Casualty Standard Operating Procedures

July 2019
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REFERENCES:

a. Change 1, 14 Aug 09, to DoDI 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures, dtd 8 Jan 08

b. AR 638-8, Army Casualty Program, 7 Jun 19, incorporating 3 Apr 09 Army Directive 2009-02, The Army Casualty Program (Dover Media Access and Family Travel)

c. AR 638-2, Army Mortuary Affairs Program, dtd 28 Nov 16


e. Draft USACC & Supplement to AR 638-8, dtd 30 Dec 09

f. AR 600-20, Army Command Policy (*RAR 004, 08/04/2011), dtd 6 Nov 14

g. TC 3-21.5, Drill and Ceremonies (Chapter 14, Funerals), dtd 20 Jan 12

h. DOD Military Pay and Entitlements Manual, part 4, Chapter 3, Table 4-4-1, and Chapter 5

i. AR 37-104-4, Part 4, Chapter 4 (Military Pay and Allowances Procedures--Joint Uniform Military Pay System (JUMPS--Army)), dtd 8 Jun 05

j. AR 55-46, Travel Overseas, dtd 14 Jun 17

k. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, dtd 15 Mar 19

l. AR 600-8-22, Military Awards (*RAR 001, 09/15/2011), dtd 5 Mar 19

m. AR 600-25, Salutes, Honors, and Visits of Courtesy, dtd 24 Sep 04

n. FM 1-0, Human Resources Support, dtd 6 Apr 10

o. Casualty Assistance Report (CAR)

p. DD Form 397, Claim Certification and Voucher for Death Gratuity Payment

q. DD Form 1172, Application for Uniformed Services Identification and Privilege Card

r. DD Form 1351-2, Travel Voucher or Subvoucher

s. DD Form 1351-4, Travel and Dislocation or Trailer Allowance, Voucher or Claim for Dependent

t. DD Form 1701, Inventory of Household Goods
USACC Casualty Standard Operating Procedures (SOP)

u. DD Form 1884, Retired Serviceman’s Family Protection Plan (RSFPP) and/or Survivor

v. Title 10, USC (section 4712), Rules of Law for Disposition of Personal Effects

w. VA IS 1, Fact Sheet: Federal Benefits for Veterans and Dependents

**PURPOSE:** This handbook establishes standard operating procedures (SOP) when USACC casualties are sustained. A casualty is defined as any person who is lost to the organization by having been declared excused absence – whereabouts unknown (EAWUN). This directive is effective immediately.

**APPLICABILITY:** This SOP applies active duty Soldiers assigned to USACC and all Cadets and students enrolled in ROTC while conducting authorized training or travel.

1. DA casualty reporting, notification, and assistance requirements differ between Soldiers, Cadets, and DA Civilian employees. Service members on active duty, Cadets during command-sponsored training, and DA Civilians in a TDY status or who are performing duty in a theater of operations are entitled to official notification and assistance to the next of kin (NOK) no matter what their status or location. Specific requirements on notification can be found in Annex A and Annex B.

2. Reporting of deaths is applicable to the following population:

   a. Active Army.

   b. Full-time Active Guard Reserve personnel (AGR).

   c. U. S. Army Reserve (USAR) personnel traveling directly en route to or from or participating in Annual Training (AT), Active Duty Training (ADT), Initial Active Duty Training (IADT), Active Duty for Special Work (ADSW), Special Active Duty Training (SADT) or Inactive Duty Training (IDT).

   d. Army National Guard (ARNG) personnel traveling directly en route to or from or participating in AT, ADT, Full Time National Guard Duty (FTNGD), Temporary Tour of Active Duty (TTAD), IADT or IDT.

   e. DA Civilians in a TDY status, mobility agreement or who are performing duties OCONUS to include Alaska and Hawaii.

   f. Retired military personnel to include JROTC Instructors.

   g. Cadet who dies while (A) attending a training camp, (B) performing authorized travel to or from such a camp or (C) hospitalized or undergoing treatment at the expense of the United States for injury incurred, or disease contracted, while attending such a camp.

3. Points of Contact:
USACC Casualty Standard Operating Procedures (SOP)

a. For casualties involving Soldiers or Cadets, the POC is the USACC Military Personnel Division (MPD) Chief, (502) 624-7778.

b. For casualties involving DA Civilians, the POC is the USACC Civilian Personnel Division (CPD) Chief at (502) 624-1124.

FOR THE COMMANDER:

[Signature]
EDWIN L. CHILTON
LTC, AG
Deputy Chief of Staff for Personnel, G1

Encls
1. Annex A – Soldier Cadet Casualty Notification
2. Annex B – Cadet Casualty Notification
3. Annex C – DA Civilian Casualty Notification
4. Annex D – Abbreviations and Glossary of Terms
Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. RESPONSIBILITIES:

   a. USACC G-1:

      (1) Will act as a liaison between USACC and the affected brigade.

      (2) As much as possible provide any needed support to the affected brigade.

   b. USACC Chaplain: See Appendix 5 to Annex B.

   c. USACC G3: Provide status of casualty through SIR.

   d. USACC Public Affairs Officer (PAO):

      (1) Prepare initial and follow-up press releases of information on casualty incidents involving personnel assigned to and living within the AOR.

      (2) Ensure the release of name(s) is withheld until confirmation is received from casualty management personnel that NOK has been notified. Consistent with DOD guidance, PAO will refrain from release of Soldier information through a news release until 24-hours after NOK notification is completed.

   e. Affected Brigade or USACC HHD:

      (1) Will notify the appropriate Casualty Assistance Center who will determine if casualty is reportable and act as liaison to HQDA Casualty Section.

      (2) Serve as the liaison between the USACC and the CAC.

      (3) Provide DD Form 93 (Record of Emergency data)/SGLV 8286 Service Members’ Group Life Insurance (SGLI)/Enlisted Records Brief (ERB) or Officers Records Brief (ORB) to the Casualty Assistance Center (CAC).

      (4) Provide the Standard Name Line (SNL) for the Line Of Duty (LOD) Investigation Officer (IO) to USACC Legal upon receipt. (USACC Office of the Staff Judge Advocate (OSJA) will prepare appointment orders for the LOD IO to conduct the investigation (O6 signature)). Provide name and contact information of the LOD Investigation Officer to the Casualty Assistance Center.

      (5) Verify the Summary Court-Martial Officer (SCMO) is appointed and provide name and contact information to the Casualty Assistance Center.

      (6) Ensure an escort is identified to escort the remains. The escort should report to the Casualty Assistance Center for training and certification.
Annex A (Soldier Casualty Notification) to USACC Casualty SOP

f. Commanders will ensure Soldiers and Civilian employees do not release any information concerning a casualty until after the initial notification has been completed.

g. Supported commanders will adhere to regulation and policies regarding letters of sympathy. Letters of sympathy are designed to extend expressions of sympathy to the PNOK. If the PNOK is a minor, the letter will be addressed to the minor in care of the guardian or legal representative. Letters of sympathy and letters of condolence should be reviewed by the Casualty Assistance Center prior to mailing to the NOK. Commanders are encouraged to visit the PNOK personally and express condolences. If this is not possible, telephonic expression of sympathies are also appropriate.

h. There may be interested persons other than the PNOK who may be affected or show considerable interest in a casualty (e.g., other members of the unit, close personal friends, boyfriends, girlfriends, and fiancés). While it is not possible, because of the Privacy Act of 1974, to provide these individuals with the complete details of the loss or allow access to personal effects, commanders should use common sense and sensitivity with regard for their feelings and concerns while respecting the PNOK’s wishes and desires.
## Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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<tr>
<th>Time</th>
<th>Action</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>N - Hour</strong></td>
<td>Brigade is notified Soldier is Injured/Killed/Found</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td></td>
<td>Alert Primary Staff (Casualty Cell, BDE XO, Surgeon, Chaplain, SJA, S-3) &amp; IOC</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td></td>
<td>BDE XO/DBO notifies BDE CDR</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>BDE CDR notifies USACC CDR</td>
<td>BDE CDR</td>
</tr>
<tr>
<td></td>
<td>Initiates Death of Soldier Checklist (in instance of death)</td>
<td>BDE S1</td>
</tr>
<tr>
<td></td>
<td>Execute trauma ministry pray and counseling</td>
<td>USACC Chaplain</td>
</tr>
<tr>
<td></td>
<td>Retrieve Soldier’s SGLV/DD93 and ERB/ORB for CAC</td>
<td>G-1 MPD/BDE S1</td>
</tr>
<tr>
<td></td>
<td>Submit SIR to USACC G3 &amp; IOC/CAC immediately</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>Initiate Estimated Cost of Damage (ECOD)</td>
<td>G-4</td>
</tr>
<tr>
<td></td>
<td>Conduct positive identification of Soldier’s remains</td>
<td>Chain of Command/Coroner</td>
</tr>
<tr>
<td><strong>N+ 15 min</strong></td>
<td>Will notify USACC G-1</td>
<td>BDE S-1, G1</td>
</tr>
<tr>
<td><strong>N + 30 min</strong></td>
<td>Receive Initial Report from Medical Treatment Facility (MTF)</td>
<td>BDE S-1</td>
</tr>
<tr>
<td><strong>N + 2 Hrs</strong></td>
<td>Complete news release for approval by BDE XO / Used as statement until NOK notification</td>
<td>USACC PAO</td>
</tr>
<tr>
<td></td>
<td>Submit SITREP to G3</td>
<td>BDE S3</td>
</tr>
<tr>
<td><strong>N + 2 Hrs</strong></td>
<td>Turn in Casualty Packet to respective CAC (SGLV/DD93, ERB or ORB, Initial Casualty Report) and send verification email to USACC G-1</td>
<td>BDE S1</td>
</tr>
<tr>
<td><strong>N+3 Hrs</strong></td>
<td>Ensure death certificate is properly filled out and Mortuary Affairs (MA) has copy (Will not release until cause of death is determined)</td>
<td>USACC Surgeon</td>
</tr>
<tr>
<td><strong>N + 6 Hrs</strong></td>
<td>The respective BDE S-1/HHD CDR will provide the G-1, MPD the standard name-line (SNL) (including full name, unit and SSN) of the Line of Duty (LOD) Investigating Officer (IO). G-1, MPD will provide the SNL for the LOD IO to OSJA. [USACC Legal will prepare appointment orders for the LOD IO to conduct the investigation (06 signature)]</td>
<td>BDE S-1/MPD</td>
</tr>
<tr>
<td><strong>N + 7 Hrs</strong></td>
<td>Provide Command guidance to PAO</td>
<td>USACC CDR</td>
</tr>
<tr>
<td><strong>N + 12 Hrs</strong></td>
<td>Appoint AR 15-6 Investigating Officer</td>
<td>BDE CDR/CG</td>
</tr>
<tr>
<td></td>
<td>Draft 15-6 Appointment Orders</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Brief 15-6 Investigating Officer on Duties (by FRAGO, IO must complete w/in 38 days) as soon as orders are complete</td>
<td>OSJA</td>
</tr>
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### Appendix I (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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<th>Timeframe</th>
<th>Action Description</th>
<th>Responsible Officer</th>
</tr>
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<tr>
<td></td>
<td>Consolidate all information received to include the Summary Court Martial Officer and AR 15-6 Investigating Officer (name/rank/ phone number) and Field Grade Officer Review</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td></td>
<td>The BDE S-1 will provide the standard name-line (SNL) (including full name, unit and SSN) of the detailed Summary Courts Martial Officer (SCMO) (one SCMO per casualty) and AR 15-6 Investigating Officer (IO) to the CAC and USACC OSJA</td>
<td>BDE S-1</td>
</tr>
<tr>
<td>N + 24 Hrs</td>
<td>Consult OSJA as needed</td>
<td>SCMO</td>
</tr>
<tr>
<td></td>
<td>Appoint a Summary Court-Martial Officer (SCMO)</td>
<td>BDE CDR/CG</td>
</tr>
<tr>
<td></td>
<td>Verify Summary Court-Martial Officer (SCMO) is appointed</td>
<td>G-1, MPD</td>
</tr>
<tr>
<td></td>
<td>Draft SCMO Appointment Orders (if necessary)</td>
<td>OSJA</td>
</tr>
<tr>
<td></td>
<td>Brief SCMO (if necessary)</td>
<td>OSJA/Mortuary Affairs</td>
</tr>
<tr>
<td></td>
<td>Notify BDE CDR/CG when HRC NOK notification is accomplished. CMAOD will generate an R9 report which will notify the USACC G-1 as to when NOK notification is complete</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td>N+48 Hrs</td>
<td>Track DTG of memorial service and funeral, coordinate with chain of command to ensure flowers (or appropriate condolences) are sent Provide memorial service info to CAC.</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>Assist the unit in coordinating for local support for Traumatic Event Debrief (TED), (University Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability</td>
<td>USACC Chaplain</td>
</tr>
<tr>
<td></td>
<td>Coordinate for Memorial Ceremony - location, setup, bugler, firing team, MP support, etc.</td>
<td>BDE S-1/PMS</td>
</tr>
<tr>
<td></td>
<td>Ensure Memorial Ceremony is coordinated with Command Group Calendars</td>
<td>BDE S-1/PMS</td>
</tr>
<tr>
<td></td>
<td>Provide the DA Form 638 with supporting narrative (Posthumous Award) to be presented at funeral (If Required)</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Provide Finance with standard name line of casualties/ injured Soldiers</td>
<td>BDE S-1</td>
</tr>
</tbody>
</table>
**NOTES:**

1. Communication between the unit/school, Cadet Command HQ, and the Casualty Assistance Office remains constant throughout the entire process.

2. CULP mission-related casualties can be reported directly to CMAOD at (800)626-3317.
Tab B (Brigade Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. **Purpose**: To identify who will participate and what critical information is discussed at the initial coordination meeting. Personal attendance is preferred, but teleconference may be required due to geographic dispersion.

   a. **Attendees**:

   (1) Brigade Commander
   (2) Brigade Executive Officer
   (3) Brigade Command Sergeant Major
   (4) Professor of Military Science
   (5) Senior Military Instructor
   (6) Brigade S-3
   (7) Brigade S-1
   (8) USACC G-1
   (9) USACC PAO
   (10) USACC Chaplain
   (11) USACC Surgeon
   (12) Any other necessary personnel

   b. **Serious Incident Report facts**:

   (1) Name
   (2) Rank
   (3) Organization/Station of Assignment (Include DUIC)
   (4) Next Of Kin to be notified (retrieve full name, relationship from DD93)
   (5) Next Of Kin already notified
   (6) Duty Status: On-Duty, Off-Duty, Leave, AWOL, DFR, Pass, Hospital, TDY, or Other
   (7) Place of Incident
   (8) Date/Time of Incident
   (9) Circumstances
   (10) Casualty Assistance Officer (CAO): Yes No
       (If Yes, List: Rank, Name, Complete Unit Address, Duty/Home Telephone #)
   (11) Decorations and Awards
   (12) SGLI Date Prepared/Reviewed

   c. **Agenda**:

   (1) Date, time, and location of Memorial Ceremony (MC)
   (2) Date and time of IPR
   (3) Date and time of rehearsals
   (4) Order of Memorial Ceremony per the USACC Chaplain's recommendations
   (5) Participants
   (6) Estimated # of attendees
   (7) Name of Summary Court Officer (For estate purposes)
Tab B (Brigade Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

2. Review of critical Casualty Operations tasks to ensure all attendees understand their responsibilities and suspense.

3. All of the above should be discussed in further detail. Flexibility is the key. The Brigade will take the lead on the memorial if a Brigade Headquarters’ member. PMS will take lead if an ROTC program member.

4. The Brigade Executive Officer establishes the time and place of the initial coordination meeting and directs the S-1 to notify all participants. The initial coordination meeting is best conducted within 12 hours of notification of death.
Tab C (HQ Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Purpose: To identify who will participate and what critical information is discussed at the initial coordination meeting. Personal attendance is preferred, but teleconference may be required due to geographic dispersion.

   a. Attendees:

      (1) HHD Commander
      (2) Deputy Chief of Staff
      (3) 1SG
      (4) Command Sergeant Major
      (5) USACC G-1/Deputy or MPD Chief
      (6) USACC PAO
      (7) USACC Chaplain
      (8) USACC Surgeon
      (9) Any other necessary personnel

   b. Serious Incident Report facts:

      (1) Name
      (2) Rank
      (3) Organization/Station of Assignment (Include DUIC)
      (4) Next Of Kin to be notified (retrieve full name, relationship from DD93)
      (5) Next Of Kin already notified
      (6) Duty Status: On-Duty, Off-Duty, Leave, AWOL, DFR, Pass, Hospital, TDY, or Other Place of Incident
      (7) Date/Time of Incident
      (8) Circumstances
      (9) Casualty Assistance Officer (CAO): Yes No
         (If Yes, List: Rank, Name, Complete Unit Address, Duty/Home Telephone #)
      (10) Decorations and Awards
      (11) SGLI Date Prepared/Reviewed

   c. Agenda:

      (1) Date, time, and location of Memorial Ceremony (MC)
      (2) Date and time of IPR
      (3) Date and time of rehearsals
      (4) Order of Memorial Ceremony per the USACC Chaplain’s recommendations
      (5) Participants
      (6) Estimated # of attendees
      (7) Name of Summary Court Officer (For estate purposes)

2. Review of critical Casualty Operations tasks to ensure all attendees understand their responsibilities and suspense.

3. All of the above should be discussed in further detail. Flexibility is the key. HHD will take
Tab C (HQ Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

the lead on the memorial.

4. The HHD Commander establishes the time and place of the initial coordination meeting and directs the S-1 to notify all participants. The initial coordination meeting is best conducted within 12 hours of notification of death.
Tab D (CMAOD Training) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. The CMAOD, through the local CACs, will provide training on various casualty management topics:
   a. CNO and CAO training (16 hours).
   b. Benefit coordinator training (40 hours).

2. The CMAOD offers online training in several subjects:
   b. DD Form 93, Record of Emergency Data training video and presentations.
   c. CNO and CAO interactive training; used to recertify after completing required classroom instruction. Soldier may recertify within one year of training, but should attend classroom training in second year.
   d. Funeral preparation for General Officers video.
   e. Military Funeral Honors video.

3. CMAOD offers guides and handbooks on several subjects:
   a. Casualty Notification and Assistance Guide.

4. For a listing of current telephone numbers to schedule training or to view the online training, see the CMAOD web page at https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD).
Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Notify your brigade commander immediately upon the death of anyone at your college IAW paragraph 1 of this SOP. **Next of Kin (NOK) and university officials will not, repeat, will not be notified unless directed by CMAOD.**

2. If the death is reportable and you are close to or on an Army installation, notify the installation casualty office immediately. A list of Army Installation CAC’s is at https://www.hrc.army.mil/TAGD/Casualty%20Assistance%20Centers%20Locator. If there is no Army installation near your university, call 1-800-626-3317 and provide the following information about the casualty:

   - **Full name**
   - **Social security number**
   - **Rank**
   - **Unit**
   - **Circumstances surrounding the death**

3. Prepare SIR to USACC, G3, IAW Appendix 2 (Casualty Fact Sheet) to Annex A.

4. The respective CAC and/or CMAOD will direct all actions involving the notification and appointment of the CAO.

5. After the Casualty Assistance Center has confirmed notification to the PNOK, the PMS will:
   
   a. Determine what details of the death are releasable to which parties.
   b. Brief University Officials.
   c. Brief Cadets in a controlled setting.
   d. Establish contact with CAO if possible.

6. Casualty Assistance Center will then:
   
   a. Ensure a trained and certified Casualty Assistance Officer is assigned to appropriate next of kin and/or designated beneficiaries.
   b. Cadet’s unit may appoint a liaison officer, but the CAO is responsible for direct assistance to the NOK.

**Long-Term Operations:**

1. Develop and get approval of a releasable message for Soldiers and their Families (POC is Cadet Command PAO).

2. Receive guidance from PAO on what to release to media and how to answer/defer questions.

3. Plan memorial ceremony (MC).

4. Prepare duplicate deceased Soldier’s records (personnel file and counseling packet).
Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Additional Notes:

1. The Family may have had minimal exposure to the military and they may be completely unfamiliar with training events, what is involved with being a Soldier and the services we can provide for them.

2. This plan is based off a Soldier’s death during training. Not all of these services may be available or required if the death occurred under different circumstances.

3. Although unpleasant, this plan needs to be briefed to all staff members and to all MSIV’s. It is based upon the process that they will use as Commissioned Officers.

4. If the casualty is a reportable death (See Paragraph 1), CMAOD will direct the nearest Army Installation to the PNOK and direct them to make notification. PMS or any other ROTC staff will not contact the PNOK until the Casualty Assistance Center has advised official notification has been made.

5. The Casualty Assistance Center serving the NOK’s geographic area will appoint CAO(s) to assist NOK as applicable.

6. The Casualty Assistance Center Mortuary Affairs Coordinator will work with the funeral home nearest to the PNOK in conjunction with the CAO for burial. Burial benefits will be determined by the CAC assisting with the burial and providing burial honors.

7. Even if the casualty is not reportable notify the Commanding General, USACC, immediately.
Escort Officer:

1. Contact Casualty Assistance Office for briefing.
2. Prepare Class A/ASU uniform.
4. Be prepared to depart at a moment’s notice.
5. Contact CAO to discuss arrival ceremony (if applicable), tentative service date/time, confirm requested dress of service member (Military uniform or civilian attire).
6. Pack personal hygiene kit, extra shirts, and extra socks. You will be in your dress uniform and with the remains for probably over 24 hours. You must maintain your professional appearance at all times.
7. Airline personnel will be more than accommodating, but you may have to be respectfully assertive in order to be let onto the tarmac.

Summary Court Martial Officer (SCMO):

1. A SCMO must be appointed by the Brigade Commander to ensure proper handling of the Soldier’s personal effects and financial accounts.
2. The SCMO should review DA PAM 638-2, Chapters 11-22 and Appendix F. The SCMO will also be briefed by the Casualty Assistance Center.
3. The SCMO must determine the Person Eligible to Receive Effects (PERE) (DA PAM 638-2).
4. The SCMO is authorized to only handle personal effects which are in areas of Government control, such as ROTC offices and storage rooms.
5. The SCMO is authorized, but not required, to contact the College’s Bursars Office to determine any outstanding debts or credits on the Soldier’s account.
6. A legal notice must be placed in the local or college newspaper asking for claims against the Soldier’s estate. If a fee is associated with this notice, the local CAC is responsible for paying it.
7. The SCMO does not collect or pay any debts/credits. He is only authorized to collect information and relay it to the PERE.
8. After the completion of all duties, write a closing report which is submitted through the local CACenter to CMAOD.
Tab B (Casualty Fact Sheet) to Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. **Purpose:** To provide pertinent data regarding the date, time, and circumstances of death of a Soldier or Cadre Member to the chain of command and the USACC Chaplain. To communicate necessary data for preparation of eulogy and awards or letters regarding the deceased service member.

2. **Distribution:** Commanders / HQs Directors, XO, CSM, S-1, PAO, and Chaplain.

3. **Information:**

   a. **Military Data/History.**

      (1) Full Name.
      (2) Rank/Grade.
      (3) Service number.
      (4) Date and place of initial contract.
      (5) Civilian School and Military Education (dates and places).
      (6) Military background and history (as necessary)
      (7) Assignments and positions.
      (8) Awards and decorations.
      (9) Avocations/Unique interests.

   b. **Situational Data.**

      (1) Date and place of death.
      (2) Circumstances/Cause of death.
      (3) Date, time, and place of burial/interment.
      (4) Survivors and relationships.
      (5) Indicate if Family requires an interpreter or has special needs.
Appendix 3 (Commander Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Immediately notify the Commanding General, USACC upon death of personnel listed in paragraph 1 on page 2 of this SOP.

2. Be prepared to assume Family support responsibilities for casualty's Families who reside in their geographic boundaries.

3. Be prepared to assume Family support responsibilities for any USACC military personnel deployed to an overseas contingency or emergency response mission whose Family resides in the command's geographic boundaries. These individuals are directly assigned to positions in support of these missions, often immediately following a school assignment, and are not on temporary duty or temporary change of station orders from another USACC organization. Included in this category are individual mobilization augmentee personnel.

4. Provide updates to Commanding General, USACC through SIR and other means.

5. Coordinate with the local or HQDA Casualty Assistance Center (CAC) on the assignment of the CNO and CAO for all casualties in paragraph 1 on page 2 of this SOP.

6. By direction of the local or HQDA CAC, make notification to the PNOK in the event of an injury or illness to a Soldier, Civilian, or Cadet.

7. Write an appropriate letter of sympathy, condolence, or concern to the PNOK. See Chapter 8, AR 638-8 for additional guidance and requirements.

8. Ensure the appropriate level of support is provided to the PNOK in the event of a casualty not related to a contingency or emergency relief deployment (either in the U.S. or outside the U.S.).

9. Ensure all Soldiers in the grades of E7 (SFC) and above are trained as a CNO or CAO. See Tab E to Appendix 1 of this Annex for CMAOD available training to include requirements for CAO training. USACC employees may take this training, but unless they are appointed by the local CAC to act as a CAO, they will not be allowed to perform the duties of a CAO.


Appendix 3 (Commander Responsibilities) to Annex A (Soldier Casualty Notification) to
USACC Casualty SOP

CASUALTY OCCURS
(death, missing, injured/ill,
DUSTWUN or EAWUN)

IF CADRE or STAFF

COMPLETE WITNESS REPORTS/VERIFICATION BY UNIT/SCHOOL REPRESENTATIVE

THEN

PMS immediately notifies closest CAC office, BDE CDR, & prepares/sends SIR to USACC G3

BDE CDR immediately notifies CG, USACC
Tab A (Casualty Planning Checklist) to Appendix 3 (Commander Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

**Purpose:** To provide leadership with a checklist to ensure vital tasks are accomplished.

☐ Date Notification Made: ________________________________

☐ Summary Court Martial Officer:
   Necessary? ______ Yes ______ No
   Name: ________________________________ Rank: ______

ADD: Escort Officer

☐ Line of Duty Officer:
   Necessary? ______ Yes ______ No
   Name: ________________________________ Rank: ______

☐ Red Cross/AER:
   Necessary? ______ Yes ______ No
   Actions taken: ________________________________

☐ Inventory/Secure Belongings:
   Date secured: ________________________________
   Date sent: ________________________________

☐ Memorial Ceremony:
   Date/Time: ________________________________
   Location: ________________________________

☐ Letter of Sympathy:
   Necessary? ______ Yes ______ No
   Date sent: ________________________________

☐ Follow Up:
   Date: ________________________________
   Notes: ________________________________

   Date: ________________________________
   Notes: ________________________________
Tab B (Suicide Report Format) to Appendix 3 (Commander Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Line 1: Name
Line 2: Rank
Line 2a: MOS
Line 3: Age
Line 4: Martial Status
Line 4a: Exhauenting Relationship Factors
Line 5: Family Members
Line 5a: Family Member Factors
Line 6: Date of last PCS
Line 6a: Previous unit (if within six months of PCS)
Line 7: Unit
Line 8: DTG and location of incident
Line 8a: Details of Suicide Event
Line 9: Deployment History
Line 9a: If notified of imminent deployment prior to suicide
Line 9b: PDHA/PDHRA findings
Line 10: Mental Health History (i.e.: SM/Cadet/Cadre seen by mental health care provider, Chaplain, social worker)
Line 10a: Previous Mental Health issues not reported to current command
Line 10b: Previous attempts
Line 11: Adverse actions, pending adverse actions
Line 12: Current medications and history of compliance
Line 13: Illegal use of drug / addiction to alcohol history
Line 14: Financial Status
Line 15: Legal Issues
Line 16: Work related issues
Line 17: Lifestyle, Personality
Line 18a: Recent suicide prevention training
Line 18b: DTG completed Suicide Stand-Down/Training (None)
Line 18c: DTG completed Suicide Chain-Teach/Training (None)
Line 19: Miscellaneous
Line 20: Commander’s Assessment

Legend:
Psychological Autopsy Template
VCSA’s Guidance
Chronology
Appendix 4 (Brigade S-1 Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This annex establishes the minimum responsibilities of the Brigade S-1 in the case of a casualty in U.S. Army Cadet Command. G-1 will assume these responsibilities in instances of a casualty within the headquarters.

2. **Responsibilities:**

   a. Once a casualty occurs in a Cadet Command organization, immediately verify the name and SSN.

   b. Initial casualty report will be sent to the respective CAC and courtesy copy the USACC G-1 once it is received from the unit. The Bde S-1 will verify all information on the initial casualty report and have a field grade officer verify the information before sending it forward.

   c. Supplemental Casualty report will be submitted to the respective CAC and courtesy copy the USACC upon receipt. S-1 will verify all information on the supplemental casualty report before sending it forward.

   d. KIA - Initial Casualty and Supplemental reports will come from organization and quality controlled by S-1 prior to submission to CAC. Notify all the participants of initial coordination meeting time and place.

   e. Assist the PMS/BDE CDR/Key Leader and SMI/CSM in the preparation of the deceased fact sheet and provide to USACC Commander, Brigade Commander, and the Chaplain per USACC Commander's direction.

   f. Provide the USACC G-1 with the following:

      (1) Casualty Report.

      (2) Name of the Summary Court Martial Officer (if applicable).

      (3) Any additional or pending information (Divorce pending, updated DD Form 93, updated SGLV 8286, etc.).

   g. Prepare an **UNDATED** Letter of Sympathy or Condolence within 24 hours of the time of the incident. Upon confirmation of notification of the Next of Kin (NOK), date and send the letter (also provide a copy to the CAC). (DEATH ONLY).

   h. Prepare a bulletin for the ceremony with help from the USACC Chaplain and PAO.
Appendix 5 (USACC Chaplain Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This annex establishes the minimum responsibilities of the USACC Chaplain in the case of a casualty in U.S. Army Cadet Command.

2. **Responsibilities:**

   a. Participate in initial coordination meeting to determine the following:

   1. Selection of Memorial Ceremony (MC).
   2. Date, time, and location of MC.
   3. Date, time, and location of rehearsal.
   4. Order of MC (Bring samples to meeting).
   5. Participants:
      - (a) Memorial Tribute Speaker.
      - (b) Scripture Reader(s).
      - (c) Soloist (Optional).
      - (d) Roll Call (Optional).
      - (e) Firing Party (Optional).
      - (f) TAPs (Bugler).

   b. Serve as advisor for all aspects of Casualty Operations.

   c. Perform a Traumatic Event Debrief (TED) or Critical Incident Stress Debrief (CISD) based on Traumatic Event Management (TEM) and contact the Battle Stress Team if needed.

   d. Assist the unit in coordinating for local support for TED (University Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability.

   e. Provide religious support and guidance to Soldiers, Civilian employees, Family members and Cadets as desired.

   f. Obtain Deceased Fact Sheet from S-1 or PMS.

   g. Serve as advisor to SMI.

   h. Provide quality control to ensure the chapel or other area is set up correctly for rehearsal and MC, to include memorial stand.

   i. Provide quality control to ensure ushers are briefed on entrance, seating, and exit procedures.

   j. Provide quality control to ensure the command or representative takes pictures or video of event for the Family.
Appendix 6 (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This annex defines the distinctions between Letters of Sympathy, Condolence, and Concern and when each is appropriate to send. This annex also addresses who is to send each letter. Letters of sympathy and condolence should be reviewed by the Casualty Assistance Center before mailing to the NOK. Provide a copy of the letter for the casualty case file.

   a. A Letter of Sympathy is a single page letter defining the circumstances of the death and offering the USACC's sympathy. This is normally only sent to the Primary Next of Kin (PNOK).

   b. A Letter of Condolence is a single page letter explaining to extended Family members or Secondary Next of Kin (SNOK) how a casualty occurred. This format is also used if the Family has already been given details of the death. Any other type of letter would be either redundant or inappropriate.

   c. A Letter of Concern is written to Family members to voice the concern of the USACC to Family members, primarily parents or a spouse, regarding a Soldier when circumstances other than a death occur.

2. **Letters of Sympathy:**

   a. A Letter of Sympathy is sent to the PNOK of all deceased Soldiers. If the parents are separated or divorced, a separate letter is sent to each parent.

   b. Letters of Sympathy will not be prepared for those NOK who, through some appropriate source, are fully aware of the circumstances surrounding the casualty. In such cases, Letters of Condolence are prepared.

   c. The Soldier/Cadre's PMS prepares the Letter of Sympathy. Keep letters sincere and simple in language. Show a warm, personal interest in the Soldier and the addressee. Extend condolences and describe the circumstances surrounding the Soldier's death or missing status.

   d. Letters of Sympathy are dispatched after the notification of the NOK is confirmed.

3. **Letters of Condolence:**

   a. The Letter of Condolence will be used to convey condolence on a person's death but will not describe the circumstances surrounding the death.

   b. Professors of Military Science who would normally send a Letter of Sympathy will send a Letter of Condolence when the NOK has been provided the details by some appropriate authority.

   c. Appropriate commanders in the chain of command (other than the PMS writing the letter of sympathy), medical facility commanders, and chaplains may write Letters of Condolence.

6-A-1
Appendix 6 (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

4. PNOK Packet:

   a. The memorial ceremony (MC) will be recorded on both an audio CD and DVD. Copies of the MC will be made for the Family of the deceased Soldier. For an active duty Soldier memorial service, travel to the event is authorized for the Soldier’s spouse, children, parents, siblings & parent(s)-in-law. Contact the CAC for assistance with invitational travel orders and travel arrangements.

   b. A PNOK packet letter will be sent with the enclosed CD and DVD to the PNOK. If parents are divorced one will be sent to both parents.
Mrs. Doe
93-8231 Stone Ave.
Mililani, HI 96789

Dear Mrs. Doe:

It is difficult for me to express the deep sorrow of the Soldiers of (Unit Name) over the recent death of your husband, Dennis.

At approximately 4:45 pm on June 9, 2014, Dennis was participating in land navigation when an unannounced tornado struck Fort Knox. Dennis was able to get his cadets to safety but before he could get inside he was mortally wounded by the tornado. Medical personnel were dispatched as soon as they could get in but were unable to save his life. I sincerely hope the knowledge he died saving the cadets under him and was not subjected to any prolonged suffering will be of some comfort to you and your Family.

Dennis was a valuable member of the (Unit). He distinguished himself as an outstanding Soldier and Leader who was willing and eager to accomplish any task. His sincerity, cheerfulness, and devotion to his duties were an inspiration to his comrades, and we are all saddened by your loss.

A memorial ceremony will be held for Dennis on the afternoon of Monday, June 12, 2006, during which the Soldiers of the (Unit) and this command will render military honors and final tribute to him.

Dennis's personal belongings have been collected and will be sent to the person authorized to receive them for distribution in accordance with the laws of his domicile.

I hope in this period of bereavement for you, your children, and your Family some measure of comfort will be found in knowing your grief is shared by all of us who were closely associated with your husband.

Sincerely,

Colonel, United States Army
Commanding
Words of Remembrance Examples

John and I used to talk about a lot of things about home. He used to tell me about his Family and friends, and a lot about how he was. There were several moments when we would just laugh and joke, but it is not easy to pinpoint just one moment. I’ll miss him and our times of joking and talking. I’m glad I got to know him.

-Soldier’s Statement

John was a good friend. We used to sit down and talk about what kind of car he should get. We picked out a group of cars and tried to find things for them. I remember looking at rims and him pointing out this one set and would laugh about how people would laugh at you for even buying them. We would go on laughing for hours it seemed like. We never had a dull moment together. He was a good friend and I will miss all our talks.

-Soldier’s Statement

I remember John as being one of the guys who would make you laugh in any situation no matter if it was good or bad. I used to always love to play Halo with him because he was the best and he always beat me and I would tell him that one day I would beat him and he would just laugh and say “OK.”

-Soldier’s Statement

John was a friend to everyone. He knew when to be serious and really knew when not to be. He had this dry sense of humor that was just hilarious. I think my favorite thing to do with him was sit around for hours and smoke cigars, we would talk about things we couldn’t wait to do when we got home. I remember one day at the motor pool he had his mind set on buying a mustang. We had this huge conversation about mustangs and a truck, by the end of it SGT had talked him into buying a truck. It was a good time. I will always think of him as a brother I never had. I will never forget him.

-Soldier’s Statement

John was such a character. I remember when he first came to the P.S.D he was quiet and kept to himself and just smoked cigars. Once he came around and got used to everyone I realized he was not quiet at all. In the most serious conversations he would just come up with the most off the wall thing to say and we would just start cracking up. He made me laugh so many times when times were rough and he could say one thing to lighten up my day. Everyone time someone lights up a cigar I will think of PFC Doe and the way he lightened up my life and always told me “Moore quit being so serious.” PFC Doe will never be forgotten and I will always have many stories to share with friends and Family about our crazy times.

-Soldier’s Statement

The one thing I will never forget about John is his million dollar smile. His light mood and laugh were contagious as well. He just always seemed to snap me out of it when I’d get pissed about dumb stuff. I know everyone feels the same. He was a great kid and it was an honor and a privilege to get to work with him for the past six months.

-Soldier’s Statement
Appendix 7 (Casualty Assistance Center POC Listing) to Annex A (Cadet Casualty Notification) to USACC Casualty SOP

Fort Knox CAC Hours of Operation:

0700-1600 Monday – Friday
1030-1300 Saturday
Closed Sundays and all Federal Holidays; limited staffing on Post Training Holidays

CAC Points of Contact:

Mr. David Marcum Sr., CAC Chief
david.j.marcum.civ@mail.mil  (502) 624-5417
(After hours: 502-773-7483)

Mr. William Coleman, Casualty Operations
william.j.coleman.civ@mail.mil  (502) 624-1650

Casualty Case Managers:

Mr. Kimberly Jordan (lead)  (502) 624-3107
Ms. Lisa Burner  (502) 624-7846

Mortuary Affairs:

Mr. Mark Kersting  (502) 624-2888

Benefits Coordinator:

Ms. Cynthia Mindy  (502) 624-3260

Casualty after Hours cell phone: (502) 888-7005

IOC: (502)624-2707/5151/2806

Casualty and Mortuary Affairs Operation Division Website:
https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD) (this site has CAC locations for both CONUS & OCONUS)
Appendix 7 (Casualty Assistance Center POC Listing) to Annex A (Cadet Casualty Notification) to USACC Casualty SOP

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Annex B (Cadet Casualty Notification) to USACC Casualty SOP

RESPONSIBILITIES:

a. USACC G-1:
   
   (1) Will act as a liaison between USACC and the affected brigade.

   (2) As much as possible provide any needed support to the affected brigade

b. USACC Chaplain: See Appendix 5.

c. USACC G3: Provide status of casualty through SIR.

d. USACC Public Affairs Officer (PAO):
   
   (1) Prepare initial and follow-up press releases of information on casualty incidents involving personnel assigned to and living within the AOR.

   (2) Ensure the release of name(s) is withheld until confirmation is received from casualty management personnel that NOK has been notified. Consistent with DOD guidance, PAO will refrain from release of Soldier information through a news release until 24-hours after NOK notification is completed.

e. Affected Brigade or USACC HHC:
   
   (1) Will notify the appropriate Casualty Assistance Center who will determine if casualty is reportable and act as liaison to HQDA Casualty Section. Per AR 638-8 Chapter 3-1 Cadets and students enrolled in ROTC performing authorized training or travel are reportable. Do not make this determination yourself be sure to verify with the CAC. If the Cadets death is not reportable still let USACC know and be sure to follow your schools protocol on a student death.

   (2) Serve as the liaison between the USACC and the CAC.

   (3) Provide DD Form 93 (Record of Emergency data)/SGLV 8286 Service Members’ Group Life Insurance (SGLI)/Enlisted Records Brief (ERB) or Officers Records Brief (ORB) to the Casualty Assistance Center (CAC).

   (4) Provide the Standard Name Line (SNL) for the Line Of Duty (LOD) Investigation Officer (IO) to USACC Legal upon receipt. [USACC Office of the Staff Judge Advocate (OSJA) will prepare appointment orders for the LOD IO to conduct the investigation (O6 signature)]. Provide name and contact information of the LOD Investigation Officer to the Casualty Assistance Center.

   (5) Verify the Summary Court-Martial Officer (SCMO) is appointed and provide name and contact information to the Casualty Assistance Center.
Annex B (Cadet Casualty Notification) to USACC Casualty SOP

(6) Ensure an escort is identified to escort the remains. The escort should report to the Casualty Assistance Center for training and certification.

(7) Ensure the school/university’s protocol is followed with regards to a student casualty.

f. Commanders will ensure Soldiers and Civilian employees do not release any information concerning a casualty until after the initial notification has been completed.

g. Supported commanders will adhere to regulation and policies regarding letters of sympathy. Letters of sympathy are designed to extend expressions of sympathy to the PNOK. If the PNOK is a minor, the letter will be addressed to the minor in care of the guardian or legal representative. Letters of sympathy and letters of condolence should be reviewed by the Casualty Assistance Center prior to mailing to the NOK. Commanders are encouraged to visit the PNOK personally and express condolences. If this is not possible, telephonic expression of sympathies are also appropriate.

h. There may be interested persons other than the PNOK who may be affected or show considerable interest in a casualty (e.g., other members of the unit, close personal friends, boyfriends, girlfriends, and fiancés). While it is not possible, because of the Privacy Act of 1974, to provide these individuals with the complete details of the loss or allow access to personal effects, commanders should use common sense and sensitivity with regard for their feelings and concerns while respecting the PNOK’s wishes and desires.
## Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

<table>
<thead>
<tr>
<th>Time</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>N - Hour</td>
<td>Brigade is notified Cadet is Injured/Killed/Found</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td></td>
<td>Alert Primary Staff (Casualty Cell, BDE XO, Surgeon, Chaplain, SJA, S-3) &amp; IOC</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td></td>
<td>BDE XO/DBO notifies BDE CDR</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>BDE CDR notifies USACC CDR</td>
<td>BDE CDR</td>
</tr>
<tr>
<td></td>
<td>Initiates Death of Cadet Checklist (in instance of death)</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>Execute trauma ministry pray and counseling</td>
<td>USACC Chaplain</td>
</tr>
<tr>
<td></td>
<td>Retrieve Soldier’s SGLV/DD93 and ERB/ORB for CAC</td>
<td>G-1 MPD</td>
</tr>
<tr>
<td></td>
<td>Submit SIR to USACC G3 &amp; IOC/CAC immediately</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>Initiate Estimated Cost of Damage (ECOD)</td>
<td>G-4</td>
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<tr>
<td></td>
<td>Conduct positive identification of Cadet's remains</td>
<td>Chain of Command/Coroner</td>
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<tr>
<td>N + 15 min</td>
<td>Will notify USACC G-1</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Receive Initial Report from Medical Treatment Facility (MTF) if possible</td>
<td>BDE S-1, MPD</td>
</tr>
<tr>
<td>N + 30 min</td>
<td>Complete news release for approval by BDE XO / Used as statement until NOK notification</td>
<td>USACC PAO</td>
</tr>
<tr>
<td></td>
<td>Submit SITREP to G3</td>
<td>BDE XO</td>
</tr>
<tr>
<td>N + 2 Hrs</td>
<td>Turn in Casualty Packet to affected CAC (SGLV/DD93, ERB or ORB, Initial Casualty Report)</td>
<td>S-1</td>
</tr>
<tr>
<td>N+3 Hrs</td>
<td>Ensure death certificate is properly filled out and Mortuary Affairs (MA) has copy</td>
<td>USACC Surgeon</td>
</tr>
<tr>
<td>N + 6 Hrs</td>
<td>The respective BDE S-1/HHD CDR will provide the G-1, MPD the standard name-line (SNL) (including full name, unit and SSN) of the Line of Duty (LOD) Investigating Officer (IO). G-1, MPD will provide the SNL for the LOD IO to OSJA. [USACC Legal will prepare appointment orders for the LOD IO to conduct the investigation (O6 signature)]</td>
<td>MPD</td>
</tr>
<tr>
<td>N + 7 Hrs</td>
<td>Provide Command guidance to PAO</td>
<td>USACC CDR</td>
</tr>
<tr>
<td>N + 12 Hrs</td>
<td>Appoint AR 15-6 Investigating Officer</td>
<td>BDE CDR/CG</td>
</tr>
<tr>
<td></td>
<td>Draft 15-6 Appointment Orders</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Brief 15-6 Investigating Officer on Duties (by FRAGO, IO must complete w/in 38 days)</td>
<td>OSJA</td>
</tr>
<tr>
<td></td>
<td>Consolidate all information received to include the Summary Court Martial Officer and AR 15-6 Investigating Officer (name/rank/ phone number) and Field Grade Officer Review</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td>Time</td>
<td>Action</td>
<td>Responsibility</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>N + 12 Hrs</td>
<td>The BDE S-1 will provide the standard name-line (SNL) (including full name, unit and SSN) of the detailed Summary Courts Martial Officer (SCMO) (one SCMO per casualty) and the AR 15-6 Investigating Officer (IO) to the CAC.</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Consult OSJA as needed</td>
<td>SCMO</td>
</tr>
<tr>
<td>N + 24 Hrs</td>
<td>Appoint a Summary Court-Martial Officer (SCMO)</td>
<td>BDE CDR/CG</td>
</tr>
<tr>
<td></td>
<td>Verify Summary Court-Martial Officer (SCMO) is appointed</td>
<td>G-1, MPD</td>
</tr>
<tr>
<td></td>
<td>Draft SCMO Appointment Orders (if necessary)</td>
<td>OSJA</td>
</tr>
<tr>
<td></td>
<td>Brief SCMO (if necessary)</td>
<td>OSJA/Mortuary Affairs</td>
</tr>
<tr>
<td></td>
<td>Notify BDE CDR/CG when NOK notification is accomplished. CMAOD will generate an R9 report that will notify the USACC G-1 as to when NOK is complete</td>
<td>PMS/BDE CDR/CG/Key Leader</td>
</tr>
<tr>
<td>N + 48 Hrs</td>
<td>Track DTG of memorial service and funeral, coordinate with chain of command to ensure flowers (or appropriate condolences) are sent; Provide memorial service info to CAC</td>
<td>BDE XO</td>
</tr>
<tr>
<td></td>
<td>Assist the unit in coordinating for local support for Traumatic Event Debrief (TED). (University Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability</td>
<td>USACC Chaplain</td>
</tr>
<tr>
<td></td>
<td>Coordinate for Memorial Ceremony - location, setup, bugler, firing team, MP support, etc.</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Ensure Memorial Ceremony is coordinated with Command Group Calendars</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Provide the DA Form 638 with supporting narrative (Posthumous Award) to be presented at funeral</td>
<td>BDE S-1</td>
</tr>
<tr>
<td></td>
<td>Provide Finance with standard name line of casualties/ injured Cadets</td>
<td>BDE S-1</td>
</tr>
</tbody>
</table>
**NOTES:**

1. Communication between the unit/school, Cadet Command HQ, and the Casualty Assistance Office remains constant throughout the entire process.

2. Cadets “auditing” (not receiving credit) a Military Science Class are not considered “reportable”.

3. CULP mission-related casualties can be reported directly to CMAOD at (800)626-3317.
Tab B (Brigade Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. **Purpose:** To identify who will participate and what critical information is discussed at the initial coordination meeting. Personal attendance is preferred, but teleconference may be required due to geographic dispersion.

   a. **Attendees:**

      (1) Brigade Commander
      (2) Brigade Executive Officer
      (3) Brigade Command Sergeant Major
      (4) Professor of Military Science
      (5) Senior Military Instructor
      (6) Brigade S-3
      (7) Brigade S-1
      (8) USACC G-1
      (9) USACC PAO
      (10) USACC Chaplain
      (11) USACC Surgeon
      (12) Any other necessary personnel

   b. **Serious Incident Report facts:**

      (1) Name
      (2) Rank
      (3) Organization/Station of Assignment (Include DUIC)
      (4) Next Of Kin to be notified (retrieve full name, relationship from DD93)
      (5) Next Of Kin already notified
      (6) Duty Status: On-Duty, Off-Duty, Leave, AWOL, DFR, Pass, Hospital, TDY, or Other
      (7) Place of Incident
      (8) Date/Time of Incident
      (9) Circumstances
      (10) Casualty Assistance Officer (CAO): Yes No
           (If Yes, List: Rank, Name, Complete Unit Address, Duty/Home Telephone #)
      (11) Decorations and Awards
      (12) SGLI Date Prepared/Reviewed

   c. **Agenda:**

      (1) Date, time, and location of Memorial Ceremony (MC)
      (2) Date and time of IPR
      (3) Date and time of rehearsals
      (4) Order of Memorial Ceremony per the USACC Chaplain’s recommendations
      (5) Participants
      (6) Estimated # of attendees
      (7) Name of Summary Court Officer (For estate purposes)
Tab B (Brigade Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

2. Review of critical Casualty Operations tasks to ensure all attendees understand their responsibilities and suspend.

3. All of the above should be discussed in further detail. Flexibility is the key. The Brigade will take the lead on the memorial.

4. The Brigade Executive Officer establishes the time and place of the initial coordination meeting and directs the S-1 to notify all participants. The initial coordination meeting is best conducted within 12 hours of notification of death.
Tab C (HQ Initial Coordination Meeting) to Appendix I (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. **Purpose:** To identify who will participate and what critical information is discussed at the initial coordination meeting. Personal attendance is preferred, but teleconference may be required due to geographic dispersion.

   a. **Attendees:**

      (1) HHD Commander
      (2) Deputy Chief of Staff
      (3) ISG
      (4) Command Sergeant Major
      (5) USACC G-1
      (6) USACC PAO
      (7) USACC Chaplain
      (8) USACC Surgeon
      (9) Any other necessary personnel

   b. **Serious Incident Report facts:**

      (1) Name
      (2) Rank
      (3) Organization/Station of Assignment (Include DUIC)
      (4) Next Of Kin to be notified (retrieve full name, relationship from DD93)
      (5) Next Of Kin already notified
      (6) Duty Status: On-Duty, Off-Duty, Leave, AWOL, DFR, Pass, Hospital, TDY, or Other Place of Incident
      (7) Date/Time of Incident
      (8) Circumstances
      (9) Casualty Assistance Officer (CAO): Yes  No
         (If Yes, List: Rank, Name, Complete Unit Address, Duty/Home Telephone #)
      (10) Decorations and Awards
      (11) SGLI Date Prepared/Reviewed

   c. **Agenda:**

      (1) Date, time, and location of Memorial Ceremony (MC)
      (2) Date and time of IPR
      (3) Date and time of rehearsals
      (4) Order of Memorial Ceremony per the USACC Chaplain’s recommendations
      (5) Participants
      (6) Estimated # of attendees
      (7) Name of Summary Court Officer (For estate purposes)

2. Review of critical Casualty Operations tasks to ensure all attendees understand their responsibilities and suspense.

3. All of the above should be discussed in further detail. Flexibility is the key. HHD will take
Tab C (HQ Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

the lead on the memorial.

4. The HHD Commander establishes the time and place of the initial coordination meeting and directs the S-1 to notify all participants. The initial coordination meeting is best conducted within 12 hours of notification of death.
1. The CMAOD, through the local CACs, will provide training on various casualty management topics:
   
a. CNO and CAO training (16 hours).

b. Benefit coordinator training (40 hours).

2. The CMAOD offers online training in several subjects:


   b. DD Form 93, Record of Emergency Data training video and presentations.

   c. CNO and CAO interactive training; used to recertify after completing required classroom instruction. Soldier may recertify within one year of training, but should attend classroom training in second year.

   d. Funeral preparation for General Officers video.

   e. Military Funeral Honors video.

3. CMAOD offers guides and handbooks on several subjects:

   a. Casualty Notification and Assistance Guide.


4. For a listing of current telephone numbers to schedule training or to view the online training, see the CMAOD web page [https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD)].
Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. Notify your brigade commander immediately upon the death of anyone at your college IAW paragraph 1 cf this SOP. Next of Kin (NOK) and university officials will not, repeat, will not be notified unless directed by CMAOD.

2. If the death is reportable and you are close to or on an Army installation, notify the installation casualty office immediately. A list of Army Installation CAC’s is at https://www.hrc.army.mil/TAGD/Casualty%20Assistance%20Centers%20Locator. If there is no Army installation near your university, call 1-800-626-3317 and provide the following information about the casualty:

   Full name
   Social security number
   Rank
   Unit
   Circumstances surrounding the death

3. Prepare SIR to USACC, G3, IAW Appendix 2 (Casualty Fact Sheet) to Annex A.

4. CMAOD will direct all actions involving the notification and appointment of the CAO.

5. After the Casualty Assistance Center has confirmed notification to the PNOK, the PMS will:
   a. Determine what details of the death are releasable to which parties.
   b. Brief University Officials.
   c. Brief fellow Cadets in a controlled setting.
   d. Establish contact with CAO if possible.

6. Casualty Assistance Center will then:
   a. Ensure a trained and certified Casualty Assistance Officer is assigned to appropriate next of kin and/or designated beneficiaries.
   b. Cadet’s unit may appoint a liaison officer, but the CAO is responsible for direct assistance to the NOK.

Long-Term Operations:

1. Develop and get approval of a releasable message for Cadets and their Families (POC is Cadet Command PAO).

2. Receive guidance from PAO on what to release to media and how to answer/defer questions.

3. Plan memorial ceremony (MC).

4. Prepare duplicate deceased Cadet’s records (personnel file and counseling packet).
Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Additional Notes:

1. The Family may have had no exposure to the military prior to the Cadet joining ROTC, and they may be completely unfamiliar with training events, what is involved with being a Cadet in ROTC, and the services that we can provide for them.

2. This plan is based off a Cadet’s death during training. Not all of these services may be available or required if the death occurred under different circumstances.

3. Although unpleasant, this plan needs to be briefed to all staff members and to all MSIV’s. It is based upon the process they will become Commissioned Officers.

4. If the casualty is a reportable death (See Paragraph 1), CMAOD will direct the nearest Army Installation to the PNOK and direct them to make notification. PMS or any other ROTC staff will not contact the PNOK until the Casualty Assistance Center has advised them official notification has been made.

5. The Casualty Assistance Center serving the NOK’s geographical area will appoint CAO(s) to assist NOK as applicable.

6. The Casualty Assistance Center Mortuary Affairs Coordinator will work with the funeral home nearest to the PNOK in conjunction with the CAO for burial. Burial benefits will be determined by the CAC assisting with the burial and providing burial honors.

7. Even if the casualty is not reportable (non-contracted Cadet or a Cadet not participating in a Command sponsored event), notify the Commanding General, USACC, immediately.
Tab A (Escort Officer & Summary Court Martial Officer (SCMO) Duties) to Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

**Escort Officer:**

1. Contact Casualty Assistance Center for briefing.

2. Prepare Class A/ASU uniform.


4. Be prepared to depart at a moment’s notice.

5. Contact CAO to discuss arrival ceremony (if applicable), tentative service date/time, confirm requested dress of service member (Military uniform or civilian attire).

6. Pack personal hygiene kit, extra shirts, and extra socks. You will be in your dress uniform and with the remains for probably over 24 hours. You must maintain your professional appearance at all times.

7. Airline personnel will be more than accommodating, but you may have to be respectfully assertive in order to be let onto the Tarmac.

**Summary Court Martial Officer (SCMO):**

1. A SCMO must be appointed by the Brigade Commander to ensure proper handling of the Cadet’s personal effects and financial accounts.

2. The SCMO should review DA PAM 638-2, Chapters 11-22 and Appendix F. The SCMO will also be briefed by the Casualty Assistance Center.

3. The SCMO must determine the Person Eligible to Receive Effects (PERE) (DA PAM 638-2).

4. The SCMO is authorized to only to handle personal effects which are in areas of Government control, such as ROTC offices and storage rooms.

5. The SCMO is authorized, but not required, to contact the College’s Bursars Office to determine any outstanding debts or credits on the Cadet’s account.

6. A legal notice must be placed in the local or college newspaper asking for claims against the Cadet’s estate. If a fee is associated with this notice, the local Casualty Assistance Center is responsible for paying it.

7. The SCMO does not collect or pay any debts/credits. He is only authorized to collect information and relay it to the PERE.

8. After the completion of all duties, write a closing report which is submitted through the local Casualty Assistance Center to CMAOD.
Tab B (Casualty Fact Sheet) to Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. **Purpose:** To provide pertinent data regarding the date, time, and circumstances of death of a Cadet Member to the chain of command and the USACC Chaplain. To communicate necessary data for preparation of eulogy and awards or letters regarding the deceased service member.

2. **Distribution:** Commanders / HQs Directors, XO, CSM, S-1, PAO, and Chaplain.

3. **Information:**

   a. **Military Data/History.**

      (1) Full Name.
      (2) Rank/Grade.
      (3) Service number.
      (4) Date and place of initial contract.
      (5) Civilian School and Military Education (dates and places).
      (6) Military background and history (as necessary).
      (7) Assignments and positions.
      (8) Awards and decorations.
      (9) Avocations/Unique interests.

   b. **Situational Data.**

      (1) Date and place of death.
      (2) Circumstances/Cause of death.
      (3) Date, time, and place of burial/interment.
      (4) Survivors and relationships.
      (5) Indicate if Family requires an interpreter or has special needs.
Appendix 3 (Commander Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. Immediately notify the Commanding General, USACC upon death of personnel listed in paragraph 1 on page 2 of this SOP.

2. Be prepared to assume Family support responsibilities for casualty’s Families who reside in their geographic boundaries.

3. Be prepared to assume Family support responsibilities for any USACC military personnel deployed to an overseas contingency or emergency response mission whose Family resides in the command’s geographic boundaries. These individuals are directly assigned to positions in support of these missions, often immediately following a school assignment, and are not on temporary duty or temporary change of station orders from another USACC organization. Included in this category are individual mobilization augmentee personnel.

4. Provide updates to Commanding General, USACC through SIR and other means.

5. Coordinate with the local or HQDA Casualty Assistance Center (CAC) on the assignment of the CNO and CAO for all casualties in paragraph 1 on page 2 of this SOP.

6. By direction of the local or HQDA CAC, make notification to the PNOK in the event of an injury or illness to a Soldier, Civilian, or Cadet.

7. Write an appropriate letter of sympathy, condolence, or concern to the PNOK. See Chapter 8, AR 638-8 for additional guidance and requirements.

8. Ensure the appropriate level of support is provided to the PNOK in the event of a casualty not related to a contingency or emergency relief deployment (either in the U.S. or outside the U.S.).

9. Ensure all Soldiers in the grades of E7 (SFC) and above are trained as a CNO or CAO. See Tab E to Appendix 1 of this Annex for CMAOD available training to include requirements for CAO training. USACC employees may take this training, but unless they are appointed by the local CAC to act as a CAO, they will not be allowed to perform the duties of a CAO.


Appendix 3 (Commander Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

CASUALTY OCCURS (death, missing, injury/illness, DUSTWUN or EAWUN)

A reportable cadet casualty

COMPLETE WITNESS REPORTS/VERIFICATION BY UNIT/SCHOOL REPRESENTATIVE

THEN

PMS immediately notifies closest CAC office, BDE CDR, & prepares/sends SIR to USACC G3

BDE CDR immediately notifies CG, USACC

IF INDIVIDUAL AUDITS (not receiving credit) AN MS CLASS ONLY

NO FURTHER REPORTING REQUIRED
Tab A (Casualty Planning Checklist) to Appendix 3 (Commander Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

**Purpose:** To provide leadership with a checklist to ensure vital tasks are accomplished.

- Date Notification Made: ________________________________

- Summary Court Martial Officer:
  - Necessary? ______ Yes ______ No
  - Name: ____________________________________________ Rank: ______

ADD Escort

- Line of Duty Officer:
  - Necessary? ______ Yes ______ No
  - Name: ____________________________________________ Rank: ______

- Red Cross/AER:
  - Necessary? ______ Yes ______ No
  - Actions taken: ______________________________________

- Inventory/Secure Belongings:
  - Date secured: ______________________________
  - Date sent: ______________________________

- Memorial Ceremony:
  - Date/Time: ______________________________
  - Location: ______________________________

- Letter of Sympathy:
  - Necessary? ______ Yes ______ No
  - Date sent: ______________________________

- Follow Up:
  - Date: ______________________________
  - Notes: ______________________________________

  Date: ______________________________
  Notes: ______________________________________
Tab B (Suicide Report Format) to Appendix 3 (Commander Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

If Lines do not apply to cadet put NA

Legend:
- Psychological Autopsy Template
- VCSA’s Guidance
- Chronology

Line 1: Name
Line 2: Rank
Line 2a: MOS
Line 3: Age
Line 4: Martial Status
Line 4a: Extenuating Relationship Factors
Line 5: Family Members
Line 5a: Family Member Factors
Line 6: Date of last PCS
Line 6a: Previous unit (if within six months of PCS)
Line 7: Unit
Line 8: DTG and location of incident
Line 8a: Details of Suicide Event
Line 9: Deployment History
Line 9a: If notified of imminent deployment prior to suicide
Line 9b: PDHA/PDHRA findings
Line 10: Mental Health History (i.e.: SM/Cadet/Cadre seen by mental health care provider, Chaplain, social worker)
Line 10a: Previous Mental Health issues not reported to current command
Line 10b: Previous attempts
Line 11: Adverse actions, pending adverse actions
Line 12: Current medications and history of compliance
Line 13: Illegal use of drug / addiction to alcohol history
Line 14: Financial Status
Line 15: Legal Issues
Line 16: Work related issues
Line 17: Lifestyle, Personality
Line 18a: Recent suicide prevention training
Line 18b: DTG completed Suicide Stand-Down/Training (None)
Line 18c: DTG completed Suicide Chain-Teach/Training (None)
Line 19: Miscellaneous
Line 20: Commander’s Assessment
Appendix 4 (Brigade S-1 Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This annex establishes the minimum responsibilities of the Brigade S-1 in the case of a casualty in U.S. Army Cadet Command. G-1 will assume these responsibilities in instances of a casualty within the headquarters.

2. **Responsibilities:**

   a. Once a casualty occurs in a Cadet Command organization, immediately verify the name and SSN.

   b. Initial casualty report will be sent to respective CAC and a courtesy copy to the USACC G-1 once it is received from the unit. S-1 will verify all information on the initial casualty report and have a field grade officer verify the information before sending it forward.

   c. Supplemental Casualty report will be submitted to the respective CAC and courtesy copy USACC G-1 upon receipt. S-1 will verify all information on the supplemental casualty report before sending it forward.

   d. KIA- Initial Casualty and Supplemental reports will come from organization and quality controlled by S-1 prior to submission to the CAC. Notify all the participants of initial coordination meeting time and place.

   e. Assist the PMS/BDE CDR/Key Leader and SMI/CSM in the preparation of the deceased fact sheet and provide to USACC Commander, Brigade Commander, and the Chaplain per USACC Commander's direction.

   f. Provide the USACC G-1 with the following:

      (1) Casualty Report.
      (2) Medical and Dental Files.
      (3) Name of the Summary Court Martial Officer (if applicable).
      (4) Any additional or pending information (Divorce pending, updated DD Form 93, updated SGLV 8286, etc.).

   g. Prepare an **UNDATED** Letter of Sympathy or Condolence within 24 hours of the time of the incident. Upon confirmation of notification of the Next of Kin (NOK), date and send the letter (also provide a copy to the CAC). **(DEATH ONLY).**

   h. Prepare a bulletin for the ceremony with help from the USACC Chaplain and PAO.
Appendix 5 (USACC Chaplain Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This annex establishes the minimum responsibilities of the USACC Chaplain in the case of a casualty in U.S. Army Cadet Command.

2. **Responsibilities:**

   a. Participate in initial coordination meeting to determine the following:

      (1) Selection of Memorial Ceremony (MC).
      (2) Date, time, and location of MC.
      (3) Date, time, and location of rehearsal.
      (4) Order of MC (Bring samples to meeting).
      (5) Participants:
          (a) Memorial Tribute Speaker.
          (b) Scripture Reader(s).
          (c) Schoist (Optional).
          (d) Roll Call (Optional).
          (e) Firing Party (Optional).
          (f) TAPs (Bugler).

   b. Serve as advisor for all aspects of Casualty Operations.

   c. Perform a Traumatic Event Debrief (TED) or Critical Incident Stress Debrief (CISD) based on Traumatic Event Management (TEM) and contact the Battle Stress Team if needed.

   d. Assist the unit in coordinating for local support for TED (University Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability.

   e. Provide religious support and guidance to Soldiers, Civilian employees, Family members and Cadets as desired.

   f. Obtain Deceased Fact Sheet from S-1.

   g. Serve as advisor to the PMS.

   h. Provide quality control to ensure the chapel or other area is set up correctly for rehearsal and MC, to include memorial stand.

   i. Provide quality control to ensure ushers are briefed on entrance, seating, and exit procedures.

   j. Provide quality control to ensure the command or representative takes pictures or video of event for the Family.
Appendix 6 (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This annex defines the distinctions between Letters of Sympathy, Condolence, and Concern and when each is appropriate to send. This annex also addresses who is to send each letter. Letters of sympathy and condolence should be reviewed by the Casualty Assistance Center before mailing to the NOK. Provide a copy of the letter for the casualty casefile.

   a. A Letter of Sympathy is a single page letter defining the circumstances of the death and offering the USACC's sympathy. This is normally only sent to the Primary Next of Kin (PNOK).

   b. A Letter of Condolence is a single page letter explaining to extended Family members or Secondary Next of Kin (SNOK) how a casualty occurred. This format is also used if the Family has already been given details of the death. Any other type of letter would be either redundant or inappropriate.

   c. A Letter of Concern is written to Family members to voice the concern of the USACC to Family members, primarily parents or a spouse, regarding a Cadet when circumstances other than a death occur.

2. **Letters of Sympathy:**

   a. A Letter of Sympathy is sent to the PNOK of all deceased Cadets. If the parents are separated or divorced, a separate letter is sent to each parent.

   b. Letters of Sympathy will not be prepared for those NOK who, through some appropriate source, are fully aware of the circumstances surrounding the casualty. In such cases, Letters of Condolence are prepared.

   c. The Cadet's PMS prepares the Letter of Sympathy. Keep letters sincere and simple in language. Show a warm, personal interest in the Cadet and the addressee. Extend condolences and describe the circumstances surrounding the Soldier/Cadet's death or missing status.

   d. Letters of Sympathy are dispatched after the notification of the NOK is confirmed.

3. **Letters of Condolence:**

   a. The Letter of Condolence will be used to convey condolence on a person's death but will not describe the circumstances surrounding the death.

   b. Professors of Military Science who would normally send a Letter of Sympathy will send a Letter of Condolence when the NOK has been provided the details by some appropriate authority.

   c. Appropriate commanders in the chain of command (other than the PMS writing the letter of sympathy), medical facility commanders, and chaplains may write Letters of Condolence.
Appendix 7 (Casualty Assistance Center POC Listing) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

4. PNOK Packet:

   a. The memorial ceremony will be recorded on both an audio CD and DVD. Copies of the MC will be made for the Family of the deceased Cadet. For a Cadet’s memorial service, travel to the event is authorized for the Soldier’s spouse, children, parents, siblings & parent(s)-in-law. Contact the CAC for assistance with invitational travel orders and travel arrangements.

   b. A PNOK packet letter will be sent with the enclosed CD and DVD to the PNOK. If divorced parents both parents will receive one.
Mrs. Doe
93-8231 Stone Ave.
Mililani, HI 96789

Dear Mrs. Doe:

It is difficult for me to express the deep sorrow over the recent death of your daughter Denise.

At approximately 4:45 pm on June 9, 2014, Denise was taking a break after a land navigation exercise when she was struck by lightning. Denise was mortally wounded. Medical personnel were immediately at your daughters’ side, but were unable to save her life. I sincerely hope the knowledge she was not subjected to any prolonged suffering will be of some comfort to you and your Family.

Denise was a valuable member of the (Unit). She distinguished herself as an outstanding Cadet and Leader who was willing and eager to accomplish any task. Her sincerity, cheerfulness, and devotion to her duties were an inspiration to her fellow cadets, and we are all saddened by her loss.

A memorial ceremony will be held for Denise on the afternoon of Monday, June 12, 2014, during which the Soldiers, Cadets of the (Unit) and this command will render military honors and final tribute to her.

Denise’s personal belongings have been collected and will be sent to the person authorized to receive them for distribution in accordance with the laws of her domicile.

I hope in this period of bereavement for you and your Family some measure of comfort will be found in knowing your grief is shared by all of us who were closely associated with your daughter.

Sincerely,

Colonel, United States Army
Commanding
Words of Remembrance Examples

"Jane Doe"

Jane and I used to talk about a lot of things about home. She used to tell me about her family and
friends, and a lot about how she was. There were several moments when we would just laugh and joke,
but it is not easy to pinpoint just one moment. I’ll miss her and our times of joking and talking. I’m glad
I got to know her.
-Cadet’s Statement

Jane was a good friend. We used to sit down and talk about what kind of car she should get. We picked
out a group of cars and tried to find things for them. I remember looking at rims and her pointing out this
one set and would laugh about how people would laugh at you for even buying them. We would go on
laughing for hours it seemed like. We never had a dull moment together. She was a good friend and I
will miss all our talks.
-Cadet’s Statement

I remember Jane as being one of the guys who would make you laugh in any situation no matter if it was
good or bad. I used to always love to play Halo with her because she was the best and she always beat
me and I would tell her that one day I would beat her and she would just laugh and say “In your
dreams!”
-Cadet’s Statement

Jane was a friend to everyone. She knew when to be serious and really knew when not to be. She had
this dry sense of humor that was just hilarious. I think my favorite thing to do with her was sit around for
hours and drink iced coffee, we would talk about things we couldn’t wait to do when we got home. I
remember one day at summer training she had her mind set on buying a mustang. We had this huge
corveraon about mustangs and a truck, by the end of it I had talked her into buying a truck. It was a
good time. I will always think of her as a little sister I never had. I will never forget her.
-Soldier’s Statement

Jane was such a character. I remember when she first came to UofL she was quiet and kept to herself
and just read books. Once she came around and got used to everyone I realized she was not quiet at all.
In the most serious conversations she would just come up with the most off the wall thing to say and we
would just start cracking up. She made me laugh so many times when times were rough and she could
say one thing to lighten up my day. Jane will never be forgotten and I will always have many stories to
share with friends and family about this wonderful young lady.
-Soldier’s Statement

The one thing I will never forget about Jane is her million dollar smile. Her light mood and laugh were
contagious as well. She just always seemed to snap me out of it when I’d get worried about day to day
stuff. I know everyone feels the same. She was a great young women and it was an honor and a privilege
to get to work with her for the past six months.
-Soldier’s Statement
Appendix 7 (Casualty Assistance Center POC Listing) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

**Fort Knox CAC Hours of Operation:**

0700-1600 Monday – Friday  
1030-1300 Saturday  
Closed Sundays and all Federal Holidays; limited staffing on Post Training Holidays

**CAC Points of Contact:**

Ms. Barbara Bonnell  CACChief/Operations  (502) 624-3144  
barbara.c.bonnell.civ@mail.mil  (After hours: 502-272-5057)

**Casualty Case Managers:**

Ms. Lisa Bruner  (502)624-1650  
Ms. Mary Wade  (502)624-3260

**Mortuary Affairs:**

Mr. Floyd Morrow  (502)624-3578  
Mr. Dave Marcum  (502)624-5417

**Benefits Coordinator:**

Ms. Tina Patterson  (502)624-2888

Casualty After Hours cell phone: (270)272-5026

**IOC:** (502)624-2707/5151/2806

**Casualty and Mortuary Affairs Operation Center Website:**
https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD) (this site has CAC locations for both CONUS & OCONUS)
Appendix 7 (Casualty Assistance Center POC Listing) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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1. DEATH OF DA CIVILIAN EMPLOYEE WHILE ON DUTY.

a. The supervisor will:

   (1) Notify the PNOK that employee has been (or is being) transported to Medical Treatment Facility (MTF). The supervisor, or a designated representative, may accompany employee to MTF but is not required to do so.

   (2) Immediately notify the Brigade or the Director of employee’s death. Provide the name, SSN, date and place of death, contact information for PNOK if we have it, and any other relevant information.

   (3) If the employee is in a TDY status or in a theater of operations, notify the Casualty Assistance Center.

   (4) Notify the G1 Civilian Personnel Division (CPD) of employee’s death. Provide the name, SSN, date and place of death, contact information for PNOK, and other relevant information.

   (5) Notify the Brigade, Directorate, or Master Timekeeper of employee’s date of death.

   (6) Arrange for turn-in of any government property assigned to the deceased (e.g., government credit card, Common Access Card (CAC), keys to the office, issued equipment, etc.)

   (7) Provide information to the Public Affairs Office when and if requested.

b. The Brigade/Directorate will:

   (1) Complete Serious Incident Report (SIR) and submit IAW established procedures.

   (2) The Brigade/Directorate Timekeeper will input date of death code (LX) into ATAAPS and notify the G1 CPD Master Timekeeper at (502) 624-7038.

c. The G1, CPD will:

   (1) Notify the Fort Knox Civilian Personnel Advisory Center (CPAC) of the employee’s death and provide information listed in paragraph 1a(4) above.

   (2) Ensure employee’s death is properly coded for payroll purposes.

d. The Fort Knox CPAC will:

   (1) Report the death electronically through the Benefits Automated Tracking System-Restricted (BATS-R).
Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

(2) Interface with the survivor/beneficiary/NOK and Army Benefits Center – Civilian (ABC-C), as appropriate.

(3) Create a Request for Personnel Action (RPA) for the employee

e. The ABC-C will:

(1) Review the Electronic Official Personnel File (EOPF); obtain information regarding benefit elections for retirement, Federal Employees Health Insurance (FEHB), Federal Employees Life Insurance (FEGLI) and the Thrift Savings Plan (TSP).

(2) Assign a Benefits Specialist to the case.

(3) Interface with the survivor/beneficiary/NOK as required.

f. Refer to Tab 1 of this Annex for flow chart of responsibilities.

2. DEATH OF DA CIVILIAN EMPLOYEE WHILE NOT ON DUTY.

a. The supervisor will:

(1) Immediately notify the Brigade or Director of employee’s death. Provide the name, SSN, date and place of death, contact information for P/OK, and any other relevant information.

(2) Notify the G1 Civilian Personnel Division (CPD) of employee’s death. Provide the name, SSN, date and place of death, contact information for P/OK, and other relevant information.

(3) If the employee is in a TDY status, or in a theater of operations, notify the Casualty Assistance Center.

(4) Notify the Brigade, Directorate, or Master Timekeeper of employee’s date of death.

(5) Arrange for turn-in of any government property assigned to the deceased, e.g., government credit card, Common Access Card (CAC), keys to the office, issued equipment, etc.

(6) Provide information to the Public Affairs Office when and if requested.

b. The Brigade/Directorate will:

(1) Complete Serious Incident Report (SIR) and submit IAW established procedures.

(2) The Brigade/Directorate Timekeeper will input date of death code (LX) into ATAAPS and notify the G1 CPD Master Timekeeper at (502) 624-7038.

c. The G1, CPD will:
Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

(1) Notify the Fort Knox Civilian Personnel Advisory Center (CPAC) of the employee’s death and provide information listed in paragraph 1a(4) above.

(2) Ensure employee’s death is properly coded for payroll purposes.

d. The Fort Knox CPAC will:

(1) Report the death electronically through the Benefits Automated Tracking System-Restricted (BATS-R).

(2) Interface with the survivor/beneficiary/next of kin and Army Benefits Center – Civilian (ABC-C), as appropriate.

e. The ABC-C will:

(1) Review the Electronic Official Personnel File (EOPF); obtain information regarding benefit elections for retirement, Federal Employees Health Insurance (FEHB), Federal Employees Life Insurance (FEGLI) and the Thrift Savings Plan (TSP).

(2) Assign a Benefits Specialist to the case.

(3) Interface with the survivor/beneficiary/next of kin as required.

f. Refer to Tab 2 of this Annex for flow chart of responsibilities.

3. INJURY/INCAPACITATION OF DA CIVILIAN EMPLOYEE WHILE ON DUTY.

a. The supervisor will:

(1) Notify the PNOK the employee has been (or is being) transported to Medical Treatment Facility (MTF). Employee will be allowed to notify the PNOK if able. Supervisor, or designated representative, may accompany employee to MTF but is not required to do so.

(2) Immediately notify the Brigade/Directorate of employee’s injury. Provide the name, SSN, date, cause and place of injury, and any other relevant information.

(3) Notify the G1, CPD of employee’s injury.

(4) Notify the Brigade, Directorate, or Master Timekeeper of employee’s date of injury.

(5) Complete a CA-1 within 10 working days after notification of injury through the Electronic Data Interchange (EBI) website at http://www.cpmos.osd.mil/icuc.
Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

(6) Notify the Fort Knox Federal Employee Compensation Act (FECA) Coordinator at 502-624-4309/3429, the CA-1 has been electronically submitted or if there are any questions. All coordination of claim will be worked directly through the Fort Knox FECA Coordinator.

b. The Brigade/Directorate will:

(1) Complete SIR and submit IAW established procedures.

(2) Input date of injury code (LU) and Continuation of (COP) code (LT) into ATAAPS and notify the G1, CPD Master Timekeeper at (502) 624-7038.

c. The G1, CPD will:

(1) Ensure time is coded properly in ATAAPS to incorporate date of injury and COP codes, as appropriate.

(2) Complete any personnel actions deemed appropriate in regard to employee’s injury.

d. The Fort Knox Federal Employee Compensation Act (FECA) Coordinator will:

(1) Provide a CA-16 to the MTF authorizing treatment of injury.

(2) Serve as liaison for MTF, supervisor, and employee and the Office of Workers’ Compensation Programs (OWCP).

e. Refer to Tab 3 of this Annex for flow chart of responsibilities.

4. INJURY/INCAPACITATION OF DA CIVILIAN EMPLOYEE WHILE NOT ON DUTY.

a. The supervisor will:

(1) Notify the Brigade/Director of employee’s injury upon notification. Provide the name, SSN, date, cause and place of injury, and any other relevant information.

(2) Notify the G1 Civilian Personnel Division (CPD) of employee’s injury.

(3) Notify the Brigade, Directorate, or Master Timekeeper of employee’s injury and type of leave employee wishes to be carried in. Notify employee or PNOK employee will be carried in a sick leave status (LS) unless directed otherwise by employee or PNOK.

b. The Brigade/Directorate will:

(1) Complete SIR and submit IAW established procedures. Brigade Commander/Director will notify the CG of injury/incapacitation.

C-4
(2) Confirm G1 CPD has been notified of employee’s injury/incapacitation.

c. The G1 CPD will:

(1) Ensure time is coded properly in ATAAPS, as appropriate.

(2) Complete all personnel actions deemed appropriate in regard to employee’s injury/incapacitation.

d. The Fort Knox CPAC will process any initiated personnel action.

e. Refer to Tab 4 of this Annex for flow chart of responsibilities.
Tab 1 (Death of DA Civilian Employee While on Duty) of Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

CASUALTY OCCURS

Supervisor will:

1. Make notification to:
   - PNOK
   - Brigade/Director of death
   - G1 CPD
   - Brigade, Directorate or Master Timekeeper of date of death

2. Arrange for turn-in of government property assigned to the deceased (GPC, CAC, keys to office).

BDE/Directorate will:

1. Complete SIR and Timekeeper input date of death code into ATAAPs.

2. Submit SIR IAW established procedures.

CPD will:

1. Notify Fort Knox CPAC of employee’s death and provide required information.

2. Master Timekeeper will ensure time is properly coded.

CPAC will:

1. Report death electronically through BATS-R and notify ABC-C.

2. Serve as liaison with survivor/beneficiary/next of kin and ABC-C, as appropriate.

ABC-C will:

1. Review ODF and assign a Benefits Specialist.

2. Interface with survivor/beneficiary/NOK as required.
Tab 2 (Death of DA Civilian Employee While not on Duty) of Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

**CASUALTY OCCURS**

- **Supervisor**
  - Make notification to:
    1. Brigade/Director of death.
    3. G1 CPD.
    4. Brigade, Directorate or Master Timekeeper of date of death.
  - Complete SIR and verify G1 CPD has been notified. Timekeeper will input date of death code into ATAAPS.
  - Notify Fort Knox CPAC of employee's death and provide required information.
  - Report death electronically through BATS-R and notify ABC-C

- **BDE/ Directorate will:**
  - Submit SIR IAW established procedures, if required.

- **CPD will:**
  - Master Timekeeper will ensure time is properly coded.

- **CPAC will:**
  - Serve as liaison with survivor/beneficiary/next of kin and ABC-C, as appropriate.

- **ABC-C will:**
  - Interface with survivor/beneficiary/NOK as required.

2-C-1
Tab 3 (Injury/Incapacitation of DA Civilian Employee While on Duty) of Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

**INJURY OCCURS**

Supervisor

Make notification to:
1. PNOK
2. Brigade/Director of Injury
3. G1 CPD
4. Brigade, Directorate or Master Timekeeper of injury.

Complete CA-1 electronically through EBI website and notify FECA Coordinator CA-1 has been submitted.

BDE/Directorate will:

Complete SIR. Timekeeper will input date of injury and COP codes intoATAAPS, as applicable.

Submit SIR IAW established procedures, if required.

CPD will:

Ensure date of injury and COP codes are accurately reflected inATAAPS and complete any personnel actions deemed appropriate in regard to employee's injury.

FECA Coordinator

Provide CA-16 to MTF authorizing treatment

Serve as liaison with MFT, supervisor, and employee, and the OWCP

3-C-1
Tab 4 (Injury/Incapacitation of DA Civilian Employee While Not on Duty) of Annex C (DA Civilian Casuality Notification) to USACC Casualty SOP

**INJURY OCCURS**

Make notification to:
1. Brigade/Director of injury.
2. G1 CPD.
3. Brigade, Directorate or Master Timekeeper of injury.

Ask employee leave to be carried in. If employee unable to made decision, notify PNOK employee will be carried in sick leave status.

**BDE/Directorate will:**

1. Complete SIR.
2. Brigade Commander/ Directorate will notify CG.
3. Timekeeper will input sick leave code unless employee specifies otherwise.
4. Confirm G1 CPD notified.

Submit SIR IAW established procedures, if required.

**CPD will:**

1. Ensure ATAAP is properly coded.
2. Complete any personnel actions deemed appropriate in regard to employee’s injury/incapacitation.

**FECA Coordinator**

Process any initiated personnel actions.
Section I – Abbreviations

2LT
Second lieutenant

AAFES
Army and Air Force Exchange Service

AAR
After action report

ABC
Army Benefits Center

ABO
Accelerated Benefits Option

ACS
Army Community Services

AD
Active duty

ADSW
Active duty for special work

ADT
Active duty for training

AER
Army Emergency Relief

AFE
Appropriate fund employee

AFIP
Armed Forces Institute of Pathology

AFME
Armed Forces Medical Examiner

AG
Adjutant General

AGR
Active Guard/Reserve
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

PID
Positive identification

PL
Public Law

PM
Provost marshal

PMO
Provost Marshal Office

PMOS
Primary military occupational specialty

PNOK
Primary next of kin

POB
Place of birth

PROG
Prognosis or progress

PSB
Personnel service battalion

PSC
Personnel Service Center

PSD
Personnel Service Division

PT
Physical training

PW
Prisoner of war

RA
Regular Army

RC
Reserve Component
RCSBP
Reserve Component Survivor Benefit Plan

REFRAD
Released from active duty

RMC
Returned to military control

ROTC
Reserve Officers' Training Corps

RSFPP
Retired Servicemen’s Family Protection Plan

RSO
Retirement services officer

S–1
Adjutant

SA
Secretary of the Army

SADT
Special active duty for training

SBP
Survivor Benefit Plan

SCMO
Summary court martial officer

S–DVI
Service–Disabled Veterans Insurance

SGLI
Servicemembers’ Group Life Insurance

SI
Seriously wounded, injured, or Ill

SIDPERS
Standard Installation/Division Personnel System
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

AHRC
U.S. Army Human Resources Command

ANOK
Adult next of kin

AOD
Administration Officer of the Day

APO
Army Post Office

ARC
American Red Cross

ARIMS
Army Records Information Management System

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

AT
Annual training

AUTOVON
Automatic voice network

AUS
Army of the United States

AWOL
Absent without leave

BASD
Basic active service date

BDE
Brigade

BDE S-1
Brigade S-1
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

CAC
Casualty Assistance Center

CAO
Casualty assistance officer

CAR
Chief, Army Reserve

CAS
Casualty

CAT
Crisis action team

CDR
Commander

CID
U.S. Army Criminal Investigation Command

CHAMPUS
Civilian Health and Medical Plan of the Uniformed Services

CLT
Casualty liaison team

CMAOD
Casualty and Memorial Affairs Operations Center

CMD
Command

CNGB
Chief, National Guard Bureau

CNO
Casualty notification officer

CFR
Code of Federal Regulations

CONUS
Continental United States
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

**CONUSA**
The numbered armies in the continental United States

**CPAC**
Civilian Personnel Advisory Center

**CPO**
Civilian Personnel Office

**CRC**
CONUS Replacement Center

**CSA**
Chief of Staff, Army

**CWG**
Casualty working group

**DA**
Department of the Army

**DAC**
Department of the Army Civilian

**DCS, G–1**
Deputy Chief of Staff, G–1

**DDN**
Defense data network

**DEERS**
Defense Enrollment Eligibility Reporting System

**DEP**
Delayed Entry Program

**DFAS**
Defense Finance and Accounting Service

**DFR**
Dropped from rolls

**DG**
Death gratuity
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

DIC
Dependency and Indemnity Compensation

DMOS
Duty military occupational specialty

DNA
deoxyribonucleic acid

DOD
Department of Defense

DODI
Department of Defense Instruction

DSN
Defense Switch Network

DUSTWUN
Duty status—whereabouts unknown

DVA
Department of Veterans’ Affairs

E–7
Sergeant first class

E–9
Sergeant major

EDSAV
Educational savings allotment

EE
Emergency essential

EFT
Electronic fund transfer

ERB
Enlisted Records Brief

ERECC
Enlisted Records and Evaluation Center
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

**ETA**
Estimated time of arrival

**ETD**
Estimated time of departure

**ETS**
Expiration term of service

**FAO**
Finance and Accounting Office

**FOIA**
Freedom of Information Act

**FORSCOM**
U.S. Army Forces Command

**FOUO**
For Official Use Only

**FSGLI**
Family SGLI

**FTNGD**
Full-time National Guard duty

**FY**
Fiscal year

**GCMA**
General court-martial authority

**GCMCA**
General court-martial convening authority

**GTR**
Government Transportation Request

**HHD**
Headquarters and Headquarters Detachment

**HIPAA**
Health and Insurance Portability and Accountability
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

HOSP
Hospital

HQ
Headquarters

HQDA
Headquarters, Department of the Army

HRC
Human Resources Command

HS
Home station

HSCAC
Home station Casualty Assistance Center

IAW
In accordance with

IADT
Initial active duty for training

ID
Identification

IDT
Inactive duty training

IMA
Installation Management Agency

ING
Inactive National Guard

INIT
Initial

INSCOM
Intelligence and Security Command

IRR
Individual Ready Reserve
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

**IRS**
Internal Revenue Service

**ITO**
Invitational travel orders

**JFTR**
Joint Federal Travel Regulations

**JTR**
Joint Travel Regulations

**KIA**
Killed in action

**LES**
Leave and earnings statement

**LOC**
Letter of condolence

**LOD**
Line of duty

**LOS**
Letter of sympathy

**LRA**
Local reproduction authorized

**MACOM**
Major Army command

**MACP**
Mortuary affairs collection point

**MACS**
Mortuary Affairs Casualty Support

**MEPS**
Military Entrance Processing Station

**MIA**
Missing in action
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

MPD
Military Personnel Division

MPV
Military pay voucher

MOA
Memorandum of agreement

MOB
Mobilization

MOS
Military occupational specialty

MOSC
Military occupational specialty code

MPA
Missing Persons Act

MPR
Military pay record

MPRJ
Military Personnel Records Jacket

MPSA
Military Postal Service Agency

MPV
Military pay voucher

MSC
Major subordinate command

MSPA
Missing Service Personnel Act

MTF
Medical treatment facility

MTFA
Medical treatment facility authorities
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

NA
Not applicable

NAF
Non-appropriated fund

NAFE
Non-appropriated fund employee

NARA
National Archives and Records Administration

NCO
Noncommissioned officer

NCOIC
Noncommissioned officer in charge

NPS
No prior service

NSI
Not seriously wounded, injured, or ill

NSLI
National Service Life Insurance

NGB
National Guard Bureau

NOK
Next of kin

OCONUS
Outside continental United States

OEF
Operation Enduring Freedom

OIC
Officer in charge

OIF
Operation Iraqi Freedom
OMA
Operations and Maintenance, Army

OPF
Official personnel folder

OPLAN
Operations plan

Ops
Operations

OSGLI
Office of Servicemember’s Group Life Insurance

PAO
Public affairs officer

PAD
Patient Administration Division

PADD
Person authorized to direct disposition

PAP
Personnel assistance point

PCS
Permanent change of station

PDRL
Permanent Disability Retirement List

PE
Personnel effects

PEBD
Pay entry basic date

PERE
Personnel eligible to receive effects

PFR
Personal financial record
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

SNOK
Secondary next of kin

SPECAT
Special category

SPEINT
Special interest

SRP
Soldier Readiness Program

SSA
Social Security Administration

SSN
Social security number

STACH
Status change

SUPP
Supplemental

T&TO
Transportation and travel order

TAG
The Adjutant General

TDA
Tables of distribution and allowances

TDRL
Temporary Disability Retired List

TDY
Temporary duty

TIS
Time in service

TOE
Term of enlistment; table(s) of organization and equipment
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

**TPU**
Troop program unit

**TRADOC**
U.S. Army Training and Doctrine Command

**TTAD**
Temporary tour of active duty

**UGMA**
Uniform Gifts to Minors Act

**UIC**
Unit identification code

**URL**
Uniform Resource Locator

**USACC**
U.S. Army Cadet Command

**USACID**
U.S. Army Criminal Investigation Command

**USAEREC**
U.S. Army Enlisted Records and Evaluation Center

**USAR**
U.S. Army Reserve

**USARC**
U.S. Army Reserve Command

**USC**
United States Code

**USGLI**
United States Government Life Insurance

**USMA**
United States Military Academy

**USO**
United Services Organization
USPFO
U.S. Property and Fiscal Officer

UTMA
Uniform Transfer to Minors Act

VEAP
Veterans Education Assistance Program

VGLI
Veterans' Group Life Insurance

VMLI
Veterans Mortgage Life Insurance

VRI
Veterans Reopened Insurance

VSI
Very seriously wounded, injured, or ill

VSLI
Veterans Special Life Insurance
Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

Section II – Terms

Active duty (AD)
Full-time duty in the active military Services of the United States. A general term applied to all active military service with the active force without regard to duration or purpose. The term “active duty” also applies to ROTC applicants, cadets, and midshipmen participating in practical military training; service academy cadets and midshipmen; and members of the RC serving on AD, ADT, or IDT.

Active duty for training (ADT)
A tour of AD is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. The tour of duty is under orders which provide for return to non-active duty status when the period of ADT is completed. It includes annual training, special tours of ADT, school tours, and the initial tour performed by non-prior military service enlistees.

Adopted child
Individual whose adoption has been legally completed before the child’s 21st birthday. A child for whom the member has a final decree of adoption.

Adoptive parent
A person who has a final decree of adoption of the military member or the member’s spouse.

Adult next of kin
The adult highest in the line of succession will be considered the adult next kin.

Annulment
The status of an individual whose marriage has been declared annulled by a court of competent jurisdiction. This restores unmarried status to a widow, widower, or former spouse for purposes of reinstatement of benefits and privileges.

Age of majority 18 years of age

Beleaguered
The casualty is a member of an organized element which has been surrounded by a hostile force to preclude escape of its members.

Beneficiary
The person (or persons) who, according to law or written designation of the Soldier, is entitled to receive certain benefits. A beneficiary may be 1 person for the death gratuity, while another person may receive the decedent’s unpaid pay and allowances. The designation of beneficiaries for death gratuity and unpaid pay and allowances does not, for instance, affect the designation of beneficiaries of life insurance, either commercial or Government sponsored, or for benefits administered by agencies outside the Army. Beneficiaries for life insurance as designated by the insured person on the policies.

D-17
Blue Bark
A term used to designate members of DOD and their Family members who are (returning from overseas) traveling in connection with the death of a Soldier or civilian employee’s immediate Family, and who are otherwise authorized transportation under the Joint/Federal Travel Regulations. The term “Blue Bark” also is used with emergency leave or emergency curtailment of an overseas tour based on the death of a member of a Soldier’s immediate Family residing in the Soldier’s household.

Body recovered
The remains of a deceased casualty have been recovered by U.S. military authorities.

Captured
The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

Casualty
Any person who is lost to the organization by reason of having been declared beleaguered, besieged, captured, dead, diseased, detained, DUSTWUN, injured, ill, interned, missing, missing in action or wounded.

Casualty Assistance Center (CAC)
The CAC assigned responsibility for the area in which the casualty occurs or the area in which the NOK resides, and who has casualty reporting responsibilities to AHRC. This term applies to both CONUS and OCONUS CACs.

Deceased
A casualty status applicable to a person who is either known to have died, determined to have died based upon receipt of conclusive evidence, or declared dead based upon a presumptive finding of death. The recovery of the person’s remains is not a prerequisite to determining or declaring a person deceased.

Dependent or Family member
Individuals whose relationship to the sponsor leads to entitlements to benefits.

Detained
A casualty status applicable to a person who is prevented from proceeding or is restrained in custody for alleged violation of international law or other reasons claimed by the government or group under which the person is being held.

Disability
Any type of injury or disease whether mental or physical.

Documentation
Properly certified birth certificate (of live birth) which includes the names of both parents or certificate of live birth with the name of at least 1 parent issued from the hospital; marriage certification; includes the names of both parents; marriage certification; final decree of divorce
dissolution, or annulment of marriage; court order for adoption or guardianship; statement of incapacity from physician; retirement orders (providing entitlement to retired pay is established) or DD Form 214; DD Form 1300; certified death certificate; certification from the DVA of 100 percent disabled status; order awarding Medal of Honor; civilian personnel records, military personnel records, DD Form 93, SGLV 8286, SGLV 8285, SGLV 8714, unit training orders, TDY orders, training schedules, invitational travel orders and, DA Form 31 (Request Authority for Leave).

**Duty status—whereabouts unknown (DUSTWUN)**
A transitory/temporary casualty status, used when the reason for a member’s absence is uncertain and it is possible that the member may be a casualty whose absence is involuntary, but there is not sufficient evidence to make a determination that the member’s actual status is missing or deceased.

**Full-time coverage**
A Soldier who has full-time coverage is insured regardless of when death occurs.

**Hostile casualty**
A person who is the victim of a terrorist activity or who becomes a casualty “in action”. “In Action” characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force of what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries due to elements, self-inflicted wounds and, except in unusual cases, wounds or death inflicted by a friendly force while the individual is in AWOL, deserter, or dropped from the rolls status or is voluntarily absent from a place of duty.

**Inactive duty training (IDT)**
Authorized training performed by a member of a Reserve component not on AD or ADT and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses.

**Initial active duty for training (IADT)**
Initial active duty for training (IADT) is defined as:

a. Includes basic military training and technical skill training.

b. Is required for all USAR or ARNG accessions. Active duty for special work (ADSW).

c. Used when the purpose of the tour is to accomplish organizational mission, support, and administration, or for critical reserve component unique projects.

d. Training for the individual Soldier is incidental.
Interned
Any person definitely known to have been taken into custody of a non-belligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

Killed in action (KIA)
A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility.

Missing
A casualty status applicable to a person who is not at his or her duty location due to apparent involuntary reasons and whose location may or may not be known.

Missing in action (MIA)
The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

Next of kin (NOK)
The person most closely related to the casualty is considered primary NOK for casualty notification and assistance purposes. This is normally the spouse of married persons and the parents of single persons who have no children. The precedence of NOK with equal relationships to the member is governed by seniority (age). The rights of minor children shall be exercised by their parents or legal guardian. The below order of precedence is used to identify the primary NOK. All other persons are considered secondary NOK. For the order of precedence used concerning the disposition of remains and personal effects, consult appropriate statutes and Service regulations.

a. Spouse.

b. Natural, adopted, step, and illegitimate children (if acknowledge by the member or paternity/maternity has been judicially decreed.)

c. Parents, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

d. Persons standing in loco parentis.

e. Persons granted legal custody of the member by a court decree or statutory provision.

f. Brothers or sisters, to include half-blood and those acquired through adoption.

g. Grandparents.

h. Other relatives in order of relationship to the member according to civil laws.

i. If no other persons are available, the Secretary of the Military Department may be deemed to act on behalf of the member. In those cases involving missing service members found dead pursuant to 37 USC, the remarried surviving spouse should be notified when remains are recovered. Although the remarried surviving spouse has no blood relationship to the members, the prior marital relationship and the continuing interest in the members are the determining factors. The term remarried surviving spouse does not include one who obtained a divorce from the member or who remarried before a finding of death pursuant to 37 USC.
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**Non-hostile casualty**
A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

**Not seriously wounded, injured, or ill (NSI)**
The casualty status of a person whose injury or illness may or may not require hospitalization, medical authority does not classify as VSI, SI or III, and the person can communicate with the NOK.

**OSGLI**

**Overseas**
All locations, including Alaska and Hawaii, outside the continental United States.

**Parent/locus parentis**
This means in the place of or instead of a parent charged factitiously with a parent’s duties and responsibilities. The natural father or mother, father or mother through adoption, or person who stood in relationship of a parent to the deceased for a period of at least 5 years prior to the Soldier reaching 18 years of age.

**Part-time coverage**
A Soldier who has part-time coverage is insured only during the specified duty periods and while proceeding directly to or from the place of duty. Coverage is not provided during work or study in connection with correspondence courses or while attending educational institutions in an inactive status.

**Presumptive finding of death**
A declaration by the Military Service Secretary or designee of the Military Service concerned, based upon a recommendation by a board or other official body a person who was placed in a missing casualty status is dead.

**Primary next of kin (PNOK)**
The legal NOK. The person of any age most closely related to the individual according to the line of succession. Seniority, as determined by age, will control when the persons are of equal relationship.

**Personnel Service Company (PSC)**
The office which maintains a Soldier’s DA Form 201, (Military Personnel Records Jacket)

**Personnel Service Center/Division (PSC/PSD)**
The personnel office which maintains an individual’s Personnel Records
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Posthumous promotion
Promotion to a higher grade following a casualty’s death; however, this promotion is not for pay purposes.

Returned to military control (RMC)
The status of a person whose casualty status of DUSTWUN or missing has been changed due to the person’s return or recovery by U.S. military authority.

Secondary next of kin (SNOK)
Any NOK other than the primary NOK.

Seriously wounded, injured, or ill (SI)
Casualty status of a person whose illness or injury is classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.

Service-connected
A service-connected death must have occurred in the line of duty, and not a result of the deceased Soldier’s willful misconduct or negligence. It is not necessary that death occur while actually performing military duties or during military operations to be service-connected.

Terrorism
The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty.

Total disability
Any impairment of mind or body which continuously renders it impossible for the insured to follow any substantially gainful occupation.

Very seriously wounded, injured, or ill (VSI)
The casualty status of a person whose illness or injury is classified by medical authorities to be of such severity life is imminently endangered.

Unmarried spouse
A widow or widower who has remarried and through annulment, divorce, or death is no longer married.

Unremarried spouse
A widow or widower of a deceased Soldier who has not remarried.

Wounded in action (WIA)
A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused biological and chemical warfare
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agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty’s status may be VSI, SI, III, or NSI.