldiers, 27 Dec 06.
- d. DODI 1241.2 Reserve Component Incapacitation System Management, 30 May 01.
- e. DODI 1332.38 Physical Disability Evaluation, 10 Apr 13.
- f. DA PAM 135-381, Incapacitation of Reserve Component Soldiers Processing Procedures, 22 May 08.

2. In accordance with AR 135-381, Incapacitation (INCAP) is a physical disability due to injury, illness, or disease that prevents the performance of military duties, or which prevents the Soldier from returning to the civilian occupation in which the Soldier was employed at the time of the injury, illness, or disease. INCAP Pay is the compensation Soldiers receive for their injuries considered in Line of Duty (LOD) that require further medical care.

3. In accordance with AR 135-381, Para 1-4n, Unit Commanders will provide periodic briefings on INCAP to all assigned and attached Soldiers, especially prior to annual training (AT), field training, or deployments. Additionally, they are charged with timely processing of their Soldier's LOD (IAW AR 600-8-4) and INCAP packet (IAW 135-381).

4. Soldiers that incur injury or illness while on an approved duty status are entitled to file a LOD claim through their unit Chain of Command, IAW AR 600-8-4 guidelines. Soldiers who are unable to perform their civilian and/or military duties due to an injury that has been adjudicated In Line of Duty will have documentation reviewed for eligibility for Incapacitation Pay. The Soldier is responsible for submitting their INCAP packet, IAW AR 135-381 guidelines to their Unit Readiness NCO month with updated documentation. (ENCL 1)

5. The Unit Readiness NCOs responsibilities include; review on the initial INCAP packet from their Soldier, uploading a completed INCAP packet onto the State Surgeon's Sharepoint page and tracking the results of the INCAP Review Board (IRB). (ENCL 2)

NGNV-CG

SUBJECT: Policy for Timeline for Incapacitation Pay Request Processing

6. Upon completion of the IRB the HSS team will notify the Service Member and the Unit of the results via an encrypted email sent to the Service Member's and the Unit representative's .mil email address that includes a decision memo from the President of the Board and the input given by the Voting Members of the board.
7. Upon receipt of an **approved** Incapacitation Pay Request packet on the State Surgeon's Sharepoint page the HSS will execute the following actions:
 - a. The HSS will request a cost estimate from the Systems Integration Branch (SIB) or the Officer Personnel Management Section (OPM) for all Tier 1 cases. Tier 2 cost estimates will be calculated directly by the HSS based on the documentation provided by the Soldier.
 - b. The cost estimate will be provided to the Paybranch Section and will be validated within 72 business hours.
 - c. The cost estimate will then be returned to the HSS office to be attached to the DA 7574 and submitted to the Director, Army Personnel for approval in implementation into the Automated Fund Control Order System (AFCOS).
 - d. Once entered into AFCOS the Service Member will receive an LES in their myPay account within 45 days notifying them of their payment.
8. INCAP Review Boards are held NLT 30 days after the Service Member receives an approved LOD and a completed INCAP packet is received.
9. IAW AR 600-8-4 and AR 135-381, the Unit Commander is ultimately responsible for ensuring that all actions are performed expeditiously and in support of both the Line of Duty and Incapacitation Pay processes.
10. The NVARNG Office of the State Surgeon staff are available to assist every Unit and/or Soldier in satisfying these requirements.
11. This policy is effective immediately and remains in place until modified, rescinded or revoked by proper authority.

2 Encls

1. INCAP Checklist
2. INCAP Submission Checklist


MICHAEL K. HANIFAN
Brigadier General, NVARNG
Commander, Army Guard

INCAPACITATION PAY REQUEST CHECKLIST

- DA Form 7574 INCAP Pay Monthly Claim Form**
 - Section 1- Completed by the Soldier
 - Section 2- Completed by the Employer
 - Section 3- Completed by the Commander

- DA Form 7574-1 Physician's Statement**
 - Completed by the Attending Physician

- DA Form 7574-2 Soldier's Acknowledgement of Incapacitation Pay Counseling**
 - Completed by Soldier and witnessed by the Unit Commander

- DA Form 3349 Physical Profile- Temporary/Permanent**

- Copies of all Medical Documentation of treatment received in relation to your injury.**

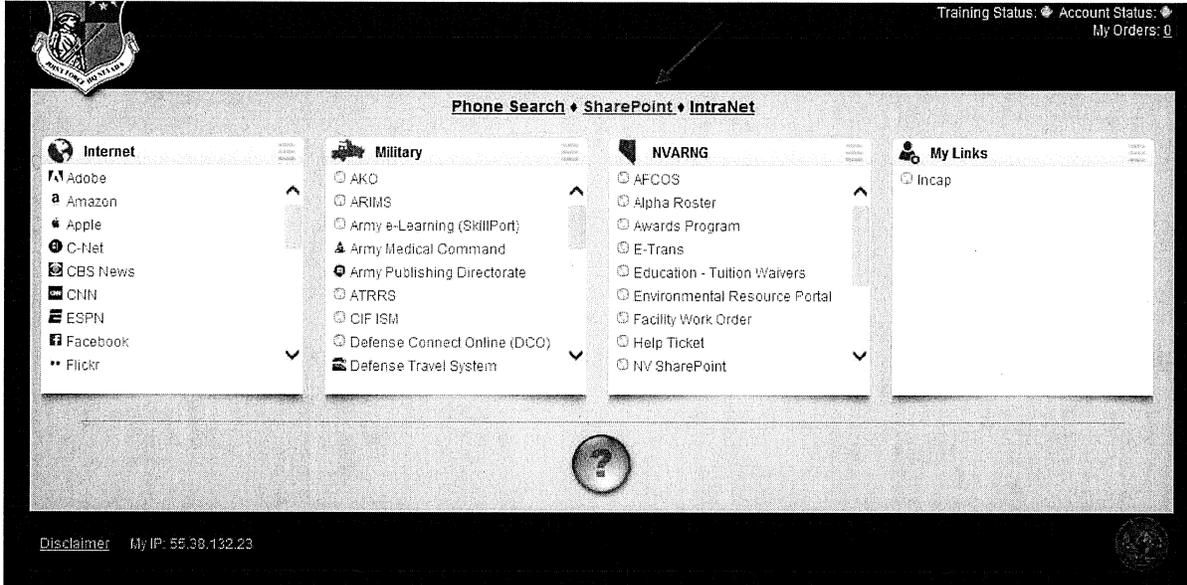
- Copy of the Individual Soldier Incapacitation Pay Counseling Statement**

- Copy of the Soldier's most current Civilian Employers Pay Stub**

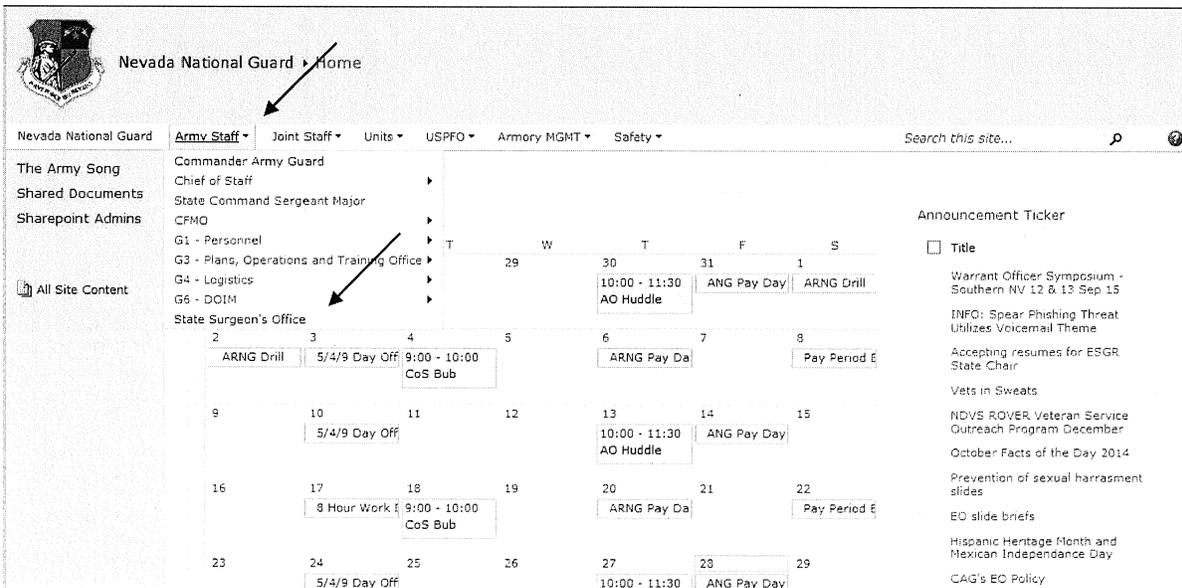
Enclosure 2

INCAP PACKET SUBMISSION INSTRUCTIONS

1. Enter Sharepoint through the NVNG Homepage.



2. Under the Army Staff tab enter the State Surgeon's Office Page.



- a. ALL individuals who have completed the required HSS LOD/INCAP training AND have a valid HIPAA Certificate have been granted access to this page.

- b. This page contains all the resources required to complete and submit an INCAP Packet.
 - i. There is a blank INCAP Packet available here:

State Surgeon's Office » Home

Nevada National Guard Army Staff Joint Staff Units USPFO Armory MGMT Safety Search this site...

OFFICE OF THE STATE SURGEON

PAGE IS CURRENTLY UNDER CONSTRUCTION

The State Surgeon's Office promotes medical readiness of NVARNG Soldiers, through the execution of planning, coordination and synchronization of Army Health System (AHS) activities.

Announcements

<input type="checkbox"/> @ Title	Modified
@ Tasker 15-71 INCAP Training 12AUG15	7/8/2015 11:47 AM
@ 14-10 Policy for LOD Timeline and Processing	7/1/2015 8:14 AM
@ State Formulary FY14 to FY15	12/10/2014 7:23 AM
@ Office of the State Surgeon Handbook 2d Edition AS OF 25 JUN 14	7/30/2014 2:23 PM
@ 14-09_Policy for Medical Readiness Category 4 (MRC4) Service Members	7/17/2014 11:32 AM
@ 14-08_Policy for Medical Readiness Category 3 (MRC3) Service Members	7/17/2014 11:32 AM
@ 14-07_Policy Soldiers Enrolled in the Case Management Process	7/17/2014 11:32 AM

[Add new announcement](#)

ii. INCAP Packets are submitted through the INCAP Submission List here:

State Surgeon's Office • Home

Nevada National Guard Army Staff Joint Staff Units USPFO Armory MGMT Safety Search this site...

Pictures
State Surgeon Task Org

Libraries
Shared Documents
MED DET Dark Night
Case Management Meeting Slides
70H Goodness
Regulations
Commander Smartbook
LOD Information
MEB Information
MTTE FY15
Blank INCAP Packet
Diversity Day 17SEP15

Announcements

Lists
Calendar
Tasks
Incap Submission

Discussions
Team Discussion

Recycle Bin
All Site Content

OFFICE OF THE STATE SURGEON

PAGE IS CURRENTLY UNDER CONSTRUCTION

The State Surgeon's Office promotes medical readiness of NVARNG Soldiers, through the execution of planning, coordination and synchronization of Army Health System (AHS) activities.

<input type="checkbox"/>	@ Title	Modified
<input type="checkbox"/>	Tasker 15-71 INCAP Training 12AUG15	7/8/2015 11:47 AM
<input type="checkbox"/>	14-10 Policy for LOD Timeline and Processing	7/1/2015 8:14 AM
<input type="checkbox"/>	State Formulary FY14 to FY15	12/10/2014 7:23 AM
<input type="checkbox"/>	Office of the State Surgeon Handbook 2d Edition AS OF 25 JUN 14	7/30/2014 2:23 PM
<input type="checkbox"/>	14-09_Policy for Medical Readiness Category 4 (MRC4) Service Members	7/17/2014 11:32 AM
<input type="checkbox"/>	14-08_Policy for Medical Readiness Category 3 (MRC3) Service Members	7/17/2014 11:32 AM
<input type="checkbox"/>	14-07_Policy Soldiers Enrolled in the Case Management Process	7/17/2014 11:32 AM

◆ Add new announcement

3. Once the INCAP Packet is complete it can be uploaded into the INCAP Submission List by following the directions on the bottom of the page here:

Men

Add a Web Part

INCAP Submission

<input type="checkbox"/>	Last Name	First Initial	DA 7574	DA 7574-1	DA 7574-2	DA 3349	Pay Counseling Statement	Civilian Pay Stub	Approval Status	Created	Created By	Modified	Modified By	Status
<input type="checkbox"/>	smuffy	J	Yes	Yes	No	Yes	Yes	Yes	Pending	7/30/2015 10:41 AM	Henry, David DLT	7/30/2015 10:46 AM	Henry, David DLT	Complete
<input type="checkbox"/>	smuffy	J	Yes	Yes	Yes	Yes	Yes	Yes	Pending	9/17/2015 2:39 PM	Henry, David DLT	9/17/2015 2:39 PM	Henry, David DLT	Pending Review

◆ Add new item

Submission Instructions

To Submit an Incap Packet or Pay Request Packet Please:

1. Ensure that all required documentation is complete and accurate per the incap packet/ Pay Request Checklist.
2. When all documentation is complete please "Add new item" above.
3. Fill in all information requested in the pre-submission and submit required document individually selecting "Attach File" in the top right box.
4. When all documentation has been uploaded please "Save" at the bottom of the box. This will submit the packet for review by the S1 Office.

Complete packets will be processed for a weekly meeting. Incomplete or inaccurate packets will be returned to the submitter for action.