

**Virginia Defense Force Regulation 600–8–4**

**Personnel-General**

**Line of Duty  
Policy,  
Procedures,  
and  
Investigations**

**VIRGINIA DEFENSE FORCE HEADQUARTERS  
5001 WALLER ROAD  
RICHMOND, VIRGINIA 23230**

**27 APRIL 2015**

# ***SUMMARY of CHANGE***

VDFR 600-8-4

Line of Duty Policy, Procedures, and Investigations

27 April 2015

o This new regulation replaces Chapter 10 (page 38) of the VDFR 600-10 dated 01 OCT 2006.

o New to this regulation is the DMA form for filing workman's compensation claims. This form supersedes any previous state forms. The form is a separate document from this regulation.

o New to this regulation is the procedure for making a claim in the case of the death of a VDF member while on duty.

**Headquarters  
Virginia Defense Force  
George Washington Division  
Richmond, VA 23230**

**27 APRIL 2015**

## **Personnel/Administration**

### **Line of Duty Policies, Procedures, and Investigations**

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**Summary.** This new regulation prescribes policies, procedures, and mandated tasks governing the filing of line of duty (workman's comp) claims. It replaces VDFR 600-10, Chapter 10 (Line of Duty – page 38.)

**Applicability.** This regulation applies to units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

**Suggested Improvements.** Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

**Distribution.** Distribution is intended for all VDF units down to, and including, Company-level.

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#### **Contents** (Listed by paragraph and page number)

##### **Chapter 1**

**Introduction**, page 3

###### *Section I*

*Information*, page 3

Purpose • 1-1, page 3

References • 1-2, page 3

Explanation of abbreviations and terms • 1-3, page 3

###### *Section II*

*Responsibilities*, page 3

Deputy Chief of Staff, G-1 • 1-4, page 3

##### **Chapter 2**

**Line of Duty**, page 3

General • 2-1, page 3

Reporting Procedure for Accident, Illness, or Injury • 2-2, pages 3-4

Reporting Procedure for Death of VDF Member While on Duty • 2-3, page 4

**Chapter 1**  
**Introduction**  
**Section I**  
**Information**

**1-1. Purpose**

This regulation prescribes policies and procedures for investigating the circumstances of injury or death of a member of the VDF while on duty.

**1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

**1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

**Section II**

**Responsibilities**

**1-4. Deputy Chief of Staff, G-1**

The Deputy Chief of Staff, G-1 will —

- a. Publish policies and procedures related to LD determinations.
- b. Ensure LOD investigations are accurate and timely.

**Chapter 2**  
**Line of Duty**  
**2-1. General**

a. Insurance Coverage —

All VDF Personnel are covered by Commonwealth of Virginia Workman's Compensation Insurance while traveling from HOR to Armory or Semi-Annual Field Exercise site for duty, while on duty, and from Armory or Semi-Annual Field Exercise to HOR after duty. Personnel making a stop over for personal Reasons returning to HOR from Armory or duty station and who are injured are **NOT** covered. All personnel must be on official duty travel orders when assigned to other than regular drill status. Regular drills or semi-annual AT, Training Schedule submitted to the Division G-3 will suffice.

b. A workman's comp claim is a claim against the Commonwealth and VDF JAG cannot assist in a Workman's Comp claim.

**2-2. Reporting Procedure for Illness, Accident, or Injury**

a. ALL injuries and accidents involving VDF members while on duty or traveling from HOR to VDF event or returning to HOR after a VDF event MUST be reported.

b. The incident must be reported using the DMA Accident Report Form.

c. Supervising NCO of the soldier on duty or of the post where incident occurred must fill out the DMA Accident Report Form.

d. Photos must be taken of the area where incident occurred and shall accompany transmission of form to G-1.

d. The form must be filled out electronically.

e. The incident must be reported on Morning Report VDF Form 680-1-2, Block 6 (Record of Events Section.)

f. The form must be scanned (as separate documents) and forwarded to the G-1 within 24 hours of the incident.

g. G-1 shall forward to National Guard for processing and inform the G-3 of the incident using the JOC Accident Report Form. G-3 shall inform the JOC.

h. If the accident/incident occurs at Fort Pickett, Supervising NCO/Supervisor of VDF member who was injured shall fill out Fort Pickett Training Accident Report (TAR) form. G-1 shall file TAR Form with Fort Pickett Range Office.

i. G-1 shall keep all documents of filed line of duty claims for three years from date of incident on file at VDF FORHQ.

**2-3. Reporting Procedure for Death of VDF Member While on Duty**

a. The death of VDF troop while on duty is covered by the Code of Virginia § 9.1-400-407

(<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+9.1-400>) Virginia Line of Duty Act Fund. (<http://valoda.org/>).

General information for this can be found at:

[http://www.doa.virginia.gov/Admin\\_Services/Line\\_Of\\_Duty/Line\\_of\\_Duty\\_Handout.pdf](http://www.doa.virginia.gov/Admin_Services/Line_Of_Duty/Line_of_Duty_Handout.pdf)

*b.* The Inspector General in conjunction with the G-1 will conduct an investigation of the incident following receipt of the DMA Accident Investigation form from the deceased VDF member's supervisor. The report is to be completed within seven (7) days of the member's death, contingent upon final report from any investigation by law enforcement.

*c.* VDF G-1 or designee shall render any necessary aid in assisting survivors of deceased VDF member in filing application for LOD from the Commonwealth. The process for application is at:

[http://www.oag.state.va.us/FAQs/LineofDuty\\_State.html](http://www.oag.state.va.us/FAQs/LineofDuty_State.html).