

INCAPACITATION PAY CHECKLIST

- ☐ **Final In Line of Duty (ILD) Determination**
 - DA Form 2173
 - Informal Determination Memorandum
 - Formal Determination (DD Form 261)
- ☐ **Commander's Memo**
- ☐ **IRB Recommendation Memorandum with Minutes** *(only for IRB authorities)*
- ☐ **DA Form 7574** Incapacitation Pay Monthly Claim Form
- ☐ **Medical Documentation**
 - DA Form 3349, Physical Profile
 - Medical Treatment Plan (Military or Civilian)
 - IDES Enrollment (MEB/PEB) Validation *(if applicable)*
 - Additional medical documents (scheduled/kept appointments, physical therapy)
- ☐ **Financial Documentation (as applicable)**
 - Tax Documents (W2, 1040s, etc.)
 - Self-employment business certification(s)
 - Military LES
 - Civilian LES / pay stubs
 - Job description (civilian)
 - Employer justifications
 - DA Form 1380 for retirement points only
 - Documentation supporting special pay
 - OHA supporting documents