Checklist

- ☐ Prevent unauthorized disclosure of casualty information
- ☐ Prepare SIR/CCIR
- ☐ Notify/update the respective CAC supporting your region
- ☐ Verify and provide recent (within 1 year) DD93/SGLV or CDR's memo stating existing docs are current
- ☐ Coordinate with respective CAC to activate a CNO and CAO as required/necessary
- ☐ Verify authorization and process request to generate a posthumous promotion and posthumous awards
- ☐ Assign a SCMO and determine the PERE
- ☐ Prepare and send Letters of Sympathy/Condolence
- ☐ Provide an Escort of Soldier's remains to interment
- ☐ Conduct a Unit Memorial and invite eligible NOK
- ☐ Assign a 15-6 IO and LOD IO
- ☐ Coordinate all actions with supporting CAC and provide status of investigations every 30 days
- ☐ Report all combat casualties using DA Form 1156 as a guide to submit essential elements of information
- ☐ A Field Grade Officer must review all casualty information before submission to CAC/CMAOD
- ☐ Report Civilian and Family member casualties using the same reporting procedures as prescribed for Soldiers and direct the surviving Soldier to the local CAC

U.S. Army
Human Resources Command

Casualty & Mortuary Affairs Operations Division

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U.S. Army Commanders' Casualty Checklist

I WILL NEVER LEAVE A FALLEN COMRADE

The Commander's Quick Reference Guide to Casualty Processing

Tel: (800) 626 - 3317

U.S. Army Casualty Notifications

Main Procedures For Casualty Processing

The Mission

Record, verify, report, and process casualty information from unit level to CMAOD; notify appropriate individuals; and provide casualty assistance to the NOK.

"There is no more effective way of creating bitter enemies for the Army than by failing to do everything we can possibly do at a time of bereavement."

- GEN George Marshall

Non-Combat Fatalities

1. Before notification of a casualty, the Command must implement procedures to preclude unauthorized, unofficial notification from the casualty's unit to the Next of Kin (NOK).

2. Unit prepares a Serious Incident Report (SIR)/Commanders Critical Information Report (CCIR) with enough information for the Casualty Assistance Center (CAC) to process a casualty report. Report will focus on the 5Ws to provide as much information as possible to the CAC. When additional information becomes available, provide that information to the servicing CAC. The CAC generates the casualty report and sends to the Casualty and Mortuary Affairs Operation Division (CMAOD).

3. Unit confirms/provides Soldier's most recent DD Form 93 and SGLV coverage dated within one year. If not, unit provides a memorandum to CMAOD stating the documents are current.

4. Unit coordinates with CAC to provide a casualty notification officer (CNO) and casualty assistance officer (CAO) for local NOK. Supporting CACs will have responsibility for notification and assistance to NOKs located in their respective area of responsibility.

5. Although applicable, the Unit will not record Soldier's duty status as deceased in any Personnel Database (e.g., EMILPO). This function is completed at CMAOD.

6. Unit works the posthumous promotion if Soldier is eligible, and any posthumous awards, as merited.

7. Unit assigns a Summary Court Martial Officer (SCMO). The SCMO, in concert with the CAC and NOK, determines the Person Eligible to Receive Effects (PERE).

8. Unit leaders prepare and send letters of sympathy/condolence to NOK after notification to NOK is complete.

9. Unit provides escort to oversee the transfer of the Soldier's remains.

10. Unit conducts a Unit Memorial, inviting all eligible NOK (if memorial is at home station).

11. For operational/training related deaths, combat deaths and suicides, Unit assigns an Investigating Officer (IO) to conduct a formal 15-6 and Line of Duty (LD) investigation. There is no prohibition against using the same IO to conduct a separate investigation in conjunction with the conduct of a LD investigation. Operational/training related deaths, combat deaths and suicide investigations are briefed to the family by a Colonel, preferably the BDE CDR.

12. Unit coordinates all actions with the servicing CAC and provides investigation status updates every 30 days. All Command investigations must be redacted via JAG and/or FOIA prior to providing to NOK.

Combat Fatalities

1. Report all casualties via DA Form 1156 and enter data using DCIPS-CR. Casualty information is sent to the Contingency CAC within the theater.

2. Initiate SIR/CCIR IAW unit SOP.

3. Assign IO similar to Non-combat casualties.

4. Execute procedures similar to non-combat fatalities.

5. A Field Grade officer must review the casualty information to ensure completeness and accuracy.

6. Unit provides an escort to oversee the transfer of the Soldier from Dover Port Mortuary to place of interment. No escort required from theater to Dover (MILAIR pilot is the escort).

Illness or Injury (Seriously Injured (SI)/ Very Seriously Injured (VSI))

1. All hospitalizations must be immediately reported through the Chain-of-Command to the servicing CAC.

2. Include the 5Ws in initial reports (SIRs, CCIRs, Casualty Reports); provide supplemental reports as needed.

3. CAC sends casualty report to CMAOD. Under these circumstances, telephonic notification is authorized and will be conducted by the Unit within 2-hours of receiving the initial report. The Unit can defer to CMAOD to notify the NOK.

4. Under the advice of the attending physician, CMAOD can authorize up to three family members, according to the casualty's desire, to travel to the casualty's bedside.

Civilian Casualties

1. Report eligible (contingency operations, travel status, OCONUS, mobility agreement) DoD Civilian casualties to CMAOD using the same reporting process as used for Soldiers.

2. Eligible DoD Civilian casualties will receive the same mortuary care that a Soldier receives including Dignified Transfer at Dover if death was in connection with contingency operations (or if directed by the AFME.)

3. The notification team will consist of two military personnel, a CNO and Chaplain.

4. Initiate a CCIR report.

5. If overseas, host nation laws may assert jurisdiction and extend normal processing timelines.

Family Member Fatalities

1. Report Family member fatalities to CMAOD using the same reporting process as used for Soldiers.

2. Unit leaders should also report these fatalities to their local Emergency Services.

3. Direct the surviving Soldier to supporting CAC to process FSGLI and coordinate transportation and mortuary (if eligible).

Duty Status Whereabouts Unknown (DUSTWUN) and Excused Absence Whereabouts Unknown (EAWUN)

1. In a theater of operations and a Soldier/DoD Civilian or Contractor's duty status is unknown, report the individual as DUSTWUN (military) or EAWUN (DoD civilian). Unit will conduct a 15-6 investigation and provide a DD Form 2812 w/in 7 days.

2. When outside a theater of operations, if an involuntary absence cannot be determined from the facts, the person shall be reported AWOL. If an involuntary absence can be determined, unit will conduct a 15-6 investigation and provide the DD Form 2812 w/in 7 days.

References

1. AR 638-8, Army Casualty Program
2. DA PAM 638-8, Procedures For The Army Casualty Program
3. AR 638-2, Army Mortuary Affairs Program
4. AR 600-8-4, Line of Duty Investigations
5. AR 638-34, Army Fatal Incident Briefs
6. AR 15-6, Procedures for Administrative Investigations
7. AR 600-20, Command Policy
8. FM 1-0, Human Resources Support