**Summer Training**

 **CASUALTY**

**Standing Operating Procedures**

**TABLE OF CONTENTS**

**References** 3

**Purpose** 3

**Applicability**  3

**Responsibilities**  5

**Annex A - N-Hour Sequence** 7

 Appendix 1 - Casualty Chain of Events Flow Chart 11

 Appendix 2 - Initial Coordination Meeting 12

 Appendix 3 - Casualty and Mortuary Affairs Operations Center (CMAOD) Training 14

 Appendix 4 – Casualty Fact Sheet 15

**Annex B - Commander Responsibilities** 16

 Appendix 1 - Casualty Planning Checklist 18

 Appendix 2 - Suicide Report Format 19

**Annex C - S-1 Responsibilities** 20

**Annex D - Chaplain Responsibilities**  21

**Annex E - Letters of Sympathy, Condolence, & Concern/Parent Packet Letter** 22

 Appendix 1 - Letter of Sympathy Example 22
 Appendix 2 - Words of Remembrance Examples 26

**Annex F - Conducting Memorial Services and Ceremonies SOP** 27

**Annex G - Glossary of Terms** 38

**REFERENCES**:

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

b. AR 638-8, Army Casualty Program, dated 23 June 15

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

d. Army Casualty website, https://www.hrc.army.mil/content/CMAOD

e. USACC Casualty Standing Operating Procedures, dated June 2014

f. AR 600-20, Army Command Policy, 6 Nov 14

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

h. DOD 7000.14-R, Financial Management Regulation, Volume 1-16

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

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

k. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, dated 4 Sep 08

l. AR 600-8-22, Military Awards, dated 25 Jun 15

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

n. FM 1-0, Human Resources Support, dated 1 Apr 14

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

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

q. DD Form 1351-2, Travel Voucher or Sub-voucher

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

s. DA Form 3078, Personal Clothing Request

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

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

**PURPOSE**: This directive implements Department of Defense (DoD) reporting requirements for death investigations established in Change 1 to DoD Instruction 1300.18 (Department of Defense Personnel Casualty Matters, Policies, and Procedures). This handbook establishes standard operating procedures (SOP) when the Cadet Summer Training (CST) casualties are sustained. A casualty is defined as any person who is lost to the organization by having been declared dead, duty status – whereabouts unknown (DUSTWUN), missing, ill, or injured.

**APPLICABILITY:** This SOP applies to all Soldiers (AD, USAR, and ARNG), DA Civilian employees, Contractors, Families and Cadets assigned and attached to Cadet Summer Training.

1. GENERAL:

Department of the Army (DA) casualty reporting, notification, and assistance requirements differ between Soldiers, DA Civilian employees, Contractors, Family members and Cadets. Service members on active duty, DA Civilians on Temporary Duty, and Cadets participating in command sponsored training are entitled to DA notification and assistance to the Next of Kin (NOK), no matter their status or location. DA Civilians are only entitled to notification and assistance while assigned, deployed, or on temporary duty (TDY) outside the United States or while TDY in the U.S.

 a. When a casualty occurs, the person reporting the casualty will notify the Cadet Summer Training Tactical Operations Center (TOC), which will in turn notify the CST Commander who will immediately notify the Commanding General, USACC. ***Primary Next of Kin (PNOK) will not be notified by ROTC personnel unless directed by CMAOD or USACC G-1.***

 b. Reporting the death is applicable to the following population:

 (1) Active Army

 (2) Full-time Active Guard Reserve personnel (AGR)

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

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

 (5) DA Civilians who are in a TDY status

 (6) Retired military personnel

 (7) Cadets who are participating in a command sponsored event

 (8) Contractors who are on a TDY status

**The following information will be reported if known:**

**Full name**

**Social security number**

**Rank**

**Unit**

**Circumstances surrounding the death**

**Next of Kin (NOK) information**

The S-1 will contact, with command approval, the Department of the Army Casualty and Mortuary Affairs Operations Division (1-800-626-3317) for guidance. Fort Knox Casualty Assistance Center at 502-624-6051/5417/1650 or 502-888-7005 (after hours). ***NOK will not be notified unless directed by CMAOD.***

 c. Notification when an individual is declared deceased, DUSTWUN, or missing:

A casualty assistance officer (CAO) will be appointed to advise and assist the PNOK for casualties listed in Paragraph 1(b) of this publication. The U.S. Army’s Casualty and Mortuary Affairs Operations Division (CMAOD) are responsible for appointing casualty notification officers (CNO) and CAO. CNO are trained individuals who conduct the initial notification to the PNOK. CAO are trained individuals who assist the PNOK immediately following a casualty.

d. Notification when an individual is seriously injured or ill: Consistent with the expressed desires of the member or employee, the PNOK will be notified as expeditiously as possible, including information on the condition and location where the Solider, Civilian employee and Contractor is receiving treatment. When feasible, it is best for the injured or ill Soldier, Civilian employee or Contractor to make the notification themselves. A member of the medical community knowledgeable of the individual’s injury or illness may also make the notification. CMAOD offers home station commanders the opportunity to notify the Family of injured or ill personnel. The intent is to support Family members who can benefit from receiving this difficult news from someone with whom they have an established relationship. In all cases, the home station commander will contact the PNOK to ensure notification has occurred. The PNOK will be provided regular updates on the member’s location and condition until considered no longer necessary.

e. The CAO will keep the PNOK of deceased Soldiers, Civilian employees and Contractors informed of the status of any death investigations. Upon request, DA will provide a fully qualified representative to answer any questions from the PNOK about the investigation report(s).

2. RESPONSIBILITIES:

 a. **Key Leader:** Immediately submit a 5W Report of the casualty event to the Cadet Summer Training TOC.

b. **Cadet Summer Training TOC:**

 (1) Alert for assembly of the Crisis Action Team-Casualty (CAT-C) - CST CoS, S-1, S-3, S-4, Task Force Commanders, MEDOPS, Chaplain, and PAO.

 (2) Identify a conference room for the CAT-C w/computer/audio/visual/teleconferencing capability.

 c. **Cadet Summer Training Primary and Special Staff:** See N-Hour Sequence.

 d. **CST S-1 will assist and coordinate with USACC G-1 to:**

 (1) Determine if casualty is reportable.

 (2) Provide casualty notification and assistance coordination support.

 (3) Provide DD Form 93/Servicemembers’ Group Life Insurance (SGLI)/Enlisted Records Brief (ERB) or Officers Records Brief (ORB).

e. **Chaplain**: See Annex D.

f. **S-3**: Provide status of casualty through SIR.

 g. **Public Affairs Officer (PAO) will assist and coordinate with USACC PAO to:**

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

 (2) Ensure that 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 Cadet/Soldier’s information through a news release until 24-hours after NOK notification is completed.

h. **Commanders/Leaders** will ensure Soldiers, Civilian employees and Contractors do not release any information concerning a casualty until after the initial notification has been completed.

i. **Leaders** will adhere to regulation and policies regarding letters of sympathy/condolences. Letters of sympathy/condolences are designed to extend expressions of sympathy to the PNOK. Leaders must ensure the PNOK has been appropriately notified of the casualty prior to sending the letter. If the PNOK is a minor, the letter will be addressed to the minor in care of the guardian or legal representative. Leaders are encouraged to visit the PNOK personally and express condolences. If this is not possible, telephonic expression of sympathies is also appropriate.

j. 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, leaders should use common sense and sensitivity with regard for their feelings and concerns while respecting the PNOK wishes and desires.

3. POC for this SOP is the CST S-1.

 SEAN W. BARNES

 COL, AR

 CST Commandant

Encls:

Annex A (w/ appendices) - N-Hour Sequence

Annex B (w/ appendices) - Commander Responsibilities

Annex C - S-1 Responsibilities

Annex D - Chaplain Responsibilities

Annex E (w/ appendices) - Letters of Sympathy, Condolence, & Concern/Parent Packet Letter

Annex F - Conducting Memorial Services and Ceremonies SOP

Annex G - Glossary of Terms

**Annex A (N-Hour Sequence) to CST S1, Casualty Operations SOP**

|  |  |  |
| --- | --- | --- |
| **Time** | **Action** | **Responsibility** |
| N - Hour | Positively identify and report Soldier/Civilian/Cadet/Cadre is Injured/Killed/Found in 5W format | Key Leader |
|  | Cadet Summer Training TOC alert and/or assemble the CST Crisis Action Team-Casualty(CAT-C) – CST CDR/ CSM/ CoS, S-1, S-3, S-4, TF CDR, MEDOPS, Chaplain, & PAO | CST CoS, S-3 |
|  | CST CoS notifies CST CDR | CST CoS |
|  | CST CDR notifies USACC CDR | CST CDR |
|  | Initiates Death of Soldier Checklist (in instance of death) | CST CoS |
|  | Execute trauma ministry pray and counseling  | Chaplain |
|  | Retrieve Soldier’s SGLV/DD93 and ERB/ORB for CAC  | CST S-1 |
|  | Submit SIR to USACC G3 & IOC/CAC immediately | CST CoS |
|  | Initiate Estimated Cost of Damage (ECOD)  | CST S-4 |
|  | Conduct positive identification of Soldier's remains  | Chain of Command |
| N + 15 min | Will notify USACC G-1, MPD (telephonic alert; SPOT REPORT or other email; or courier)  | CST S-1 |
|  | Receive Initial Report from Medical Treatment Facility (MTF). MEDOPs creates MFR for CST CDR to delegate authority to receive patient information for HIPAA | MEDOPS |
| N + 30 min | Complete news release for approval by CST CoS /Used as statement until NOK notification  | PAO |
|  | Submit SITREP to G3  | CST CoS |
| N + 2 Hrs | Turn in Casualty Packet to USACC CDR (SGLV/DD93, ERB or ORB. Initial Casualty Report) | CST S-1 |
| N+3 Hrs | Ensure death certificate is properly filled out and Mortuary Affairs (MA) has copy | USACC Surgeon |
| N + 6 Hrs | Standard Name-Line (SNL) (including full name, unit and SSN) of the Line of Duty (LOD) Investigating Officer (IO) identified | CST S-1 |
| N + 7 Hrs | Provide Command guidance to PAO | CST CDR |
| N+8 Hrs | (if applicable) Track DTG of memorial service and funeral, coordinate with chain of command to ensure flowers (or appropriate condolences) are sent | CST CoS |
| N + 12 | Appoint AR 15-6 Investigating Officer | CST CDR/CG |
|  |  |  |
| **Time** | **Action** | **Responsibility** |
| N + 12 | Provide the Standard Name-Line (SNL) (including full name, unit and SSN) of the detailed Summary Courts Martial Officer (SCMO) (one SCMO per casualty) and the AR 15-6 Investigating Officer (IO) to the Fort Knox CAC. USACC CJA will prepare appointment orders for SCMO to inventory personal effects (O-6 signature, but it can be an O-5.) and for the AR 15-6 IO | CST S-1 |
| N + 24hrs | Appoint a Summary Court-Martial Officer (SCMO) and AR 15-6 Investigating Officer (IO)  | CST CDR/CG |
|  | Notify CST CDR when NOK notification is complete (Notification of NOK should be complete within 24 of HRC'S receipt of the DCIPS/SPOT Report). HRC CAC will generate an R9 report that will notify the USACC G-1 as to when NOK is complete | CST S-1 |
|  | Assist in coordinating for Traumatic Event Debrief (TED). (University Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability | Chaplain |
|  | (if applicable) Coordinate for Memorial Ceremony - location, setup, bugler, firing team, MP support, etc. | CST S-1/S-3 |
|  | Ensure Memorial Ceremony is coordinated with Command Group Calendars | CST S-1 |
|  | Provide the DA Form 638 with supporting narrative (Posthumous Award) to be presented at funeral | CST S-1 |
|  | Provide Finance with standard name line of casualties/injured Soldiers | CST S-1 |

|  |  |  |
| --- | --- | --- |
| **Time** | **Action** | **Responsibility** |
|   | Account for all sensitive items issued to the Soldier and report status to CST CoS | TF CDR/S-4 |
|   | (if applicable) Establish conference call with keys leaders | CST CDR |
|   | Coordinate with CST CDR and with G-1/SGS for CG'S (or other dignitary's) attendance at Memorial Service | CST CoS |
| N + 36hrs | Send copy of completed 15-6 to USACC G-1 | CST S-1 |
|   | Follow up with the SCMO, verifying Personal Effects (PE) of the deceased Soldier are collected, inventoried, and secured | TF CDR, S-4 |
| N + 48hrs | Assist to ensure all mail is properly returned to the servicing post office (if applicable). After NOK notification has been completed | CST S-1 |
|   | Track and brief Report of Survey Officer | CST S-4 |
|   | Ensure completion of inventory of Soldier’s equipment and personal belongings. (Completed by MSI/SMI with witness present, if a Cadet.) | SCMO |
|   | SCMO collects, inventories, and secures the personal effects (PE; accomplished within 48 hours of death) of the deceased Soldier and ensures delivery through appropriate channels (MACP, TRED, JPED, USPS) to the Family member/friend/NOK who is authorized to receive them. Officers must use the DD From 1076 for inventory of PE | SCMO |
|   | (if applicable) Prepare and/or assist in drafting Letters of Sympathy  | CST S-1/Chaplain |
| N + 72hrs | Turn in Letters of Sympathy to CST S1, CST S-1 & CAC | Chaplain |
|   | Notify chain of command the date when the Letter of Sympathy was mailed | CST S-1 |
|  | Assist CST CDR in preparation of Condolence Letter | Secretary, Chaplain |
| N + 96hrs | Words of Remembrance (WOR) and Picture of Soldier to the G-1 (See Appendix 2 to Annex F) | CST S-1 |
| N+5 Days | Process award recommendations | CST S-1 |
| **Time** | **Action** | **Responsibility** |
| N+5 Days | Track in coordination with G-1 all posthumous promotions. | CST S-1 |
|  | Complete the Letter of Condolence  | CST CDR |
| N+6 Days | Forward PMS/BDE CDR letters of sympathy (LOS) and Soldier's Bio to USACC G-1 to assist in preparation of CG letter of condolence. | CST S-1 |
|   | If government property is destroyed, submit a Destruction Report using an MFR | CST S-4 |
| N+7 Days | Conduct Legal Review of 15-6 Investigation (sooner if completed earlier) | CJA |
| N+38 Days | Send copy of completed 15-6 to G-1 | CST S-1 |

 **Appendix 1 (Casualty Chain of Events Flow Chart) to Annex A (N-hour Sequence) to Cadet Summer Training Casualty Operations SOP**

**CASUALTY**

**OCCURS**

**(death, missing, or DUSTWUN)**

**G3 notifies CAC @ (502)624-2707/5151/2806 & CC G-1 POC**

**IF CADRE, STAFF, MS I-IV CONTRACTED CADET, CIVILIAN OR CONTRACTOR ON TDY STATUS**

**Or**

**IF MSI OR MS II NON-CONTRACTED CADET**

**CST CDR immediately notifies CG, USACC**

**Casualty notification team notifies Family & advises CAC of completion**

**CAC initiates report to CMAOD & IDs casualty notification team**

**Local MPD/school provides documents to CAC**

**NO FURTHER REPORTING REQUIRED**

**\*\*NOTES:**

1. **Communication between the Task Force Chief, CST HQ, and the Casualty Assistance Office remains constant throughout the entire process.**
2. **DoD/DA Civilians/ Contractors are only considered “reportable” when in a “TDY” status.**
3. **Cadets “auditing” (no credit) for a Military Science Class are not considered “reportable”.**
4. **CULP mission-related casualties are reported directly to CMAOD at (800)626-3317.**

**CAC notifies unit that the notification is complete & assigns CAO**

**COMPLETE WITNESS REPORTS/VERIFICATION BY OIC OR REPRESENTATIVE**

**THEN**

**Task Force Chief immediately notifies CST CDR, & prepares/sends SIR to CST TOC, USACC G3**

**IF DoD/DA CIVILIAN IS NOT ON TDY**

**Or**

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

**CAO works with Family until services are no longer required**

**CAC notifies CMAOD**

**Appendix 2 (Initial Coordination Meeting) to Annex A (N-hour Sequence) to Cadet Summer Training Casualty Operations SOP**

1. **Purpose:** This appendix details who will participate and what critical information is discussed at the initial Crisis Action Team-Casualty. Personal attendance is preferred, but teleconference may be required due to geographic dispersion.

a. Attendees:

1. CST Commander
2. CST Chief of Staff
3. CST Command Sergeant Major
4. CST S-1
5. CST S-3
6. CST S-4
7. PAO
8. Chaplain
9. MEDOPS
10. Any other designated personnel (CJA)
11. Serious Incident Report facts:
12. Name
13. Rank
14. Organization/Station of Assignment (Include UIC)
15. Next Of Kin to be notified (retrieve full name, relationship from DD93)
16. Next Of Kin already notified
17. Duty Status: Duty, Off-Duty, Leave, AWOL, DFR, Pass, Hospital, TDY, or Other
18. Place of Incident
19. Date/Time of Incident
20. Circumstances
21. Casualty Assistance Officer (CAO): Yes No

 (If Yes, List: Rank, Name, Complete Unit Address, Duty/Home Telephone #)

1. Decorations and Awards
2. SGLI Date Prepared/Reviewed

 c. Agenda:

 (1) Date, time, and location of Memorial Ceremony (MC)

 (2) Date and time of IPR

 (3) Date and time of rehearsals

 (4) Order of Memorial Ceremony per the USACC Chaplain’s recommendations

 (5) Participants

 (6) Estimated # of attendees

 (7) Name of Summary Court Officer (For estate purposes)

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

3. All of the above should be discussed in further detail. Flexibility is the key. The CST S1 will take the lead on the memorial.

4. The CST Chief of Staff establishes the time and place of the initial coordination meeting and directs the CST S-1 to notify all participants. The initial coordination meeting is best conducted within 12 hours of notification of death.

**Appendix 3 (CMAOD Training) to Annex A (N-hour Sequence) to Cadet Summer Training Casualty Operations SOP**

1. The CMAOD, through the local CACs, offer 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 Solders” exportable training package

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

 c. CNO and CAO interactive training

 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 phone numbers to schedule training or to view the online training, see the CMAOD web page (https://www.hrc.army.mil/content/CMAOD).

**Appendix 4 (Casualty Fact Sheet) to Annex A (N-hour Sequence) to Cadet Summer Training Casualty Operations SOP**

1. **Purpose:** To provide pertinent data regarding the date, time, and circumstances of death of a Cadet, Cadre Member, DOD/DA Civilian, Contractor to the chain of command. To communicate necessary data for preparation of administrative documents regarding the deceased service member.

2. **Distribution:**  CST Commander, CST CoS, CST CSM, S-1, 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.

 c. Civilian Data/ Contractor

 (1) Date and place of birth.

 (2) Home of record.

 (3) Civilian schools (degrees and certificates).

 (4) Marital status (date and place).

 (5) Family (any names and relationships not listed previously in line B (4) above).

(6) Religious Preference.

**Annex B (Commander Responsibilities) to Cadet Summer Training Casualty Operations SOP**

1. Immediately notify the Commanding General, USACC upon death of personnel listed in paragraph 1(b) above.

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(b).

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 600-8-1 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 that all Soldiers in the grades of E7 (SFC) and above are trained as a CNO or CAO. See Annex A 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 600-8-1, 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.

**IF CADRE, STAFF, MS I-IV CONTRACTED CADET, OR CIVILIAN/ CONTRACTOR ON TDY STATUS**

**OR**

**IF MSI OR MS II NON-CONTRACTED CADET**

**CASUALTY**

**OCCURS**

**(death, missing, or DUSTWUN)**

**NO FURTHER REPORTING REQUIRED**

**COMPLETE WITNESS REPORTS/VERIFICATION BY OIC REPRESENTATIVE**

**THEN**

**Task Force Chief immediately notifies closest CST CDR, & prepares/sends SIR to USACC G3**

**CST CDR immediately notifies CG, USACC**

**IF DoD/DA CIVILIAN IS NOT ON TDY**

**OR**

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

**Appendix 1 (Casualty Planning Checklist) to Annex B (Commander Responsibilities) to Cadet Summer Training Casualty Operations 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: \_\_\_\_\_\_

* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2 (Suicide Report Format) to Annex B (Commander Responsibilities) to Cadet Summer Training Casualty Operations SOP**

**Line 1:** Name  **Legend:**

**Line 2:** Rank Psychological Autopsy Template

**Line 2a:** MOS VCSA’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

**Annex C (CST S-1 Responsibilities) to Cadet Summer Training Casualty Operations SOP**

1. **Purpose:** This annex establishes the minimum responsibilities of the CST S-1 in the case of a casualty during Summer Training Cadet Command.

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 USACC G-1. CST S-1 will verify all information on the initial casualty report.

 c. Supplemental Casualty report will be submitted to USACC G-1. CST 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 the organization and submitted to USACC G-1. Notify all the participants of the USACC initial coordination meeting time and place per the BDE Executive Officer’s direction.

 e. Assist the CST CDR and CSM in the preparation of the deceased fact sheet and to be provided to USACC Commander.

 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, 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), the letter is to be dated and sent. (DEATH ONLY)

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

Annex D (Chaplain Responsibilities) to Cadet Summer Training Casualty Operations SOP

1. **Purpose:** This annex establishes the minimum responsibilities of the Chaplain in the case of a casualty Cadet Summer Training in 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. Provide religious support and guidance to Soldiers, Civilian employees, Family members and Cadets as desired.

 e. Obtain Deceased Fact Sheet from S-1.

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

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

 h. Provide quality control to ensure the command or representative takes pictures or video of event for the Family.

**Annex E (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) to Cadet Summer Training Casualty** **Operations 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.

 a. A Letter of Sympathy is a single page letter defining the circumstances of the death and offering 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 voice concern to Family members, primarily parents or a spouse, regarding a Soldier when circumstances other than a death occur.

2. **Letters of Sympathy:**

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

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

 c. 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. Appropriate commanders in the chain of command, medical facility commanders, and chaplains may write Letters of Condolence.

4. **Parent 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 Soldier.

 b. A parent packet letter will be sent with the enclosed *CD and DVD* to the PNOK.

**Appendix 1** **(Letter of Sympathy Example) to Annex E to Cadet Summer Training Casualty Operations SOP**

Seal here                                                Insert Letter Head here.

16 April 2018

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 am on June 9, 2006, Dennis was on patrol during a field training exercise and was struck by lightning while standing outside his tent. Dennis and his comrades were mortally wounded. Medical personnel were immediately at your husband’s side, but were unable to save his life. I sincerely hope that the knowledge that he 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 that in this period of bereavement for you, your children, and your Family some measure of comfort will be found in knowing that your grief is shared by all of us who were closely associated with your husband.

 Sincerely,

Lieutenant Colonel, United States Army

Commanding

Seal here                                                Insert Letter Head here.

Spelled out Month day, 20--

Family of Sergeant John Doe

1234 South Baraga  #567

Somewhere, Kansas  12345

Dear Doe Family

     Please accept my most personal regards and deepest sympathy on the recent death of your son and brother, John Miller, a Specialist promoted to Sergeant in the United States Army posthumously, a Noncommissioned Officer, an American Soldier, and a good man.  This tragedy has taken a son from his father, a brother from his siblings, a friend from hundreds here in Iraq, and untold hundreds back home, as well.  Words cannot and will not describe to you how sorry I am about this tremendous loss and how much John’s death has and will continue to impact those of us still serving.

     As you know, John’s unit was alerted on April 19, 2004.  He attended Annual Training at Fort Riley, Kansas, from May 21- June 3, 2004.  He mobilized on October 19, 2004, and went with the rest of the battalion to Fort Sill, Oklahoma, where we trained in preparation for deployment in support of Operation Iraqi Freedom III.  John arrived in Kuwait on January 8, 2005, and then moved to Forward Operating Base Duke, near An Najaf, Iraq, on January 21, 2005.  The Battalion began displacement operations from Forward Operating Base Duke on February 27, 2005, and has been assigned to our current duty location of Camp Ramadi, Ar Ramadi, Iraq, since that time.

     On Tuesday, April 19, 2005, one year to the day from being alerted, at 0718 hrs, 2nd Platoon, Company A, 224th Engineer Battalion, reinforced with Soldiers from Headquarters & Headquarters Company 224th Engineer Battalion, Company C 224th Engineer Battalion, a United States Marine Corps Explosives Ordnance Disposal Team, and a United States Marine Corps Air/Naval Gunfire (ANGLICO) Liaison Detachment,  departed Camp Corregidor, which is on the East Side of Ar Ramadi, to conduct route clearance operations in support of the 1st Battalion 503rd Infantry, 2nd Brigade Combat Team (Task Force Rock).  The purpose of this operation was to clear improvised explosive devices and mined areas in the City of Ar Ramadi.  At 9:52 am two 155 millimeter howitzer rounds, primed, but with no initiating system detected, were discovered by the scanning team; these rounds were placed by insurgents into a pothole in the road.  As our primary ordnance removal vehicle, called a Buffalo, began retrieving these pieces of ordnance so that they could be detonated, both our advance guard and security team began pulling 360 degree perimeter security.  John was one of four Soldiers in the M113A3 Armored Personnel Carrier, Bumper #A11 in front of the Buffalo by approximately 200 meters, scanning for snipers, vehicle-borne improvised explosive devices, and other activity in the area.  At 10:18 am, John was engaged by one round from a sniper while standing in the troop hatch of the M113A3.  John’s Squad Leader was within two feet of John when he was shot.  A  Combat Medic assigned to the Platoon was on the site within two minutes, as were the Soldier’s Platoon Leader and Platoon Sergeant.  John was evacuated by the 1st Battalion 503rd Ground Medical Evacuation Team very quickly, and received immediate care, but his wounds proved too severe to save his life.

     I think it is important that you know how your loved one spent his last days.  As the Battalion Commander, I participated in this mission with Company A in support of Task Force 1-503.  We linked up with this Task Force at Camp Corregidor, on Sunday, April 17, 2005, and cleared routes in this City on the evening of the 17th and early morning of the 18th.  The platoon then had approximately 36 hours of down time between missions, where they had time to enjoy each others’ company.  I hung out with these Soldiers for this 36 hour period, and remember very clearly seeing John with a very content smile on his face on numerous occasions.  The platoon enjoyed cooling off by swimming in a converted irrigation pond on the afternoon of the 18th, joining Soldiers from the 503rd Infantry.  They sat around watching movies on portable DVD players, listening to music, and most of all talking amongst themselves.  I do not recall John saying very much – at least when I was around.  But, I do remember him glancing from person to person as his platoon communicated amongst them, hanging on the words that they used, and clearly being among people whom he truly loved, and who loved him.  He was an American Soldier, and a Combat Engineer – doing the job that he signed on to do. I am proud to be associated with this outstanding American.

     I cannot even begin to imagine the impact that this loss will have on all of you, his Family.  I don’t know how much peace this will bring you, but I know that the Soldiers with whom John served have a great deal of respect and love for him.  We had a memorial service at 9:00 am today, where we remembered John and his contributions to this battalion.  The comments made by those who served closely with John were spoken from the heart with a great deal of emotion.  I think that Specialist Fiss’ comments best summarized the service when he said, “I am going to miss the person I ate every meal with, the person who would always bring me a cold drink when I needed one, the person who had so many great stories to tell and such a talent for telling them; but, most of all I am going to miss my friend.”  Following the formal service, I was provided the honor of rendering the first salute to an M16, laden with a set of John’s identification tags (dog tags) that had been secured between a pair of his boots, and placed on a pedestal in front of us.  As bagpipes played “Amazing Grace” in the background, I watched each Soldier follow suit over the next 15 minutes; I saw many tears – shed from Soldiers representing all of our companies, truly an indicator that he will never be forgotten.

     It is very important to me that you know two things.  First, John loved what he was doing.  Second, John loved the Soldiers with whom he served; and they loved him.  I wish you and your Family the very best as you deal with this unthinkable tragedy.  If there is anything I can do to help ease your pain during this time, I welcome that opportunity.  Please know that you are, and always will be, part of the Kansas Army National Guard Family.  Know also that there are 485 Soldiers who will never forget Sergeant John Doe.

                                                            With Deepest Sympathy,

                                                           Iam A. Commander

                                               Lieutenant Colonel, United States Army

                                                        Commanding

**Appendix 2 (Words of Remembrance Examples) to Annex E to Summer Training Casualty Operations SOP**

***Words of Remembrance Examples***

***“John Doe”***

*Jane 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***

*Jane 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 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 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***

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

***-Soldier’s Statement***

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

***-Soldier’s Statement***

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

***-Soldier’s Statement***

**Annex F (****Conducting Memorial Services and Ceremonies SOP) to Cadet Summer Training Casualty Operations SOP**

**Conducting Memorial Services and Ceremonies**

**Standard Operating Procedures (SOP)**

 **1 August 2012**

**SECTION 1. GENERAL**

1. REFERENCES.

1. AR 165-1, Chaplain Activities in the United States Army, 3 December 2009.
2. FM 3-21.5, Drill and Ceremonies, dated April 2006.
3. AR 600-20, Army Command Policy, 18 March 2008/RAR 30 November 2009
4. TC 16-2, Religious Support to Casualties, Memorial and Funeral Services, dated

 December 1991.

1. ALARACT 146/2010 Announcement of DOD policy change for Government

funded travel of Family Members to unit memorial events.

1. DA PAM 1-1, State, Official and Special Military Funerals, dated December 1965.

2. PURPOSE. This SOP establishes policies and procedures for conducting memorial ceremonies and memorial services to honor Soldiers assigned or attached to the United States Army Cadet Command, Garrison, or Partners in Excellence on Fort Knox, Kentucky.

3. GENERAL: Memorial honors, ceremonies and services are a command responsibility with the Senior Chaplain having quality control responsibilities. Units will render memorial honors to each Soldier who dies while assigned or attached to a unit on Fort Knox. Commanders may request exception in the case of a Soldier who dies in a less than honorable manner (such as dying in the commission of a heinous crime) from the Senior Commander.

 a. Memorial Ceremony: The memorial ceremony stresses military honors and may be conducted in a chapel, outdoor formation or auditorium. If a chapel is used, it will be “faith group neutral” and all religious symbols will be removed or covered. The fallen Soldier’s chain of command provides ceremony leadership. The chaplain will advise in planning and leadership. Vestments will not be worn and religious terminology will be kept to a minimum. The unit takes the lead and is assisted by the chaplain. The elements of the ceremony emphasize a patriotic theme.

 b. Memorial Service: The memorial service stresses spiritual comfort and generally is conducted in a chapel. The specific denomination or faith group of the fallen Soldier is significant in chaplain leadership and elements in the order of service. The chaplain takes the lead in planning the service and is assisted by the unit. The elements are similar to those of a military funeral except no body or remains are present. Soldiers cannot be required to attend a memorial service.

 c. The intent of the honors is to focus on the unit and its Soldiers. The event should bring to closure the shock and denial surrounding the death and allow the unit to move forward. Commanders’ remarks will address what is to be learned from the death. Chaplains will address the needs of Soldiers.

 d. These events should occur between 5 and 8 calendar days following the death in order to best provide closure for the unit, chain of command and its Soldiers. If the ceremony or service is to be delayed greater than 8 days, the chaplain must inform the Senior Chaplain within 24 hours as to the nature of the delay.

 e. Memorial honors are planned at battalion or equivalent organization and are normally conducted by a company or equivalent organization. Memorial ceremonies conducted in units may be company or battalion events. Memorial services will not be conducted in unit formations.

 f. The boots/helmet displays will be standardized. The display will consist of the helmet placed on top of an inverted M-16 and clean combat boots. A unit distinctive headgear or beret may be substituted for the Kevlar helmet, as appropriate. Flower arrangements may be placed adjacent to the memorial display stand. A poster-size picture of the deceased will be displayed next to the “fallen Soldier display.” (See Enclosure 2)

 g. Uniform for program participants, to include official party, ushers, firing party, Soldiers tasked during Roll Call and bugler will be Class A or Army Service Uniform. During memorial services, chaplains may wear black military stoles. Attendees may wear appropriate duty uniforms.

 h. The firing of volleys by a firing party and Taps will be included in all memorial honors. The firing party will not bring weapons into the sanctuary. The firing party will be positioned outside the chapel. The bugler will also be outside the chapel or in the extreme rear of a chapel balcony and positioned to be clearly heard by all in attendance while giving a distant, faint quality to the playing of Taps (the entry doors should be partially opened for the playing of Taps). An electronic bugle is available from Casualty Assistance or DES in the event the bugler is unable to perform the playing of Taps.

 i. The “Last Roll Call” may be included in memorial ceremonies or services as an option. No more than three (3) Soldiers will be called during the last roll call. The Soldiers will be briefed NOT to respond when the fallen Soldier’s name is called. Commanders should be aware that this element, while potentially powerful for Soldiers, can be extremely painful for Family members. Therefore, commanders should consider carefully not including the “Last Roll Call” if Family members are present.

 j. The Senior Chaplain has budgeted, through Appropriated Funds or the Chapel Tithes and Offerings Fund, resources to provide musicians (already under contract) to support honors in chapel facilities. It is the responsibility of the unit to request a musician and to inform the Senior Chaplain’s Office of their selection in order to safeguard contract responsibilities.

 k. Units may also request United States Army band members for memorial ceremonies conducted outside or inside. Vocalists may volunteer to assist. The band should not be used for memorial services, unless the particular band member volunteers.

 l. Scheduling of the service or ceremony will not be finalized until the unit has coordinated for chapel availability and contacted the Senior Commander’s Secretary at 624-4249 to ensure the Commanding General or his representative desire to be present.

 m. For honors conducted in a chapel or auditorium, the front two rows on the left (entering from the rear) will be reserved for the Command group, senior commanders, their spouses and distinguished guests. Front pews to the right of the aisle will be reserved for Family members and escorts as appropriate. Under some circumstances additional reserved seating will require additional rows (Protocol will assist with VIP seating).

 n. The news media is prohibited from video or audio recording memorial services. However, units will record the entire event for historical purposes and provide the Family’s Next of Kin (NOK) a record of honors rendered. The taping will be as inconspicuous as possible and never from a position in front of the congregation, audience or formation.

 o. Families or Family members should be informed of the memorial honors. They should be explicitly told that their presence is neither required nor expected. While Family members are not encouraged to attend, they will not be discouraged. When Family members are present, the following indoor sequence of events will be followed:

 (1) The unit’s Family escort will assemble the Family in a waiting area (this is not optional) where the Casualty Affairs Officer (CAO) or another designated unit member will brief them on the elements of the event prior to the Senior Commander’s arrival. Specifically, he/she will address the boots/helmet display, the “Last Roll Call” (as appropriate), firing of volleys, and Taps. He/she will discuss who the participants are and their roles in the program. He/she will discuss with the Family Members entry and exit from the event. The Senior Commander or his representative will meet the Family in the waiting area prior to the event and offer condolences. The Family Members will be escorted out to the event after the Senior Commander and/or distinguished guests exit the waiting area.

 (2) Prior to the start of the service/ceremony, the escort will lead the Family into the sanctuary or auditorium (by a front or side door, if possible). The attendees will be instructed to stand for the arrival of the Family and remain standing for the arrival of the official party. Upon completion of the program, the chaplain will announce that the service/ceremony is concluded and the official party will render their honors in sequence (see Enclosure 4: Memorial Ceremony Walkthrough Diagram) and move to rear of chapel to form the recessional line. The Senior Commander and the Senior Command Sergeant Major will then depart, followed by the Family who will be escorted out of the sanctuary to the waiting area or outside (depending on the Family Members desire).

 (3) The attendees will be offered the opportunity to stop and render a salute if they choose as they depart. The attendees will exit from the front of the chapel to the rear using the outside isles.

 p. Colors will be posted prior to the beginning of the event. Generally, unit colors and guidons can be displayed inside or outside depending on the seating arrangement. General Officer (GO) flags, as appropriate, will be displayed outside of the chapel for both ceremonies and services.

 q. When the fallen Soldier is assigned or attached to a brigade or regimental headquarters, separate company or detachment, the major unit commander will determine the appropriate distribution of commander, senior NCO and staff responsibilities and functions described in this SOP.

 r. The memorial service/ceremony will be videotaped and the NOK will be presented the video tape, 3 ring binder that contains all remarks and meditation, and the poster size picture of the fallen Soldier. In the event no Family members are present the items listed will be mailed to the NOK by the unit.

 s. The unit may provide a memory book for Soldiers to sign. The memory book will be retained at the unit. The memory book will NOT be displayed at the chapel entrance.

 t. The Unit FRG may provide refreshments in the Prichard Place Chapel basement for the Family and selected unit guest following the Memorial Service/Ceremony. The refreshments will be kept at a minimum. This will provide a relaxed environment to allow unit spouse and leadership to offer and provide support during this time of difficulty and sorrow.

 u. Exceptions to this SOP will be approved by the Senior Commander’s Chief of Staff or Garrison Commander as appropriate to Fallen Soldier’s the unit of assignment.

**SECTION II. MEMORIAL HONORS**

1. PURPOSE: This section establishes responsibilities and procedures for memorial honors.

2. RESPONSIBILITIES:

1. Unit Commander.

(1) Determine the nature and time memorial honors will be conducted and assume

overall responsibility for planning and conducting the event. The Garrison Chaplain has quality control responsibilities. The unit commander will keep the Senior Commander informed of situation, plans and progress. Before finalizing dates and time, coordinate for chapel availability and contact the Commanding General’s Secretary at (502)624-4249 to coordinate day and time for the honors.

 (2) Talk personally with NOK and/or parents of deceased Soldier.

 (3) Conduct rehearsals. (Rehearsals are NOT an option) Determine rehearsal location, date, and time. At minimum, one full walk-through rehearsal and a full dress rehearsal two

hours prior to the event will be conducted. Coordinate with the Garrison Chaplain’s Office to schedule the event, rehearsal times, and site preparation times.

 (4) Provide information memorandum with personal data regarding the deceased Soldier (including personnel data card information and Soldier’s service data) for use in the program or bulletin preparation and for PAO and chaplain requirements. Designate speaker(s) and prepare comments, including military record. Review program or bulletin prior to release for printing. All memorial bulletins will be in color and high quality paper.

 (5) Coordinate with G3 Operations Branch, (502)624-6111 to task band for bugler. Contact PAO at 4-3051, regarding media access and control. Coordinate with Protocol at (502)624-7819 for GO flag(s) and S-3, Department of Emergency Services at (502)624-6762 for traffic control and parking availability.

 (6) Provide a detail to chapel NCOIC for building and grounds preparation and facility recovery.

 (7) Conduct pre-inspection of uniforms for all participants and conduct final site inspection of sanctuary, chapel grounds, and Family waiting area.

 (8) Designate and brief ushers, firing party, unit’s Family escort, and GO flag bearer details.

 (9) Assess unit morale and impact of Soldier’s death.

 (10) Coordinate delivery and return of unit guidons, battalion colors and memorial

helmet/boot display.

 (11) Appoint Honors NCO to coordinate timing of honors by firing party, bugler or

chaplain and supervise GO flag bearers. Ensure proper positioning of firing party, bugler and GO flag bearers.

1. Arrange for audio-visual taping, as appropriate.

 (13) Send 10 copies of the bulletin, the poster and a CD of the memorial ceremony or memorial service, to the next of kin.

 b. PAO.

 (1) Coordinate news media support and control.

1. Escort and brief media representatives.
2. Coordinate approval for media interview requests.

c. S-3, Department of Emergency Services. Ensure traffic control and parking availability.

d. Protocol.

1. Provide seating guidance of VIPs to the escorts.
2. Provide seating guidance of Family and friends to the escorts.

e. Battalion/Unit Chaplain.

 (1) Assess unit’s morale and provide pastoral care or presence as appropriate.

 (2) Advise the unit commander on type honors and content, site selection, chapel availability and alternate times or sites.

 (3) Prepare bulletin or program for printing. Provide the Senior Chaplain a draft bulletin 24 hours in advance of printing for bulletin approval. Consult with unit commander as necessary. References cited in this SOP and information at Section III will be considered in recommending the order of events. All bulletins will be uniform to include:

 (a) Quality bulletin stock and in color (black and white is not authorized).

 (b) Picture of the fallen Soldier on front with date of birth and date of death.

1. Prepare a meditation not to exceed **5-7 minutes in length.** The meditation will be

prepared in advance and placed in the binder.

1. Coordinate for CTOF or appropriated funds contracted musicians as appropriate

through the Senior Chaplain’s Office.

1. Supervise musical aspects of the ceremony.

 (7) Coach and encourage participants on presentation of remarks before and during rehearsal and prepare remarks as appropriate. Build the “Remarks Binder” and familiarize speakers with its use. All remarks and meditation will be prepared in advance and placed in a binder prior to the event.

 (8) Advise unit on detail requirements and other matters, as appropriate. Coordinate support of unit by chapel staff and supervise chapel preparation.

(9) Rehearse backup tape of Taps and coordinate on-order, back-up plan.

(10) Maintain contact with the Supervisory Chaplain and the Garrison Chaplain’s Office.

Provide the Senior Chaplain’s Office with a written IPR 24-48 hours prior to the event to include the memorial bulletin.

 (11) Brief Family members as appropriate.

3. PROCEDURES:

 a. As soon as practical after confirmation of a death, the battalion or equivalent organization commander will convene a planning cell consisting of the unit’s S-1, CSM, company/battery/troop commander, 1SG, chaplain, DES, PAO, Protocol, and other individuals

he or she determines to be necessary. During the planning session, he/she will determine the nature of the honors, location and timing, and designate responsibilities.

1. Additional planning meetings may be scheduled as the commander deems necessary.
2. Rehearsals should be conducted the day prior to the honors event and within two hours of the event. The rehearsal on the day of the event should be full dress and include a uniform inspection.

**SECTION III. ORDER OF ELEMENTS**

**1. Elements in the order of events for a Memorial Ceremony.**

a. The ceremony may be simple with only a few basic elements or very involved and formal. Among the elements which may be included are:

 Prelude

 National Anthem

 Invocation

 Special Music

 Memorial Tribute, Biographical Sketch, Service Record and Silent Tribute

 Commander’s Address or Remarks

 Unit/Command Traditions

 Last Roll Call

 Firing of Volleys

 Taps

 b. Additionally, the ceremony may include remarks or personal reflections by the Chaplain, fellow Soldiers and other leaders.

 c. Music selected for the event should reflect the patriotic nature of the ceremony. The chapel hymnal contains several traditional selections especially appropriate for memorial ceremonies.

**2.**  E**lements in the order of Worship for a Memorial Service.**

a. The circumstances should dictate what elements constitute an appropriate order of service. Among the options are:

 Prelude

 Invocation

 Hymn

 Prayer

 Scripture Reading(s)

 Prayer

 Eulogy

 Hymn

 Meditation

 Prayer

 Benediction

 Last Roll Call

 Firing of Volleys

 Taps

 b. Additionally, the lighting and extinguishing of altar candles, special music by a soloist or instrumentalist, Taps, reading of the biography and service record, and/or comments by commander of fellow Soldier may be included.

 c. Music selections may either reflect the honored Soldier’s particular religious denomination or a broader religious tradition.

4. POC for this SOP is Chaplain (COL) Donald L. Wilson at (502)624-5255 or e-mail: donald.l.wilson1.mil@mail.mil.

4 Encls

1. Responsibilities Checklist

2. Memorial Display Setup

3. Memorial Bulletin/Narration Script

4. Memorial Ceremony Walkthrough Diagram

RESPONSIBILITIES CHECKLIST

TASK ASSIGNED COMPLETED

**COMMANDER**

 1. Talk personally with NOK.

 2. Designate speakers; prepare written comments.

 3. Coordinate location, date and time of event with chaplain.

 4. Schedule rehearsals.

 5. Call CG’s secretary (502)624-4249 to coordinate date/time.

 6. Prepare information memo on deceased Soldier.

 7. Bugler requested.

 8. Program/bulletin prepared.

 9. PAO contacted.

10. Protocol contacted.

11. CDC for child care coordinated.

12. GO flags requested.

13. DES traffic control and parking requirements coordinated.

14. Detail provided to chapel NCOIC.

15. Conduct pre-inspection of participants.

16. Conduct final site inspection.

17. Provide battalion colors.

18. Provide memorial boot/helmet display.

19. Post colors appropriately.

20. Arrange audio-visual taping.

21. Recover memorial boot/helmet display.

22. Designated and brief ushers, Family escort and GO flag bearer details.

23. Assess unit morale and impact of Soldier’s death.

24. Coordinate delivery and return of unit guidons.

25. Ensure proper positioning of firing party, bugler, Colors and GO flag bearers.

26. Appoint Honors NCO.

**PAO**

1. Coordinate news media support and control.

2. Escort/brief media representatives as appropriate.

3. Coordinate approval for media interview requests.

**CDR, DES**

Traffic control, parking and security.

**CDR, BAND**

Bugler provided.

**CST CHAPLAIN**

1. Provide pastoral care to unit.

2. Advise commander on honors.

3. Support commander in program preparation.

4. Coordinate vocalists/musicians; supervise musical aspects.

5. Coach and encourage participants.

6. Coordinate chapel staff support of unit.

**7**. Prepare Meditation remarks (5-7 minutes in length).

 8. Supervise preparation of chapel.

 9. Coordinate on placement of firing party, bugler, and GO flag bearers.

10. Advise unit leaders.

11. Rehearse back-up tape of Taps; coordinate on-order back-up plan.

12. Final chapel inspection.

13. Maintain contact with technical staff chain.

**Enclosure 2**

**Example of Chapel Memorial Ceremony display**



**Annex G (Glossary of Terms) to Cadet Summer Training Casualty** **Operations SOP**

**Glossary**

**Section I**

**Abbreviations**

**2LT**

Second lieutenant

**AAFES**

Army and Air Force Exchange Service

**AAR**

After action report

**ABC**

Army Benefits Center

**ABO**

Accelerated Benefits Option

**ACS**

Army Community Services

**AD**

Active duty

**ADSW**

Active duty for special work

**ADT**

Active duty for training

**AER**

Army Emergency Relief

**AFE**

Appropriate fund employee

**AFIP**

Armed Forces Institute of Pathology

**AAFES**

Armed Forces Medical Examiner

**AG**

Adjutant General

**AGR**

Active Guard/Reserve

**AHRC**

U.S. Army Human Resources Command

**ANOK**

Adult next of kin

**AOD**

Administration Officer of the Day

**APO**

Army Post Office

**APOD**

Aerial Port of Debarkation

**APOE**

Aerial Port of Embarkation

**ARC**

American Red Cross

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**AT**

Annual training

**AUTOVON**

Automatic voice network

**AUS**

Army of the United States

**AWOL**

Absent without leave

**BASD**

Basic active service date

**BN**

Battalion

**BNS-1**

Battalion S–1

**BDE**

Brigade

**BDES-1**

Brigade S–1

**CAC**

Casualty Assistance Center

**CAO**

Casualty assistance officer

**CAR**

Chief, Army Reserve

**CAS**

Casualty

**CAT**

Crisis action team

**CDR**

Commander

**CID**

U.S. Army Criminal Investigation Command

**CHAMPUS**

Civilian Health and Medical Plan of the Uniformed Services

**CLT**

Casualty liaison team

**CMAOD**

Casualty and Memorial Affairs Operations Division

**CMC**

Commandant of the Marine Corps

**CMD**

Command

**CNGB**

Chief, National Guard Bureau

**CNO**

Casualty notification officer

**CFR**

Code of Federal Regulations

**CONUS**

Continental United States

**CONUSA**

The numbered armies in the continental United States

**CPAC**

Civilian Personnel Advisory Center

**CPO**

Civilian Personnel Office

**CRC**

CONUS Replacement Center

**CSA**

Chief of Staff, Army

**CST**

Cadet Summer Training

**CWG**

Casualty working group

**CZTE**

Combat Zone Tax Exclusion

**DA**

Department of the Army

**DAC**

Department of the Army Civilian

**DCIPS–FWD**

Defense Casualty Information Processing System–Forward

**DCS, G–1**

Deputy Chief of Staff, G–1

**DDN**

Defense data network

**DEERS**

Defense Enrollment Eligibility Reporting System

**DEP**

Delayed Entry Program

**DFAS**

Defense Finance and Accounting Service

**DFR**

Dropped from rolls

**DG**

Death gratuity

**DIC**

Dependency and Indemnity Compensation

**DMOS**

Duty military occupational specialty

**DNA**

deoxyribonucleic acid

**DOD**

Department of Defense

**DODI**

Department of Defense Instruction

**DSN**

Defense Switch Network

**DUSTWUN**

Duty status–whereabouts unknown

**DVA**

Department of Veterans’ Affairs

**E–7**

Sergeant first class

**E–9**

Sergeant major

**eDCIPS–FWD**

Electronic DCIPS–FWD

**EDRE**

Emergency deployment readiness exercise

**EDSAV**

Educational savings allotment

**EE**

Emergency essential

**EFT**

Electronic fund transfer

**EPW**

Enemy prisoner of war

**ERB**

Enlisted Records Brief

**EREC**

Enlisted Records and Evaluation Center

**ETA**

Estimated time of arrival

**ETD**

Estimated time of departure

**ETS**

Expiration term of service

**FAO**

Finance and Accounting Office

**FND**

Foreign National direct hire employee

**FNI**

Foreign National indirect hire employee

**FOIA**

Freedom of Information Act

**FORSCOM**

U.S. Army Forces Command

**FOUO**

For Official Use Only

**FSGLI**

Family SGLI

**FTNGD**

Full–time National Guard duty

**FY**

Fiscal year

**GCMA**

General court–martial authority

**GCMCA**

General court–martial convening authority

**GTR**

Government Transportation Request

**hh:mm**

Hour minute

**HIPAA**

Health and Insurance Portability and Accountability

**HOSP**

Hospital

**HQ**

Headquarters

**HQDA**

Headquarters, Department of the Army

**HRC**

Human Resources Command

**HS**

Home station

**HSCAC**

Home station Casualty Assistance Center

**IAW**

In accordance with

**IADT**

Initial active duty for training

**ID**

Identification

**IDT**

Inactive duty training

**IMA**

Installation Management Agency

**ING**

Inactive National Guard

**INIT**

Initial

**INSCOM**

Intelligence and Security Command

**IRR**

Individual Ready Reserve

**IRS**

Internal Revenue Service

**ITO**

Invitational travel orders

**JFTR**

Joint Federal Travel Regulations

**JTR**

Joint Travel Regulations

**KIA**

Killed in action

**LES**

Leave and earnings statement

**LOC**

Letter of condolence

**LOD**

Line of duty

**LOS**

Letter of sympathy

**LRA**

Local reproduction authorized

**MACOM**

Major Army command

**MACP**

Mortuary affairs collection point

**MACS**

Mortuary Affairs Casualty Support

**MDW**

Military District of Washington

**MEPS**

Military Entrance Processing Station

**MIA**

Missing in action

**MPD**

Military Personnel Division

**MPV**

Military pay voucher

**MOCC**

Major Overseas Casualty Command

**MOA**

Memorandum of agreement

**MOB**

Mobilization

**MOS**

Military occupational specialty

**MOSC**

Military occupational specialty code

**MPA**

Missing Persons Act

**MPR**

Military pay record

**MPRJ**

Military Personnel Records Jacket

**MPSA**

Military Postal Service Agency

**MPV**

Military pay voucher

**MSC**

Major subordinate command

**MSPA**

Missing Service Personnel Act

**MTF**

Medical treatment facility

**MTFA**

Medical treatment facility authorities

**NA**

Not applicable

**NAF**

Non–appropriated fund

**NAFE**

Non–appropriated fund employee

**NARA**

National Archives and Records Administration

**NCO**

Noncommissioned officer

**NCOIC**

Noncommissioned officer in charge

**NPS**

No prior service

**NSI**

Not seriously wounded, injured, or ill

**NSLI**

National Service Life Insurance

**NB**

Nonbattle

**NGB**

National Guard Bureau

**NOK**

Next of kin

**OCONUS**

Outside continental United States

**OEF**

Operation Enduring Freedom

**OIC**

Officer in charge

**OIF**

Operation Iraqi Freedom

**OMA**

Operations and Maintenance, Army

**OPF**

Official personnel folder

**OPLAN**

Operations plan

**Ops**

Operations

**OSGLI**

Office of Servicemembers’ Group Life Insurance

**PAO**

Public affairs officer

**PAD**

Patient Administration Division

**PADD**

Person authorized to direct disposition

**PAP**

Personnel assistance point

**PCS**

Permanent change of station

**PDRL**

Permanent Disability Retirement List

**PE**

Personnel effects

**PEBD**

Pay entry basic date

**PERE**

Personnel eligible to receive effects

**PFR**

Personal financial record

**PID**

Positive identification

**PL**

Public Law

**PM**

Provost marshal

**PMO**

Provost Marshal Office

**PMOS**

Primary military occupational specialty

**PNOK**

Primary next of kin

**POB**

Place of birth

**PROG**

Prognosis or progress

**PSB**

Personnel service battalion

**PSC**

Personnel Service Center

**PSD**

Personnel Service Division

**PT**

Physical training

**PW**

Prisoner of war

**RA**

Regular Army

**RC**

Reserve Component

**RCSBP**

Reserve Component Survivor Benefit Plan

**REFRAD**

Released from active duty

**RMC**

Returned to military control

**ROTC**

Reserve Officers’ Training Corps

**RSFPP**

Retired Servicemen’s Family Protection Plan

**RSO**

Retirement services officer

**S–1**

Adjutant

**SA**

Secretary of the Army

**SADT**

Special active duty for training

**SBP**

Survivor Benefit Plan

**SCOMO**

Summary court martial officer

**S–DVI**

Service–Disabled Veterans Insurance

**SGLI**

Servicemembers’ Group Life Insurance

**SI**

Seriously wounded, injured, or Ill

**SIDPERS**

Standard Installation/Division Personnel System

**SNOK**

Secondary next of kin

**SPECAT**

Special category

**SPEINT**

Special interest

**SRP**

Soldier Readiness Program

**SSA**

Social Security Administration

**SSN**

Social security number

**STACH**

Status change

**SUPP**

Supplemental

**T&TO**

Transportation and travel order

**TAACOM**

Theater Army Area Command

**TAG**

The Adjutant General

**TDA**

Tables of distribution and allowances

**TDRL**

Temporary Disability Retired List

**TDY**

Temporary duty

**TIS**

Time in service

**TOE**

Term of enlistment; table(s) of organization and equipment

**TPU**

Troop program unit

**TRADOC**

U.S. Army Training and Doctrine Command

**TTAD**

Temporary tour of active duty

**UGMA**

Uniform Gifts to Minors Act

**UIC**

Unit identification code

**URL**

Uniform Resource Locator

**USACC**

U.S. Army Cadet Command

**USACID**

U.S. Army Criminal Investigation Command

**USADIP**

U.S. Army Deserter Point

**USAEREC**

U.S. Army Enlisted Records and Evaluation Center

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USC**

United States Code

**USGLI**

United States Government Life Insurance

**USMA**

United States Military Academy

**USO**

United Services Organization

**USPFO**

U.S. Property and Fiscal Officer

**UTMA**

Uniform Transfer to Minors Act

**VEAP**

Veterans Education Assistance Program

**VGLI**

Veterans’ Group Life Insurance

**VMLI**

Veterans Mortgage Life Insurance

**VRI**

Veterans Reopened Insurance

**VSI**

Very seriously wounded, injured, or ill

**VSLI**

Veterans Special Life Insurance

**Section II**

**Terms**

**Active duty (AD)**

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

**Active duty for training (ADT)**

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

non–prior military service enlistees.

**Adopted child**

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

**Adoptive parent**

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

**Adult next of kin**

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

**Annulment**

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

**Age of majority** 18

**Beleaguered**

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

**Beneficiary**

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

**Besieged**

The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender.

**Blue Bark**

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

**Body recovered**

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

**Captured**

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

**Casualty**

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

**Casualty Assistance Center (CAC)**

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

**Deceased**

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

**Dependent or Family member**

Individuals whose relationship to the sponsor leads to entitlements to benefits.

**Detained**

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

**Disability**

Any type of injury or disease whether mental or physical.

**Documentation**

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

**Duty status–whereabouts unknown (DUSTWUN)**

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

**Full–time coverage**

A Soldier who has full–time coverage is insured regardless of when death occurs.

**Hostile casualty**

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

**Inactive duty training (IDT)**

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

**Initial active duty for training (IADT)**

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

*a.* Includes basic military training and technical skill training.

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

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

*d.* Training for the individual Soldier is incidental.

**Interned**

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

**Killed in action (KIA)**

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

**Missing**

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

**Missing in action (MIA)**

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

**Next of kin (NOK)**

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

*a.* Spouse.

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

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

*d.* Persons standing in loco parentis.

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

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

*g.* Grandparents.

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

*i.* If no other persons are available, the Secretary of the Military Department may be deemed to act on behalf of the member. In those cases involving missing service members found dead pursuant to 37 USC, the remarried surviving spouse should be notified when remains are recovered. Although the remarried surviving spouse has no blood relationship to the members, the prior marital relationship and the continuing interest in the members are the determining factors. The term remarried surviving spouse does not include one who obtained a divorce from the member or who remarried before a finding of death pursuant to 37 USC.

**Non–hostile casualty**

A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self–inflicted wounds, and combat fatigue are non–hostile casualties.

**Not seriously wounded, injured, or ill (NSI)**

The casualty status of a person whose injury or illness may or may not require hospitalization, medical authority does not classify as VSI, SI or III, and the person can communicate with the NOK.

**OSGLI**

Office of the Servicemembers’ Group Life Insurance, 213 Washington Street, Newark, NJ 07102. The administrative office of SGLI and VGLI for veterans.

**Overseas**

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

**Parent/loco parentis**

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

**Part–time coverage**

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

**Presumptive finding of death**

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

**Primary next of kin (PNOK)**

The legal NOK. That person of any age most closely related to the individual according to the line of succession. Seniority, as determined by age, will control when the persons are of equal relationship.

**Personnel Service Company (PSC)**

The office that maintains a Soldier’s DA Form 201, (Military Personnel Records Jacket)

**Personnel Service Center/Division (PSC/PSD)**

The personnel office that maintains an individual’s Personnel Records

**Posthumous promotion**

Promotion to a higher grade following a casualty’s death; however, this promotion is not for pay purposes.

**Returned to military control (RMC)**

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

**Secondary next of kin (SNOK)**

Any NOK other than the primary NOK.

**Seriously wounded, injured, or ill (SI)**

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

**Service–connected**

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

**Terrorism**

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

**Total disability**

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

**Very seriously wounded, injured, or ill (VSI)**

The casualty status of a person whose illness or injury is classified by medical authorities to be of such severity that life is imminently endangered.

**Unmarried spouse**

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

**Unremarried spouse**

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

**Wounded in action (WIA)**

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