



US Army Cadet Command



Casualty Standard Operating Procedures

July 2019

USACC Casualty Standard Operating Procedures (SOP)

TABLE OF CONTENTS

USACC Casualty Standard Operating Procedures (SOP)	
Soldier and Cadet Casualty Notification.....	A
N-Hour Sequence.....	1-A
Casualty Chain of Events Flow Chart.....	A-1-A
Brigade Initial Coordination Meeting.....	B-1-A
HQ Initial Coordination Meeting.....	C-1-A
CMAOD Training.....	D-1-A
PMS Responsibilities.....	2-A
Escort Officer & Summary Court Martial Officer (SCMO) Duties.....	A-2-A
Casualty Fact Sheet.....	B-2-A
Commander Responsibilities.....	3-A
Casualty Planning Checklist.....	A-3-A
Suicide Report Format.....	B-3-A
Brigade S-1 Responsibilities.....	4-A
USACC Chaplain Responsibilities.....	5-A
Letters of Sympathy, Condolence, & Concern/Parent Packet Letter.....	6-A
Letters of Sympathy Example.....	A-6-A
Words of Remembrance Example.....	B-6-A
Casualty Assistance Center POC Listing.....	8-A
Soldier and Cadet Casualty Notification.....	B
N-Hour Sequence.....	1-B
Casualty Chain of Events Flow Chart.....	A-1-B
Brigade Initial Coordination Meeting.....	B-1-B
HQ Initial Coordination Meeting.....	C-1-B
CMAOD Training.....	D-1-B
PMS Responsibilities.....	2-B
Escort Officer & Summary Court Martial Officer (SCMO) Duties.....	A-2-B
Casualty Fact Sheet.....	B-2-B
Commander Responsibilities.....	3-B
Casualty Planning Checklist.....	A-3-B
Suicide Report Format.....	B-3-B
Brigade S-1 Responsibilities.....	4-B
USACC Chaplain Responsibilities.....	5-B
Letters of Sympathy, Condolence, & Concern/Parent Packet Letter.....	6-B
Letters of Sympathy Example.....	A-6-B
Words of Remembrance Example.....	B-6-B
Casualty Assistance Center POC Listing.....	8-B
DA Civilian Casualty Notification.....	C
Death of DA Civilian Employee While on Duty.....	1-C
Death of DA Civilian Employee While not on Duty.....	2-C
Injury/Incapacitation of DA Civilian Employee While on Duty.....	3-C
Abbreviations and Glossary of Terms.....	D

USACC Casualty Standard Operating Procedures (SOP)

REFERENCES:

- a. Change 1, 14 Aug 09, to DoDI 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures, dtd 8 Jan 08
- b. AR 638-8, Army Casualty Program, 7 Jun 19, incorporating 3 Apr 09 Army Directive 2009-02, The Army Casualty Program (Dover Media Access and Family Travel)
- c. AR 638-2, Army Mortuary Affairs Program, dtd 28 Nov 16
- d. Army Casualty 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))
- e. Draft USACC & Supplement to AR 638-8, dtd 30 Dec 09
- f. AR 600-20, Army Command Policy (*RAR 004, 08/04/2011), dtd 6 Nov 14
- g. TC 3-21.5, Drill and Ceremonies (Chapter 14, Funerals), dtd 20 Jan 12
- h. DOD Military Pay and Entitlements Manual, part 4, Chapter 3, Table 4-4-1, and Chapter 5
- i. AR 37-104-4, Part 4, Chapter 4 (Military Pay and Allowances Procedures--Joint Uniform Military Pay System (JUMPS--Army)), dtd 8 Jun 05
- j. AR 55-46, Travel Overseas, dtd 14 Jun 17
- k. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, dtd 15 Mar 19
- l. AR 600-8-22, Military Awards (*RAR 001, 09/15/2011), dtd 5 Mar 19
- m. AR 600-25, Salutes, Honors, and Visits of Courtesy, dtd 24 Sep 04
- n. FM 1-0, Human Resources Support, dtd 6 Apr 10
- o. Casualty Assistance Report (CAR)
- p. DD Form 397, Claim Certification and Voucher for Death Gratuity Payment
- q. DD Form 1172, Application for Uniformed Services Identification and Privilege Card
- r. DD Form 1351-2, Travel Voucher or Subvoucher
- s. DD Form 1351-4, Travel and Dislocation or Trailer Allowance, Voucher or Claim for Dependent
- t. DD Form 1701, Inventory of Household Goods

USACC Casualty Standard Operating Procedures (SOP)

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

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

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

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

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

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

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

a. Active Army.

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

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

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

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

f. Retired military personnel to include JROTC Instructors.

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

3. Points of Contact:

USACC Casualty Standard Operating Procedures (SOP)

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

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

FOR THE COMMANDER:



EDWIN L. CHILTON

LTC, AG

Deputy Chief of Staff for Personnel, G1

Encls

- 1. Annex A – Soldier Cadet Casualty Notification**
- 2. Annex B – Cadet Casualty Notification**
- 3. Annex C – DA Civilian Casualty Notification**
- 4. Annex D – Abbreviations and Glossary of Terms**

USACC Casualty Standard Operating Procedures (SOP)

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Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. RESPONSIBILITIES:

a. USACC G-1:

- (1) Will act as a liaison between USACC and the affected brigade.
- (2) As much as possible provide any needed support to the affected brigade.

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

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

d. USACC Public Affairs Officer (PAO):

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

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

e. Affected Brigade or USACC HHD:

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

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

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

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

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

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

Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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

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

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

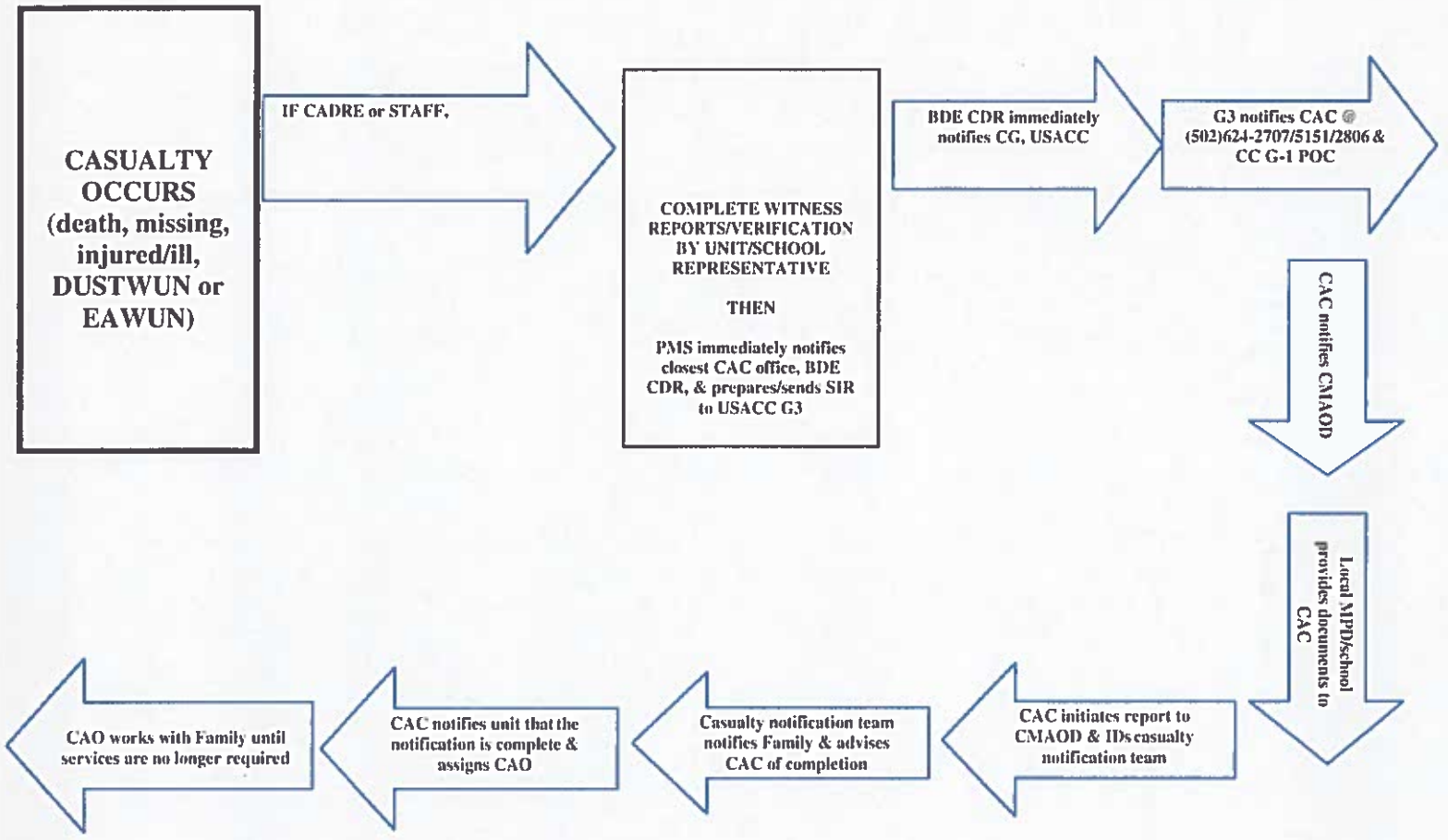
Appendix I (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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 ERB/ORB 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	Will 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 statement until NOK notification	USACC PAO
	Submit SITREP to G3	BDE S3
N + 2 Hrs	Turn in Casualty Packet to respective CAC (SGLV/DD93, ERB or ORB, 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 orders for the LOD IO to conduct the investigation (O6 signature)]	BDE S-1/MPD
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

Appendix I (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

	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
	The BDE S-1 will provide the standard name-line (SNL) (including full name, unit and SSN) of the detailed Summary Courts Martial Officer (SCMO) (one SCMO per casualty) and AR 15-6 Investigating Officer (IO) to the CAC and USACC OSJA	BDE S-1
	Consult OSJA as needed	SCMO
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 Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability	USACC Chaplain
	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 A (Soldier 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. CULP mission-related casualties can be reported directly to CMAOD at (800)626-3317.

Tab B (Brigade Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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

a. Attendees:

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

b. Serious Incident Report facts:

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

c. Agenda:

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

Tab B (Brigade Initial Coordination Meeting) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

2. Review of critical Casualty Operations tasks to ensure all attendees understand their responsibilities and suspense.
3. All of the above should be discussed in further detail. Flexibility is the key. The Brigade will take the lead on the memorial if a Brigade Headquarters' member. PMS will take lead if an ROTC program member.
4. The Brigade Executive Officer establishes the time and place of the initial coordination meeting and directs the S-1 to notify all participants. The initial coordination meeting is best conducted within 12 hours of notification of death.

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

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

a. Attendees:

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

b. Serious Incident Report facts:

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

c. Agenda:

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

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

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

Tab C (HQ Initial Coordination Meeting) to Appendix I (N-Hour Sequence) to Annex A
(Soldier Casualty Notification) to USACC Casualty SOP

the lead on the memorial.

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

Tab D (CMAOD Training) to Appendix 1 (N-Hour Sequence) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

1. The CMAOD, through the local CACs, will provide training on various casualty management topics:

- a. CNO and CAO training (16 hours).
- b. Benefit coordinator training (40 hours).

2. The CMAOD offers online training in several subjects:

- 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)).

Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC
Casualty SOP

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

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

Full name
Social security number
Rank
Unit
Circumstances surrounding the death

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

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

5. After the Casualty Assistance Center has confirmed notification to the PNOK, the PMS will:

- a. Determine what details of the death are releasable to which parties.
- b. Brief University Officials.
- c. Brief Cadets in a controlled setting.
- d. Establish contact with CAO if possible.

6. Casualty Assistance Center will then:

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

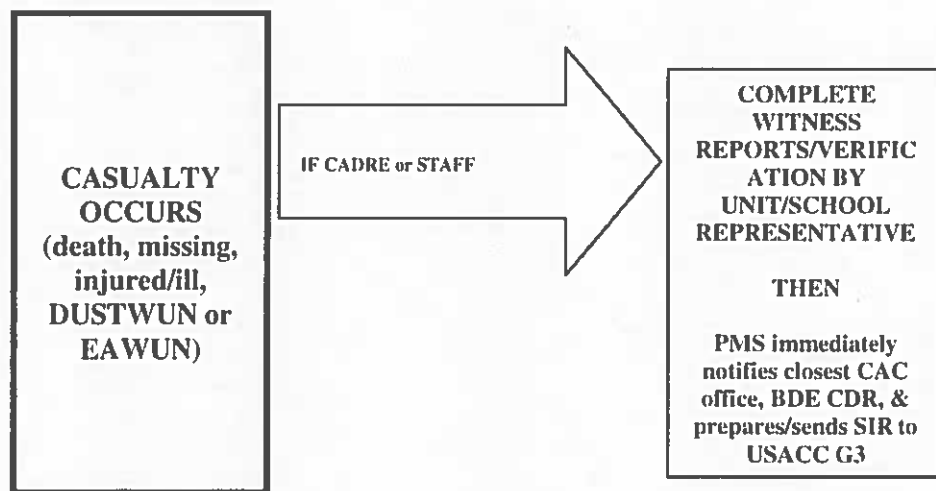
Long-Term Operations:

1. Develop and get approval of a releasable message for Soldiers and their Families (POC is Cadet Command PAO).
2. Receive guidance from PAO on what to release to media and how to answer/defer questions.
3. Plan memorial ceremony (MC).
4. Prepare duplicate deceased Soldier's records (personnel file and counseling packet).

Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Additional Notes:

1. The Family may have had minimal exposure to the military and they may be completely unfamiliar with training events, what is involved with being a Soldier and the services we can provide for them.
2. This plan is based off a Soldier's death during training. Not all of these services may be available or required if the death occurred under different circumstances.
3. Although unpleasant, this plan needs to be briefed to all staff members and to all MSIV's. It is based upon the process that they will use as Commissioned Officers.
4. If the casualty is a reportable death (See Paragraph 1), CMAOD will direct the nearest Army Installation to the PNOK and direct them to make notification. PMS or any other ROTC staff will not contact the PNOK until the Casualty Assistance Center has advised official notification has been made.
5. The Casualty Assistance Center serving the NOK's geographic area will appoint CAO(s) to assist NOK as applicable. .
6. The Casualty Assistance Center Mortuary Affairs Coordinator will work with the funeral home nearest to the PNOK in conjunction with the CAO for burial. Burial benefits will be determined by the CAC assisting with the burial and providing burial honors.
7. Even if the casualty is not reportable notify the Commanding General, USACC, immediately.



Tab A (Escort Officer & Summary Court Martial Officer (SCMO) Duties) to Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

Escort Officer:

1. Contact Casualty Assistance Office 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 maintain your professional appearance at all times.
7. Airline personnel will be more than accommodating, but you may have to be respectfully assertive in order to be let onto the tarmac.

Summary Court Martial Officer (SCMO):

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

Tab B (Casualty Fact Sheet) to Appendix 2 (PMS Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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

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

3. **Information:**

a. Military Data/History.

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

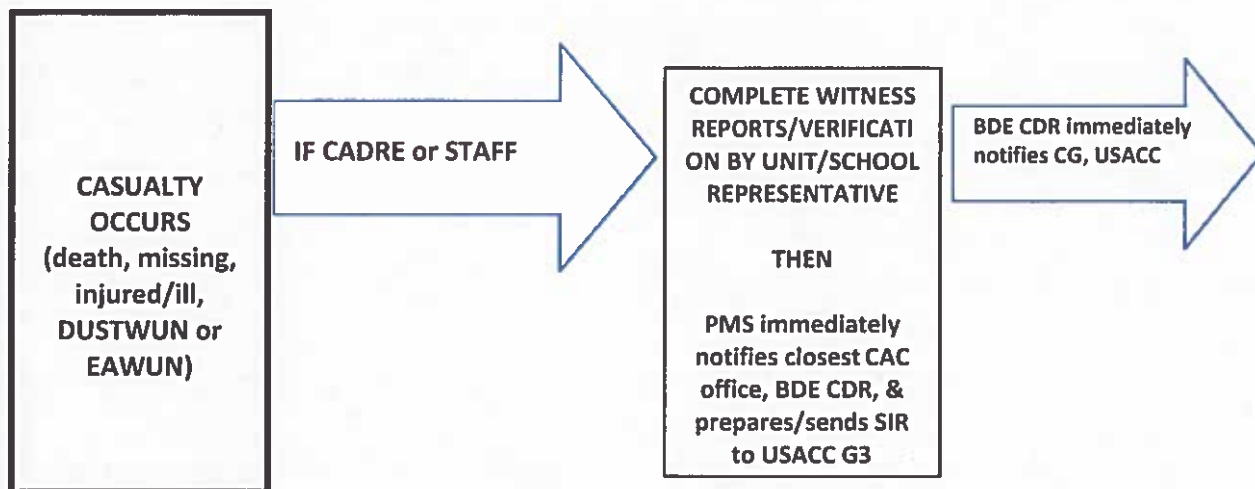
b. Situational Data.

- (1) Date and place of death.
- (2) Circumstances/Cause of death.
- (3) Date, time, and place of burial/interment.
- (4) Survivors and relationships.
- (5) Indicate if Family requires an interpreter or has special needs.

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

1. Immediately notify the Commanding General, USACC upon death of personnel listed in paragraph 1 on page 2 of this SOP.
2. Be prepared to assume Family support responsibilities for casualty's Families who reside in their geographic boundaries.
3. Be prepared to assume Family support responsibilities for any USACC military personnel deployed to an overseas contingency or emergency response mission whose Family resides in the command's geographic boundaries. These individuals are directly assigned to positions in support of these missions, often immediately following a school assignment, and are not on temporary duty or temporary change of station orders from another USACC organization. Included in this category are individual mobilization augmentee personnel.
4. Provide updates to Commanding General, USACC through SIR and other means.
5. Coordinate with the local or HQDA Casualty Assistance Center (CAC) on the assignment of the CNO and CAO for all casualties in paragraph 1 on page 2 of this SOP .
6. By direction of the local or HQDA CAC, make notification to the PNOK in the event of an injury or illness to a Soldier, Civilian, or Cadet.
7. Write an appropriate letter of sympathy, condolence, or concern to the PNOK. See Chapter 8, AR 638-8 for additional guidance and requirements.
8. Ensure the appropriate level of support is provided to the PNOK in the event of a casualty not related to a contingency or emergency relief deployment (either in the U.S. or outside the U.S.).
9. Ensure all Soldiers in the grades of E7 (SFC) and above are trained as a CNO or CAO. See Tab E to Appendix 1 of this Annex for CMAOD available training to include requirements for CAO training. USACC employees may take this training, but unless they are appointed by the local CAC to act as a CAO, they will not be allowed to perform the duties of a CAO.
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 A (Soldier Casualty Notification) to
USACC Casualty SOP



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

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

Date Notification Made: _____

Summary Court Martial Officer:

Necessary? _____ Yes _____ No

Name: _____ Rank: _____

ADD: Escort Officer

Line of Duty Officer:

Necessary? _____ Yes _____ No

Name: _____ Rank: _____

Red Cross/AER:

Necessary? _____ Yes _____ No

Actions taken: _____

Inventory/Secure Belongings:

Date secured: _____

Date sent: _____

Memorial Ceremony:

Date/Time: _____

Location: _____

Letter of Sympathy:

Necessary? _____ Yes _____ No

Date sent: _____

Follow Up:

Date: _____

Notes: _____

Date: _____

Notes: _____

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

Line 1: Name	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	

Appendix 4 (Brigade S-1 Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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

2. **Responsibilities:**

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

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

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

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

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

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

(1) Casualty Report.

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

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

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

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

Appendix 5 (USACC Chaplain Responsibilities) to Annex A (Soldier Casualty Notification) to USACC Casualty SOP

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

2. **Responsibilities:**

- a. Participate in initial coordination meeting to determine the following:
 - (1) Selection of Memorial Ceremony (MC).
 - (2) Date, time, and location of MC.
 - (3) Date, time, and location of rehearsal.
 - (4) Order of MC (Bring samples to meeting).
 - (5) Participants:
 - (a) Memorial Tribute Speaker.
 - (b) Scripture Reader(s).
 - (c) Soloist (Optional).
 - (d) Roll Call (Optional).
 - (e) Firing Party (Optional).
 - (f) TAPs (Bugler).
- b. Serve as advisor for all aspects of Casualty Operations.
- c. Perform a Traumatic Event Debrief (TED) or Critical Incident Stress Debrief (CISD) based on Traumatic Event Management (TEM) and contact the Battle Stress Team if needed.
- d. Assist the unit in coordinating for local support for TED (University Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability.
- e. Provide religious support and guidance to Soldiers, Civilian employees, Family members and Cadets as desired.
- f. Obtain Deceased Fact Sheet from S-1 or PMS.
- g. Serve as advisor to SMI.
- h. Provide quality control to ensure the chapel or other area is set up correctly for rehearsal and MC, to include memorial stand.
- i. Provide quality control to ensure ushers are briefed on entrance, seating, and exit procedures.
- j. Provide quality control to ensure the command or representative takes pictures or video of event for the Family.

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

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

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

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

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

2. Letters of Sympathy:

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

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

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

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

3. Letters of Condolence:

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

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

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

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

4. PNOK Packet:

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

b. A PNOK packet letter will be sent with the enclosed *CD and DVD* to the PNOK. If parents are divorced one will be sent to both parents.

Tab A (Letter of Sympathy Example) to Appendix 6 (Letters of Sympathy, Condolence, & Concern/Parent Packet Letter) 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

A-6-A-1

Words of Remembrance Examples

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

-Soldier's Statement

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

-Soldier's Statement

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

-Soldier's Statement

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

-Soldier's Statement

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

-Soldier's Statement

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

-Soldier's Statement

Appendix 7 (Casualty Assistance Center POC Listing) to Annex A (Cadet Casualty Notification) to USACC Casualty SOP

Fort Knox CAC Hours of Operation:

0700-1600 Monday – Friday

1030-1300 Saturday

Closed Sundays and all Federal Holidays; limited staffing on Post Training Holidays

CAC Points of Contact:

Mr. David Marcum Sr., CAC Chief

david.j.marcum.civ@mail.mil

(502) 624-5417

(After hours: 502-773-7483)

Mr. William Coleman, Casualty Operations

william.j.coleman.civ@mail.mil

(502) 624-1650

Casualty Case Managers:

Mr. Kimberly Jordan (lead) (502) 624-3107

Ms. Lisa Burner (502) 624-7846

Mortuary Affairs:

Mr. Mark Kersting (502) 624-2888

Benefits Coordinator:

Ms. Cynthia Mindy (502) 624-3260

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

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

Casualty and Mortuary Affairs Operation Division Website:

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

Appendix 7 (Casualty Assistance Center POC Listing) to Annex A (Cadet Casualty Notification)
to USACC Casualty SOP

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Annex B (Cadet Casualty Notification) to USACC Casualty SOP

RESPONSIBILITIES:

a. USACC G-1:

- (1) Will act as a liaison between USACC and the affected brigade.
- (2) As much as possible provide any needed support to the affected brigade

b. USACC Chaplain: See Appendix 5.

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

d. USACC Public Affairs Officer (PAO):

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

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

e. Affected Brigade or USACC HHC:

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

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

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

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

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

Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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

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

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

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

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

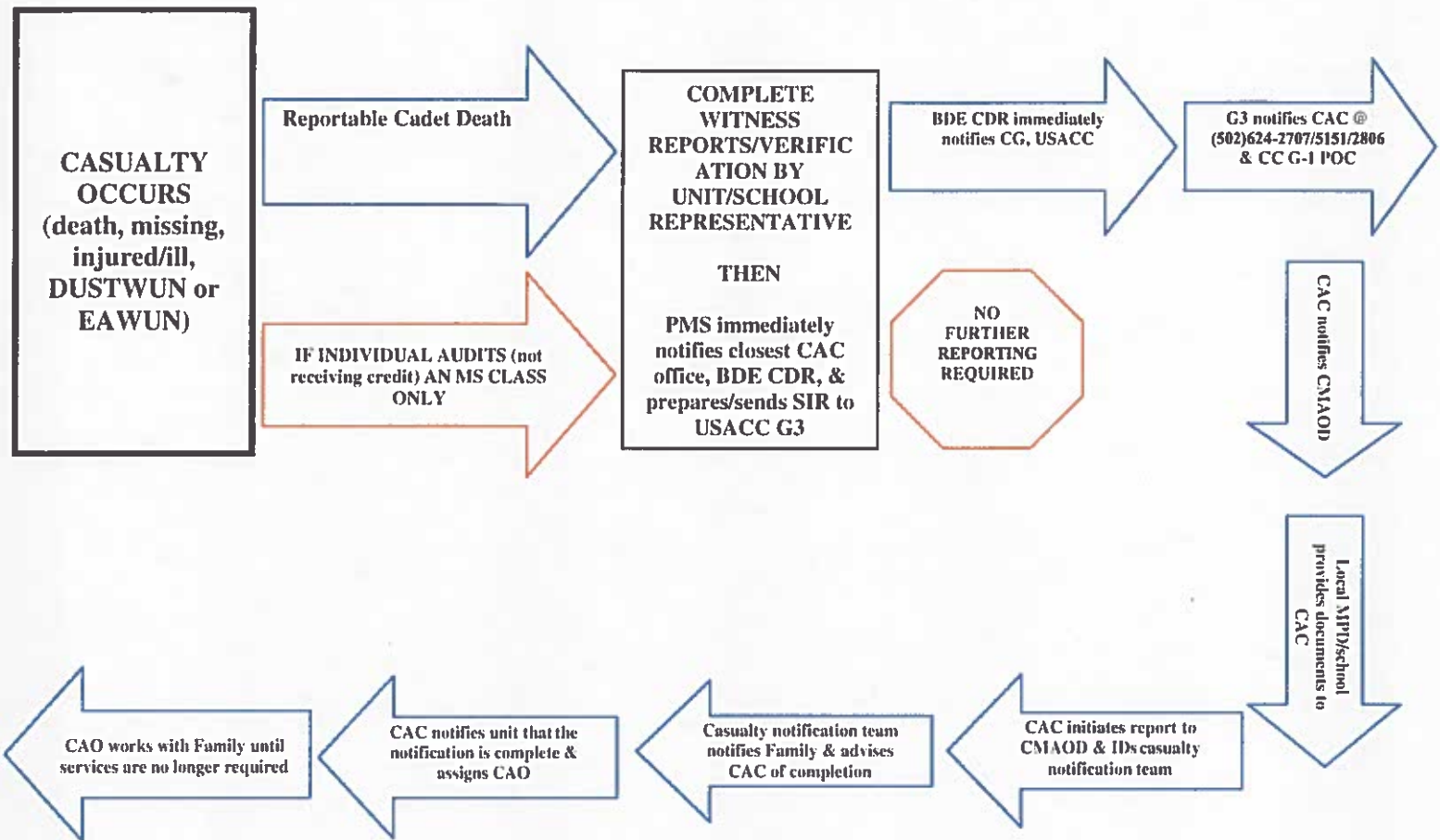
Appendix 1 (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Time	Action	Responsibility
N - Hour	Brigade is notified Cadet 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 Cadet Checklist (in instance of death)	BDE XO
	Execute trauma ministry pray and counseling	USACC Chaplain
	Retrieve Soldier's SGLV/DD93 and ERB/ORB for CAC	G-1 MPD
	Submit SIR to USACC G3 & IOC/CAC immediately	BDE XO
	Initiate Estimated Cost of Damage (ECOD)	G-4
	Conduct positive identification of Cadet's remains	Chain of Command/Coroner
N + 15 min	Will notify USACC G-1	BDE S-1
	Receive Initial Report from Medical Treatment Facility (MTF) if possible	BDE S-1, MPD
N + 30 min	Complete news release for approval by BDE XO / Used as statement until NOK notification	USACC PAO
	Submit SITREP to G3	BDE XO
N + 2 Hrs	Turn in Casualty Packet to affected CAC (SGLV/DD93, ERB or ORB, Initial Casualty Report)	S-1
N+3 Hrs	Ensure death certificate is properly filled out and Mortuary Affairs (MA) has copy	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 orders for the LOD IO to conduct the investigation (O6 signature)]	MPD
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)	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

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

Time	Action	Responsibility
N + 12 Hrs	The BDE S-1 will provide the standard name-line (SNL) (including full name, unit and SSN) of the detailed Summary Courts Martial Officer (SCMO) (one SCMO per casualty) and the AR 15-6 Investigating Officer (IO) to the CAC.	BDE S-1
	Consult OSJA as needed	SCMO
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 NOK notification is accomplished. CMAOD will generate an R9 report that will notify the USACC G-1 as to when NOK 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 Counseling Services, USAR/ARNG UMTs). Participate in TED subject to availability	USACC Chaplain
	Coordinate for Memorial Ceremony - location, setup, bugler, firing team, MP support, etc.	BDE S-1
	Ensure Memorial Ceremony is coordinated with Command Group Calendars	BDE S-1
	Provide the DA Form 638 with supporting narrative (Posthumous Award) to be presented at funeral	BDE S-1
	Provide Finance with standard name line of casualties/ injured Cadets	BDE S-1

Tab A (Casualty Chain of Events Flow Chart) to Appendix I (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. Cadets "auditing" (not receiving credit) a Military Science Class are not considered "reportable".
3. CULP mission-related casualties can be reported directly to CMAOD at (800)626-3317.

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

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

a. Attendees:

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

b. Serious Incident Report facts:

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

c. Agenda:

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

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

2. Review of critical Casualty Operations tasks to ensure all attendees understand their responsibilities and 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 I (N-Hour Sequence) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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

a. Attendees:

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

b. Serious Incident Report facts:

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

c. Agenda:

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

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

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

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

the lead on the memorial.

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

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

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

Full name
Social security number
Rank
Unit
Circumstances surrounding the death

3. Prepare SIR to USACC, G3, IAW Appendix 2 (Casualty Fact Sheet) to Annex A.
4. CMAOD will direct all actions involving the notification and appointment of the CAO.
5. After the Casualty Assistance Center has confirmed notification to the PNOK, the PMS will:
 - a. Determine what details of the death are releasable to which parties.
 - b. Brief University Officials.
 - c. Brief fellow Cadets in a controlled setting.
 - d. Establish contact with CAO if possible.
6. Casualty Assistance Center will then:
 - a. Ensure a trained and certified Casualty Assistance Officer is assigned to appropriate next of kin and/or designated beneficiaries.
 - b. Cadet's unit may appoint a liaison officer, but the CAO is responsible for direct assistance to the NOK.

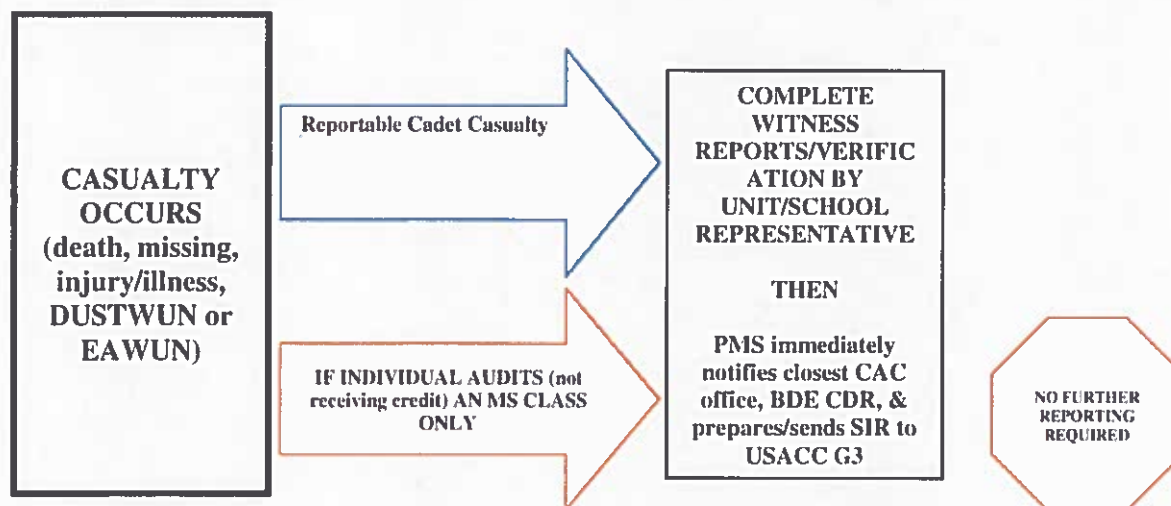
Long-Term Operations:

1. Develop and get approval of a releasable message for Cadets and their Families (POC is Cadet Command PAO).
2. Receive guidance from PAO on what to release to media and how to answer/defer questions.
3. Plan memorial ceremony (MC).
4. Prepare duplicate deceased Cadet's records (personnel file and counseling packet).

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

Additional Notes:

1. The Family may have had no exposure to the military prior to the Cadet joining ROTC, and they may be completely unfamiliar with training events, what is involved with being a Cadet in ROTC, and the services that we can provide for them.
2. This plan is based off a Cadet's death during training. Not all of these services may be available or required if the death occurred under different circumstances.
3. Although unpleasant, this plan needs to be briefed to all staff members and to all MSIV's. It is based upon the process they will become Commissioned Officers.
4. If the casualty is a reportable death (See Paragraph 1), CMAOD will direct the nearest Army Installation to the PNOK and direct them to make notification. PMS or any other ROTC staff will not contact the PNOK until the Casualty Assistance Center has advised them official notification has been made.
5. The Casualty Assistance Center serving the NOK's geographical area will appoint CAO(s) to assist NOK as applicable. .
6. The Casualty Assistance Center Mortuary Affairs Coordinator will work with the funeral home nearest to the PNOK in conjunction with the CAO for burial. Burial benefits will be determined by the CAC assisting with the burial and providing burial honors.
7. Even if the casualty is not reportable (non-contracted Cadet or a Cadet not participating in a Command sponsored event), notify the Commanding General, USACC, immediately.



Tab A (Escort Officer & Summary Court Martial Officer (SCMO) Duties) to Appendix 2 (PMS Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Escort Officer:

1. Contact Casualty Assistance Center for briefing.
2. Prepare Class A/ASU uniform.
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 maintain your professional appearance at all times.
7. Airline personnel will be more than accommodating, but you may have to be respectfully assertive in order to be let onto the Tarmac.

Summary Court Martial Officer (SCMO):

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

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

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

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

3. **Information:**

a. Military Data/History.

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

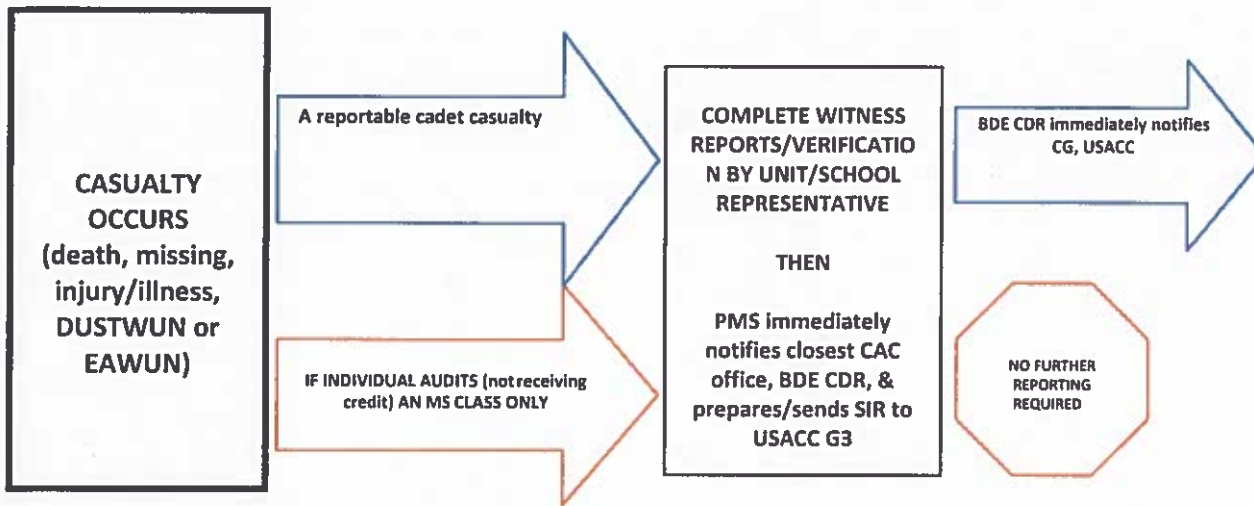
b. Situational Data.

- (1) Date and place of death.
- (2) Circumstances/Cause of death.
- (3) Date, time, and place of burial/interment.
- (4) Survivors and relationships.
- (5) Indicate if Family requires an interpreter or has special needs.

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

1. Immediately notify the Commanding General, USACC upon death of personnel listed in paragraph 1 on page 2 of this SOP.
2. Be prepared to assume Family support responsibilities for casualty's Families who reside in their geographic boundaries.
3. Be prepared to assume Family support responsibilities for any USACC military personnel deployed to an overseas contingency or emergency response mission whose Family resides in the command's geographic boundaries. These individuals are directly assigned to positions in support of these missions, often immediately following a school assignment, and are not on temporary duty or temporary change of station orders from another USACC organization. Included in this category are individual mobilization augmentee personnel.
4. Provide updates to Commanding General, USACC through SIR and other means.
5. Coordinate with the local or HQDA Casualty Assistance Center (CAC) on the assignment of the CNO and CAO for all casualties in paragraph 1 on page 2 of this SOP.
6. By direction of the local or HQDA CAC, make notification to the PNOK in the event of an injury or illness to a Soldier, Civilian, or Cadet.
7. Write an appropriate letter of sympathy, condolence, or concern to the PNOK. See Chapter 8, AR 638-8 for additional guidance and requirements.
8. Ensure the appropriate level of support is provided to the PNOK in the event of a casualty not related to a contingency or emergency relief deployment (either in the U.S. or outside the U.S.).
9. Ensure all Soldiers in the grades of E7 (SFC) and above are trained as a CNO or CAO. See Tab E to Appendix 1 of this Annex for CMAOD available training to include requirements for CAO training. USACC employees may take this training, but unless they are appointed by the local CAC to act as a CAO, they will not be allowed to perform the duties of a CAO.
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 SOP

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

Date Notification Made: _____

Summary Court Martial Officer:
Necessary? _____ Yes _____ No
Name: _____ Rank: _____

ADD Escort

Line of Duty Officer:
Necessary? _____ Yes _____ No
Name: _____ Rank: _____

Red Cross/AER:
Necessary? _____ Yes _____ No
Actions taken: _____

Inventory/Secure Belongings:
Date secured: _____
Date sent: _____

Memorial Ceremony:
Date/Time: _____
Location: _____

Letter of Sympathy:
Necessary? _____ Yes _____ No
Date sent: _____

Follow Up:
Date: _____
Notes: _____

Date: _____
Notes: _____

Tab B (Suicide Report Format) to Appendix 3 (Commander Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

If Lines do not apply to cadet put NA

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

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

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

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

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

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

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

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

Appendix 5 (USACC Chaplain Responsibilities) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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

2. **Responsibilities:**

- a. Participate in initial coordination meeting to determine the following:
 - (1) Selection of Memorial Ceremony (MC).
 - (2) Date, time, and location of MC.
 - (3) Date, time, and location of rehearsal.
 - (4) Order of MC (Bring samples to meeting).
 - (5) Participants:
 - (a) Memorial Tribute Speaker.
 - (b) Scripture Reader(s).
 - (c) 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/Parent Packet Letter) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

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

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

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

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

2. Letters of Sympathy:

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

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

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

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

3. Letters of Condolence:

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

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

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

Appendix 7 (Casualty Assistance Center POC Listing) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

4. PNOK Packet:

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

b. A PNOK packet letter will be sent with the enclosed *CD and DVD* to the PNOK. If divorced parents both parents will receive one.

Tab A (Letter of Sympathy Example) to Appendix 6 (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

A-6-B-1

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 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 (Casualty Assistance Center POC Listing) to Annex B (Cadet Casualty Notification) to USACC Casualty SOP

Fort Knox CAC Hours of Operation:

0700-1600 Monday – Friday

1030-1300 Saturday

Closed Sundays and all Federal Holidays; limited staffing on Post Training Holidays

CAC Points of Contact:

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

Casualty Case Managers:

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

Mortuary Affairs:

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

Benefits Coordinator:

Ms. Tina Patterson (502)624-2888

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

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

Casualty and Mortuary Affairs Operation Center Website:

[https://www.hrc.army.mil/content/Casualty%20and%20Mortuary%20Affairs%20Operati
ons%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)

Appendix 7 (Casualty Assistance Center POC Listing) to Annex B (Cadet Casualty Notification)
to USACC Casualty SOP

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1. DEATH OF DA CIVILIAN EMPLOYEE WHILE ON DUTY.

a. The supervisor will:

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

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

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

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

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

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

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

b. The Brigade/Directorate will:

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

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

c. The G1, CPD will:

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

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

d. The Fort Knox CPAC will:

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

Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

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

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

e. The ABC-C will:

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

(2) Assign a Benefits Specialist to the case.

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

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

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

a. The supervisor will:

(1) Immediately notify the Brigade or Director of employee's death. Provide the name, SSN, date and place of death, contact information for 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 for PNOK, and other relevant information.

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

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

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

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

b. The Brigade/Directorate will:

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

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

c. The G1, CPD will:

Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

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

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

d. The Fort Knox CPAC will:

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

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

e. The ABC-C will:

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

(2) Assign a Benefits Specialist to the case.

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

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

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

a. The supervisor will:

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

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

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

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

(5) Complete a CA-1 within 10 working days after notification of injury through the Electronic Data Interchange (EBI) website at <http://www.cpms.osd.mil/icuc>.

Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

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

b. The Brigade/Directorate will:

(1) Complete SIR and submit IAW established procedures.

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

c. The G1, CPD will:

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

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

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

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

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

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

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

a. The supervisor will:

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

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

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

b. The Brigade/Directorate will:

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

Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP

(2) Confirm G1 CPD has been notified of employee's injury/incapacitation.

c. The G1 CPD will:

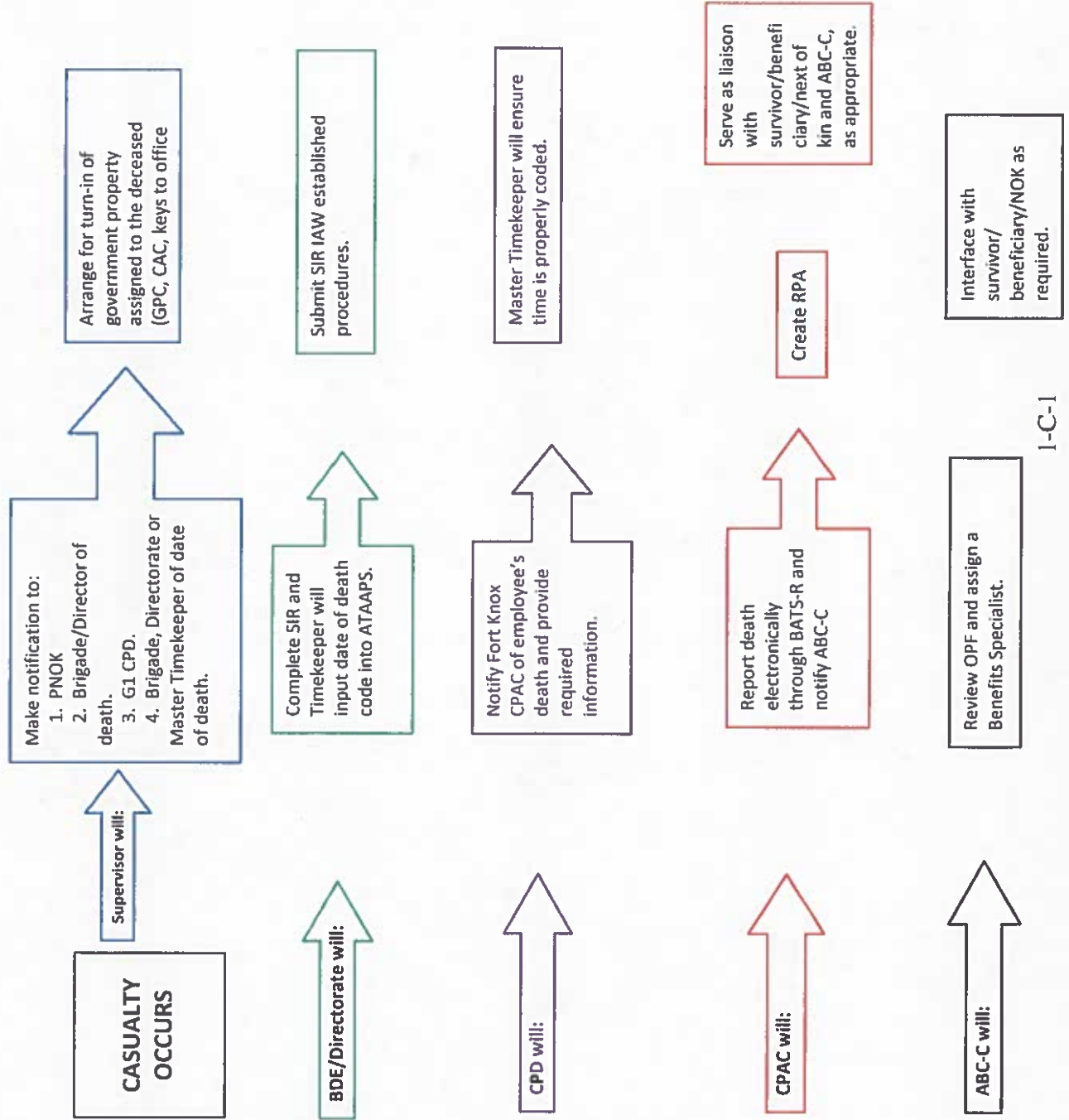
(1) Ensure time is coded properly in ATAAPS, as appropriate.

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

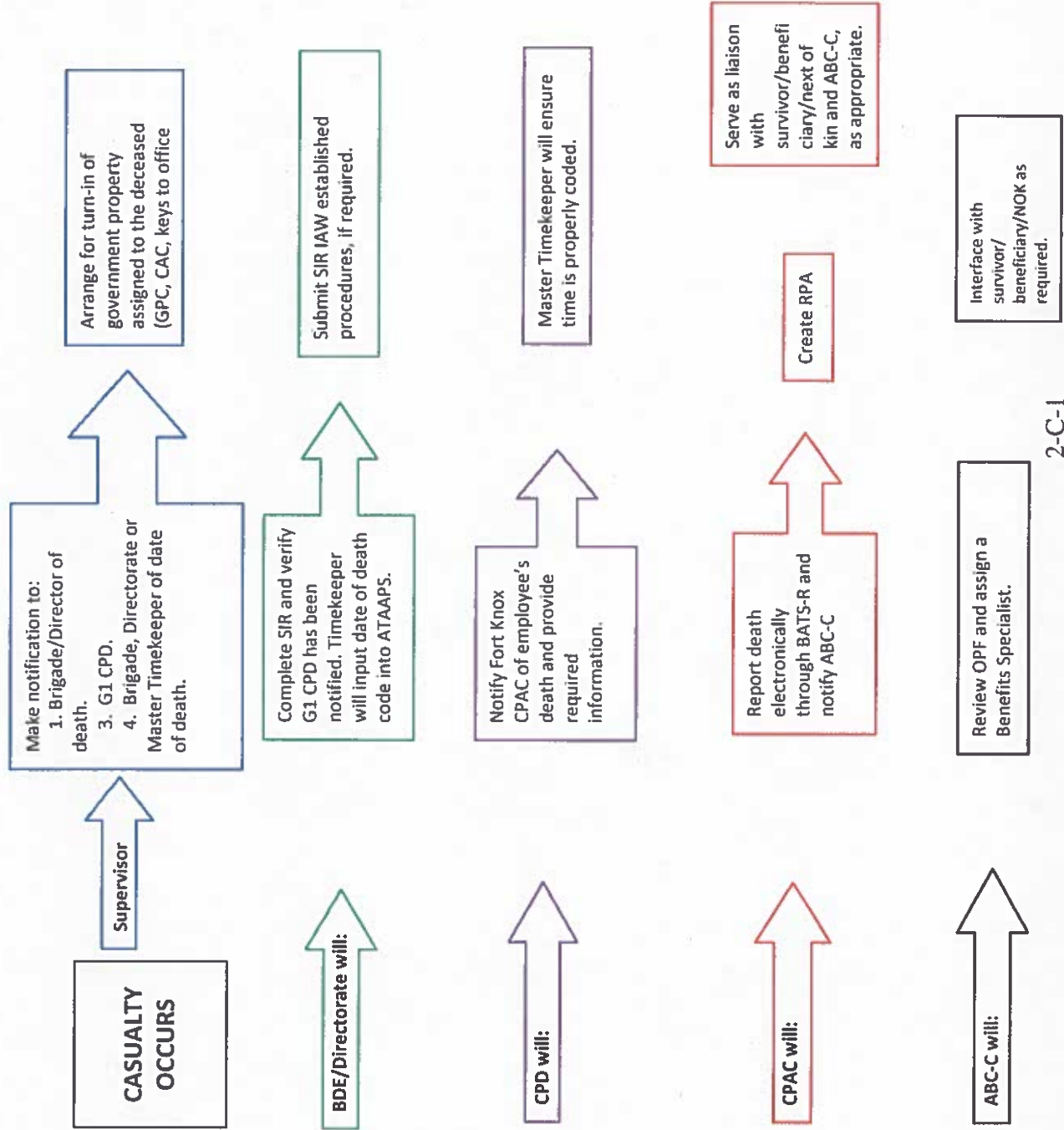
d. The Fort Knox CPAC will process any initiated personnel action.

e. Refer to Tab 4 of this Annex for flow chart of responsibilities.

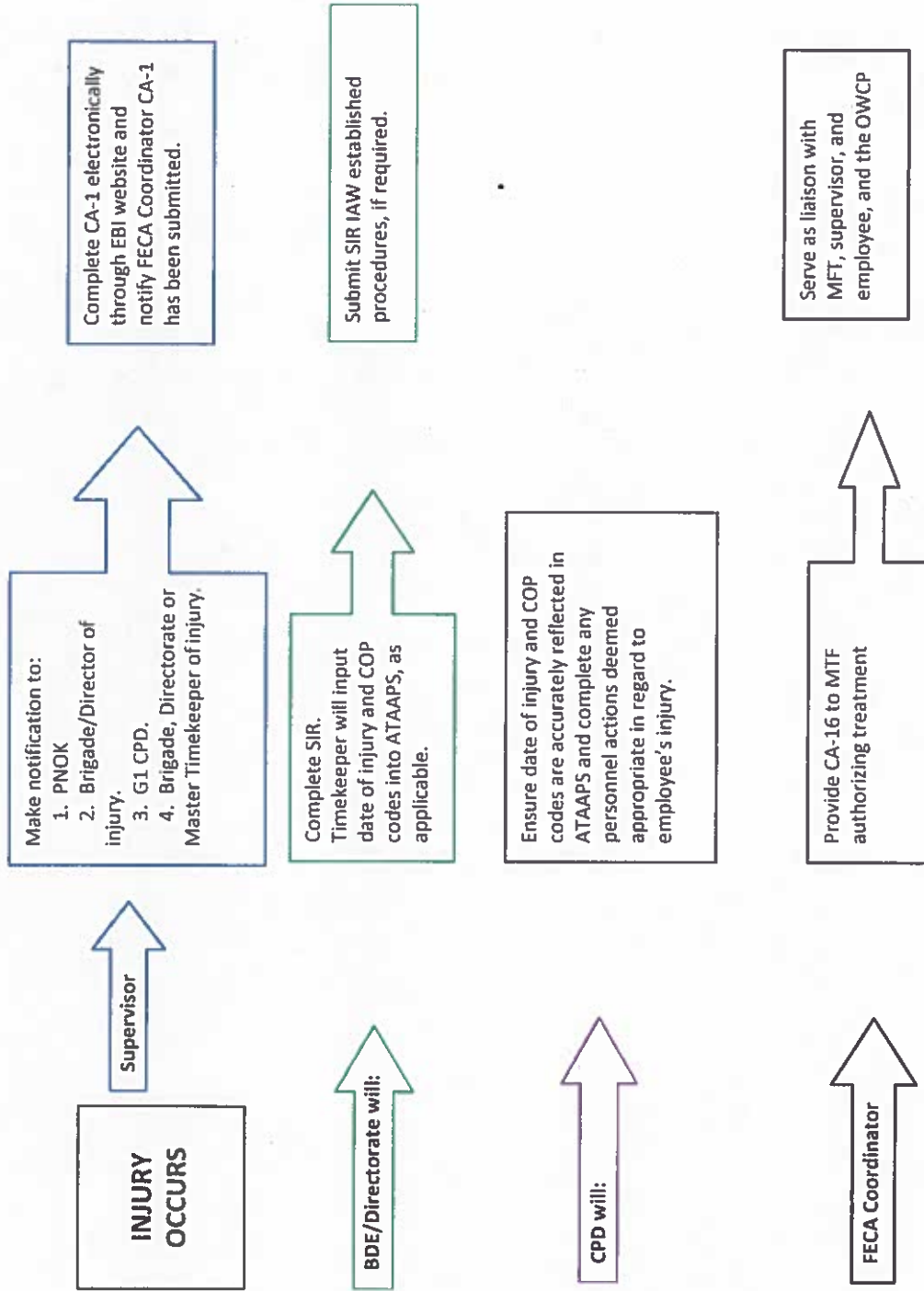
Tab 1 (Death of DA Civilian Employee While on Duty) of Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP



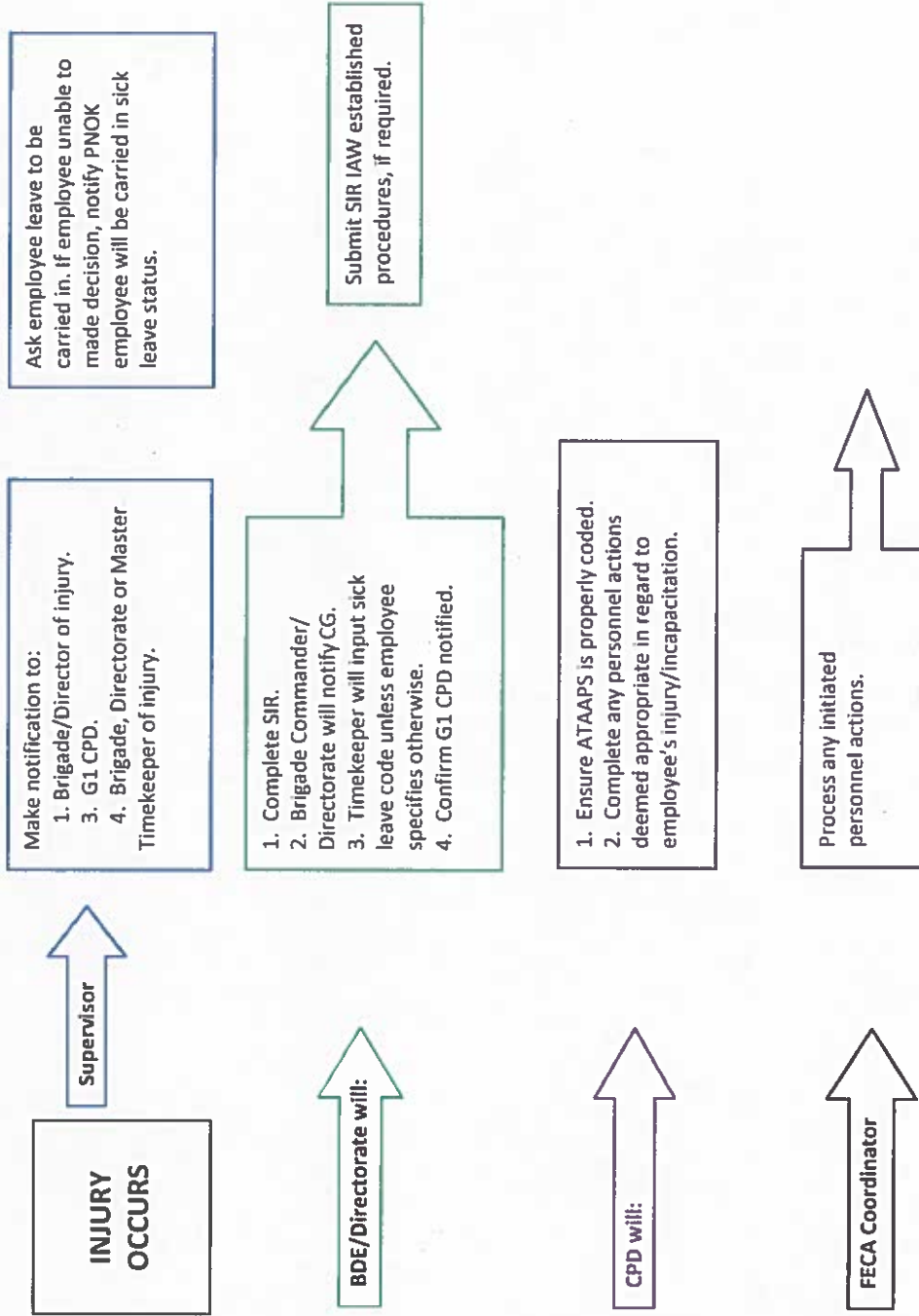
Tab 2 (Death of DA Civilian Employee While not on Duty) of Annex C (DA Civilian Casualty Notification) to USACC Casualty SOP



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



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



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

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Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

Section I – Abbreviations

2LT

Second lieutenant

AAFES

Army and Air Force Exchange Service

AAR

After action report

ABC

Army Benefits Center

ABO

Accelerated Benefits Option

ACS

Army Community Services

AD

Active duty

ADSW

Active duty for special work

ADT

Active duty for training

AER

Army Emergency Relief

AFE

Appropriate fund employee

AFIP

Armed Forces Institute of Pathology

AFME

Armed Forces Medical Examiner

AG

Adjutant General

AGR

Active Guard/Reserve

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

PID

Positive identification

PL

Public Law

PM

Provost marshal

PMO

Provost Marshal Office

PMOS

Primary military occupational specialty

PNOK

Primary next of kin

POB

Place of birth

PROG

Prognosis or progress

PSB

Personnel service battalion

PSC

Personnel Service Center

PSD

Personnel Service Division

PT

Physical training

PW

Prisoner of war

RA

Regular Army

RC

Reserve Component

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

RCSBP

Reserve Component Survivor Benefit Plan

REFRAD

Released from active duty

RMC

Returned to military control

ROTC

Reserve Officers' Training Corps

RSFPP

Retired Servicemen's Family Protection Plan

RSO

Retirement services officer

S-1

Adjutant

SA

Secretary of the Army

SADT

Special active duty for training

SBP

Survivor Benefit Plan

SCMO

Summary court martial officer

S-DVI

Service-Disabled Veterans Insurance

SGLI

Servicemembers' Group Life Insurance

SI

Seriously wounded, injured, or ill

SIDPERS

Standard Installation/Division Personnel System

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

AHRC

U.S. Army Human Resources Command

ANOK

Adult next of kin

AOD

Administration Officer of the Day

APO

Army Post Office

ARC

American Red Cross

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

AT

Annual training

AUTOVON

Automatic voice network

AUS

Army of the United States

AWOL

Absent without leave

BASD

Basic active service date

BDE

Brigade

BDE S-1

Brigade S-1

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

CAC

Casualty Assistance Center

CAO

Casualty assistance officer

CAR

Chief, Army Reserve

CAS

Casualty

CAT

Crisis action team

CDR

Commander

CID

U.S. Army Criminal Investigation Command

CHAMPUS

Civilian Health and Medical Plan of the Uniformed Services

CLT

Casualty liaison team

CMAOD

Casualty and Memorial Affairs Operations Center

CMD

Command

CNGB

Chief, National Guard Bureau

CNO

Casualty notification officer

CFR

Code of Federal Regulations

CONUS

Continental United States

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

CONUSA

The numbered armies in the continental United States

CPAC

Civilian Personnel Advisory Center

CPO

Civilian Personnel Office

CRC

CONUS Replacement Center

CSA

Chief of Staff, Army

CWG

Casualty working group

DA

Department of the Army

DAC

Department of the Army Civilian

DCS, G-1

Deputy Chief of Staff, G-1

DDN

Defense data network

DEERS

Defense Enrollment Eligibility Reporting System

DEP

Delayed Entry Program

DFAS

Defense Finance and Accounting Service

DFR

Dropped from rolls

DG

Death gratuity

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

DIC

Dependency and Indemnity Compensation

DMOS

Duty military occupational specialty

DNA

deoxyribonucleic acid

DOD

Department of Defense

DODI

Department of Defense Instruction

DSN

Defense Switch Network

DUSTWUN

Duty status--whereabouts unknown

DVA

Department of Veterans' Affairs

E-7

Sergeant first class

E-9

Sergeant major

EDSAV

Educational savings allotment

EE

Emergency essential

EFT

Electronic fund transfer

ERB

Enlisted Records Brief

EREC

Enlisted Records and Evaluation Center

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

ETA

Estimated time of arrival

ETD

Estimated time of departure

ETS

Expiration term of service

FAO

Finance and Accounting Office

FOIA

Freedom of Information Act

FORSCOM

U.S. Army Forces Command

FOUO

For Official Use Only

FSGLI

Family SGLI

FTNGD

Full-time National Guard duty

FY

Fiscal year

GCMA

General court-martial authority

GCMCA

General court-martial convening authority

GTR

Government Transportation Request

HHD

Headquarters and Headquarters Detachment

HIPAA

Health and Insurance Portability and Accountability

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

HOSP
Hospital

HQ
Headquarters

HQDA
Headquarters, Department of the Army

HRC
Human Resources Command

HS
Home station

HSCAC
Home station Casualty Assistance Center

IAW
In accordance with

IADT
Initial active duty for training

ID
Identification

IDT
Inactive duty training

IMA
Installation Management Agency

ING
Inactive National Guard

INIT
Initial

INSCOM
Intelligence and Security Command

IRR
Individual Ready Reserve

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

IRS

Internal Revenue Service

ITO

Invitational travel orders

JFTR

Joint Federal Travel Regulations

JTR

Joint Travel Regulations

KIA

Killed in action

LES

Leave and earnings statement

LOC

Letter of condolence

LOD

Line of duty

LOS

Letter of sympathy

LRA

Local reproduction authorized

MACOM

Major Army command

MACP

Mortuary affairs collection point

MACS

Mortuary Affairs Casualty Support

MEPS

Military Entrance Processing Station

MIA

Missing in action

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

MPD

Military Personnel Division

MPV

Military pay voucher

MOA

Memorandum of agreement

MOB

Mobilization

MOS

Military occupational specialty

MOSC

Military occupational specialty code

MPA

Missing Persons Act

MPR

Military pay record

MPRJ

Military Personnel Records Jacket

MPSA

Military Postal Service Agency

MPV

Military pay voucher

MSC

Major subordinate command

MSPA

Missing Service Personnel Act

MTF

Medical treatment facility

MTFA

Medical treatment facility authorities

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

NA

Not applicable

NAF

Non-appropriated fund

NAFE

Non-appropriated fund employee

NARA

National Archives and Records Administration

NCO

Noncommissioned officer

NCOIC

Noncommissioned officer in charge

NPS

No prior service

NSI

Not seriously wounded, injured, or ill

NSLI

National Service Life Insurance

NGB

National Guard Bureau

NOK

Next of kin

OCONUS

Outside continental United States

OEF

Operation Enduring Freedom

OIC

Officer in charge

OIF

Operation Iraqi Freedom

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

OMA

Operations and Maintenance, Army

OPF

Official personnel folder

OPLAN

Operations plan

Ops

Operations

OSGLI

Office of Servicemember's Group Life Insurance

PAO

Public affairs officer

PAD

Patient Administration Division

PADD

Person authorized to direct disposition

PAP

Personnel assistance point

PCS

Permanent change of station

PDRL

Permanent Disability Retirement List

PE

Personnel effects

PEBD

Pay entry basic date

PERE

Personnel eligible to receive effects

PFR

Personal financial record

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

SNOK

Secondary next of kin

SPECAT

Special category

SPEINT

Special interest

SRP

Soldier Readiness Program

SSA

Social Security Administration

SSN

Social security number

STACH

Status change

SUPP

Supplemental

T&TO

Transportation and travel order

TAG

The Adjutant General

TDA

Tables of distribution and allowances

TDRL

Temporary Disability Retired List

TDY

Temporary duty

TIS

Time in service

TOE

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

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

TPU

Troop program unit

TRADOC

U.S. Army Training and Doctrine Command

TTAD

Temporary tour of active duty

UGMA

Uniform Gifts to Minors Act

UIC

Unit identification code

URL

Uniform Resource Locator

USACC

U.S. Army Cadet Command

USACID

U.S. Army Criminal Investigation Command

USAEREC

U.S. Army Enlisted Records and Evaluation Center

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USC

United States Code

USGLI

United States Government Life Insurance

USMA

United States Military Academy

USO

United Services Organization

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

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

Adopted child

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

Adoptive parent

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

Adult next of kin

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

Annulment

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

Age of majority 18 years of age

Beleaguered

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

Beneficiary

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

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

Blue Bark

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

Body recovered

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

Captured

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

Casualty

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

Casualty Assistance Center (CAC)

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

Deceased

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

Dependent or Family member

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

Detained

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

Disability

Any type of injury or disease whether mental or physical.

Documentation

Properly certified birth certificate (of live birth) which includes the names of both parents or certificate of live birth with the name of at least 1 parent issued from the hospital; marriage certification; includes the names of both parents; marriage certification; final decree of divorce

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

dissolution, or annulment of marriage; court order for adoption or guardianship; statement of incapacity from physician; retirement orders (providing entitlement to retired pay is established) or DD Form 214; DD Form 1300; certified death certificate; certification from the DVA of 100 percent disabled status; order awarding Medal of Honor; civilian personnel records, military personnel records, DD Form 93, SGLV 8286, SGLV 8285, SGLV 8714, unit training orders, TDY orders, training schedules, invitational travel orders and, DA Form 31 (Request Authority for Leave).

Duty status—whereabouts unknown (DUSTWUN)

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

Full-time coverage

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

Hostile casualty

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

Inactive duty training (IDT)

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

Initial active duty for training (IADT)

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

- a. Includes basic military training and technical skill training.
- b. Is required for all USAR or ARNG accessions. Active duty for special work (ADSW).
- c. Used when the purpose of the tour is to accomplish organizational mission, support, and administration, or for critical reserve component unique projects.
- d. Training for the individual Soldier is incidental.

Interned

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

Killed in action (KIA)

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

Missing

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

Missing in action (MIA)

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

Next of kin (NOK)

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

- a. Spouse.
- b. Natural, adopted, step, and illegitimate children (if acknowledge by the member or paternity/maternity has been judicially decreed.)
- c. Parents, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.
- d. Persons standing in loco parentis.
- e. Persons granted legal custody of the member by a court decree or statutory provision.
- f. Brothers or sisters, to include half-blood and those acquired through adoption.
- g. Grandparents.
- h. Other relatives in order of relationship to the member according to civil laws.
- i. If no other persons are available, the Secretary of the Military Department may be deemed to act on behalf of the member. In those cases involving missing service members found dead pursuant to 37 USC, the remarried surviving spouse should be notified when remains are recovered. Although the remarried surviving spouse has no blood relationship to the members, the prior marital relationship and the continuing interest in the members are the determining factors. The term remarried surviving spouse does not include one who obtained a divorce from the member or who remarried before a finding of death pursuant to 37 USC.

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

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 a person who was placed in a missing casualty status is dead.

Primary next of kin (PNOK)

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

Personnel Service Company (PSC)

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

Personnel Service Center/Division (PSC/PSD)

The personnel office which maintains an individual's Personnel Records

Posthumous promotion

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

Returned to military control (RMC)

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

Secondary next of kin (SNOK)

Any NOK other than the primary NOK.

Seriously wounded, injured, or ill (SI)

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

Service-connected

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

Terrorism

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

Total disability

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

Very seriously wounded, injured, or ill (VSI)

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

Unmarried spouse

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

Unremarried spouse

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

Wounded in action (WIA)

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused biological and chemical warfare

Annex D (Abbreviations and Glossary of Terms) to USACC Casualty SOP

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.