



US Army Cadet Command



Casualty Standard Operating Procedures

10 February 2025

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DEPARTMENT OF THE ARMY
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ATCC-PAM (100)

10 February 2025

MEMORANDUM FOR All United States Army Cadet Command (USACC) Commanders and Leaders

SUBJECT: USACC's Casualty Operations Standard Operating Procedure (SOP)

1. References:

a. DoDI 1300.18 - Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures

b. AR 190-9 – Absentee Deserter Apprehension Program and Surrender of Military Personnel to Civilian Law Enforcement Agencies

c. AR 638-8 - Army Casualty Program

d. AR 638-2 - Army Mortuary Affairs Program

e. AR 600-20 - Army Command Policy

f. TC 3-21.5 - Drill and Ceremonies (Chapter 14, Funerals)

g. DoD FMR (DoD 7000.14-R) - Department of Defense Financial Management Regulation, Volume 7A

h. AR 55-46 - Travel Overseas

i. AR 600-8-4 - Line of Duty Policy, Procedures, and Investigations

j. AR 600-8-22 - Military Awards

k. AR 600-25 - Salutes, Honors, and Visits of Courtesy

l. FM 1-0 - Human Resources Support

m. Forms: DA Form 1156, DD Form 397, DD Form 1172, DD Form 1351-2, DD Form 1351-4, DD Form 1701, DD Form 1884

n. US Code: Title 10, USC, Section 7712 - Rules of Law for Disposition of Personal Effects

o. VA IS 1 - Fact Sheet: Federal Benefits for Veterans and Dependents

p. DA PAM 190-45 – Army Law Enforcement Reporting and Tracking System

q. MILPER MESSAGE 24-247 – Unknown (AUN) Duty Status Code, Issued: 27 June 2024

r. Army Directive 2020-16, (Determination and Reporting of Missing, Absent-Unknown, Absent Without Leave, and Duty Status-Whereabouts Unknown Soldiers), 17 November 2020

2. Purpose. This SOP outlines the standard operating procedures for casualty reporting within the USACC. It provides Professors of Military Science, Brigade/HHDs, and Headquarters (HQs) leadership with procedures on the conduct of casualty notification. It provides structured protocols for managing a range of casualty statuses, ensuring timely, accurate notification to the next of kin (NOK) and streamlined processes at all echelons.

3. Mission: The mission of casualty reporting is to record, report, verify, and process casualty information without delay to notify appropriate agencies/organizations and the Casualty's NOK.

4. Applicability: This SOP applies to active-duty Soldiers, Army Reserve, Army National Guard personnel, Cadets, students enrolled in ROTC assigned or attached, Department of the Army (DA) Civilians, and Contractors. It covers casualties occurring during authorized training or travel and applies to various casualty statuses as defined in each Soldier, Cadet, Department of Army Civilians, or Contractor status in each Annex.

a. Soldiers on active duty or full-time Active Guard Reserve (AGR)

b. Army Reserve or Army National Guard on duty, including AT, ADT, IADT, ADSW, FTNGD, or IDT

c. Department of the Army (DA)/Department of Defense (DOD) Civilians performing duties in TDY, OCONUS, or theater operations

d. Cadets participating in USACC-sponsored training or activities

e. Retired military personnel (including JROTC Instructors) who pass while engaged in duties

f. For casualties during authorized training or travel, reporting applies regardless of location.

5. Responsibilities. Casualty operations are the single most sensitive activities the brigade and battalion will execute. Leaders/Commanders at each echelon has defined roles in crisis response, including Host Program, Brigade/HHD, USACC G-1, USACC G-3, USACC G-4, Casualty assistance Center (CAC), and Casualty and Mortuary Affairs Operations Division (CMOAD). The commander/leader at each level must oversee the execution of SOPs, ensure CAT support, approve and submit reports, and confirm all NOK notifications.

6. Objective. In the event of a casualty, USACC conducts procedures in accordance with (IAW) Army regulation (AR) 638-8, provides Family support, memorial, and casualty assistance to ensure the Soldier/Civilian and Family members are compassionately cared for in the most immediate effective, and empathetic manner possible.

7. Notification Considerations. It is imperative the NOK is notified in a timely, empathetic, and official manner.

a. All information will be "close hold" and the need to know is only for those individuals working the assistance and support requirements.

b. All USACC personnel will adhere to this Casualty Operations Standard Operating Procedure to allow for official and empathetic notification to the NOK.

c. No information will be released to the media without coordination with the USACC Commanding General and/or Public Affairs Officer.

d. In case of mass casualty events when there is one (or more) wounded or deceased Soldiers, the wounded will be allowed to contact their Family members (1) after notification of NOK of the deceased Soldier, and (2) when the operational situation allows.

8. Point of Contacts for this SOP are the below sections:

a. USACC Military Personnel Division (MPD) for Soldiers: (502) 624-7778, email: USARMYFtKnoxUSACCMESGHQG1EPSTeam@army.mil

b. USACC Accessions Division (ASD) for Cadets: (502) 624-7778

c. USACC Civilian Personnel Division (CPD) for DA Civilians: (502) 624-3814

ATCC-PAM (100)

SUBJECT: USACC's Casualty Operations Standard Operating Procedure

FOR THE COMMANDER:

KEITH GEORGE
Deputy Chief of Staff, G-1

Annex A (Military Casualty Notification) to USACC Casualty SOP

1. Purpose and applicability: The casualty procedures outlined in this SOP apply only to Soldiers on active duty that include Green-to-Gold Active-Duty Option participants. As Green to Gold and Simultaneous Membership Program (SMP) Cadets are not considered active-duty Soldiers in their Cadet status, these procedures will not apply to them unless they are activated for active-duty service, such as for Cadet Summer Training (CST) or other training or operational orders. If these cadets are activated for such duty, they will then be subject to the applicable casualty procedures for Soldiers on active duty. It serves as a quick reference for the notification process, clarifies reportable events, and highlights the importance of accurate and timely reporting.

2. Definition of a Casualty

A casualty is any Soldier who is lost to their organization due to being declared deceased, duty status whereabouts unknown (DUSTWUN), excused absence-whereabouts unknown (EAWUN), missing, injured, or ill. These categories form the foundation for reporting requirements and the subsequent actions taken to support the Soldier's family and the Army organization.

3. What Constitutes a Casualty Report?

A casualty report is a formal notification submitted to document the circumstances surrounding a Soldier's loss. The report ensures timely and accurate communication with higher command, appropriate notification of NOK, and the processing of benefits and entitlements.

4. Casualty Statuses

- **Peacetime Statuses:**
 - Deceased
 - Illness/Sickness
 - Hospitalized
 - Missing / Duty Status Unknown (DUSTWUN)
 - Absence Unknown (AUN)
- **Wartime Statuses:**
 - Killed in Action (KIA)
 - Wounded in Action (WIA)
 - Missing in Action (MIA)
 - Prisoner of War (POW)

5. Importance of Timely Reporting

Immediate and accurate reporting is critical for:

- Notifying NOK promptly and professionally.
- Initiating casualty assistance and support to families.

Annex A (Military Casualty Notification) to USACC Casualty SOP

- Maintaining the integrity of the Army's casualty system.
- Complying with Department of the Army requirements to avoid delays in benefits and entitlements.

6. Types of Casualty Reports

- Initial Report (INIT): The first formal notification of a casualty.
- Supplemental Report (SUPP): Updates or amends information in the initial report.
- Status Change Report (STACH): Indicates a change in casualty status, such as a shift from injured to deceased.
- Progress Report (PROG): Provides updates on the condition of ill or injured Soldiers.

7. Peacetime Requirements: INIT and SUPP are most common.

8. Wartime Requirements: All reports may apply, depending on the incident.

9. Reportable Personnel

This annex focuses exclusively on Soldiers. Soldiers include active-duty personnel, mobilized Reserve and National Guard members, and those operationally deployed under WIAS taskers.

10. Appendices Overview

PMS/HQ Directorates should refer to the following appendices for detailed steps on managing specific casualty statuses:

- **Appendix 1:** Absence Unknown (AUN)
Procedures for determining and reporting AUN cases.
- **Appendix 2:** Missing / Duty Status Whereabouts Unknown (DUSTWUN)
Guidance on reporting and transitioning DUSTWUN cases to other statuses if necessary. Incorporates steps to report and manage missing Soldiers.
- **Appendix 3:** Deceased Soldiers
- **Appendix 4:** Illness/Sickness or Hospitalization
Procedures for handling Soldiers who are seriously or very seriously ill/injured.
- **Appendix 5:** In-Theater Casualty Status which includes MIA, KIA, WIA, and POW.

○ **Note:** These statuses apply primarily to Soldiers operationally deployed on WIAS taskers. Parent units are responsible for:

1. Pulling the Soldier's IPERMS record.
2. Generating a letter of concern/sympathy for NOK.

Annex A (Military Casualty Notification) to USACC Casualty SOP

3. Serving as a liaison between the theater unit, the Soldier's family, and the parent brigade.

4. Minimizing redundant actions, as theater units handle most casualty actions.

Each appendix contains step-by-step instructions tailored to the unique requirements of the situation.

Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Military Casualty Notification) to USACC Casualty SOP

1. Definition of Absence Unknown (AUN)

Absence Unknown (AUN) is a temporary transitory duty status used to report a Soldier absent from their assigned unit, organization, or required place of duty when their whereabouts are unverified. This status is used to determine if the absence is voluntary (e.g., AWOL) or involuntary (e.g., due to unforeseen circumstances such as injury or kidnapping). Soldiers may remain in the AUN status for no longer than 48 hours.

- Units must update the Soldier's duty status in IPPS-A to AUN immediately upon determining the Soldier is absent and the reason is unknown.
- **Timelines:** Immediate and frequent updates are required (e.g., within 1 hour of discovery, at 3 hours, and every 24 hours until resolution or reclassification).

2. Roles and Responsibilities by Echelon

a. Casualty and Mortuary Affairs Operations Division (CMAOD):

Roles: Provides national-level support and oversight for all AUN cases.

Responsibilities:

1. Establishes policy and manages higher-level recordkeeping (e.g., AMHRR lockdown).
2. Provides resources to assist in locating the Soldier, as needed.
3. Maintains comprehensive records for all AUN cases until resolution.
4. Coordinates with CAC to ensure actions comply with reporting policies.

b. Casualty Assistance Center (CAC):

Roles: Coordinates national resources, serves as liaison between unit and CMAOD, and ensures accurate reporting.

Responsibilities:

1. Tracks AUN status and ensures accurate and timely reporting.
2. Advises the Brigade S1 and G1 on required actions.
3. Maintains liaison with CMAOD for additional support as necessary.

c. USACC G1 Military Personnel Division (MPD) Level:

Roles: Monitors and validates AUN reports for compliance with timelines and standards.

Responsibilities:

Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Military Casualty Notification) to USACC Casualty SOP

1. Confirms accuracy of AUN reports and ensures proper escalation to the CAC.
2. Provides oversight of Brigade actions and ensures compliance with the 48-hour reporting requirement.
3. Assists with transitioning the status to Missing (MIS)/ Duty station Unknown (DUSTWUN) after 48 hours, if unresolved.

d. USACC G3:

Roles: Oversees SIR validation, coordinates resources, and communicates updates to relevant stakeholders.

Responsibilities:

1. Reviews and validates SIRs submitted by Brigade/HHD.
2. Forwards validated SIRs to G1 and coordinates additional resources as needed.
3. Provides oversight and guidance to ensure compliance with timelines.

e. Brigade/HHD Level:

Roles: Validates and initiates AUN reports, coordinates resources, and provides higher-level oversight.

Responsibilities:

1. **Within 3 Hours:**

- **Brigade/HHD:**

- Notifies the USACC CG that the Soldier is absent, and the reason is unknown.
- Supports PMS/HQ Directorates and Program search efforts by coordinating additional resources.

- **Brigade S1:**

- Notifies the CAC (supporting Soldier duty station) immediately of the AUN status (see <https://www.hrc.army.mil/content/Casualty%20Assistance%20Centers%20Locator>).
- Submits a PAR in IPPS-A to update the duty status to AUN.
- Ensures the Soldier's SSN is included in the PAR comment section.
- Prints the PAR and forwards it to the local DES within 3 hours of Soldier's absence. Do not send this PAR to DFAS.
- Verifies the Soldier's DD Form 93 and SGLV are current and send to CAC.

- **Brigade S3:** Forwards SIR to USACC G3 and provide **Host Program (PMS)/HQ Directorates** with necessary resources.

2. **Follow-up Actions:**

Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Military Casualty Notification) to USACC Casualty SOP

- Monitors AUN status and ensures compliance with the 48-hour limit.
- If the Soldier's status is unresolved after 48 hours, transitions the duty status to Missing (MIS)/DUSTWUN (see Appendix 2).
- Forwards SIR updates to USACC G3.

f. Host Program (PMS)/HQ Directorates:

Roles: Initiates the AUN process, conducts search efforts, and ensures proper reporting.

Responsibilities:

1. Immediate Actions (N-Hour):

- Notifies the Brigade/HHD/S1 within 30 minutes of discovering the Soldier's absence.
- Submits initial SIR (See Tab A to Appendix 1) to Brigade S3 within 2 hours, documenting all steps taken to determine whether the absence was voluntary or involuntary (e.g., speaking with coworkers, contacting emergency contacts, checking local hospitals).
- See Tab B (Unit Commander/PMS/HQ Directorates Missing Person Checklist) to Appendix 1 for measures Commanders/PMS can take to locate the missing Soldier.
- Verifies with unit members and conducts an initial search of the Soldier's last known location.
- Contacts local medical facilities and NOK to inquire about the Soldier's whereabouts.
- If at any point the absence is determined to be involuntary, or if the absence cannot be confirmed as voluntary after 48 hours proceed with steps to record the Soldier as Missing (see Appendix 2 to Annex A).
- If at any point the absence is determined to be voluntary, proceed with steps to record the Soldier as Absence Without Leave (AWOL). Refer to the unit's AWOL SOP procedures.

2. Search Efforts:

- Oversees search efforts in collaboration with local law enforcement or DES.
- Provides updates to Brigade immediately upon any status change.

3. Follow-up (N+24 Hours):

- Submits updated SIR every 24 hours until the Soldier is returned to duty or reclassified as Missing or AWOL. (Not to exceed 48 hours.)
- If reclassified as Missing, see Appendix 2 to Annex A
- If reclassified as AWOL, refer to the unit's AWOL SOP procedures.

Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Military Casualty Notification) to USACC Casualty SOP

4. Forms and Documents Needed

Form/Document	Purpose	Submitted To
DA Form 1156	Initial casualty information.	Brigade S1, CAC
IPPS-A PAR (PDY → AUN)	Reflects change in duty status to AUN.	Local DES
SIR	Reports casualty and search efforts.	Brigade S3/S1, G3/G1 MPD

5. Final Guidance for PMS/HQ Directorates/Commanders:

- **Timeliness:** Ensure all actions, including SIR submission and PAR processing, occur within the designated timeframes.
- **Escalation:** If unresolved within 48 hours, follow guidance in Appendix 2 to report the Soldier as Missing / DUSTWUN.

Figure 1.1 N-Hour Task and Responsibility Matrix for AUN

N-Hour Sequence	Action	Responsibility
N (Discovery)	Soldier identified as unaccounted for.	PMS/HQ Directorates
N+30 Min	Notify Brigade S1 and Brigade/HHD Commander.	PMS/HQ Directorates
N+2 Hours	Submit initial Serious Incident Report (SIR) to Brigade S1/S3.	PMS/HQ Directorates
	Forward the SIR to USACC G3 and assist PMS as needed.	Brigade S3
	Conduct checks to determine if absence was voluntary or involuntary (e.g., contact coworkers, hospitals).	PMS/HQ Directorates
N+3 Hours	Process AUN PAR in IPPS-A to update duty status to "AUN" and include Soldier's SSN in comments.	Brigade S1
	Print AUN PAR and forward to the local DES. Do not send to Finance.	Brigade S1

Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Military Casualty Notification) to USACC Casualty SOP

N-Hour Sequence	Action	Responsibility
	Notify CAC (supporting Soldier duty station) of AUN status.	Brigade S1
	Review Soldier's DD Form 93 and SGLV for accuracy; save a copy locally.	Brigade S1
	Assign a liaison officer to communicate updates to NOK.	PMS/HQ Directorates
N+24 Hours	Submit updated SIR to Brigade.	PMS/HQ Directorates
	Notify USACC CG of Soldier's unknown status.	Brigade/HHD
	Verify all required actions are completed; confirm with Brigade S1.	G1 MPD
N+48 Hours	Submit DA Form 1156 requesting Missing/DUSTWUN status to CAC via email if absence remains unresolved.	Brigade S1
	If absence cannot be confirmed as involuntary, escalate and follow Appendix 2 to report Soldier as Missing.	PMS/HQ Directorates
	If absence is confirmed as voluntary, following procedures for your unit's AWOL procedures	Brigade S1
Ongoing	Provide updates to Brigade immediately if the status changes (e.g., confirmed as voluntary/involuntary).	PMS/HQ Directorates
	Assist with resources and search efforts as necessary.	G3
	Communicate with CMAOD and provide guidance to S1.	CAC

TAB A (Serious Incident Report (SIR) Template) to Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

CLASSIFICATION: CUI

SUBJECT: SIR number (BDE FYXX-XXX (Initial/Follow-up/Final))

1. Category (CCIR/PIR/Other):
2. Type of incident:
3. Date/time:
 - a. DTG Incident:
 - b. DTG BDE Notified:
 - c. DTG 7Ws Submitted:
4. Location of incident:
5. Other information:
 - a. Racially Motivated:
 - b. Trainee involvement:
 - c. Alcohol involvement:
 - d. Next of Kin (If death related):
Name:
Relationship:
Address:
 - e. Seatbelt use (Vehicle Mishaps):
6. Personnel involved:
 - a. Subject(s)
 - (1) Name:
 - (a) Pay grade/MS Level:
 - (b) DODID:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit/School of assignment with address:
 - (i) Duty Status:
Cadre (AD/USAR/ARNG/DAC/Contractor)
Cadet (Contracted/Green to Gold/SMP)
JROTC Instructor/JROTC Student
Student (non-contracted, participating)

TAB A (Serious Incident Report (SIR) Template) to Appendix 1 (Absence Unknown (AUN) Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

- (j) Marital Status:
- b. Victim(s):
 - (1) Name:
 - (a) Pay grade/MS Level:
 - (b) DODID:
 - (c) Race:
 - (d) Sex:
 - (e) Age:
 - (f) Position:
 - (g) Security Clearance:
 - (h) Unit/School of assignment with address:
 - (i) Duty Status:
 - Cadre (AD/USAR/ARNG/DAC/Contractor)
 - Cadet (Contracted/Green to Gold/SMP)
 - JROTC Instructor/JROTC Student
 - Student (non-contracted, participating)
 - (j) Marital Status:
- 7. Summary of incident (initial): (Complete details of events)
 - a. Follow-up
 - b. Final
- 8. Remarks:
 - a. Initial Actions
 - b. Disposition
- 9. Publicity (Expected, not expected):
- 10. Commander reporting:
- 11. Unit Point of contact:
- 12. BDE SHARP Point of contact (SARC/VA): for SHARP related reports
- 13. Downgrading instructions: CUI protective markings will not be removed as this contains personally identifiable information.

TAB B (Unit Commanders Missing Person Checklist) to Appendix 1 (AUN (Absence Unknown) Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

RESPONSIBILITIES CHECKLIST FOR MISSING PERSONS CASES

This checklist is provided only for informational purposes in support of the Office of the Provost Marshal General's mission to serve as a resource center for law enforcement, Families, Unit Commanders, and the public to help find missing persons. This checklist is meant to provide a framework for recommended actions, considerations, and activities to perform competent, productive, and thorough investigation of missing persons' cases with the goal of better assisting Families, victims, and the military community. This checklist supplements DA Pamphlet 190–45.

RESPONSIBILITIES CHECKLIST FOR MISSING PERSONS CASES Unit PMS/HQ Directorates

- ☐ Has an initial assessment been conducted to determine whether the Soldier's absence is involuntary?
- ☐ Has absence been clarified with unit members to determine if they believe the Soldier's absence is involuntary?
- ☐ Have local medical treatment facilities been contacted to determine if they know the Soldier's whereabouts?
- ☐ Have NOK been contacted to determine if they know the whereabouts of the Soldier? Which commander is designated to communicate with the family and provide routine updates? What is the engagement plan with the family?
- ☐ Was the Directorate of Emergency Services (DES) and/or Criminal Investigation Division (CID) contacted immediately?
- ☐ Has request been made to law enforcement to put out a local Be-On-The-Lookout (BOLO) on the Soldier and to list the Soldier as missing in the ALERTS and the National Crime Information Center (NCIC)?
- ☐ If the absence is involuntary, has assistance been provided to CID in its investigation of the missing Soldier by facilitating unit interviews and visits/inspection of workplace and barracks room and/or place of residence?
- ☐ Has the unit's supporting attorney been contacted to discuss the matter and provide legal advice? Who is responsible for the media engagement plan? (unit vs. installation senior commander) Who is the release authority for information related to the missing Soldier?

Appendix 2 (Missing/Duty Status Whereabouts Unknown (DUSTWUN)) to Annex A: (Soldier Casualty Notification) to USACC Casualty SOP

1. Definition of Missing/Duty Status Whereabouts Unknown

- **Missing:** An IPPS-A duty status designation for Soldiers whose absence is confirmed to be involuntary, creating concern for their safety or well-being (e.g., lost during combat, natural disasters, suspicious circumstances).
- **DUSTWUN (Duty Status Whereabouts Unknown):** A transitory or 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 decide that the member's actual status is missing or deceased. DUSTWUN is not an IPPS-A duty status.

Timelines:

Missing/DUSTWUN: Initiated immediately upon identifying the Soldier's absence as involuntary. If unresolved after 48 hours in AUN status or with confirmed evidence of an involuntary absence, the status transitions to "Missing."

2. Roles and Responsibilities by Echelon

a. Casualty and Mortuary Affairs Operations Division (CMAOD):

Roles: National-level coordination, oversight, and policy establishment for all Missing/DUSTWUN cases.

Responsibilities:

1. **Establish Policy:** Provide clear guidance for handling Missing/DUSTWUN cases, including casualty reporting and AMHRR lock-down.
2. **Determine Casualty Status:** Review cases and determine whether to classify the Soldier as Missing/DUSTWUN.
3. **Update IPPS-A:** Ensure accurate documentation of the Soldier's duty status in IPPS-A. Changes Soldier duty status from AUN to Missing/DUSTWUN.
4. **Final Status Determination:** Make final decisions regarding unresolved Missing cases.

b. Casualty Assistance Center (CAC):

Roles: Liaison between the unit, CMAOD, and NOK; oversees coordination and compliance with reporting policies.

Appendix 2 (Missing/Duty Status Whereabouts Unknown (DUSTWUN)) to Annex A: (Soldier Casualty Notification) to USACC Casualty SOP

Responsibilities:

1. **Monitor and Support:** Track Missing/DUSTWUN cases, ensuring accurate reporting and timely status updates.
2. **Advise Brigade:** Provide guidance to Brigade S1 and G1 on required actions, including SIR submissions and records collection.
3. **Notification and Assistance Officers:** Identify and assign Casualty Notification Officers (CNO) and Casualty Assistance Officers (CAO) as necessary.
4. **NOK Communication:** Serve as the primary liaison to NOK, providing updates and support throughout the process.

c. USACC G1 Military Personnel Division (MPD):

Roles: Monitor reporting accuracy and oversee administrative actions related to Missing/DUSTWUN cases.

Responsibilities:

1. **Validate Reports:** Monitor to ensure DA Form 1156, IPPS-A PARs, and SIRs are accurately completed and submitted to the CAC and CMAOD within the required timelines.
2. **Oversee Coordination:** Monitor the process to maintain visibility over required actions, including SCMO appointments, NOK notifications, and the preparation and delivery of letters of concern as directed by the CAC.
3. **Support:** Provide administrative support to Brigade-level actions.

d. USACC G3:

Roles: Validate SIRs and coordinate resources to support search and investigation efforts.

Responsibilities:

1. **Validate and Forward Reports:** Review SIRs from Brigade and forward them to G1.
2. **Allocate Resources:** Ensure all necessary resources are available for search and investigation efforts.
3. **Timely Updates:** Provide updates to higher headquarters and stakeholders as required.

e. Brigade/HHD Level:

Appendix 2 (Missing/Duty Status Whereabouts Unknown (DUSTWUN)) to Annex A: (Soldier Casualty Notification) to USACC Casualty SOP

Roles: Initiate and validate reports, support search efforts, and oversee compliance with casualty reporting timelines.

Responsibilities:

1. Within 1 Hour of determining the Soldier's absence is involuntary:

- **Brigade/HHD:**

- Notify USACC CG.
- Provide support for search efforts.
- Coordinate with the CAC to initiate DD Form 2812 (Commander's Preliminary Assessment and Recommendation Regarding Missing Person) (if required) and an informal AR 15-6 investigation. Submit results through CAC to CMAOD within 10 days.
- Appoint a SCMO. The SCMO will execute duties as directed by the CAC.
- Coordinate with PAO for a press release no earlier than 72 hours after NOK notification.

- **Brigade S1:**

- Verify DA Form 1156 is correct, obtain Brigade/HHD endorsement and forward to CAC within 1 hour of receipt.
- Send DA Form 1156 to CAC so CMAOD can update the Soldier's status in IPPS-A to Missing.
- Print the CMAOD-initiated PAR and forward to DES and Finance.
- Verify the Soldier's DD Form 93 and SGLV for accuracy.
- Obtain Soldier records as needed for the CAC (i.e. medical, dental, STP, UCMJ, assignment orders, etc.)
- Notify the Brigade/HHD when the CAC verifies notification of the Soldier's NOK has occurred.
- Draft a letter of concern (See Tab K to Appendix 3). Deliver as directed by the CAC. Coordinate with the PMS/HQ Directorate to ensure the letter is mailed NET 24 hours after the letter of sympathy is mailed.

- **Brigade S3:**

- Submit the initial/updated SIR to G3 and ensure updates every 6 hours.

2. Support to PMS/HQ Directorates:

- Provide additional resources for search efforts, including coordination with local law enforcement and chaplains.

3. Follow-up:

Appendix 2 (Missing/Duty Status Whereabouts Unknown (DUSTWUN)) to Annex A: (Soldier Casualty Notification) to USACC Casualty SOP

- Coordinate the Commander's Preliminary Assessment (DD Form 2812) and AR 15-6 investigation within 10 days of Soldier's designation as Missing.

f. Host Program (PMS)/HQ Directorates:

Roles: Initiate reports, oversee search efforts, and provide immediate updates to Brigade.

Responsibilities:

1. Immediate Actions:

- Submit updated SIR to Brigade S3 (if the Soldier's status is unknown for 48 hours)
- Submit DA Form 1156 (Casualty Feeder Card) requesting Missing/DUSTWUN status to Brigade S1. (See Tab A to Appendix 2 for an example)
- Generate and submit the initial/updated SIR within 2 hours.

2. Search Efforts:

- Continue search efforts and gather details
- Collaborate with local law enforcement and DES for search operations.

3. Follow-up:

- Submit updated SIRs every 6 hours until the Soldier is returned to duty or further classified.

4. Forms and Documents Needed

Form/Document	Purpose	Submitted To
DA Form 1156	Initial casualty information.	Brigade S1, G1 MPD
IPPS-A PAR (PDY → MIS)	Reflects change in duty status to Missing.	Local DES
SIR	Reports casualty and search efforts.	Brigade S1, G3, G1 MPD
DD Form 2812	Commander's Preliminary Assessment.	CAC, CMAOD
AR 15-6 Investigation Report	Investigation into Soldier's absence.	CAC, CMAOD

5. Final Guidance for PMS/HQ Directorates/Commanders

Appendix 2 (Missing/Duty Status Whereabouts Unknown (DUSTWUN)) to Annex A: (Soldier Casualty Notification) to USACC Casualty SOP

- **Timeliness:** Ensure all actions, including DA Form 1156 submission, PAR updates, and SIR reporting, occur within the designated timeframes.
- **Family Support:** Assign a liaison officer to communicate updates to NOK and provide emotional support as needed.
- **Escalation:** Coordinate with CAC for SCMO appointments and higher-level investigations if the Soldier remains Missing.
- **Media Coordination:** Work with PAO for public statements, ensuring release occurs no earlier than **72 hours** after NOK notification.

Figures 1.2 N-Hour Task and Responsibility Matrix: DUSTWUN/Missing Soldier Status

N-Hour	Action	Responsibility
N (Discovery)	Determine Soldier absence is involuntary, or status is unknown for over 48 hours. Conduct initial checks to confirm absence type.	PMS/HQ Directorates
N+30 Min	Notify Brigade/HHD Commander of the Soldier's status and initiate local checks with coworkers, emergency contacts, and hospitals.	PMS/HQ Directorates
N+1 Hour	Submit initial DA Form 1156 (Casualty Feeder Card) requesting DUSTWUN status and SIR to Brigade S1 and S3.	PMS/HQ Directorates
N+2 Hours	Confirm local search efforts, coordinate with DES/local law enforcement, and update Brigade S1 and S3.	PMS/HQ Directorates
N+3 Hours	Verify DA Form 1156 for accuracy, obtain Brigade/HHD Commander signature, and forward to CAC. Save copies of DD Form 93 and SGLV.	Brigade S1
N+6 Hours	Submit updated SIR to Brigade S1 and S3. Ensure local search efforts continue.	PMS/HQ Directorates
N+24 Hours	Provide an updated SIR to Brigade/HHD and confirm progress of local search efforts.	PMS/HQ Directorates, Brigade S1
N+48 Hours	Transition Soldier's duty status from AUN to Missing (MIS) in IPPS-A. Submit Admin Records Correction PAR to include Soldier's SSN. Print and forward the PAR to DES and Finance.	CMAOD

Appendix 2 (Missing/Duty Status Whereabouts Unknown (DUSTWUN)) to Annex A: (Soldier Casualty Notification) to USACC Casualty SOP

N-Hour	Action	Responsibility
N+49 Hours	Submit request for DUSTWUN casualty status determination to CAC and USACC G1.	Brigade S1
N+50 Hours	Review DA Form 1156 and forward to CMAOD for final DUSTWUN determination. Coordinate NOK notification and casualty status updates.	CAC
N+51 Hours	Determine Soldier's casualty status as DUSTWUN, update IPPS-A from AUN to MIS, and notify CAC and Brigade/HHD.	CMAOD
N+72 Hours	Confirm NOK notification is complete. Update SIR with casualty status and submit to USACC G1/G3.	Brigade S1
N+96 Hours	Initiate DD Form 2812 (Commander's Preliminary Assessment) and AR 15-6 investigation. Submit draft results to CAC.	Brigade/HHD Commander
Within 10 Days	Submit final AR 15-6 investigation report and DD Form 2812 to CAC and CMAOD.	Brigade/HHD Commander

**TAB A (Example DA Form 1156 Casualty Feeder Card) to Appendix 2
(Missing/DUSTWUN Soldier) to Annex A (Soldier Casualty Notification) to USACC
Casualty SOP**

CASUALTY TYPE		CASUALTY FEEDER CARD		*Indicates required fields.	
☐ HOSTILE ☐ PENDING ☐ NON-HOSTILE		For use of this form, see AR 638-8 the proponent agency is DCS, G-1.		☐ MILITARY ☐ CIVILIAN ☐ CONTRACTOR ☐ OTHER	
*CASUALTY STATUS ☐ NSI ☐ DECEASED ☐ SI ☐ DUSTWUN ☐ VSI ☐ PENDING		*SSN	*RANK	*INCIDENT DATE/TIME	
DUSTWUN/MISSING LAST SEEN (DATE/TIME/PLACE)		*NAME		*PLACE OF INCIDENT	
		*SERVICE ARMY	UIC	GRID	
		*UNIT		DEATH DATE/TIME	
		*INFLECTING FORCE (hostile) ☐ ENEMY ☐ ALLY ☐ US (buddy) ☐ UNK ☐ YES ☐ NO		PLACE OF DEATH	
IDENTIFYING MARKS (tattoos, scars)		REMAINS: VISUAL ID ID BY: _____ MEANS USED: _____		PRONOUNCED BY	
*CIRCUMSTANCES					

DA FORM 1156, JUN 2015

PREVIOUS EDITIONS ARE OBSOLETE.

APD LC v1.01

BACK OF CARD		INTERCEPTOR BODY ARMOR (IBA)		HOSPITAL	
VEHICLE GROUP/TYPE ☐ HMMWV ☐ STRYKER ☐ APC ☐ TRACK ☐ ENG ☐ LAV ☐ MTV ☐ PLS ☐ ARTILLERY ☐ HELICOPTER ☐ OTHER _____		☐ PASGT ☐ OTV ☐ NONE ☐ OTHER		☐ DIED IN ☐ DIED OUTSIDE	
UP-ARMORED ☐ YES ☐ NO		ATTACHMENTS ☐ THROAT ☐ GROIN ☐ YOKE/COLLAR ☐ DAP ☐ SAPI		INVESTIGATION INITIATED ☐ YES ☐ NO ☐ PENDING	
POSITION (aboard)		HELMET ☐ ACH ☐ MICH ☐ OTHER ☐ PASGT ☐ CVC ☐ NONE ☐ SHELL ☐ NO SHELL ☐ VISOR		TRAINING DUTY RELATED ☐ YES ☐ NO	
LEVEL		EYE PROTECTION ☐ SWD ☐ BLPS ☐ SPECS ☐ OAKLEY ☐ WILEY ☐ ESS		DUTY STATUS	
HOR (if known)		WEAPONS ☐ IED ☐ VBIED ☐ SVBIED ☐ RPG ☐ MORTAR ☐ SAF ☐ GRENADE			
SIGNATURE OF PREPARER		PMS Signature		DATE (YYYYMMDD)	
APPROVED BY COMMANDER (Field Grade Officer-Required all Deaths/DUSTWUN/Missing)		Bde Cdr Signature		DATE (YYYYMMDD)	

DA FORM 1156, JUN 2015

APD LC v1.01

TAB B (Process to Conduct a Duty Status Change in IPPS-A) to Appendix 2 (Missing/DUSTWUN Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

- I. CMAOD will make the IPPS-A Duty Status change from AUN to MIS.
- II. Brigade S1s will review the below process to change a Soldier's Status from AUN to AWOL or Confined in IPPS-A:

SOLDIER STATUS PAR

IPPS-A User Manual Process 22-2 Create a Soldier Status PAR

Description: The purpose of this process is to assist the HR Pro in understanding how to initiate a Soldier Status PAR.

Applicability: OFF, WO, ENL

Subcategories: HR Professional, Manager, Commander

Navigation: HR Professional > HR Personnel Action Requests tile

Action Required:

1. Select the **Create Personnel Action** button.
2. Enter the Members EMPLID in the Employee ID field.
3. Select the appropriate Member listed from the search results.
4. Select the **Create Personnel Action** button.
5. Enter the date (MM/DD/YYYY) into the **Effective Date** field. The Effective Date field must be a date prior to the current date.
6. Select the **Action** drop-down arrow then select **Soldier Status** from the listed items.
7. Select the **Reason** drop-down arrow then select applicable reason from the listed items.
8. Select the **Continue** button.
9. Select the **Check Eligibility** button then select the **Close (x)** icon.
10. Select the **Save** button then select the **Next** button.
11. Select the **Validate** button then select the **Next** button.
12. Select the **Submit** button then select the **Continue** button.

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

1. Definition of Deceased

A Soldier is considered a casualty due to death in the line of duty. This can be classified as:

- **Non-Combat Death:** When the death is due to non-hostile causes while on duty, such as accidents, health conditions, or death by suicide (caused by injuring oneself with intent to die).
- **Timeline:** Immediate reporting is required.
- **Form/Reporting:** Submit an IPPS-A HR PAR and SIR; direct coordination with CAC and CMOAD is mandatory.

2. Roles and Responsibilities by Echelon

a. CMAOD Roles and Responsibilities

Roles:

- Oversees national-level casualty reporting and resource coordination.
- Ensures compliance with Army-wide casualty reporting policies.

Responsibilities:

1. Provides oversight and policy guidance for casualty cases.
2. Verifies and archives all submitted reports, including SIR and DA Form 1156.
3. Coordinates with CAC to ensure timely family support and notification processes.
4. Acts as the final point of escalation for unresolved issues.

b. CAC Roles and Responsibilities

Roles:

- Acts as the primary liaison between units and CMAOD.
- Ensures accurate and timely casualty reporting and family support.

Responsibilities:

1. Assigns a CAO to assist NOK with benefits, counseling, and ongoing support.
2. Verifies and forwards DA Form 1156, IPPS-A HR PAR, and other documents to CMAOD.
3. Coordinates grief counseling, memorial arrangements, and family support services.
4. Reviews and validates all documentation to ensure compliance with Army standards.
5. Supports public communications with the PAO while respecting NOK privacy.

c. USACC G1 Military Personnel Division (MPD) Roles and Responsibilities

Roles:

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

- Finalizes casualty reporting and monitors compliance.
- Provides higher-level coordination for family support services.

Responsibilities:

1. Validates all submitted documents, including SIR, DA Form 1156, DA Form 7747, and IPPS-A PAR.
2. Coordinates grief counseling and financial counseling services with CAC.
3. Liaises with the Brigade/HHD Crisis Action Team (CAT) to ensure resource allocation.
4. Monitors compliance with casualty reporting timelines.

d. USACC G1 SPPC (Suicide Cases Only) Roles and Responsibilities

Roles:

- Leads suicide-specific processes and coordinates with Suicide Response Teams (SRT) and Suspected Suicide Analysis Boards (S2FRAB).

Responsibilities:

1. Facilitates SRT within 48 hours of a suicide incident.
2. Leads S2FRAB within 60 days to review systemic factors and develop preventive recommendations.
3. Advises commanders on immediate interagency actions.
4. Receives the DA Form 7747 from the Brigade/HHD and creates the DoDSER.
5. Submits suicide-specific reports (e.g., DA Form 7747, DoDSER) and ensures compliance with timelines.
6. Requests a copy of IPPS-A Duty Status PAR from CMAOD.
7. Coordinates public awareness initiatives with PAO.

e. USACC G3 Roles and Responsibilities

Roles:

- Oversees validation and submission of casualty reports.
- Allocates resources to support family assistance and memorial services.

Responsibilities:

1. Validates SIRs from Brigade/HHD and forwards to G1.
2. Coordinates additional resources as needed to support casualty operations.
3. Tracks casualty status and ensures Brigade/HHD compliance with timelines.
4. Establish a Crisis Action Team (CAT) (See Tab A to Appendix 3 for example)

f. USACC G4 Roles and Responsibilities

Roles:

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

- Provides logistical support for casualty operations, including transportation and memorial arrangements.

Responsibilities:

1. Arranges transportation for remains and NOK.
2. Ensures ceremonial items are available for memorial services.
3. Coordinates with CAC to transport personal effects of the deceased Soldier.

g. USACC Chaplain Roles and Responsibilities

Roles:

- Provides spiritual support and grief counseling to NOK and affected unit members.
- Assists in planning and conducting memorial services.

Responsibilities:

1. Coordinates grief counseling for NOK and unit Soldiers with CAC.
2. Assists in planning memorial ceremonies in coordination with Brigade/HHD and CAC.
3. Ensures spiritual care resources are available for family members.

h. USACC Public Affairs Office (PAO) Roles and Responsibilities

Roles:

- Manages media communications and ensures NOK privacy during the casualty process.

Responsibilities:

1. Prepares public statements in collaboration with CAC and Brigade/HHD.
2. Ensures all public communications are respectful, accurate, and compliant with Army policy.
3. Restricts release of casualty information until NOK notification is confirmed.

i. Brigade/HHD Roles and Responsibilities

Roles:

- Validates casualty reports, activates Crisis Action Team (CAT), appoints SCMO and escort, and coordinates family support.

Responsibilities:

1. **N-Hour Actions:**
 - **Brigade/HHD Commander:**

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

- Notifies the USACC CG and G1 MPD within 3 hours of confirmation of casualty.
- Coordinates with CAC to verify casualty reportability and supports family communication.
- Activates CAT within 12 hours and coordinates initial family support.
- **Brigade S1:**
 - Submits DA Form 1156 and IPPS-A HR PAR to update Soldier's duty status to deceased.
 - Ensures DD Form 93, SGLV 8286, and IPERMS records are accurate and forwarded to CAC.
 - Prepares and submits DA Form 638 for posthumous awards.
 - Prepares and submits posthumous promotion, if applicable.
- **Brigade S3:**
 - Reviews and consolidates the initial SIR and forwards it to USACC G3 within 2 hours.
 - Provides additional resources for family support and search efforts.
 - Establishes a Crisis Action Team (see Tab A to Appendix 3 for example)
- **Brigade S4:**
 - Manages transportation and storage of personal effects and ensures ceremonial items are available.

2. Follow-Up Actions:

- Monitors submission of all required documents and periodic updates to USACC G1 MPD.
- Oversees family support services in collaboration with CAC and USACC Chaplain.

j. Host Program (PMS)/HQ Directorates Roles and Responsibilities

Roles:

- Initiates casualty reporting, notify chain of command, initiates SIR to S3/G3, and provides immediate family support.

Responsibilities:

1. Immediate Actions (N-Hour):

- **PMS (Professor of Military Science)/HQ Directorate:**
 - Notifies Brigade/HHD Commander and S1 immediately upon confirmation of the casualty.
 - Submits initial SIR within 1 hour, including verified witness reports and circumstances.
- **Senior Military Science Instructor (SMSI):**

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

- Assists in family communication in coordination with the CAO.
- Manages initial grief counseling efforts for Soldiers.

2. Follow-Up Actions:

- Updates SIR periodically and ensures all supporting documents are submitted to Brigade/HHD.
- Coordinates ongoing family communication and support with CAC and Brigade/HHD.

3. Forms and Documents

Form/Document	Purpose	Submitted To
DA Form 1156	Initial casualty information.	Brigade S1, CAC, G1 MPD
DA Form 638	Posthumous award recommendation.	Brigade S1, USACC G1 MPD
DA Form 4187 Posthumous Promotion (if applicable)	Posthumous promotion recommendation	Brigade S1, USACC G1 MPD
Letter of Sympathy	Prepare Draft Letter of Sympathy	Brigade S1
IPPS-A HR PAR (PDY → Deceased)	Updates Soldier's duty status.	CAC
SIR	Reports casualty and circumstances.	Brigade S3, USACC G3
DA Form 7747, Sections 1–3	Suicide-specific reporting.	SPPC, CAC
DoDSER	Suicide event reporting.	SPPC
AR 15-6 Investigation Report	Investigates circumstances of death.	CAC, CMOAD

5. Final Guidance for PMS/HQ Directorates/Commanders

- Timeliness:** Ensure all actions, including DA Form 1156 submission and SIR updates, occur within the designated timeframes.
- Family Support:** Assign a liaison officer to communicate updates to NOK.
- Suicide-Specific Actions:** Collaborate with SPPC for SRT and S2FRAB facilitation.
- Confidentiality:** Prevent information release until NOK notification is confirmed.

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

Figure 1.3 N-Hour Task and Responsibilities Matrix for Deceased Soldier Process

N-Hour Sequence	Task	Responsibility
N (Discovery)	Confirm Soldier's death and circumstances.	PMS/HQ Directorates
	Notify Brigade/HHD Commander and S1.	PMS/HQ Directorates
	Notify Fort Knox CAC and confirm reportability status.	PMS/HQ Directorates
	Begin initial search and documentation efforts.	PMS/HQ Directorates
	Notify USACC CG and G1	Brigade/HHD Commander
N+1 Hour	Submit initial SIR to Brigade S3.	PMS/HQ Directorates
N+3 Hours	Validate and submit initial SIR to USACC G3.	Brigade S3
	Activate Crisis Action Team (CAT).	Brigade/HHD Commander
	Notify CAC and confirm reportability status.	Brigade S1
	Request resources to support search efforts (if needed) and notify the Fort Knox CAC.	USACC G3
N+6 Hours	Submit DA Form 1156 to update casualty status to the CAC.	Brigade S1
	Verify and forward DD Form 93, SGLV 8286, and IPERMS records to CAC.	Brigade S1
	Download the Soldiers IPERMS Record	Brigade S1/USACC G1
	Assign CAO.	CAC
	Begin grief counseling support for NOK.	USACC Chaplain
N+12 Hours	Appoint Summary Court-Martial Officer (SCMO) and provide details to CAC.	Brigade/HHD Commander
	Designate and train an escort for remains.	Brigade/HHD Commander
	Confirm that NOK has been notified	CAC/ Brigade/HHD Commander
	Coordinate grief counseling and chaplain services for NOK.	USACC Chaplain
	Ensure memorial ceremony coordination is in progress.	USACC Chaplain
	Coordinate public communication with PAO.	Brigade/HHD/USACC PAO

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

N-Hour Sequence	Task	Responsibility
	Begin logistics planning for remains and NOK transportation.	Brigade S4/USACC G4
N+24 Hours	Forward validated SIR and documentation to USACC G1.	USACC G3
	Monitor the submission of casualty documents (e.g., DA Form 1156, SIR, IPPS-A PAR).	USACC G1 MPD
	Ensure documents are submitted to CMAOD.	USACC G1 MPD
	Ensure all transportation for NOK is finalized.	USACC G4
	Archive records and monitor case updates.	CMAOD
	*(Only for Suicides) Submit DA Form 7747, Section 1	Brigade S1/SPPC
N+48 Hours	*Facilitate Suicide Response Team (SRT) for suicide cases.	SPPC
	Provide updated casualty details to CAC.	USACC G3
	Ensure public information management is in place (if applicable).	USACC PAO
N+5 Days	*(Only for Suicides) Submit DA Form 7747, Section 2	Brigade S1/SPPC
N+7 Days	Submit posthumous award and promotion recommendation.	Brigade S1
	Complete memorial service coordination.	USACC Chaplain
	Ensure all logistical needs for the memorial are met.	USACC G4
N+30 Days	*(Only for Suicides) Submit DoDSER	SPPC
N+60 Days	*Facilitate Suspected Suicide Analysis Board (S2FRAB) for suicide cases.	SPPC
	*(Only for Suicides) Submit AR 15-6 investigation and DA Form 7747, Section 3	Brigade S1/SPPC

Tab A (Subordinate Command Example Crisis Action Team Initial Coordination) to Appendix 3 (Deceased Soldier) 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) PMS/Brigade/HHD Commander
- (2) Deputy Chief of Staff
- (3) Brigade Executive Officer/USACC Chief of Staff
- (4) Command Sergeant Major/First Sergeant
- (5) Professor of Military Science
- (6) Senior Military Science Instructor
- (7) Brigade S-3/USACC G-3
- (8) Brigade S-1
- (9) USACC G-1 (Director, Deputy, MPD Chief, etc.)
- (10) USACC G-1 SPPC (*Suicide cases only)
- (11) USACC PAO
- (12) USACC Chaplain
- (13) USACC Surgeon
- (14) 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

**Tab A (Subordinate Command Example Crisis Action Team Initial Coordination)
to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to
USACC Casualty SOP**

- (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 the above should be discussed in further detail. Flexibility is the key. The Brigade/HHD will take the lead on the memorial if a Brigade/HHD Headquarters' member. PMS/HQ Directorate will take lead if an ROTC program member.
4. The Brigade Executive Officer/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 B (PMS/HQ Directorate Responsibilities) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Notify your Brigade/HHD immediately upon the death of anyone at your college.

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 Brigade S1 and/or 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 an SIR using the template in Tab A to Appendix 1 and submit it to USACC, G3.

4. Complete Tab C (Subordinate Command Example Casualty Fact Sheet) in Appendix 3 (Deceased Soldier) to Annex A to address potential follow-up questions from leadership and agencies.

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

6. After the Casualty Assistance Center has confirmed notification to the Primary Next of Kin (PNOK), the Brigade/HHD Commander 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.

7. 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. Soldier's unit may appoint a liaison officer, but the CAO is responsible for direct assistance to the NOK.

Long-Term Operations:

TAB B (PMS/HQ Directorate Responsibilities) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Develop and get approval of a releasable message for Soldiers and their Families (POC is Cadet Command PAO at <https://armyeitaas.sharepoint-mil.us/sites/TR-USACC/SitePages/PAO.aspx>).
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).

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 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, CMAOD will direct the nearest Army Installation CAC to make PNOK notification. PMS/HQ Directorate or any other ROTC staff will not contact the PNOK until the CAC has advised official notification has been made.
5. The CAC serving the NOK's geographic area will appoint CAO(s) to assist NOK as applicable.
6. The CAC 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 Brigade/HHD immediately.

**TAB C (Subordinate Command Example Casualty Fact Sheet) to Appendix 3
(Deceased Soldier) 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 / HQ Directorates, XO/DBOs, CSM/SMI, S-1/G-1, PAO, and Chaplain.

3. Information:

a. Military Data/History.

- (1) Full Name.
- (2) Rank/Grade.
- (3) DODID/SSN
- (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.

TAB D (CMAOD Training Information) to Appendix 3 (Deceased Soldier) 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:
 - a. "Taking Care of Soldiers" exportable training package.
 - 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.
 - b. Military Funeral Honors Handbook.
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\(CMAOD\)](https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD)) .

TAB E (Escort Officer & Summary Court Marital Officer (SCMO) Duties) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Escort Officer:

1. Contact Casualty Assistance Office for briefing.
2. Prepare Class A/ASU or AGSU uniform.
3. Review DA Pam 638-2 (especially Chap 6).
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 always maintain your professional appearance.
7. Airline personnel will be more than accommodating, but you may have to be respectfully assertive to be let onto the tarmac.

Summary Court Martial Officer (SCMO):

1. A SCMO must be appointed by the Brigade/HHD 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.

**TAB E (Escort Officer & Summary Court Marital Officer (SCMO) Duties) to
Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to
USACC Casualty SOP**

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 CAC to CMAOD.

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

1. Immediately notify the Commanding General, USACC upon death or casualty of personnel listed in paragraph 1 of Annex A 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 nearest CAC on the assignment of the CNO and CAO for all casualties in paragraph 1 of Annex A of this SOP.
6. By direction of the CAC, make notification to the PNOK in the event of an injury or illness to a Soldier.
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. While USACC personnel may attend this training, the actual performance of CNO or CAO duties is managed by the installation CAC on a rotational basis, and USACC training cadre may not be included in the rotation unless appointed by the CAC. See Tabs D & E to Appendix 3 of this Annex for training details and requirements.
10. Appoint a SCMO IAW AR 638-8.
11. Appoint a Line of Duty Investigation (LODI) Officer IAW AR 600-8-4, if required by the CAC.

TAB G (Commander Casualty Planning Checklist) to Appendix 3 (Deceased Soldier) 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 H (Commander Suicide Report Format) to Appendix 3 (Deceased Soldier) 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: 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

Legend:

Psychological

Autopsy Template

VCSA's Guidance

Chronology

TAB I (Brigade/HHD S-1 Responsibilities) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. **Purpose:** This Tab 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. Immediately download the Soldier's IPERMs record, DD Form 93, SGLV, and Soldier Talent Profile from IPPS-A.

c. Send initial casualty report using the DA Form 1156 (Casualty Feeder Card) to the respective CAC and courtesy copy the USACC G-1 MPD once it is received from the unit. Verify all information DA Form 1156 and have the Brigade/HHD endorse it before sending it forward.

d. Submit supplemental Casualty reports to the respective CAC and courtesy copy the USACC G-1 MPD upon receipt. S-1 will verify all information on the supplemental casualty report before sending it forward.

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

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

(1) Casualty Report.

(2) Name of the SCMO (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 NOK, date and send the letter (also provide a copy to the CAC). (DEATH ONLY). (See TABs K through M to Appendix 3 (Deceased Soldier) for more information on letters of sympathy, condolence, and concern).

h. Prepare a bulletin for the memorial ceremony with help from the USACC Chaplain and PAO.

TAB J (USACC Chaplain Responsibilities Responsibilities) to Appendix 1(Deceased Soldier) 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 USACC.

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/G-1 or PMS/HQ Directorate.
- 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.

TAB K (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Appendix 3 (Deceased Soldier) 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 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 (at commander's discretion) 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. Use formatting and content for letters of sympathy.

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's PMS/HQ Directorate 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/HQ Directorate 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.

TAB K (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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

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.

TAB L (Example Letter of Sympathy) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Seal here

Insert Letter Head here

(DATE)

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

TAB M (Words of Remembrance Examples) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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 play cards. We would talk about things we couldn't wait to do when we got home. I remember one day at the gym he had his mind set on buying a mustang. We had this huge conversation about mustangs and a truck, by the end, CPT XXX 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 university, he was quiet and kept to himself. 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 start cracking up. He made me laugh so many times when times were rough, and he could say anything to lighten up my day. Every time someone tells a random joke I will think of SFC Doe and the way he lightened up my life and always told me "Moore quit being so serious." SFC 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

TAB M (Words of Remembrance Examples) to Appendix 3 (Deceased Soldier) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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 leader, and it was an honor and a privilege to get to work with him for the past six months.

-Soldier's Statement

TAB N (Casualty Assistance Centers POC Listing) to Appendix 4 (Deceased Soldier or Deceased Soldier by Suicide) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Casualty and Mortuary Affairs Operation Division Website:

[https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20\(CMAOD\)](https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operations%20Division%20(CMAOD)) (this site has CAC locations for both CONUS & OCONUS)

Casualty Assistance Centers Locator:

<https://www.hrc.army.mil/content/Casualty%20Assistance%20Centers%20Locator>

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Definition of Soldier Status During Peacetime:

- **Sick in Quarters (SIQ):**
 - The Soldier is confined to their living quarters due to illness or injury and is under medical supervision but not hospitalized.
 - This status does not require casualty reporting but may require unit-level documentation for duty accountability purposes.
- **Sick in Hospital (SIH):**
 - The Soldier is admitted to a medical treatment facility for observation, treatment, or recovery.
 - This status will require administrative action and reporting based on the Soldier's condition in IPPS-A but does not typically involve casualty notification unless the condition deteriorates to critical levels.
- **Incapacitated Due to Illness or Injury:** If a Soldier's condition results in their inability to perform their duties or requires long-term treatment or convalescence, the unit will need to submit administrative reports through the appropriate channels, including updates in IPPS-A.

Timeline:

1. Immediate notification of the chain of command upon identification of the Soldier's illness or injury.
2. Submission of appropriate reports including IPPS-A PAR or SIR (if applicable), and updates as required, typically within 24 hours.
3. Ongoing updates as the Soldier's condition changes or when the Soldier is returned to duty.

2. Roles and Responsibilities by Echelon

a. CMAOD Roles and Responsibilities

Roles:

- Provides policy guidance for casualty reporting during peacetime.
- Ensures compliance with Army standards for administrative and medical reporting.

Responsibilities:

1. Monitors high-severity cases (e.g., incapacitating injuries).
2. Coordinates additional resources or actions if a Soldier's condition escalates to critical levels.
3. Archives all submitted reports and ensures accuracy and compliance.
4. Under advice of the attending physician, CMAOD can authorize up to three family members, according to the casualty's desire, to travel to the casualty's bedside.

b. CAC Roles and Responsibilities

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Roles:

- Acts as the liaison between units and CMAOD for illness/injury cases requiring additional administrative actions.
- Ensures proper communication and coordination for family support if needed.

Responsibilities:

1. Tracks Soldier's status changes and validates all reports (e.g., SIR, IPPS-A PAR).
2. Advises Brigade S1 and G1 MPD on administrative and casualty reporting requirements.
3. Coordinates with medical personnel and ensures Soldier's family is informed as necessary.
4. Supports PAO to ensure accurate communication while respecting privacy.

c. USACC G1 MPD Roles and Responsibilities

Roles:

- Finalizes casualty-related administrative reporting and compliance monitoring.
- Provides coordination for medical resources and family support services.

Responsibilities:

1. Validates submitted reports, including IPPS-A PAR, SIR, and medical documentation. (See Tab A to Appendix 5 for how to Maintain a Soldier Hospitalization)
2. Liaises with Brigade CAT to ensure resource allocation for Soldier and family support.
3. Monitors compliance with reporting timelines and addresses discrepancies.
4. Provides oversight for administrative updates in IPPS-A.
5. For urgent illness/injuries/hospitalizations, ensure CAC is notified within 2 hours of receiving the initial report and coordinate with CMAOD to defer to notifying the NOK.

d. USACC G3 Roles and Responsibilities

Roles:

- Coordinates resources and validates Serious Incident Reports (SIRs).
- Provides oversight and ensures timely updates to higher headquarters.

Responsibilities:

1. Reviews and validates SIRs submitted by Brigade.

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

2. Coordinates additional resources if the Soldier's illness/injury affects operational readiness.
3. Ensures updates are submitted to G1 and other stakeholders as needed.

e. USACC G4 Roles and Responsibilities

Roles: Provides logistical support for illness/injury-related incidents requiring transportation, supplies, or family accommodations.

Responsibilities:

1. Coordinates transportation for Soldier or family members if necessary.
2. Ensures logistical resources are available for any medical or family support needs.
3. Manages supply requirements related to administrative or ceremonial needs.

f. USACC Chaplain Roles and Responsibilities

Roles: Provides spiritual and emotional support to Soldiers and their families during illness/injury cases.

Responsibilities:

1. Coordinates grief or crisis counseling with medical personnel if the Soldier's condition is severe.
2. Provides ongoing support for the Soldier's family as needed.

g. USACC PAO Roles and Responsibilities

Roles: Oversees public communications and manages inquiries related to Soldier illness/injury cases.

Responsibilities:

1. Prepares official statements, ensuring respect for Soldier and family privacy.
2. Coordinates with CAC and medical personnel to ensure accuracy in public communication.
3. Monitors media coverage to prevent unauthorized information release.

h. Brigade Roles and Responsibilities

Roles:

- Oversees initial notification and reporting processes.
- Provides administrative and family support coordination.

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Responsibilities:

1. N-Hour Actions:

- **Brigade/HHD:**
 - For Urgent illnesses/injuries/hospitalization – Notifies USACC CG and G1 MPD immediately of Soldier illness/injury
 - For routine/non-urgent illness/injuries/hospitalization – Notifies USACC CG and G1 within 3 hours of Soldier illness/injury if necessary.
 - Supports family communication in collaboration with CAC.
 - **Brigade S1:**
 - Updates Soldiers IPPS-A Duty Status to document Soldier's medical status.
 - Validates Soldier's DD Form 93 and SGLV and submits updates to CAC, if situation is dire.
 - For urgent illnesses/injuries/hospitalization, contact the CAC telephonically within 2-hours of receiving the initial report.
 - **Brigade S3:**
 - Consolidates and forwards SIR with the 5Ws to G3 within 2 hours.
 - Coordinates search and medical resources if necessary.
 - **Brigade S4:** Supports medical logistics or transportation if required.
 - **Chaplain:** Assists with counseling and spiritual support for affected personnel.
 - **PAO:** Coordinates communication efforts to ensure Soldier privacy.
- #### **2. Follow-Up Actions:**
- Monitors updates to SIR and IPPS-A PAR.
 - Ensures timely submission of supporting documents to USACC G1 MPD.
 - Collaborates with medical personnel and CAC for ongoing family support.

i. Host Program (PMS)/HQ Directorates Roles and Responsibilities

Roles: Initiates administrative reporting and provides immediate support for Soldier and family.

Responsibilities:

1. Immediate Actions (N-Hour):

- **PMS/HQ Directorate:**
 - Notifies Brigade/HHD and S1 within 30 minutes.

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

- Submits initial SIR within 1 hour.
- **SMSI:** Assists in family communication and initial counseling efforts.

2. Follow-Up Actions:

- Updates SIR and administrative records as necessary.
- Coordinates with medical personnel and Brigade for resource allocation.

3. Forms and Documents

Form/Document	Purpose	Submitted To
IPPS-A PAR	Documents Soldier's administrative status change.	CAC, Brigade S1
SIR	Reports illness/injury details and updates.	USACC G3
Medical Records	Provides verification of Soldier's condition.	CAC

4. Final Guidance for PMS/HQ Directorate/Commanders

- **Timeliness:** Ensure all actions, including SIR submission and PAR updates, occur within designated timeframes.
- **Family Support:** Collaborate with CAC and Chaplain to provide family assistance and updates.
- **Escalation:** Notify higher echelons immediately if Soldier's condition deteriorates significantly.

Figure 1.4 N-Hour Task and Responsibility Matrix for Illness/Hospitalization

N-Hour Sequence	Action	Responsibility
N (Discovery)	Identify Soldier's illness, injury, or death and notify Brigade/HHD/S1.	PMS/HQ Directorates
	Notify Fort Knox CAC and confirm reportability status.	PMS/HQ Directorates
N+30 Min	Submit initial SIR to Brigade S3.	PMS/HQ Directorates
	Coordinate initial family support and inform CAC.	PMS/HQ Directorates
N+1 Hour	Validate and forward initial SIR to USACC G3.	Brigade S3

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

	Telephonically contact the USACC CG and CAC for urgent cases.	Brigade/HHD/S1, G1 MPD
	Validate Soldier's DD Form 93 and SGLV for accuracy and completeness.	Brigade S1
N+3 Hours	Submit IPPS-A PAR to document Soldier's status change (e.g., hospitalized, deceased, or missing).	Brigade S1
	Forward validated SIR to USACC G3.	Brigade S3
N+6 Hours	Notify USACC G1 and USACC CG of the incident if not already informed.	Brigade/HHD
	Coordinate with CAC to validate the casualty reporting process.	Brigade/HHD/S1
N+12 Hours	Activate Crisis Action Team (CAT) to manage resources and ongoing support.	PMS/Brigade/HHD
	Appoint Summary Court-Martial Officer (SCMO) and provide details to CAC.	Brigade/HHD
	Confirm NOK notification and provide grief counseling arrangements.	CAC/USACC Chaplain
	Coordinate memorial ceremony preparation.	USACC Chaplain/USACC Chaplain
N+24 Hours	Submit an updated SIR with additional details.	PMS/HQ Directorate/Brigade S3
	Confirm family support arrangements and ensure smooth coordination with CAC.	Brigade S1/Chaplain
	Validate casualty documents (e.g., DA Form 1156, SIR, IPPS-A PAR) and submit to CMAOD.	Brigade S1
N+48 Hours	Provide a second updated SIR if Soldier's condition or status changes.	PMS/HQ Directorate/Brigade S3
	Ensure medical resources and logistics are coordinated for the Soldier's continued care.	Brigade S4/USACC G4
	Facilitate Suicide Response Team (SRT) activities for suicide cases, if applicable.	SPPC
N+60 Days	Submit AR 15-6 investigation report and other required documentation to CAC and CMAOD.	Brigade S1/Commander

Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Ongoing	Monitor Soldier's condition or status and ensure regular updates to higher headquarters.	PMS/Brigade/HHD
	Respond to media inquiries and ensure privacy of Soldier and NOK.	Brigade PAO
	Archive all reports and ensure compliance with AR 638-8 and DA PAM 638-8.	CMAOD/CAC
	Provide grief or spiritual counseling as needed.	USACC Chaplain

TAB A (How to Update a Soldier's Hospitalization Status in IPPS-A) to Appendix 4 (Illness/Sickness or Hospitalization) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

IPPS-A User Manual Process 24-5 Maintain a Member Hospitalizations

Description: The purpose of this process is to assist the HR Pro in understanding how to maintain the Member's hospitalizations in their Physical Profiles.

Applicability: OFF, WO, ENL

Subcategories: HR Professionals

Navigation: NavBar > Menu > Workforce Monitoring > Health and Safety > Physical Profiles

Action Required:

1. Enter the desired information in the search field(s) then select the **Search** button.
2. Select the **Hospitalization** tab or link then enter the date (MM/DD/YYYY) in the **Effective Date** field or use the **Calendar** icon.
3. Select the appropriate option from the **Hospitalization Reason** drop-down menu.
4. Select the **Save** button to complete the process.

Additional Information: The End Date becomes active once the process is saved. HR Professionals may return to update the record with the appropriate end date. The Add a row icon will be available for future entries once the end date is completed.

Appendix 5 (In-theater Casualties (For Soldiers Operationally Deployed on WIAS Taskers)) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. Definition

In-theater casualty statuses include Soldiers who are **Killed in Action (KIA)**, **Missing in Action (MIA)**, **Wounded in Action (WIA)**, or **Prisoner of War (POW)**. USACC deploy (rarely) on WIAS taskings. In the event a casualty occurs for a deployed USACC Soldier, the chain of notification will occur in similar fashion.

- **Timeline:** Immediate notification.
- **Forms/Reporting:** IPPS-A HR PAR, DD Form 93, SGLV, SIR, STP, and other required documentation.

2. Roles and Responsibilities by Echelon

a. Casualty and Mortuary Affairs Operations Division (CMAOD)

Roles:

- Oversees national-level casualty reporting and compliance.
- Ensures adherence to AR 638-8 and DA PAM 638-8 regulations.

Responsibilities:

1. Provides policy guidance and oversight for in-theater casualty cases.
2. Coordinates with theater-level CACs for Soldier and family support.
3. Verifies and archives casualty reports submitted by CACs.
4. Ensures timely communication with NOK regarding benefits and support.
5. Assists in coordinating posthumous promotions, awards, and additional support.

b. Casualty Assistance Center (CAC)

Roles:

- Acts as the primary liaison between deployed units and USACC.
- Ensures accuracy and timeliness of casualty reporting and family support.

Responsibilities:

1. Coordinates with the theater CAC for all reporting and NOK notifications.
2. Verifies and forwards documentation such as DD Form 93, SGLV, and IPPS-A HR PAR to CMAOD.
3. Ensures proper execution of NOK notifications and follow-up family support.
4. Provides grief counseling and arranges memorial services.
5. Oversees all public communications in collaboration with PAO.

c. USACC G1 MPD

Roles:

Appendix 5 (In-theater Casualties (For Soldiers Operationally Deployed on WIAS Taskers)) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

- Validates documentation and ensures Soldier and family support.
- Liaises with Unit and CMAOD to provide necessary administrative support.

Responsibilities:

1. Validates casualty status reports and ensures timely submission to CAC.
2. Provides Brigade with updated guidance and resource coordination.
3. Ensures Soldier's DD Form 93, SGLV, and STP are provided to the CAC.
4. Communicate with the CAC to ensure required actions occur in a timely manner (casualty correspondence, posthumous awards, promotions, etc as applicable)
5. Prepare casualty correspondence for the USACC CG.
6. Provides updates to the USACC CG and monitors compliance with casualty reporting.

d. USACC G3 Roles and Responsibilities

Roles:

- Oversees the validation of SIRs and coordinates with G1 for resource allocation.
- Manages internal communication and escalates issues as required.

Responsibilities:

1. Reviews and validates initial SIR from Brigade for accuracy.
2. Forwards SIR to G1 and ensures timely updates are submitted.
3. Coordinates with Brigade for additional resources or support required by the family.
4. Ensures proper recordkeeping and compliance with regulatory requirements.

e. Brigade/HHD Roles and Responsibilities

Roles: Provides oversight of casualty reporting and supports the Host Program with administrative processes.

Responsibilities:

1. N-Hour Actions:

• Brigade/HHD:

- Notifies USACC CG and G1 MPD of casualty status within 3 hours of confirmation.
- Coordinates with CAC to validate casualty reporting and supports NOK communication as directed by the CAC.
- Appoint SCMO and/or investigating officer as required by the CAC.
- Identify Person Eligible to Receive Effects (PERE).

• Brigade S1:

- Verifies and forwards DD Form 93, SGLV, and STP to CAC.

Appendix 5 (In-theater Casualties (For Soldiers Operationally Deployed on WIAS Taskers)) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

- Coordinate with the CAC to determine eligibility for award, posthumous promotion and other required actions not already addressed.
 - Coordinate Unit Memorial.
 - Prepare casualty correspondence for the commander.
 - **Brigade S3:**
 - Consolidates SIR from Host Program and forwards to USACC G3.
 - Provides additional resources for family support or logistical needs.
2. **Follow-Up Actions:**
- Monitors compliance with reporting timelines and ensures updates to USACC G1 MPD.
 - Oversees ongoing family support in coordination with CAC.

3. Forms and Documents

Form/Document	Purpose	Submitted To
DD Form 93	Theater unit verifies NOK information and benefits designations.	CAC
SGLV 8286	Theater unit confirms Soldier's life insurance information.	CAC
IPPS-A HR PAR	CMAOD updates Soldier's casualty status in personnel records.	CAC
DA Form 638	Brigade/HHD recommends posthumous awards.	USACC G1 MPD
SIR	Provides incident details and updates.	USACC G3/CAC/MPD

4. Final Guidance for PMS/HQ Directorates/Commanders

- a. **Timeliness:** Ensure all casualty reporting tasks are completed within the prescribed timelines.
- b. **Family Support:** Assign liaison officers to provide continuous support to NOK and affected personnel.
- c. **Escalation:** Coordinate with CAC for unresolved issues or additional support requirements.
- d. **Confidentiality:** Maintain strict confidentiality regarding casualty details until NOK notification is confirmed. Do not provide any information not cleared by the CAC.

Appendix 5 (In-theater Casualties (For Soldiers Operationally Deployed on WIAS Taskers)) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Figure 1.5 N-Hour Task and Responsibility Matrix for In-Theater Casualties (WIAS Taskers)

N-Hour Sequence	Action	Responsibility
N (Discovery)	Confirm casualty (KIA, MIA, WIA, POW, or other) and notify Brigade/HHD Commander and Brigade S1.	Attached Unit, PMS/HQ Directorate, Brigade/HHD, Brigade S1
	Notify Fort Knox CAC and confirm reportability status.	Brigade S1
N+30 Min	Submit initial Serious Incident Report (SIR) to Brigade S3	PMS/HQ Directorate, Brigade S1
	Notify USACC CG of casualty status.	Brigade/HHD
N+1 Hour	Validate and forward initial SIR to USACC G3 and CAC	Brigade S3 / S1
N+2 Hours	Validate SIR and forward to CAC for review and reporting.	USACC G3
N+3 Hours	Verify and submit DD Form 93, SGLV, and STP to CAC.	Brigade S1
	Confirm initial family support requirements with CAC.	Brigade S1
N+4 Hours	Appoint CNO/CAO; notify Next of Kin (NOK) and provide initial family support resources.	CAC
N+12 Hours	Activate Crisis Action Team (CAT) to coordinate ongoing support and updates.	Brigade/HHD
	Appoint Summary Court-Martial Officer (SCMO) and provide details to CAC.	Brigade/HHD
	Designate and train an escort for remains.	Brigade/HHD
	Confirm that NOK has been notified	CAC/ Brigade/HHD
N+24 Hours	Prepare posthumous award recommendations and condolence documentation.	Brigade S1, USACC G1 MPD
	Ensure family support plans are in place and finalized.	Brigade/HHD, CAC
N+48 Hours	Conduct a review of all submitted reports, confirm casualty status, and archive for record.	USACC G1 MPD, CAC
	Provide second updated SIR with additional casualty details or status changes.	Brigade S3
Ongoing	Submit periodic SIR updates as additional details emerge or status changes.	Brigade S3

Appendix 5 (In-theater Casualties (For Soldiers Operationally Deployed on WIAS Taskers)) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

	Ensure continuous family support and benefits assistance.	CAC, Brigade/HHD, USACC G1 MPD
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Annex B (Cadet Casualty Notification) to USACC Casualty

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 school's 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)/Soldier Talent Profile (STP) 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

(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 A (Cadet Casualty Notification) to USACC Casualty SOP

Time	Action	Responsibility
N - Hour	Brigade is notified Soldier is injured/Killed/Found	PMS/BDE, CDR/CG/Key Leader
	Alert Primary Staff (Casualty Cell, BDE XO, Surgeon, Chaplain, SJA, S-3) & IOC	PMS/BDE, CDR/CG/Key Leader
	BDE XO/DBO notifies BDE CDR	BDE XO
	BDE CDR notifies USACC CDR	BDE CDR
	Initiates Death of Soldier Checklist (in instance of death)	BDE S1
	Execute trauma ministry, pray, and counseling	USACC Chaplain
	Retrieve Soldier's SGLV/DD93 and STP for CAC	G-1 MPD/BDE S1
	Submit SIR to USACC G3 & IOC/CAC immediately	BDE XO
	Initiate Estimated Cost of Damage (ECOD)	G-4
	Conduct positive identification of Soldier's remains	Chain of Command/Coroner
N+ 15 min	Notify USACC G-1	BDE S-1, G1
	Receive Initial Report from Medical Treatment Facility (MTF)	BDE S-1
N + 30 min	Complete news release for approval by BDE XO / Used as a statement until NOK notification	USACC PAO
	Submit SITREP to G3	BDE S3
N + 2 Hrs	Turn in Casualty Packet to respective CAC (SGLV/DD93, STP, Initial Casualty Report) and send verification email to USACC G-1	BDE S1
N+3 Hrs	Ensure death certificate is properly filled out and Mortuary Affairs (MA) has copy (Will not release until cause of death is determined)	USACC Surgeon
N + 6 Hrs	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	BDE S-1/MPD

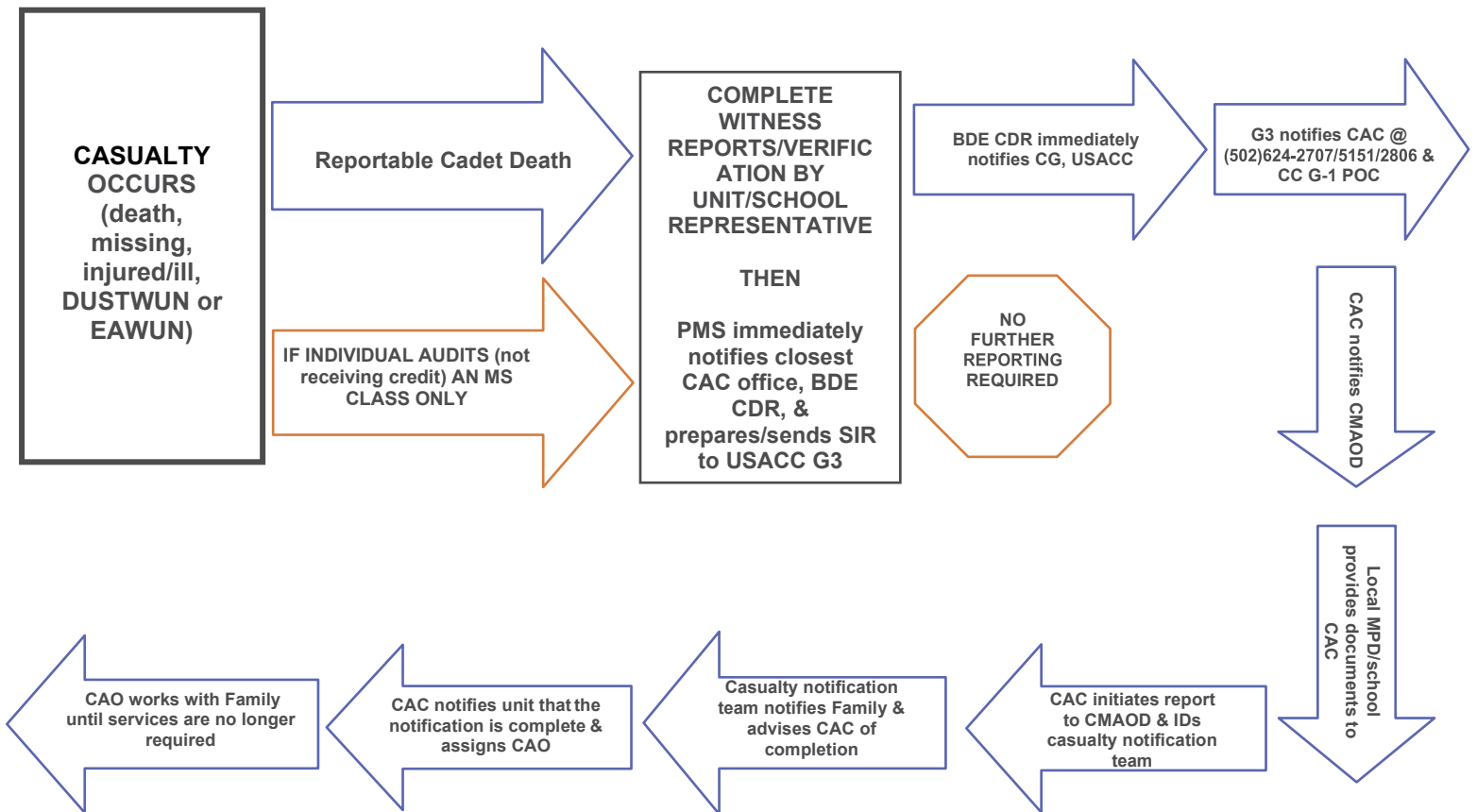
Appendix 1 (N-Hour Sequence) to Annex A (Cadet Casualty Notification) to USACC Casualty SOP

Time	Action	Responsibility
	orders for the LOD IO to conduct the investigation (O6 signature)]	
N + 7 Hrs	Provide Command guidance to PAO	USACC CDR
N + 12 Hrs	Appoint AR 15-6 Investigating Officer	BDE CDR/CG
	Draft 15-6 Appointment Orders	BDE S-1
	Brief 15-6 Investigating Officer on Duties (by FRAGO, IO must complete w/in 38 days) as soon as orders are complete	OSJA
	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	PMS/BDE, CDR/CG/Key Leader
	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	BDE S-1
N + 24 Hrs	Appoint a Summary Court-Martial Officer (SCMO)	BDE CDR/CG
	Verify Summary Court-Martial Officer (SCMO) is appointed	G-1, MPD
	Draft SCMO Appointment Orders (if necessary)	OSJA
	Brief SCMO (if necessary)	OSJA/Mortuary Affairs
	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	PMS/BDE, CDR/CG/Key Leader
N+48 Hrs	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.	BDE XO
	Assist the unit in coordinating for local support for Traumatic Event Debrief (TED). (University	USACC Chaplain

**Appendix 1 (N-Hour Sequence) to Annex A (Cadet Casualty Notification) to
USACC Casualty SOP**

Time	Action	Responsibility
	Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability	
	Coordinate for Memorial Ceremony - location, setup, bugler, firing team, MP support, etc.	BDE S-1/PMS
	Ensure Memorial Ceremony is coordinated with Command Group Calendars	BDE S-1/PMS
	Provide the DA Form 638 with supporting narrative (Posthumous Award) to be presented at funeral (If required)	BDE S-1
	Provide Finance with standard name line of casualties/injured Soldiers	BDE S-1

Tab A (Casualty Chain of Events Flow Chart) to Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP



****NOTES:**

1. Communication between the unit/school, Cadet Command HQ, and the Casualty Assistance Office remains constant throughout the entire process.
2. Cadet's "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/HHD
- (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 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.
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 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) 1SG
- (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.

Tab C (HQ Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

3. All the above should be discussed in further detail. Flexibility is the key. HHD will take 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 (Cadet 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:

- a. "Taking Care of Soldiers" exportable training package.
- 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.
- b. Military Funeral Honors Handbook.

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\(CMAOD\)](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/HHD immediately upon the death of anyone at your college IAW paragraph 4 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/content/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).

Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

4. Prepare duplicate deceased Cadet's records (personnel file and counseling packet).

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 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.

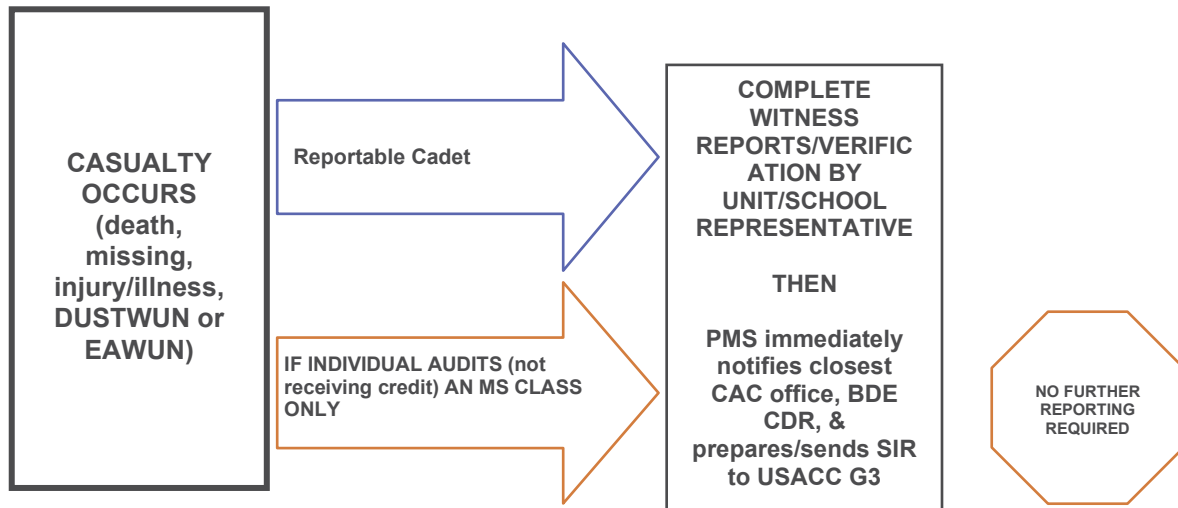
4. If the casualty is a reportable death (See Paragraph 4), CMAOD will direct the nearest Army Installation to the PNOK and direct them to make notification. PMS or any other ROTC staff will not contact the PNOK until the Casualty Assistance Center has advised them official notification has been made.

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.

Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP



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.
3. Review DA Pam 638-2 (especially Chap 6).
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 always maintain your professional appearance.
7. Airline personnel will be more than accommodating, but you may have to be respectfully assertive to be let onto the Tarmac.

Summary Court Martial Officer (SCMO):

1. A SCMO must be appointed by the Brigade/HHD 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.

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

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 / HQ Directorates, 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.

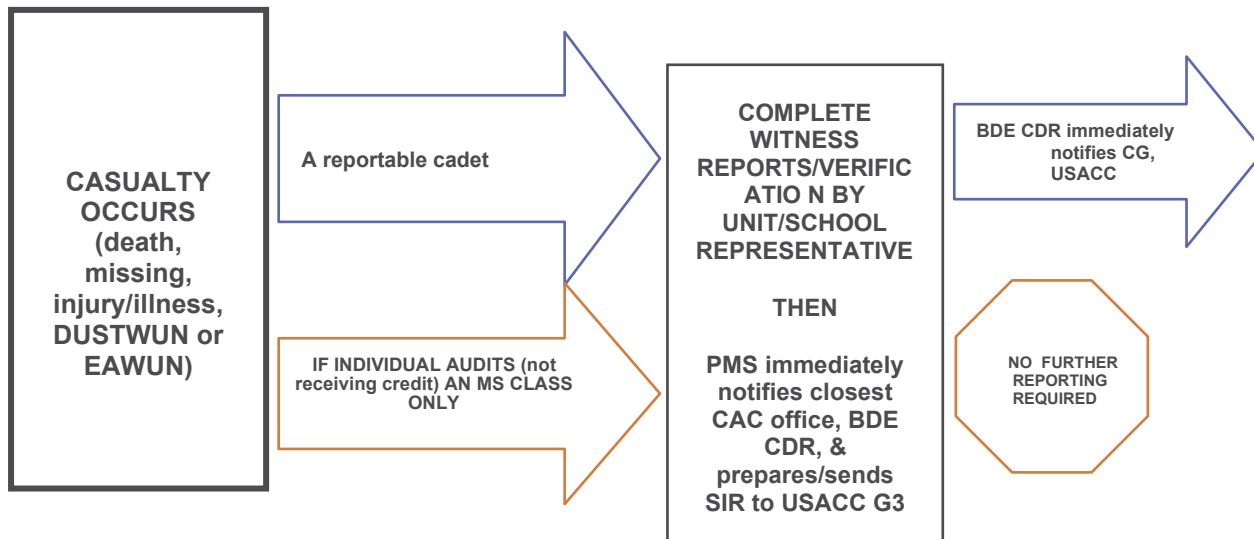
b. Situational Data.

- (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.
10. Appoint a Summary Court Martial Officer (SCMO) IAW AR 638-8, Appendix P, Para P- 2, dated 30 April 2007.
11. Appoint a Line of Duty Investigation (LODI) Officer IAW AR 600-8-4, Para 1-11, dated 4 September 2008, if required.

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



Tab A (Casualty Planning Checklist) to Appendix 3 (Commander Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty

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: _____

Deceased transaction in CCIMM (Appendix 7 to Annex B)

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

Line 1: Name **Legend:**

Line 2: Rank Psychological Autopsy Template

Line 2a: MOSVCSA's Guidance

Line 3: Age Chronology

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/HHD, 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.

i. Process deceased transaction in CCIMM (see Appendix 7 to Annex B).

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) 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.
- 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) 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 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 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.

Appendix 6 (Letters of Sympathy, Condolence, & Concern) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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.

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.

Tab A (Letter of Sympathy Example) to Appendix 5 (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Seal here Insert Letter Head here.

(DATE)

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

Tab B (Words of Remembrance Examples) to Appendix 5 (Letter of Sympathy, Condolence, & Concern/Parent Packet Letter) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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 conversation 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

Tab B (Words of Remembrance Examples) to Appendix 5 (Letter of Sympathy, Condolence, & Concern/Parent Packet Letter) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

*I'd get worried about day-to-day stuff. I know everyone feels the same. She was a great young woman and it was an honor and a privilege to get to work with her for the past six months. -**Soldier's Statement***

Appendix 7 (How to Process Deceased Cadet in CCIM) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Step #1

Brigade S1 initiates deceased transaction in CCIMM.

Personnel Action

Action Item | Waiver | LOA | Probation | **Disenrollment** | Administrative Suspension | Scholarship Termination

Cadet: [REDACTED] Enrollment Status: Contracted Scholarship - ES Mission Set: [REDACTED]
 Program: [REDACTED] BATTALION Host Prgm Cadet UIC: [REDACTED] Brigade: [REDACTED]

Disenrollment Find | View All First 1 of 1 Last

Disenrollment Date: 12/24/2023 Authority: HQ

*Reason: D20 Death

Notification to Cadet Date: [REDACTED]

Cadet Response Received Date: [REDACTED]

☐ Cadet Waived Rights to Board Enrollment Action Sent to Brigade Date: [REDACTED]

☐ Disenrollment affirmed at [REDACTED] program and DFAS transaction created (mandatory entry for Program users)

Comments:
 Cadet passed away 24 December 2023 SIR sent to command group

Last Updated By: [REDACTED] Last Updated Date: [REDACTED]

Save Return to Search

Action Item | Waiver | LOA | Probation | Disenrollment | Administrative Suspension | Scholarship Termination

Step #2

Brigade S1 modifies status to disenrolled in CCIMM.

Cadet Data

Person | ROTC | Military | **Enrollment Status** | Next of Kin | Scholarship | Military Spouse

Cadet: [REDACTED] Enrollment Status: Contracted Scholarship - ES Mission Set: [REDACTED]
 Program: [REDACTED] BATTALION Host Prgm Cadet UIC: [REDACTED] Brigade: [REDACTED]

Enrollment Status View All | First 1-2 of 2 Last Modify Status

Effective Date	Enrollment Status Name	Last Updated By	Last Updated Date
09/22/2022	Contracted Scholarship - ES	[REDACTED]	09/22/2022
09/08/2021	Advanced Designated Scholarship - S	[REDACTED]	09/08/2021

Save Return to Search

Person | ROTC | Military | Enrollment Status | Next of Kin | Scholarship | Military Spouse

Cadet: [REDACTED] Enrollment Status: Contracted Scholarship - ES Mission Set: [REDACTED]
 Program: [REDACTED] BATTALION Host Prgm Cadet UIC: [REDACTED] Brigade: [REDACTED]

Enrollment Status View All | First 1-2 of 3 Last

Effective Date	Enrollment Status Name	Last Updated By	Last Updated Date
11/19/2024	[REDACTED]	[REDACTED]	[REDACTED]
09/22/2022	Contracted Scholarship - ES	[REDACTED]	09/22/2022

Save Return to Search

Appendix 7 (How to Process Deceased Cadet in CCIM) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Step #3

SROTC Program affirms deceased transaction in CCIMM

Person

ROTC

Military

Enrollment Status

Next of Kin

Scholarship

Military Spouse

Cadet: [REDACTED]

Enrollment Status: Contracted Scholarship - ES

Mission Set: [REDACTED]

Program: [REDACTED] BATTALION

Host Prgm Cadet UIC: [REDACTED]

Brigade: [REDACTED]

Enrollment Status

View All | [icon] | [icon] | First | 1-2 of 3 | Last

Effective Date	Enrollment Status Name	Last Updated By	Last Updated Date
01/19/2024	Disenrolled - D		
09/22/2022	Contracted Scholarship - ES	[REDACTED]	[REDACTED]

Enrollment Status Items

☐ Cadet Disenrollment

Disenrollment

*Disenrollment Date: 12/24/2023

*Reason: D20 Death

Notification to Cadet Date:

Cadet Response Received Date:

☐ Cadet Waived Rights to Board

Disenrollment Action Sent to Brigade Date:

☐ Disenrollment affirmed at the Program and DFAS transaction created (mandatory entry for Program users)

Comments:

Cadet passed away 24 December 2023 SIR sent to command group

Last Updated By [REDACTED] Last Updated Date [REDACTED]

Save

Return to Search

Person | ROTC | Military | Enrollment Status | Next of Kin | Scholarship | Military Spouse

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ANNEX C (Department of the Army Civilian Casualty Notification)

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 (phone number & email address) for PNOK, and other relevant information (SIR).

(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 USACC-G1-CivPay.

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:

ANNEX C (Department of the Army Civilian Casualty Notification)

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

(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 PNOK, 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 (phone number & email address) for PNOK, and other relevant information (SIR).

(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:

ANNEX C (Department of the Army Civilian Casualty Notification)

(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).

(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 (FGLI) 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.

ANNEX C (Department of the Army Civilian Casualty Notification)

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

(5) Complete a CA-1 within 30 working days after notification of injury through the Employees' Compensation Operations & Management Portal (ECOMP) website at <https://www.ecomp.dol.gov/>.

(6) For guidance on filling Fort CA-1 through ECOMP, refer to the tutorial available at https://www.ecomp.dol.gov/content/help/IW/chapter_4_page_1.html.

(7) 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 USACC-G1-CivPay.

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 regarding 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:

ANNEX C (Department of the Army Civilian Casualty Notification)

(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/HHD/Director will notify the CG of injury/incapacitation.

(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 regarding 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.

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Annex D (Abbreviations and Glossary of Terms)

Glossary of Terms and Acronyms

A

ABC-C: Army Benefits Center – Civilian. Handles employee benefits such as retirement, health insurance, and life insurance.

AER: Army Emergency Relief. Provides financial assistance to Soldiers and Families.

AR: Army Regulation. Official policy documents providing guidance on Army operations.

ASU: Army Service Uniform. Formal military dress uniform.

ATAAPS: Automated Time, Attendance, and Production System. Used for managing timekeeping and attendance.

B

BATS-R: Benefits Automated Tracking System – Restricted. Tracks benefits-related information electronically.

BDE: Brigade. A large military unit consisting of several battalions.

C

CAC: Casualty Assistance Center. Handles notifications, benefits, and coordination related to military or civilian casualties.

CAO: Casualty Assistance Officer. Assigned to assist next of kin or beneficiaries during a casualty event.

CMAOD: Casualty and Mortuary Affairs Operations Division. Oversees casualty operations and mortuary affairs across the Army.

COP: Continuation of Pay. Temporary continuation of salary for employees injured on duty.

CPAC: Civilian Personnel Advisory Center. Provides administrative personnel support to civilian employees.

CPD: Civilian Personnel Division. Manages civilian HR matters for the organization.

Annex D (Abbreviations and Glossary of Terms)

D

DA: Department of the Army. Governing body for Army operations and policies.

DD Form 93: Record of Emergency Data. Used to designate next of kin and beneficiaries.

DoDSER: Department of Defense Suicide Event Report. Commander's suspected suicide event report (DD Form 7747)

DFR: Dropped From Rolls. Status indicating removal from official military or civilian records.

DUIC: Derivative Unit Identification Code. Identifies specific units within the Army.

E

EBI: Electronic Data Interchange. Used for processing data electronically.

EOPF: Electronic Official Personnel File. Digital file containing personnel records.

ERB: Enlisted Records Brief. Summary of a Soldier's service record.

F

FECA: Federal Employee Compensation Act. Provides benefits to federal employees injured at work.

FEGLI: Federal Employees' Group Life Insurance. Life insurance for federal employees.

FEHB: Federal Employees Health Benefits. Health insurance program for federal employees.

FRAGO: Fragmentary Order. A change or addition to an existing operation order.

G

G1: Personnel Directorate. Manages HR operations within Army units.

H

HRC: Human Resources Command. Oversees Army-wide HR functions.

HQ: Headquarters. The central command location for a unit or organization.

Annex D (Abbreviations and Glossary of Terms)

I

IO: Investigating Officer. Assigned to conduct investigations such as Line of Duty (LOD) cases.

IPERMS: Interactive Personnel Electronic Records Management System. The Army's digital personnel records system.

IPPS-A: Integrated Personnel and Pay System – Army. Manages HR and pay functions for Soldiers.

K

KIA: Killed in Action. Casualty status for Soldiers killed during military operations.

L

LOD: Line of Duty. Determines whether an injury, illness, or death occurred in the line of duty.

LS: Sick Leave. Leave status used for civilian employees.

M

MC: Memorial Ceremony. Official ceremony honoring the deceased.

MTF: Medical Treatment Facility. Army hospital or clinic providing medical care.

N

NOK: Next of Kin. Primary family member notified in the event of a casualty.

P

PAO: Public Affairs Officer. Handles communication with the public and media.

PERE: Person Eligible to Receive Effects. Individual designated to receive personal effects of the deceased.

PNOK: Primary Next of Kin. Closest family member designated for official notifications.

PMS: Professor of Military Science. Senior leader at ROTC programs.

S

Annex D (Abbreviations and Glossary of Terms)

S-1: Personnel Officer. Responsible for HR functions within a unit.

S2FRAB: Suspected Suicide Fatality Review and Analysis Board (S2FRAB). Identify gaps and opportunities to improve prevention through policy, procedures and practices and identify how to better equip and train leaders at all levels.

SGLI: Service Members' Group Life Insurance. Life insurance for military personnel.

SIR: Serious Incident Report. A report detailing serious incidents, such as casualties.

SNOK: Secondary Next of Kin. Family members who are not the primary point of contact.

SNL: Standard Name Line. Format for identifying personnel in official records.

SPPC: Suicide Prevention Program Coordinator. The individual responsible for coordinating suicide prevention training and programs.

SRT: Suicide Response Team. A team established to address and manage suicide-related incidents within the organization.

T

TED: Traumatic Event Debrief. Counseling session following a traumatic event.

TSP: Thrift Savings Plan. Federal retirement savings program.

TDY: Temporary Duty. Temporary assignment away from a Soldier's or employee's permanent duty station.

W

WIA: Wounded in Action. Casualty status for Soldiers wounded during military operations.