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Army Regulation 600-10

Personnel—General

The Army Casualty System

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Department of the Army
Washington, DC
28 February 1985

This is the second printing of AR 600-10 as an UPDATE publication. It includes Change 1. As you can see, the change is already posted. The old material is struck through and the new material is underscored or tinted. This is meant to be a time saver for you as no time is wasted posting or wondering if you have all of the changes. You are ready to work when you receive this UPDATE.

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Send any suggestions for improving the overall UPDATE concept, by letter, to the return address shown on the wrapper of this regulation or call the Production Coordinator, SGM Michael W. Perry, at Autovon 221-6264 or Commercial (202) 325-6264.

The Editors

SUMMARY of CHANGE

AR 600-10
THE ARMY CASUALTY SYSTEM

New Change 1 provides additional guidance for the payment of the death gratuity (chap 6) and adds chapter 13 which gives the purpose, responsibilities, methods, and reporting requirements in the conduct of military inquests. Change 1 also makes minor administrative changes.

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The two techniques shown below are used to help readers identify new changes in administrative publications.

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Chapter 4 Hours of Duty

Section I General

4-1. Authority

Managers of activities employing NAFI personnel are authorized to establish and change the tours of duty of such employees in accordance with this regulation.

4-2. Explanation of terms

a. *Administrative Workweek.* A period of 7 consecutive calendar days designated in advance by the appropriate official.

b. *Basic workweek.* The days and hours within the administrative workweek for a full-time or for a part-time employee during which an employee is expected to be on duty. These hours may be scheduled as regular, irregular, or rotating tours of duty.

c. *Full-time tour of duty.* A basic weekly tour consisting of 40 hours of duty each week.

Chapter 4 Alcoholic Beverages

Section I Introduction

4-1. General

This chapter prescribes policies and procedures for the use, control, and sale of alcoholic beverages Army-wide.

4-2. Authority

Policies and procedures in this chapter are developed under the following authority:

a. Section 6, 1951 Amendments to the Universal Military Training and Service Act (65 Stat. 88, 50 USC, App. 473) and DOD Directive 1015.3-R concerning the use, control, and sale of alcoholic beverages on Army installations within the United States (which includes the District of Columbia) and Puerto Rico.

b. International treaties and agreements as they pertain to alcoholic beverages overseas.

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Personnel—General

The Army Casualty System

The original form of this regulation was first published on 15 October 1984.

This UPDATE publishes a new Change 1, which is effective 28 February 1985. The portions of the text that are revised by Change 1 are highlighted in this printing.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

DONALD J. DELANDRO
Brigadier General, United States Army
The Adjutant General

Summary. This regulation covers Army casualty reporting and notification and survivor assistance.

Applicability. This regulation applies to members of the Active Army, the Army National Guard, and the US Army Reserve.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation is prohibited without prior approval from

HQDA (DAPC-PEC), ALEX VA 22331-0400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is the Office

of the Deputy Chief of Staff for Personnel. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-PEC), ALEX VA 22331-0400.

Distribution. Active Army: A, USAR: A, ARNG: A.

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1-1. Purpose

This regulation prescribes policies and procedures for the operation of the Army Casualty System. These policies and procedures include casualty reporting, casualty notification, and survivor assistance.

1-2. References

Required and related publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Director, Personnel Plans and Systems, Office of the Deputy Chief of Staff for Personnel (DCSPER) is the Army Staff proponent for the Army Casualty System.

b. The Commanding General, U.S. Army Military Personnel Center will—

(1) Publish policies and procedures for the operation of the Army Casualty System.

(2) Insure that casualty reporting is accurate and timely.

(3) Insure casualty notification is accomplished without delay.

(4) Administer the Survivor Assistance Program.

(5) Maintain casualty data.

(6) Maintain the Record of Emergency Data master file.

c. Casualty area commanders (CACs) (listed in app B) will—

(1) Report casualties without delay.

(2) Submit completed casualty reports in the proper format.

(3) Notify next of kin (NOK) of the casualty.

(4) Furnish survivor assistance.

(5) Keep major Army commands (MACOMs) informed.

(6) Maintain liaison with local Veterans Administration (VA) hospitals regarding patients entitled to benefits of active duty (AD) service members.

(7) In fulfilling their responsibilities in casualty-related matters, CACs are authorized to task other commands within their designated areas of jurisdiction to provide support to include notifiers, survivor assistance officers (SAOs), special escorts, and funeral support.

d. Commanders of MACOMs will supervise the Army Casualty System within their commands to include prompt completion of any Line of Duty investigations according to AR 600-33.

1-5. Personnel requiring a casualty report

A casualty report will be required when any of the personnel listed in the categories below becomes a casualty.

a. All Army members on AD. This category includes members in an AD Guard/Reserve (AGR) status who are components

are Regular Army (RA), Army of the United States (AUS), Army National Guard of the United States (ARNGUS), or the US Army Reserve (USAR).

b. Army National Guard (ARNG) members (chap 10) who die while en route to or from or while participating in any of the following activities:

(1) Annual training (AT).

(2) Active duty for training (ADT).

(3) Full-time training duty (FTTD).

(4) Initial active duty training (IADT).

(5) Active duty support (ADS).

(6) Special active duty for training (SADT).

(7) Scheduled inactive duty training (IDT).

c. USAR members who die while en route to or from or while participating in AT, ADT, IADT, ADS, SADT, or IDT (chap 9).

d. Service members (SMs) who are en route to or from or at a place for final acceptance for entry on AD with the Army.

e. United States Military Academy (USMA) cadets.

f. Reserve Officers Training Corps (ROTC) cadets who are en route to or from or participating in flight instructions or summer camp.

g. Army members in absent without leave (AWOL) or deserter status.

h. Members of other US Armed Forces (para 3-10)(para 3-5).

i. Retired general officers of the Army.

j. Retired enlisted members who held the office of Sergeant Major of the Army.

k. Retired, separated, or discharged persons who die within 120 days of separation from the Army. This category includes persons on the Temporary Disability Retired List (TDRL). Army members who retired with 100 percent disability are reportable up to 1 year.

l. All other Army retirees including those covered under section 1331, title 10, United States Code.

m. Department of the Army (DA) and Department of Defense (DOD) civilian employees paid from appropriated funds who die during travel status or temporary duty (TDY) within the 50 States and the District of Columbia.

n. DA and DOD employees paid from appropriated funds who die while stationed outside the 50 States and the District of Columbia.

o. Dependents of DA and DOD civilian employees paid from appropriated funds who die while residing with the employee stationed outside continental United States (OCONUS) or while in transit to or from CONUS.

p. Other US civilians who die OCONUS and are—

(1) Nonappropriated fund employees of the DA.

(2) Contract field technicians.

(3) Visiting dignitaries.

(4) Representatives of DA-sponsored organizations (such as the American Red

Cross, the United Services Organization, and banking facilities).

(5) Citizens for whom local State Department officials have requested the overseas command to assume casualty reporting responsibilities.

(6) Contract representatives of the VA and the Department of Labor.

q. Family members located with their sponsor overseas and family members who die in CONUS when the sponsor (a above) is overseas. A NOK who is not a dependent but dies while visiting a sponsor overseas may be reported upon request of the sponsor.

r. Allied government personnel who die in CONUS (para 3-11)(para 3-6a).

s. Foreign military trainees who die in CONUS (para 3-12)(para 3-6b).

1-6. Reporting Army members attached to another Service

The reporting requirements of this regulation do not apply to Army members attached to another Service. Those members will be reported by that Service under its regulations.

1-7. Enemy prisoners of war under US Army control

This regulation does not apply to enemy prisoners of war (EPW) who are under the US Army's control. Such EPW are covered in AR 190-8.

1-8. Requirements control exemption

The reports, notifications, and verifications prescribed in this regulation are exempt from reports control action under AR 335-15, paragraph 5-2b(5).

1-9. Public release of casualty information

AR 360-5, chapter 3, gives guidelines for public release of casualty information. That regulation precludes public release of casualty information until the primary next of kin (PNOK) have been notified. Therefore, in cases where there is or may be news media or public interest, the CAC must insure that the public affairs officer concerned is advised when the PNOK has been notified.

1-10. Establishing the next of kin

a. PNOK. To establish the PNOK, follow the line of succession below.

(1) Spouse, even if a minor.

(2) Sons or daughters in order of seniority.

(3) Parent in order of seniority, unless legal custody was granted to another person by reason of a court decree or statutory provision. (The person to whom custody has been granted remains the nearest NOK although the individual has reached the age of majority.)

(4) Blood or adoptive relative who was granted legal custody of the person by reason of a court decree or statutory provision. (The person to whom custody has been granted remains the nearest NOK although

the individual has reached the age of majority.)

(5) Brothers and sisters in order of seniority.

(6) Grandparents in order of seniority.

(7) Other relatives in order of relationship to the individual and in accordance with the laws of the deceased's domicile.

(8) Persons in loco parentis. Seniority in age will control when the persons are of equal relationship.

b. Secondary next of kin (SNOK). The SNOK is any NOK other than the PNOK.

c. Adult next of kin (ANOK). The ANOK is the person who is the highest in the line of succession listed in a above. Normally, to be considered an ANOK, a person must have reached the age of 18, but a spouse who is a minor will be considered as the ANOK.

1-11. Report of Casualty

DD Form 1300 (Report of Casualty) is the official certificate of death issued by HQDA(DAPC-PES). Ten copies of the form are sent to the PNOK. This form may be used for any matter where proof of death is required.

Chapter 2 Casualty Reporting System

Section I Casualty Reporting and Types of Reports

2-1. General

The casualty report is the basis of providing information to the NOK concerning a casualty incident. The report will be complete, accurate, and timely; preparation of the report is discussed in chapter 3.

2-2. Types of casualty reports

The four types of casualty reports are initial (INIT), status change (STACH), supplemental (SUPP), and Progress (PROG). There is a fifth category that, although not technically a casualty report, is essential to the efficient operation of the Army casualty system. This category is a health and welfare report on personnel assigned to OCONUS or hostile areas. Sections II through V of this chapter describe the uses of these different reports.

Section II Initial (INIT) and Status Change (STACH) Casualty Reports

2-3. Description of reports

a. INIT casualty report. The INIT casualty report is the first report submitted on a person involved in any single casualty incident. Its purpose is to enter a reportable person into the casualty reporting system for each casualty incident.

b. STACH casualty report. The STACH casualty report shows that the casualty status of a previously reported person has

changed from one major category of casualty to another (para 2-4b).

2-4. When to submit INIT and STACH reports

a. INIT casualty reports will be required when a person listed in paragraph 1-5 is involved in any single casualty incident.

b. STACH casualty reports will be required only when a reported person's status changes from—

(1) Missing to dead (chap 8).

(2) Missing to returned to military control (chap 8).

(3) Wounded, injured, or ill to dead.

(4) Wounded, injured, or ill (hospital care not required) to any category in which hospital care is required.

(5) Whereabouts unknown to any other category.

c. The casualty reporting activity will advise the supporting Criminal Investigation Division (CID) activity of any noncombat death where medical authorities cannot determine that the death resulted from natural causes. The casualty reporting activity will include this fact in item 70 of the casualty report.

2-5. Reporting a person as dead

a. A person will be reported as dead only when one of the situations below occurs.

(1) Remains have been recovered and have been positively identified as those of the person in question.

(2) Remains have been recovered that have not been positively identified but are believed to be those of the person in question based on the following circumstances:

(a) The person can be established, without question, as having been involved in the casualty incident.

(b) There were no known, suspected, or possible survivors of the incident.

(3) Remains have not been recovered, but conclusive evidence of death exists ((2) above applies). Situations do occur where reasonable conclusive evidence of death exists at the time of the casualty incident or shortly thereafter. In such cases, the commander exercising general court-martial authority will, within 48 hours after submission of the death report, appoint an officer to obtain statements from witnesses having knowledge of the casualty incident. The appointed officer will document the facts and circumstances surrounding both the death of the person and the nonrecovery of his or her remains. Statements and information obtained, together with a narrative summary prepared by the appointed officer, will be sent through casualty reporting channels to HQDA(DAPC-PES), ALEX VA 22331, so as to arrive within 30 days after the death report is submitted.

(4) Remains have not been recovered and the person has been reported in a desertion status. Then the Commanding General, US Army Enlisted Records and Evaluation Center (CG, USAEREC), after fully researching, reviewing, and documenting all

facts and circumstances surrounding the unauthorized absence, may officially change the desertion status to deceased.

b. Infant or fetal deaths occurring overseas will be reported only in cases where military medical authorities have issued a death certificate. Infant or fetal deaths occurring in CONUS will be reported only if the sponsor wants HQDA(DAPC-PES) to make notification overseas or if the sponsor is stationed in an oversea command.

2-6. Determination of date of death

When all available evidence does not establish the actual date of death, the latest date on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it is established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death, the last day of the month will normally be selected as the date of death. However, when the person was absent with authority at the time of disappearance and there is no evidence of unauthorized absence or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. (This selection is made so that the person will not be unjustifiably considered AWOL on the date of death.) If the report of death shows an abnormal length of time between the date a person was reported absent and the date selected as the date of death, the circumstances on which the selection of the latter date was based will be included in item 70 of the report.

2-7. Reporting a person as "whereabouts unknown"

a. When the commander, after a casualty incident, is uncertain as to a person's status, the commander will report the status as "whereabouts unknown—supplement will follow." The purpose of this status is to permit enough time for the responsible commander to investigate the facts available regarding the person's status (AR 15-6, chap 4).

b. "Whereabouts unknown" is an interim status and is not intended to eliminate any requirement for reporting a person as a casualty. Before submitting a casualty report using this status, reporting commanders will telephonically coordinate the case with HQDA(DAPC-PES).

c. Once a person has been reported in this status, certain SUPP reports (chap 8) will be required.

2-8. Reporting a person as wounded, injured, or ill

a. A person reported as wounded, injured, or ill will be further identified in one of the categories listed below. Medical authorities will make this identification; medical facility commanders will establish procedures for medical authorities to identify all patients promptly. The categories are—

(1) Very seriously wounded, injured, or ill (VSI).

(2) Seriously wounded, injured, or ill (SI).

(3) A special category (SPECAT) patient.

(4) Not SI; hospital care required.

(5) Not SI; hospital care not required. If a person is placed in this category as the result of a battle wound or injury, it must be indicated whether he or she was—

(a) Treated and held at a medical facility for less than 24 hours.

(b) Treated and returned to duty.

b. SPECAT reporting (AR 40-2) is used for certain patients whose NOK need to be given information regarding the patient's condition, even though the patient is not classified as VSI or SI. These are patients who have—

(1) Sustained a severe injury, such as loss of sight or limb.

(2) Sustained a permanent and unsightly disfigurement of a portion of the body normally exposed to public view.

(3) Contracted an incurable fatal disease and have limited life expectancy.

(4) Developed an established psychotic condition.

(5) Developed a condition that may require extensive medical treatment and hospitalization.

(6) Been released from duty, under the provisions of AR 635-40, for a psychiatric condition and whose medical officer considers notification of the NOK appropriate. In these cases, written permission of the patient to notify the NOK is obtained, provided the patient is capable of deciding whether or not he or she wishes to give written permission.

(7) Been paralyzed.

(8) Developed a medical condition that is not classified as VSI or SI but makes them unable to communicate with their NOK. (For example, the patient is comatose.) Patients in this category will be reported only if the PNOK is located away from the immediate area of the patient.

c. When the person being reported has sustained a head wound or injury, the extent of eye and brain damage will be included in the casualty report. If there is no eye or brain damage, or if the extent of such damage cannot be determined, this information will be shown in the report.

Section III Supplemental (SUPP) Reports

2-9. Purpose of SUPP reports

SUPP reports are used to provide additional information to an initial report or to correct information previously submitted.

2-10. SUPP reports for missing persons

SUPP reports for a person in a missing status will be submitted only when additional information indicates the person's status may change from—

a. Missing to dead.

b. Missing to returned to military control.

c. Missing to any other status listed in paragraph 8-3b.

Section IV Progress (PROG) Reports

2-11. Purpose of PROG reports

PROG reports will be used to report the medical progress of hospitalized wounded, injured, or ill personnel in a VSI, SI, or SPECAT category. In most cases, when a person becomes a casualty, the NOK are located at some considerable distance from the person, particularly during the early and usually the most critical period of the person's medical treatment. As a result, the NOK are unable to obtain information regarding the person's status through their own resources. The PROG report is designed to furnish the NOK with information that they would normally acquire if they were physically present at the medical facility. Note that when the presence of the NOK overseas is considered necessary to the recovery of a VSI patient, HQDA(DAPC-PEC) may issue an invitational travel order (ITO). (See para 6-6 for details.)

2-12. When PROG reports are required

a. When there are NOK to be notified who are not present with the VSI, SI, or SPECAT patient, PROG reports will be furnished at 5-day intervals. PROG reports will also be made when, because of the incident or the patient involved, greater concern on the part of the news media or the Army Staff can be expected (chap 4, sec I). (Exception: PROG reports are not required on family members, DA civilians, or retirees. If a sponsor is overseas and CONUS NOK are to be notified, only an INIT casualty report is required. HQDA(DAPC-PEC) will advise the CONUS NOK to contact the sponsor for any additional information and progress. When the patient is in a CONUS hospital and the PNOK (normally the spouse) is present and the SNOK (normally the parents) are also in CONUS, additional notification is not required unless there is an indication that NOK are not being notified of the patient's progress.)

b. In addition to the PROG reports in a above, PROG reports will be furnished immediately when—

(1) The patient is evacuated from one OCONUS hospital to another OCONUS hospital or evacuated to CONUS from an OCONUS hospital. Along with the regular PROG report (para 2-14) will be information regarding date of evacuation and destination.

(2) The patient arrives at a new hospital after evacuation involving a major movement (such as from Korea to Japan). Along with the regular PROG report will be a complete admitting diagnosis.

(3) A change occurs in the patient's status to VSI or SI.

2-13. Termination of PROG reporting requirements

a. For VSI or SI patients, PROG reports will be terminated when the patient's name is removed from the VSI or SI list.

b. For SPECAT patients, PROG reports will be terminated as follows:

(1) For a patient located in CONUS, PROG reports will be terminated after the third report, providing the patient is capable of rationally communicating with his or her NOK.

(2) For a patient who is located outside of CONUS and has suffered some permanent impairment (such as loss of a major extremity), PROG reports will be terminated when the patient is evacuated to CONUS or to another overseas area where the NOK is located.

(3) For a patient who is located outside of CONUS and who has sustained some temporary impairment (such as burns), the PROG report will be terminated after the third report, providing the temporary limitation no longer exists and the patient is capable of communicating with the NOK.

c. For a special interest case, after the third report unless otherwise indicated by HQDA(DAPC-PEC).

2-14. Content of PROG reports

a. Control. Each PROG report will deal with only one patient and will be sequentially numbered for control purposes.

b. Details. Reporting commands will insure that all relevant details about the health, well-being, and medical progress of patients are included.

(1) As a minimum, the following information will be included:

(a) Medical progress.

(b) Prognosis.

(c) Morale.

(d) Current and anticipated treatments, to include surgical operations (type and whether or not successful).

(e) Additional and terminal diagnosis.

(f) Anticipated period of hospitalization.

(g) Evacuation to either CONUS or another overseas hospital.

(2) In addition, any information that might reduce the anxiety of the NOK will be included. Examples are—

(a) State of consciousness.

(b) Degree of alertness.

(c) Whether the patient is taking nourishment.

(d) Whether the patient is ambulatory.

(e) Type of diet.

(f) Whether patient is on life support equipment (type of life support equipment and medical status).

(3) Also include the address of the Patient Administration at the hospital where the patient is located. If an ITO has been issued to the NOK (para 6-6), each PROG report will indicate that the NOK is or is not in the command. Departure of NOK from the command will also be reported.

c. Final PROG reports. These reports will be clearly identified as final.

Section V Health and Welfare Reports

2-15. Purpose of health and welfare reports

a. Most health and welfare reports are generated at the request of the NOK as a result of a person having been—

- (1) A casualty, but not injured severely enough for the NOK to have been notified.
- (2) Hospitalized or medically evacuated.
- (3) The subject of a hoax (para 2-17).

b. All requests for a health and welfare report that are not casualty related will be referred to Commander, US Army Military Personnel Center (MILPERCEN) (HQDA(DAPC-EPA-P), ALEX VA 22331), for enlisted personnel and to Commander, MILPERCEN (HQDA(DAPC-OPP-M), ALEX VA 22332), for officer personnel.

2-16. Health and welfare reports, hostile areas

a. All inquiries regarding the health and welfare (status reports (STATREP)) of personnel who are located in OCONUS or hostile areas or who have been evacuated to a nonhostile area as a result of service in a hostile area will be referred to HQDA(DAPC-PEC). This referral is intended to eliminate multiple inquiries when the information requested is readily available in Headquarters, Department of the Army (HQDA). It is in no way intended to usurp the prerogative of the American Red Cross.

b. In referring health and welfare inquiries to HQDA, the following information is required:

(1) Name, rank, social security number (SSN), and organization of the person being reported.

(2) Name, address, telephone number, and relationship of the person initiating the inquiry.

(3) Specific reason for requesting a health and welfare report.

c. Upon receipt of STATREP information from the oversea command, HQDA(DAPC-PEC) will appropriately respond to the initiator of the inquiry.

2-17. Health and welfare reports, hoax cases

Inquiries about the health and welfare of a person may be made by the NOK who have been furnished questionable casualty information by an unofficial source. All commanders need to be alert to these hoax cases and must refer them immediately to HQDA(DAPC-PEC).

a. The same information listed in paragraph 2-16b is required. In addition, the following information will be furnished:

(1) Claimed type of casualty (such as dead or missing).

(2) Method by which the NOK was informed.

(3) Such other available information about the case as may be readily available.

b. HQDA(DAPC-PEC) will process hoax cases as follows:

(1) HQDA(DAPC-PEC) will notify commanders that the person about whom they are requested to furnish information is the subject of a known or suspected hoax. This notification will be accomplished with the utmost dispatch, telephonically if possible.

(2) Upon receipt of clarifying information from the oversea command, HQDA(DAPC-PEC) will respond to the initiator of the request.

Chapter 3 Preparing and Sending Casualty Reports

3-1. Security classification

a. Generally, casualty matters are unclassified, but they are assigned the protective marking of "FOR OFFICIAL USE ONLY" (FOUO) per AR 360-5. In cases other than missing status, these markings may be removed after verification that the NOK has been notified. A case on a person in a missing status will remain marked FOUO until the person is returned to military control or until his or her status is changed to deceased or to any other status listed in paragraph 8-3b.

b. In some cases, certain information needed to complete the casualty report may be classified. In such cases, the procedures below will apply.

(1) An INIT report containing the unclassified basic data will be prepared and dispatched with the protective marking "FOR OFFICIAL USE ONLY."

(2) Each item that requires a classified entry will contain the comment: "CLASS—SUPP REPT FOLLOWS."

(3) A properly classified SUPP report will be prepared and dispatched.

3-2. Dispatch of reports

a. Casualty reports will be sent by electrical means without delay unless circumstances dictate otherwise (chap 4), Table 3-1 contains the addresses of where to send casualty reports.

Table 3-1
Addresses for casualty reports

Category of person: All reportable Persons
Casualty status: Wounded, injured or ill
Action: CDRMILPERCEN ALEX VA /DAPC-PEC (See Note 2)
DA WASH DC /DAMO-SSA
Other info addressees required by reporting COMD (See Note 2)
Information: (See Note 1)
Other ACTION addressees required by reporting COMD (See Note 4)
DA WASH DC /DASG-PSC-A (See Note 5)
DA WASH DC /DACS (See Note 5)
Reporting CAC Appropriate MACOM

Category of person: All reportable persons EXCEPT US Army retired, separated, or discharged.

Casualty status: Dead, missing, or returned to military control
Action: CDRMILPERCEN ALEX VA /DAPC-PEC
CDR USARPAC STL MO /AGUZ-LT (See Note 6)
Commander of Casualty Area in which NOK resides (See Note 7)
DA WASH DC /DAMO-SSA (See Note 8)
CDRMILPERCEN ALEX VA /DAPC-PED-D
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
CDR USAFAC FT BEN HARRISON IN /FINCP-BG DEPT 363 (See Note 9)
Other info addressees required by reporting COMD (See Note 4)
DA WASH DC /DAMI-ZA (See Note 10)
DIA 6-c, WASH DC (See Note 10)
DA WASH DC /DASG-PSC-A
DA WASH DC /DACS (See Note 11)
DA WASH DC /DAPE (See Note 12)
CDR USASC FT RUCKER AL /PESC-D
State Adjutant General (See Note 4)
Supporting CID (See Note 4)
Reporting CAC Appropriate MACOM
Casualty status: AWOL & Deserters
Action: CDRMILPERCEN ALEX VA /DAPC-PEC
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN /FIHCM-A
CDR USAEREC FT BEN HARRISON IN /PCRE-RD
Other ACTION addressees required by reporting COMD
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
CDR USAFAC FT BEN HARRISON IN /FINCP-BG DEPT 363
Other info addressees required by reporting COMD

Category of person: Retired general officers and retired enlisted men who have held position of Sergeant Major of the Army.
Casualty status: Dead
Action: CDRMILPERCEN ALEX VA /DAPC-PEC
CDRRCPC STL MO /AGUZ-PSA-C
Commander of Casualty Area in which NOK resides (See Note 7)
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN /FIHCM-A
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
Other info addressees required by reporting COMD
DA WASH DC /DASG-PSC-A
DA WASH DC /DACS
Reporting CAC Appropriate MACOM

Category of person: Retired, separated, or discharged person who dies within 120 days. Those persons retired with 100% disability are reportable up to one year (includes persons on TDRL)
Casualty status: Dead
Action: CDRMILPERCEN ALEX VA /DAPC-PEC
CDRRCPC STL MO /AGUZ-PSA-C
Commander of Casualty Area in which NOK resides (See Note 7)
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN /FIHCM-A
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
Other info addressees required by reporting COMD
Reporting CAC Appropriate MACOM

Category of person: All other retired persons (includes persons on TDRL)
Casualty status: Dead
Action: CDR USARPAC STL MO /AGUZ-LT
CDRRCPC STL MO /AGUZ-PSA-C
Commander of Casualty Area in which NOK resides (See Note 7)
CDRMILPERCEN ALEX VA /DAPC-PED-D
CDR USAFAC FT BEN HARRISON IN /FIHCM-A
Information: (See Note 1)
CDR USAFAC FT BEN HARRISON IN /DEPT 92
DA WASH DC /DAMI-ZA
State Adjutant General (For National Guard only)
Reporting CAC Appropriate MACOM

Notes:
1. Information addressees will not accomplish any notification action solely on the basis of casualty report.

2. To be included ONLY if notification at HQDA is required (chap 5) or if the casualty is the result of hostile action. If CONUS NOK of family members, retirees, and DAC are to be notified, only an initial report is required. HQDA will advise NOK to contact the SM for any additional information. Alaska and Hawaii are considered overseas for retirees.

3. For individuals who become casualties while away from their permanent station, the CAC having jurisdiction over the unit of assignment will be an action addressee (para 8-9)(para 3-4). For those individuals who become casualties while en route PCS, the CAC having jurisdiction over the new unit of assignment will also be an action addressee.

4. The State Adjutant General will be an information addressee on all casualty reports pertaining to APRNG personnel of that State. The supporting CID activity will be an information addressee when medical authorities cannot determine that a noncombat death resulted from natural causes (para 2-9)(para 2-4c).

5. To be included ONLY for general officer casualties.

6. CDR RCPAC ATTN: AGUZ-LT will be an information addressee for all USAR on active duty in an AGR (Active Duty Guard/Reserves) personnel.

7. This address will be included ONLY for casualties occurring in CONUS.

8. To be included ONLY for foreign national students who become casualties in CONUS (para 8-11)(para 3-6).

9. Do not include USAFAC as an information addressee on reports of civilians who die overseas.

10. To be included ONLY for missing (DELAY, PUNCH, TARRY, INERT, VIGOR, BLEAK, STRAY) or returned to military control (BRICK).

11. To be included on initial reports ONLY for O-8's and above.

12. To be included on all initial reports; supplemental reports on general officers ONLY.

b. Casualty messages processed through military communications facilities to or from oversea destinations will be assigned an "IMMEDIATE" precedence. Messages originating from a CONUS CAC to HQDA will be assigned a "PRIORITY" precedence unless HQDA is requested to make notification. In these instances, the "IMMEDIATE" precedence will be used.

c. In the event of condition MINIMIZE, data will continue to be transmitted by electrical means or by telephone.

d. Military communications facilities transmitting a casualty message will request a report of delivery from HQDA(DAPC-PEC) using the "Z" signal. The "Z" signal will only be used for INIT or STACH reports. The "Z" signal will not be used on casualty messages transmitting SUPP or PROG reports. Messages not acknowledged within 24 hours after dispatch will be retransmitted at the same time they are being traced by the originator.

3-3. Preparing a report

a. Casualty report codes. The codes to be used in casualty reports, along with their meanings, are listed in table 3-2.

Table 3-2
Casualty report codes (See note 1)

Item 01
Report item and entries: 01. Type of Report Initial report Code: INIT
Report item and entries: Status change report Code: STACH
Report item and entries: Supplemental report Code: SUPP
Report item and entries: Progress report Code: PROG

Item 03
Report item and entries: 03. Casualty status Died before reaching a medical facility (use also for dead on arrival (DOA)) Code: ETHER
Report item and entries: Died after reaching a medical facility Code: HINGE
Report item and entries: Died as a result of injury or illness while participating in training activities Code: COACH
Report item and entries: Captured by a hostile force Code: DELAY
Report item and entries: Missing in action Code: PUNCH
Report item and entries: Detained in a foreign country Code: TARRY
Report item and entries: Unknown Code: UNDET
Report item and entries: Interned in a foreign country Code: INERT
Report item and entries: Besieged by a hostile force Code: VIGOR
Report item and entries: Besieged by a hostile force Code: BLEAK
Report item and entries: Missing nonbattle Code: STRAY
Report item and entries: Returned to US military control from a prior status of battle missing (DELAY, PUNCH, INERT, VIGOR, or BLEAK) Code: BRICK
Report item and entries: Returned to US military control from a prior status of nonbattle missing (TARRY, STRAY, OR UNDET) Code: TRACE
Report item and entries: Very seriously wounded, injured, or ill (VSI) Code: SMITE
Report item and entries: Seriously wounded, injured, or ill (SI) Code: GAVEL
Report item and entries: Special category patient (SPECAT) Code: DRIVE
Report item and entries: Not SI; hospital care required Code: FRIAR
Report item and entries: Not SI; treated at a medical facility and returned to duty within 24 hours Code: ABBOT
Report item and entries: Not SI; treated and returned to duty Code: VICAR

Item 38
Report item and entries: 38. Vehicular Involvement Ground vehicle Code: WHEEL
Report item and entries: Watercraft Code: WATER
Report item and entries: Fixed-wing aircraft Code: FIXED
Report item and entries: Rotary-wing aircraft Code: ROTOR

Report item and entries: Unable to classify (explain following code word) Code: UNCLAS
Report item and entries: More than one type involved (list each following code word) Code: MULTI
Report item and entries: No vehicular involvement Code: NONE
Item 40
Report item and entries: 40. Ownership of vehicle Commercial Code: COML
Report item and entries: Contract (Government contract) Code: CONTR
Report item and entries: US Government-owned (includes military vehicle) Code: USGOVT
Report item and entries: Private Code: POV
Report item and entries: Other (specify following code word) Code: OTHER
Report item and entries: Multiple ownership (list following code word) Code: MULTI

Item 47
Report item and entries: 47. Inflicting force Enemy Code: ENEMY
Report item and entries: Allied Code: AMIGO
Report item and entries: US forces Code: BUDDY
Report item and entries: Other (specify following code word) Code: OTHER

Item 51
Report item and entries: 51. Medical progress Making normal improvement Code: AGATE
Report item and entries: Convalescing Code: BIBLE
Report item and entries: Not making normal improvement Code: CRIMP
Report item and entries: Condition remains the same Code: STALE
Report item and entries: SI (not SI or VSI last report) Code: RISKY
Report item and entries: Complication classified as serious after battle wound Code: RHINO
Report item and entries: Sinking rapidly Code: ROGUE
Report item and entries: Removed from SI list and not placed on VSI list Code: WRITE
Report item and entries: Released from hospital Code: ERECT
Report item and entries: SI (previously VSI) Code: PROVE
Report item and entries: VSI (previously SI) Code: IMPEL

Report item and entries: SI or VSI and evacuated or transferred (enter date and place to which evacuated following code word)
Code: BROKE

Report item and entries: Removed from VSI or SI list and will be evacuated to the United States
Code: SCRAM

Report item and entries: Evacuated to the United States (enter date following code word)
Code: EVENT

Item 55

Report item and entries: 55. Types of additional pay
Incentive pay, parachute
Code: PUMAS

Report item and entries: Incentive pay, demolition
Code: DEMON

Report item and entries: Incentive pay, aerial flight (crewmember)
Code: ANGLE

Report item and entries: Incentive pay, aerial flight (noncrewmember)
Code: FAULT

Report item and entries: Special pay, foreign or sea duty
Code: FORGE

Report item and entries: Special pay, Medical, Dental, or Veterinary Corps officer
Code: MEDIC

Report item and entries: Special pay, diving duty
Code: DIVER

Report item and entries: Special pay, proficiency
Code: PROOF

Report item and entries: Hostile fire pay
Code: POWER

Report item and entries: Multiple (show types following code word)
Code: MULTI

Report item and entries: Incentive or special pay, other (specific type following code word)
Code: GLOBE

Item 64

Report item and entries: 6764. Payment of death gratuity
The reporting command has possession of the decedent's personal financial record (PFR) and death gratuity will be paid by the finance and accounting officer (FAO) directly to the surviving lawful spouse or designated natural parents; state which.
Code: WILLPAY

Report item and entries: The reporting command has possession of the decedent's PFR and payment of the death gratuity to the lawful spouse or designated natural parents is authorized. However, direct payment by the reporting command is not practical due to the location of the spouse or designated natural parents
Code: PAYAUTH

Report item and entries: The reporting command has possession of the decedent's PFR and there is no known surviving spouse
Code: NOSPOUSE

Report item and entries: The reporting command does not have possession of the decedent's PFR
Code: NOPFR

Report item and entries: Other (specify following code word)
Code: OTHER

Item 68

Report item and entries: 68. Line of duty status
Investigation required
Code: DOUBT

Report item and entries: No investigation required
Code: DANDY

Item 69

Report item and entries: 69. Status of remains
NOK has custody of remains and is arranging disposition
Code: RAVEN

Report item and entries: Remains individually identified; disposition will be accomplished as directed by the NOK
Code: READY

Report item and entries: Remains individually identified and will be interred in an overseas cemetery
Code: COVER

Report item and entries: Remains have been recovered with others. They are not individually identifiable and will be shipped to the United States or, if in the United States, to a national cemetery as directed by the appropriate authority
Code: UNITE

Report item and entries: Remains have been recovered with others. They are individually identifiable and will be interred in an overseas cemetery in a group burial
Code: AUGUR

Report item and entries: Remains have been recovered that are believed to be those of the individual in question. The remains are pending individual identification
Code: DETER

Report item and entries: Remains not recovered
Code: RENOR

Note:

1. Only the report items that have codes are listed in this table.

b. Casualty report items. There are 70 possible items of information involved in casualty reporting. Table 3-3 lists instructions for completing these items.

(1) Not all of these items will be necessary for a particular casualty report. To determine which items are required, refer to table 3-4.

(2) If an item is required by table 3-4 for a particular report and the information is—

(a) Negative, state "NO" or "NONE."

(b) Classified, follow the procedure in paragraph 3-2.

(c) Unknown, state "UNK SUPP TO FOLLOW."

(3) If an item is not required, the item and the item number will be skipped.

(4) Casualty report items 38 through 51 will be emphasized for accuracy and full disclosure. The information in these items will be provided to the NOK so they will be informed of the facts surrounding the person's death.

c. Format of reports. A standard subject line, "SUBJ: CASUALTY REPORT," will be included in each report. Sample reports showing the correct format are shown in figures 3-1 through 3-4. These samples are included only to show the format of the report and will not be used to determine which items are necessary for a particular report.

Table 3-3 Instructions for completing casualty report items

Report item 01: Type of report
Instruction: Enter the proper code for the type of report prepared (table 3-2).

Report item 02: Type of casualty
Instruction: Enter "BATTLE," "NONBATTLE," or "UNK."

Report item 03: Casualty status
Instruction: Enter the code from table 3-2 that reflects the current casualty status of the person.

Report item 04: Report number
Instruction:
a. INIT and STACH reports. Each agency submitting reports to DA will establish, on a calendar-year basis, a sequential numbering system for INIT and STACH report. Enter the current number in this item.
b. SUPP reports. Enter the number of SUPP reports (including this one) submitted on the person. For example, if this was the fifth SUPP to the INIT report submitted on the person, the correct entry would be "5."
c. PROG reports. Enter the number of PROG reports submitted on the person, including this one, in the same manner as for SUPP reports.

Report item 05: Previous casualty status
Instruction: Enter the code that was contained in item 03 of the INIT report submitted on the person.

Report item 06: Previous report number
Instruction: Enter the report number contained in item 04 of the INIT report submitted on the person.

Report item 07: Reporting unit identification
Instruction: Enter the name of the command, agency, etc., submitting the report, followed by that unit's identification code (UIC), if applicable.

Report item 08: Category of individual
Instruction: Enter "MILITARY," "CIVILIAN," "RETIRED/REFRAD (released from active duty) WITHIN 120 DAYS," "FAMILY MEMBER," or "FGN NATL" as appropriate. State if decedent had a dual status such as a retired DOD civilian.

Report item 09: Social Security Number (SSN) and Army Service Number (ASN), if any
Instruction: Enter the reported person's SSN and repeat it. State if the person had no SSN or if the SSN is unknown. Add ASN if any and repeat it.

Report item 10: Name/Name
Instruction: Enter the reported person's last name, first name, and middle name—not initials—and repeat it. State if first and middle names are initials only. Include "Jr.," "Sr.," "III," etc., when applicable.

Report item 11: Sex
Instruction: Enter the reported person's sex.

Report item 12: Race
Instruction: Enter the reported person's race: "RED" (American Indian), "YELLOW" (Asian/Mongolian), "BLACK" (Negroid or African), "WHITE" (Caucasian), or "OTHER."

Report item 13: Date and place of birth
Instruction: Enter the reported person's date of birth using two positions each for year, month, and day (such as "751231"). For place of birth, enter city (if no city enter county) and State for CONUS; town and country if OCONUS.

Report item 14: Citizenship
Instruction: Enter the reported person's country of citizenship. Do not use abbreviations.

Report item 15: Rank
Instruction: Self-explanatory.

Report item 16: Component
Instruction: Enter the reported person's component, using "RA," "USAR," "AUS," or "ARNG."

Report Item 17: Organization and station of assignment.

Instruction: Enter the reported person's organization down to company level, followed by the UIC of the unit, if applicable.

Report Item 18: Duty MOS

Instruction: Enter the reported person's duty military occupational specialty (MOS). This entry will consist of only five digits in all cases (warrant officers and enlisted personnel). If the person does not have a special qualification identifier, enter a "0" (zero) in the position normally occupied by the identifier. For officers, enter the Officer Personnel Management System specialty skill identifier.

Report Item 19: Date commenced tour

Instruction: Using the format shown in item 13, enter the date the person commenced a tour in a hostile fire zone or an area authorized overseas pay. If the person was serving on an extension of a normal tour, the date should be followed by an X (such as "720120X").

Report Item 20: Branch (officer only)

Instruction: Enter the appropriate branch code or management group.

Report Item 21: Source of commission

Instruction: Enter "USMA," "ROTC," "OCS" (Officer Candidate School), "USAR," etc.

Report Item 22: Rank of sponsor

Instruction: Self-explanatory.

Report Item 23: Name of sponsor

Instruction: Enter the last name, first name, and middle name of the sponsor. Include "Jr," "Sr," "III," etc., when applicable.

Report Item 24: Relationship of casualty to sponsor

Instruction: Enter the relationship of the casualty to the sponsor.

Report Item 25: SSN of sponsor

Instruction: Enter the SSN of the sponsor.

Report Item 26: Organization of the sponsor

Instruction: Enter the organization of the sponsor. No UNC is necessary.

Report Item 27: Date of retirement/REFRAD

Instruction: Enter the date of retirement or REFRAD using the format shown in item 13.

Report Item 28: On TDRL at time of death

Instruction: Enter "YES" or "NO." If yes, state percentage of disability.

Report Item 29: Date placed on TDRL

Instruction: Enter date placed on TDRL using format shown in item 13. Reportable up to 1 year if 100 percent disabled.

Report Item 30: Continuously hospitalized from date of retirement

Instruction: Enter "YES" or "NO."

Report Item 31: Legal residence or home of record (HOR)

Instruction: For military persons, enter the HOR and ZIP code. For DOD civilians, enter actual residence and official station (at time of appointment) claimed in transportation agreement. State if there was no transportation agreement.

Report Item 32: Date and place of last entry on AD

Instruction: Using the format shown in item 13, enter the date and place of last entry.

Report Item 33: Source of pay

Instruction: For civilians listed in paragraph 1-5m, enter "AFE" for appropriated fund employees, "NAF" for nonappropriated fund employees, or "OTHER."

Report Item 34: Employer identification

Instruction: Enter the specific employer of the person.

Report Item 35: NOK to be notified

Instruction: Enter the full name, relationship, complete address (including ZIP code), and telephone number of the NOK to be notified. If the NOK is an SM, include his or her SSN. State if the parents are deceased or there are none.

Report Item 36: NOK already notified

Instruction: Enter data as in item 35 for NOK already notified, but omit telephone number.

Report Item 37: DD Form 93 dates

Instruction: Enter the date of preparation of DD Form 93, a slash, and the date of the latest review. If the review date is the same as the preparation date, repeat the preparation date.

Report Item 38: Vehicular involvement

Instruction: Enter the code from table 3-2 that reflects the vehicular involvement. If none, so state.

Report Item 39: Type of vehicle

Instruction: Enter the specific type of vehicle involved (such as automobile or train).

Report Item 40: Ownership of vehicle

Instruction: Enter the code from table 3-2 that reflects the ownership of the vehicle.

Report Item 41: Position aboard vehicle

Instruction: Enter the person's specific position aboard the vehicle.

Report Item 42: Duty status at time of incident

Instruction: Enter "DUTY," "LEAVE," "PASS," "AWOL," "OFF DUTY," "HOSPITALIZED," etc. If AWOL or dropped from rolls (DFR), include the date placed in that status.

Report Item 43: Date-time group or incident

Instruction: Enter the date-time group in local time.

Report Item 44: Place of incident

Instruction: Enter city, county, and State or country where the incident occurred. When reporting a battle casualty, include the grid coordinates. If the location is classified, so state, and indicate that a classified SUPP report will follow.

Report Item 45: Activity at time of incident

Instruction: For battle casualties, enter the general mission of the person's unit. In all cases, describe the person's activity at the time of the incident.

Report Item 46: Circumstances

Instruction: Enter what happened. Report the facts. If circumstantial evidence exists that cannot be confirmed, include it, but clearly show where fact ends and supposition begins. Provide as much information as possible, but do not delay reports pending accumulation of details.

Report Item 47: Inflicting force

Instruction: Enter code from table 3-2.

Report Item 48: Diagnosis

Instruction: For VSI, SI, and SPECAT patients enter complete diagnosis (to include all injuries or ailments) in nontechnical language. Do not use medical abbreviations. The description of injuries will include causes and circumstances. The information reported is subject to extensive scrutiny by the NOK and their family physician. Be certain to report complete information and proper identification, such as to right or left. If there are burns on face, so state.

Report Item 49: Place hospitalized

Instruction: Enter both the hospital identification and the hospital location.

Report Item 50: Complete mailing address

Instruction: Enter the complete current mailing address of the reported person, to include ZIP code or APO.

Report Item 51: Medical progress and prognosis

Instruction: Enter the code from table 3-2 that reflects the person's medical progress. Also enter a detailed narrative statement (para 2-14) indicating the medical progress, dates placed on or removed.

from the VSI or SI list, period of hospitalization, evacuation plans, etc. On all VSI reports include a statement as to whether the SM is or is not on life support and the type (such as respirator). Include name and commercial phone number of attending physician.

Report Item 52: Survivor assistance to be furnished

Instruction: Enter "YES" or "NO." If yes, enter name, complete mailing address, and duty and home telephone numbers of the survivor assistance officer (SAO.)

Report Item 53: PEBD/BASD

Instruction: Using the format shown in item 13, enter the person's pay entry basic date (PEBD) followed by his or her basic active service date (BASD).

Report Item 54: Amount of basic pay

Instruction: Enter the specific amount of basic pay using the official military pay table.

Report Item 55: Type of additional pay

Instruction: Enter the code from table 3-2 that reflects the type of additional pay. If none, so state.

Report Item 56: Religious preference

Instruction: Enter the specific denomination as stated in personnel records. If none, state "NONE STATED."

Report Item 57: Received religious ministrations

Instruction: Enter "YES," "NO," or "UNK."

Report Item 58: Decorations and awards

Instruction: Enter all decorations and awards, using the abbreviations found in AR 310-50.

Report Item 59: Officially recommended or selected for promotion

Instruction: Enter "YES," "NO," or "UNK."

Report Item 60: Date recommended or selected

Instruction: For O-1's, O-2's, W-1's, and W-2's, enter the date of the DA Form 78 (Recommendation for Promotion of Officer) (AR 624-100). For enlisted personnel, enter the date of the approved selection list on which the person's name appears or the date recommended by his or her commander (For E7 to E9, include the sequence number.)

Report Item 61: Rank to which recommended

Instruction: Enter the specific rank to which recommended.

Report Item 62: Held higher rank or grade

Instruction: Enter "YES" or "NO." If yes, state highest rank or grade held and branch and dates during which grade was held.

Report Item 63: Servicemen's Group Life Insurance (SGLI) data and DD Form 93 with VA Form 29-8286

Instruction: Enter amount of SGLI in force, beneficiary designations, and settlement options, if any. Enter date forms were forwarded to HQDA(DAPC-PEC) and date of forms. Enter dates and periods of time lost due to AWOL during current period of enlistment (for enlisted personnel) or tour of AD (for officers). Such periods will include military and civilian confinement. If there is more than one period, separate them with semicolons. If the person was scheduled for AT, ADT, IADT, ADS, SADT, or IDT, enter the inclusive dates (and times for IDT).

Report Item 64: Death gratuity data

Instruction: Enter appropriate code from table 3-2.

Report Item 65: Line of duty status

Instruction: Enter "DANDY" if no investigation is required; otherwise enter "DOUBT."

Report Item 66: Date-time group of death

Instruction: Enter the date-time group of death using local time.

Report Item 67: Place of death

Instruction: Enter city and State or country where death occurred. If death occurred in a hospital, include the name and location of the hospital.

Report Item 68: Cause of death

Instruction: Enter the specific medical diagnosis and cause of death, using diagnostic nomenclature. In cases where the person was previously reported as wounded, include a notation to that effect. If an autopsy is being performed, indicate the name and address of the medical treatment facility performing the autopsy.

Report Item 69: Status of remains

Instruction: Enter the code from table 3-2 that reflects the status of the remains. If member dies overseas and remains are in custody of local national authorities, show this fact in item 70. Also show anticipated date the remains will be under US military control.

Report Item 70: Remarks

Instruction: Use this item for reporting data not recorded elsewhere. If none, so state. Include any information needed to clarify preceding items; to explain corrections or additions; for requesting an invitational travel order (ITO); to report other persons involved in the same incident; to advise whether the remains are pending positive individual identification, and so on. (For family members, indicate if sponsor desires notification.) If the SM is not married, include the birth dates of both parents if available. If the report is on the death of a general officer in active service, a retired general officer or lieutenant general, or an SM who holds or has held the position of Sergeant Major the Army, include date, time, and location of funeral; date, time and location of interment; a statement that surviving NOK information on the DD Form 93 is correct; the PNOK's desires regarding expressions of sympathy, contributions, or memorials; and a statement that PNOK does or does not consent to release of preceding information in an HQDA Army-wide message, announcing the death of the concerned person. If noncombat death and medical authorities cannot determine that death resulted from natural causes, state name, address, and telephone numbers of CID activity that was advised of the death.

3-4. Reporting persons away from their station of assignment

When a person becomes a casualty while away from his or her permanent station (such as away on leave), the CAC in whose area the casualty occurs will submit the casualty report. Since the CAC may not be able to supply all the required items of information, the following instructions apply:

a. An INIT casualty report containing the items of information available will be submitted to the—

- (1) Normal addressees (table 3-1).
- (2) CAC responsible for the area in which the person's permanent station is located.
- (3) Commander of the person's permanent station.

b. Upon receipt of the casualty report, the CAC responsible for the area in which the person's permanent station is located will obtain personal data from his or her commander. The CAC will then submit that data, in the form of a SUPP report, to the original addressees and to the CAC that submitted the INIT casualty report.

c. The CAC that submitted the INIT casualty report will monitor the case to insure that a SUPP report is submitted.

3-5. Reporting members of other US Armed Forces

When a person from another Service becomes a casualty and the sponsoring Service

is not nearby, the command who would submit a report for Army personnel will handle the initial reporting. The format for these reports is the same as when reporting Army personnel. However, the commander will include the title of each item of information in the report (table 3-3) since the other Service may not have a copy of this regulation. The commander will address the reports for the Service as follows and include HQDA(DAPC-PEC) as an information addressee:

a. For the US Air Force—AFMPC/MPC Randolph AFB TX and HQ AFAFC/Lowry AFB CO/RPBC.

b. For the US Navy—Commander, Naval Military Personnel Command, (NMPC-122/NMPC-672), WASH DC.

c. For the US Marine Corps—CMC WASH DC (MSPA-1)

d. For the US Coast Guard—Commandant, US Coast Guard, WASH DC/G-PS-1/TP 41

3-6. Reporting deaths of foreign personnel in the continental United States

a. Personnel of allied governments. When personnel of allied governments die in CONUS, the commander in the area where the casualty occurred will provide the responsible CAC the information needed to prepare the casualty report. The CAC will submit the report to HQDA(DAPC-PEC). HQDA(DAPC-PEC) will relay the casualty information to the Assistant Chief of Staff for Intelligence, Foreign Liaison Directorate Protocol Branch, HQDA-(DAMI-FLP), WASH DC 20310.

b. Foreign military trainees. When a foreign military trainee under the Security Assistance Training Program dies in CONUS, the casualty will be reported per AR 12-15, paragraph 2-17.

3-7. Reporting deaths of civilians residing overseas

CACs (except those in Hawaii, Alaska, and Puerto Rico) will provide copies of all INIT casualty reports for deaths only to the nearest American embassy or consulate. These reports will be submitted for the personnel listed in paragraph 1-5i through o, their family members, and the family members of AD personnel.

3-8. Reporting Army general officers and Sergeants Major of the Army

a. Casualty reports on personnel in the categories below will have additional information (b below) included in item 70 "Remarks" of the casualty report. HQDA(DAPC-PEC) will use this information in an Army-wide message announcing the death of these personnel).

- (1) Any general officer in active service, or a general or lieutenant general in a retired status.
- (2) Any past or present Sergeant Major of the Army.

b. The additional information required will be as follows:

(1) Date, time, and location of funeral.

(2) Date, time, and location of interment.

(3) Statement that the surviving NOK identified on DD Form 93 (Record of Emergency Data) (chap 11) is correct. If the identified NOK is not correct, the correct information will be furnished in item 70 "Remarks."

(4) The PNOK's desires concerning expressions of sympathy, contributions, or memorials.

(5) Statement that the NOK does or does not consent to release of the preceding information by HQDA(DAPC-PEC) in an Army-wide message announcing the death of the person concerned.

c. The INIT report will not be delayed if this information is not immediately available, but a SUPP report will be submitted as soon as this information is available.

**Chapter 4
Casualty Reporting Under Specified Circumstances****Section I****Special Interest Casualty Matters****4-1. Description of special interest casualty matters**

Certain casualty matters, because of the nature of the incident or because of the person involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters:

- a. Multiple casualty events.
- b. Unique or bizarre incidents resulting in a casualty that can be expected to generate news interest.
- c. Any casualty incident involving a person subject to special interest (except when the person received outpatient treatment for an illness and was not held for observation). Persons subject to special interest include—

- (1) AD general officers and general officer designees.
- (2) Retired general officers.
- (3) Officers commanding battalions or units of similar size and responsibility in hostile fire areas.
- (4) Field grade officers in advisory positions in hostile fire areas.
- (5) Past or present Sergeants Major of the Army.
- (6) Any Government official or public figure who becomes a casualty while under Army sponsorship.
- (7) Returned prisoners of war on AD.
- (8) Other persons who have been identified by HQDA(DAPC-PEC) as subject to special interest.

4-2. Reporting special interest casualty matters

a. Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the

fastest possible method (normally telephone) to HQDA(DAPC-PEC). This advance report is designed primarily to alert casualty personnel of the casualty incident. It will not be delayed pending accumulation of complete and detailed information.

b. Unless advised otherwise, all STACH and SUPP reports pertinent to special interest casualty matters will be relayed by the fastest possible method (normally telephone) to HQDA(DAPC-PEC).

c. PROG reports will be required every 5 days, even though the patient is not listed in the category of SI. The submission of these PROG reports may be terminated after the third report, unless otherwise indicated by HQDA(DAPC-PEC).

d. An abbreviated casualty report may be submitted on persons subject to special interest (para 4-1c). As a minimum, the abbreviated report will include the name, rank, SSN, and organization of the person and the circumstances surrounding admission to the hospital (including dates and times). It will also contain hospital diagnosis, place hospitalized, and the name, relationship, and address of the NOK who have been or are to be notified. When a person subject to special interest is placed on the VSI, SI, or SPECAT list, chapter 3 will apply. In these cases, a casualty report will be submitted containing all information required in table 3-4.

e. Additional reporting requirements for special interest casualty matters are as follows:

(1) All telephonic reports will be confirmed by electrical message.

(2) All reportable persons involved in a multiple casualty event will be reported, regardless of desire or severity of the illness or of the wounds or injuries sustained.

(3) Decisions by persons not to have their NOK notified will not be honored, unless overriding considerations exist concerning the health and well-being of either the reported person or his or her NOK.

(4) If HQDA(DAPC-PEC) considers it appropriate, it may direct that the NOK of the person involved in special interest casualty matters be notified without regard to normal hours of notification.

Section II Casualty Reporting Duties During Civil Disturbances

4-3. Responsible reporting organizations

a. Major commands.

(1) The CAC in whose area the civil disturbance occurs will assist the task force commander in all aspects of casualty reporting. They will monitor all casualty reports received from the task force commander and process these reports as required in paragraph 4-5.

(2) Major commanders from whose area Active Army personnel are deployed will provide the task force commander with trained personnel to perform the casualty reporting function.

b. Installations. Installation commanders from which Active Army units and/or personnel are deployed will process casualty reports per paragraph 4-5.

c. Task forces. Task force commanders will establish a casualty reporting unit as an integral organizational element of the task force. This duty will involve—

(1) Instituting effective procedures to make sure the casualty information flows quickly from elements of the task force to the task force casualty reporting unit.

(2) Establishing immediate communication for casualty reporting purposes. This communication will be established with the commander in whose area the task force is deployed, the commander from whose area Active Army personnel are deployed, and the home unit commander of National Guard and Reserve personnel.

4-4. Categories of casualties to be reported during a civil disturbance

A casualty report is required when either ARNG personnel called into active Federal service or Active Army or USAR personnel deployed with the task force or located in the task force's area of operation are—

a. Dead.

b. In a missing status (that is, in one of the categories of the Missing Persons Act).

c. VSI or SI.

d. Injured or wounded (regardless of degree of severity) as a direct result of sniper fire, mob action, or individual rioters.

e. In an unknown or undetermined status.

4-5. Reporting procedures

a. AD personnel.

(1) When reporting AD personnel, the task force commander will telephonically report the casualty to the installation commander from which the person was deployed. This telephonic report will be confirmed by electrical message.

(2) The installation commander will obtain the required personal information and provide the CAC commander with the information to prepare a casualty report.

(3) The CAC commander will then submit the casualty report to HQDA (DAPC-PEC). Information copies will be provided to the commander in whose area the installation is located, the commander in whose area the disturbance is occurring, the unit commander of the person, and the task force commander.

(4) The installation commander will notify the NOK according to chapter 5.

b. ARNG and USAR personnel.

(1) Reports on ARNG and USAR members called into active Federal service will be submitted as follows:

(a) The task force commander will telephonically report the casualty to the member's home unit commander. The unit commander will obtain the required personnel information and submit a telephonic report to the CAC commander in whose area

the disturbance is occurring. Telephonic reports will be confirmed by written message using the quickest means.

(b) The CAC commander will submit a casualty report to HQDA(DAPC-PEC) and will notify the NOK according to chapter 5. The State Adjutant General will be an information addressee on all ARNG casualty reports submitted to HQDA.

(2) Extreme caution must be exercised during the initial 24-hour period after ARNG personnel are called into active Federal service. Casualties sustained while ARNG personnel were under State control, but are reported after the ARNG is called into Federal service, must be reported through ARNG channels. However, all questionable casualties in terms of time of the incident will be reported through Active Army channels.

4-6. Statistical data

The task force commander will compile, record, and develop statistical data on all casualties. The casualties will be listed by type (dead, missing, or wounded), to include those that are nonreportable. The recording of statistical data will commence when the operation starts and will continue until the operation ends. The recorded data will be kept readily available for reporting when requested by HQDA(DAPC-PEC). The information will be available to other commands on a need-to-know basis.

Section III Casualty Reporting Under Other Specified Circumstances

4-7. Casualty reporting during hostilities

Commanders will prepare and periodically review procedures for casualty reporting to determine how effective and responsive these procedures will be during hostilities. Plans for a casualty reporting system during hostilities must include and provide for—

a. A method of collecting casualty data within the area of operation. The method will include using DA Form 1155 (Witness Statement on Individual) and DA Form 1156 (Casualty Feeder Report).

b. A means of verifying the casualty status of a person by comparing casualty information with military personnel records. Such records include DD Form 93, strength reports, military police and straggler reports, prisoner of war (PW) reports, medical treatment facility admission and disposition reports, graves registration and mortuary interment reports, and intelligence information reports.

c. A mass casualty reporting system.

d. The maintenance of a master casualty file.

e. The maintenance of statistical data on casualties.

f. The preparation of letters of sympathy, condolence, and concern.

g. The timely determination of line of duty status for nonbattle casualties.

h. The disposition of personnel records.
l. The provision of cutoff and disposition instructions for casualty files (AR 340-18-7).

4-8. Casualty reporting during movement by military air or sea to or from overseas commands

Casualties occurring in the air or at sea while traveling to or from an overseas command will be reported by the commander responsible for submitting casualty reports per NAVMILPERMAN 15560 or AFR 30-25 and under the regulations of the governing Service. If an Army member becomes a casualty, the commander is required to transmit the report by an "IMMEDIATE" precedence message to CDR, HQDA ALEX VA//DAPC-PEC//.

4-9. Casualty reporting during field exercises

a. Actual casualty reports. When maneuvers or major exercises of division-size or larger units are conducted, the maneuver or exercise director or the designated Army representative will establish a central agency. This central agency will prepare and process for the responsible CAC the reports on actual casualties incurred during the exercise.

b. Simulated casualty reports. Simulated casualty reporting during field exercises is essential as a training device that adds depth and realism to command exercises. Special care and handling of such simulated reports are required to insure that exercise messages remain within the exercise channels. AR 105-31, paragraph 2-44, will be closely followed.

4-10. Casualty reporting during an attack on the continental United States

a. When the military is employed to support civil defense operations, the proper CAC commander will send civil defense reports to the Commander, US Army Forces Command, Fort McPherson, GA 30330 (AR 500-70). These civil defense reports will include the number of casualties of both military and civilian personnel.

b. The CAC commander will send the casualty information required by this regulation to HQDA(DAPC-PEC) and other designated headquarters, by any means, as soon as the tactical situation permits.

4-11. Reporting the death of enemy prisoners of war in US Army custody

The camp commander, hospital commander, or other officer charged with the custody of the enemy prisoner of war (EPW) before the EPW's death will comply with AR 190-8.

4-12. Casualty reporting of civilian internees in US Army custody

When a civilian internee in US Army custody dies or becomes seriously ill because of injury of disease, the camp or hospital commander will comply with AR 633-51.

Chapter 5 Notification of Next of Kin (NOK)

Section I Identifying NOK, Responsibility for Notification, and Personnel Resources Used

5-1. Manner of notifying NOK

The NOK will be notified promptly in an appropriate, dignified, and understanding manner. (See DA Pam 608-33, fig 1-1, for guidance on making personal notifications.)

5-2. Identifying NOK to be notified

The SM has on file a completed DD Form 93 listing certain NOK. These NOK will be notified if the SM dies, is missing, or unable to express his or her desires after becoming ill. However, if the SM is SI or VSI and is responsive, he or she should be asked whether those NOK listed on DD Form 93 should be notified. Following the SM's desires unless circumstances dictate otherwise.

5-3. Responsibility for notification

a. The primary responsibility for notifying the NOK rests with one of the persons listed below when the casualty occurs in their area of responsibility.

- (1) Casualty area commander.
- (2) Major overseas commander.
- (3) Senior Army representative.
- (4) State Adjutant General (for ARNG personnel when death occurs during IDT (chap 10).

b. When the casualty occurs in a CAC's area but the NOK resides in another CAC's area, the casualty information required to make personal notification will be re-assigned telephonically between the two concerned CACs.

c. When the casualty occurs in CONUS and the NOK resides OCONUS, the casualty information needed to notify the NOK will be sent by immediate message to HQDA(DAPC-PEC). HQDA(DAPC-PEC) will then assume responsibility for notifying the NOK residing OCONUS and for requesting disposition instructions for the remains. (See AR 638-40, para 4-4b(1)(b) for information on sending these disposition instructions to the installation concerned.)

d. When the casualty occurs overseas and the NOK resides in CONUS, the responsible overseas CAC commander or senior Army representative, as appropriate, will send the casualty report by immediate message to HQDA(DAPC-PEC). HQDA(DAPC-PEC) will then assume responsibility for notifying the NOK.

e. When the casualty occurs in one overseas command and the NOK resides in a different overseas command, the CAC commander or senior Army representative in the command where the casualty occurs will send the casualty report by immediate message to HQDA(DAPC-PEC). HQDA will then assume responsibility for notifying the NOK and for requesting disposition instructions for the remains. (See AR 638-40,

para 4-4b(2)(c) for information on sending these disposition instructions to HQDA(DAPC-PEC), ALEX VA 22331.)

f. When 4 hours have lapsed with no indication that the NOK has been notified, follow-up action will be taken. The commander responsible for notification will explain to HQDA(DAPC-PEC) the reason for the delay and describe those actions that have been initiated to preclude further delays. The time limits established for notification may have to be adjusted due to distances involved or other conditions, such as adverse weather.

5-4. Selecting casualty notifiers

a. With a few exceptions (b and c below), all officers, warrant officers, and senior enlisted personnel in grades E7, E8, and E9 may be used to notify NOK. (This group may include personnel assigned to DOD or joint agencies and activities, USAR advisers, ARNG advisers (with the concurrence of the responsible State Adjutant General), and ROTC instructors.) As much as possible, officers will be used as the designated representatives of the Secretary of the Army in personally notifying NOK. When officers cannot be used, senior enlisted personnel in grades E7, E8, and E9 will be used. The grade of the notifier will be at least as high as that of the casualty. When the PNOK is also a SM, the rank of the notifier will be at least as high as the PNOK's.

b. The personnel listed below may not be used as notifiers.

(1) Persons assigned to the US Army Recruiting Command and US Army Military Enlistment Processing Command (except from personal notification only).

(2) Students at military or civilian schools.

(3) Military intelligence personnel and other personnel whose duties do not require them to wear the uniform.

(4) Chaplains (precluded by AR 165-20). However, this policy does not preclude chaplains from accompanying the notifier to provide solace to the bereaved NOK when needed.

c. Members of the Army Medical Corps may notify the NOK when the NOK is present at the place of death. However, these members will not be used otherwise in the personal notification system, except under unusual circumstances or as outlined in paragraph 5-20. Medical Service Corps officers may be used, except those precluded in AR 40-1, paragraphs 2-3 and 2-16.

Section II Notifying NOK of Deceased and Missing Personnel

5-5. NOK to be notified

Personal notification will be made to the PNOK and SNOK of all deceased and missing persons for whom casualty reports are required (para 1-5), except for the NOK of separated personnel. Personal notification will be made to the PNOK of separated and retired personnel only when these personnel

become a casualty overseas and the PNOK is located in CONUS, or vice versa.

5-6. Notification information

The notifier will pass to the NOK the information contained in items 38 through 51 of the casualty report. However, judgment will be exercised to preclude passing gory or embarrassing details. When additional information is required (such as an unknown address of another NOK), the initial notifier will attempt to obtain the required data.

5-7. Known medical condition of the NOK

If an NOK has a known condition that could require the presence of a physician during notification, the following guidelines apply:

a. The family physician should be consulted first, and notification should be made in the manner recommended by him or her. Also, the family physician may accompany the notifier. If the family physician cannot be identified, any physician licensed to practice in the area where notification is to be made may accompany the notifier.

b. An Army physician will not accompany the notifier in these cases. However, an Army physician may be consulted for advice if he or she has been treating the person to be notified.

5-8. Hours of notification

Notification will be made with urgency. Except when the NOK is physically present at the place of death, personal notification will be done during the local time periods from 0600 hours to 2200 hours. However, notification between HQDA and other commands will be on a 24-hour-a-day, 7-days-a-week basis. This basis will provide enough time to relay instructions and to select an Army representative to conduct the personal notification to the NOK.

5-9. Method of passing casualty information

a. Method of communication.

(1) In CONUS. In CONUS, telephones will be used exclusively to hasten the dissemination of casualty notification information to and from HQDA, CACs, and CONUS installations. The Automatic Voice Network (AUTOVON) will normally be used; however, if delay is experienced, commercial facilities will be used.

(2) Oversea areas. Telephones will be used between commanders, when possible, to insure rapid dissemination of casualty notification information. Electrically transmitted messages may be used when telephonic communication is not available.

b. Proofing casualty information. During telephonic communication, the receiver of the information will read it back and will

spell phonetically the names and addresses to prevent errors.

5-10. Personal notification

a. The PNOK, children not residing with the PNOK, children by a previous marriage, parents, and beneficiaries listed on the DD Form 93 will be personally notified. If the sponsor and the family member become casualties at the same time and are unable to express their desires, the NOK of the family member and the sponsor will be personally notified.

b. The PNOK will always be notified first unless all efforts to contact or locate him or her have been unsuccessful. Then the SNOK will be personally notified and asked the whereabouts of the PNOK.

c. The SNOK who resides near the PNOK will be personally notified by the same representative.

5-11. Conflicting evidence

If, after notification, evidence is presented that casts doubt on a report of death or missing status (such as a letter from the person dated after the date of the casualty incident), an immediate telephonic inquiry through casualty reporting channels will be made and confirmed by electrical message. The command in which the casualty occurred will verify the person's status and will provide an explanation through casualty reporting channels. The NOK will be advised personally of the results of the inquiry.

5-12. Written notification to the secondary next of kin

When the sponsor of a deceased child wants his or her in-laws or grandparents notified of the death, or when the SM specifically asks that a person be notified other than the PNOK or those listed in paragraph 5-2 above, notification will be made by telegram, mailgram, or certified or similarly controlled letter. To accomplish this, a commercial telegram or mailgram will be filed at the nearest access point. In oversea areas where no dependable commercial telegraph system exists, a certified or similarly controlled letter will be sent. The commander or the commander's designated representative will sign this letter.

5-13. Confirming personal notification

a. Except when the NOK was physically present at the place of death, every personal notification will be promptly confirmed using a commercial telegram or mailgram (figs 5-1 and 5-2). Parents living together will receive only one confirmation message. Confirmation messages will not request instructions from the NOK regarding disposition of remains. That matter will be handled in a separate message (AR 638-40).

b. A firm 45-day address for the NOK will be verified by the notifier to insure that the confirmation message and other correspondence will be properly addressed. If an address cannot be obtained, the notifier will report this fact to the CAC directing notification.

c. The confirmation message will be sent by the organizations or persons listed below.

(1) For CONUS casualties, the CAC commander in whose area the casualty occurred will send the confirmation message.

(2) When the NOK is located overseas, the MACOM or senior Army representative will send the confirmation message.

(3) When the NOK is in CONUS and the casualty occurred overseas or vice versa, HQDA(DAPC-PEC) will send the confirmation message.

d. Under no circumstances will a confirmation message be sent to the NOK until verification has been received that the NOK has been personally notified.

e. A confirmation message to the PNOK will not be delayed, except when parents live together and only one parent has been personally notified. In these instances, since only a single confirming telegram is sent, it will be delayed until the other parent has been notified.

f. In oversea areas where a dependable, commercial telegraph system is not available, confirmation messages may be mailed. These messages may be sent by a certified or similarly controlled letter signed by the responsible commander or a designated representative. If the NOK will depart from the oversea command within 7 days, this type of confirmation is not necessary.

g. If a confirmation message is sent and factual information is later received that differs from that provided to the NOK, personal notification of these facts will be made and followed by a confirmation message.

5-14. Deviations from prescribed procedures in notifying the NOK

a. It is important that the NOK be spared the shock of learning unofficially of the casualty through public information sources. Therefore, the following deviations from prescribed procedures will apply:

(1) When a danger exists that specific casualty information may be released by the news media before the NOK can be personally notified (due to time and distance), the commander responsible for notification may make exceptions to insure the PNOK is notified. These exceptions may include lifting the restriction on hours for notification (para 5-8), using the telephone or telegram for notification, and so on.

(2) When there is a strong likelihood that the NOK may learn of the casualty through unofficial sources due to a delay in reporting, the responsible commander may approve telephonic or other means of notification to the NOK.

b. When a SM dies in a hospital, the hospital commander will use the specific notification procedures requested by the NOK who is present at the time of death.

5-15. Adverse medical reaction caused by notification

Should an NOK suffer an adverse medical reaction that is directly attributable to a casualty notification, PROG reports will be required.

a. If an NOK is hospitalized, a daily status report will be required until the person is released or until HQDA advises otherwise.

b. If an NOK is treated by a physician, but remains at home, a onetime status report will be required within 24 hours. Should the NOK's condition worsen and hospitalization becomes necessary, daily status reports will be submitted as in a above.

5-16. When the NOK cannot be determined or located

If there is no record of a person to be notified and the NOK cannot be determined locally, any information that may help in finding the NOK will be immediately relayed to HQDA(DAPC-PEC).

Section III Notifying the NOK of Reportable Wounded, Injured, or Ill Personnel

5-17. NOK to be notified

NOK of the following categories of wounded, injured, or ill personnel will be notified.

- a. VSI.
- b. SI.
- c. SPECAT.
- d. Not SI (battle).
- e. Not SI (nonbattle) and subject to special interest.

5-18. Responsibility for notification

a. Primary responsibility for notification rests with the officials listed below.

(1) In CONUS, it rests with the commander of the military medical facility in which the casualty is located, or with the military commander having administrative responsibility for the nonmilitary medical facility in which the casualty is located.

(2) In oversea commands, it rests with the commander of the major oversea command within whose area of responsibility the casualty is located.

(3) In other areas, it rests with the senior Army representative.

b. When the responsible hospital commander cannot notify the NOK, the casualty information will be relayed to the CAC. The CAC will send a casualty report by immediate message to HQDA(DAPC-PEC). HQDA(DAPC-PEC) will then assume responsibility for notifying the NOK when the casualty occurs in—

(1) CONUS and the NOK to be notified resides outside CONUS, or vice versa.

(2) An oversea command and the NOK to be notified resides in a different oversea command.

5-19. Methods of notification

a. When a person is in a military hospital and classified as VSI, personal notification of the PNOK by the attending physician or appropriate professional members of the hospital staff is encouraged. Sometimes weather, time, distance, and limited resources will require the use of the telephone. In cases where the PNOK is not located

nearby, a commercial telegram will be sent from the nearest access point to accomplish initial notification.

b. If a newsworthy person is hospitalized and it is possible that the PNOK may learn of the incident through other than official sources, notification will be made by the quickest means.

c. In all other cases, unless HQDA directs otherwise, the responsible commander will notify the NOK (PNOK and SNOK) by a commercial telegram or mailgram sent in a timely manner at the nearest access point.

5-20. Notification desires of the casualty victim

a. Since notification normally will not be made to the NOK of persons listed as "not SI (battle)—hospital care not required, treated and returned to duty," these persons may elect, at the time of treatment, to have their NOK officially notified. When this option is exercised, a statement to that effect will be included in the remarks section of the casualty report.

b. A person may list on his or her DD Form 93 the NOK that are not to be officially notified when the person becomes a casualty. This decision will be honored unless the person is subject to special interest (para 4-1), or his or her wound, injury, or illness is so severe that notification appears appropriate.

5-21. Notification information

The NOK will be notified of the information contained in items 38 through 51 of the casualty report and paragraph 2-10. All facts should be fully disclosed to lessen the concern and anxiety of the NOK. Required SUPP reports and notifications, including PROG reports, will be provided. In addition, HQDA(DAPC-PEC) or the commander responsible for notification will provide the NOK with the telephone number of the responsible office where additional information may be obtained.

Chapter 6 Casualty Assistance Program

Section I General

6-1. Objectives of the program

The objectives of the casualty assistance program are to—

- a. Assist the PNOK during the period immediately following a casualty.
- b. Eliminate delay in settling claims and paying survivor benefits to the NOK.
- c. Assist the PNOK in other personnel-related personal affairs.

6-2. Persons entitled to assistance

a. The PNOK of the persons described below are entitled to an SAO.

(1) All persons listed in paragraph 1-5(a) through (k).

(2) ARNG personnel who die or become missing while on AD during a civil disturbance.

(3) Retired members of the Army who die (para 6-12).

b. While the casualty assistance program provides assistance to the PNOK, advice and guidance may be provided to other NOK based upon the situation encountered. (However, this statement does not mean an SAO will be appointed.) Some of the most common situations where assistance will be furnished are when—

(1) The children of a deceased or missing SM, but who are not the PNOK, need help.

(2) HQDA issues an ITO to the NOK when applicable (para 6-6).

(3) Separated or discharged persons who die within 120 days after discharge or separation. In this case, assistance is provided only to verify the death and to provide the CAC with the information needed to submit a casualty report.

c. When two or more persons at different addresses should be provided assistance, it may be necessary that more than one commander provide it. Coordination in these cases must be carefully accomplished.

d. When both parents die or are incapacitated or unavailable and their minor children are being returned to CONUS, a responsible person will be designated to accompany the children to their final destination (JTR, Vol I, N6400).

e. Assistance will not be provided to the NOK of those personnel who die while in a desertion status. However, the NOK will be given a telephone number for a point of contact until the CG, USAEREC, makes the final determination as to whether an person was indeed a deserter. When an AWOL or a desertion determination has been made by the CG, USAEREC, and submitted to HQDA(DAPC-PEC), it will be relayed to the appropriate commander in the area nearest the NOK.

6-3. The role of the casualty area commander

a. The CAC in whose area the PNOK is located will extend casualty assistance.

b. The CAC may delegate or assign casualty assistance cases to—

- (1) Commanders of his or her command's installations and activities.
- (2) Units assigned to other commands within his or her geographic area of responsibility that are located near the residence of the NOK.
- (3) USAR component activities.
- (4) National Guard advisor groups.
- (5) ROTC instructor groups.
- (6) USAREC.
- (7) Corps of Engineers.
- (8) Army personnel assigned to DOD or joint agencies and activities. These personnel may also be used in the casualty assistance program.

6-4. The role of senior Army representatives

When the NOK is located in an area outside the CONUS that is not assigned to any US military command, the senior Army representative will be responsible for casualty assistance under this regulation. Senior Army representatives will develop casualty assistance programs before attempting to meet any specific casualty requirement to prevent delays and the assignment of inexperienced persons as SAOs.

6-5. Assignment and transfer of assistance cases

When the PNOK relocates before survivor assistance actions are completed, the assistance case will be reassigned as stated in a below. The losing CAC responsible for survivor assistance will promptly notify HQDA(DAPC-PEC) concerning such movement.

a. Listed below are actions to be taken when the PNOK moves from a CAC's area of responsibility:

(1) Movement from one area in CONUS to another. In this case, the losing CAC will telephone the gaining CAC and give them the specifics of the case and what assistance has already been rendered. The losing CAC will then send the complete case to the gaining CAC.

(2) Movement from one overseas area to another, from overseas to CONUS, or from CONUS to an overseas area. In this case, the losing CAC will notify HQDA(DAPC-PEC) by telephone before the move and then follow up with a message. The message will include whatever information is necessary to provide a smooth transition in giving survivor assistance to the NOK. Also, the message will include the NOK's time of departure, estimated time of arrival, mode of travel, and address at destination.

b. When assistance will be needed at intermediate points en route to the final destination, the losing CAC will send a message to all persons concerned, giving the NOK's itinerary and the assistance needed. BLUE BARK procedures will be followed when appropriate. (AR 59-120 gives BLUE BARK procedures.)

6-6. Invitational travel orders (ITO) for NOK

a. HQDA(DAPC-PEC) may issue an ITO to the PNOK and one other member of the family of a VSI or injured SM or DOD civilian employee if—

(1) The attending physician and the commander of a medical treatment facility consider the presence of the NOK as medically necessary and will contribute to the recovery of a VSI patient.

(2) The SM is serving an unaccompanied tour.

(3) The SM is hospitalized in an overseas area and the NOK are in CONUS, or vice versa.

b. Other restrictions on issuing ITOs are as follows:

(1) Travel to a hostile fire area will not be authorized.

(2) An ITO request made by a NOK or on behalf of a NOK does not comply with the criteria in a above and will not be favorably considered.

(3) All personnel are cautioned not to commit the Army to issuing an ITO before HQDA approval.

(4) An ITO for NOK of captured, missing, or detained personnel may be approved by HQDA as outlined in DOD 4515.13-R.

c. The CAC will review the request for an ITO to make certain it meets the criteria in a above. The CAC will then send the request by IMMEDIATE precedence message or telephone (confirmed by followup message) to HQDA(DAPC-PEC). Each request will contain the following information:

(1) The NOK's name, address, and relationship to the patient.

(2) Statement that the attending physician and the medical facility commander deem the NOK's presence to be medically necessary.

(3) Passport and visa requirements for the NOK.

(4) Instructions on what the NOK is to do upon arrival (such as contact the staff duty officer).

(5) Information concerning the availability of Government quarters and dining facilities.

(6) Estimated cost per day for each NOK while they are present in the command.

(7) Type of weather the NOK should expect to encounter and type of apparel to be worn (such as apparel for spring weather or summer weather and so on).

d. Once an ITO is issued, the following restrictions apply:

(1) Government transportation will be provided to the NOK only from the US aerial port of embarkation (APOE) to the overseas aerial port of debarkation (APOD) and return.

(2) All other travel expenses (food, lodging, transportation to APOE or APOD, etc.) must be paid by the traveler.

e. Information on sending and completing reports on NOK travel is listed below.

(1) The appropriate APOE or CAC will send an IMMEDIATE precedence message to the command the NOK will be visiting and include all appropriate information addresses, or the APOE or CAC may telephone HQDA(DAPC-PEC). The message or telephone conversation (FONECON) will announce the NOK's estimated time of arrival (ETA), estimated time of departure (ETD), and all other pertinent flight information. If a FONECON is used, HQDA(DAPC-PEC) will inform the command and other necessary activities the NOK will visit.

(2) The date of the NOK's arrival in the overseas command will be included in the first PROG report following arrival. Subsequent reports will include the fact that the

NOK remains in the command. The departure of the NOK will be reported in the next PROG report following the departure.

6-7. Casualty assistance kits

a. In attempting to standardize the handling of casualty assistance, each command will prepare reference kits and keep them up to date. These kits will include—

(1) A standing operating procedure.

(2) A copy of DA Pam 608-33.

(3) The location of the nearest VA and Social Security Administration offices.

(4) Telephone numbers of operating officials who coordinate and provide information on all aspects of the casualty assistance program.

b. The required publications and forms listed in appendix A may also be included in these kits and made readily available to the SAO or FSAO.

c. When providing assistance to the NOK of missing persons, the SAO, or the FSAO should include in the reference kit a list of the services to be provided by and the locations of the nearest Army Community Services Center and the American Red Cross and information concerning Public Health Center operations.

Section II

Assistance to the NOK of Deceased Individuals

6-8. Role of commanders

Commanders who have been delegated to furnish casualty assistance will—

a. Appoint an SAO from assigned Army personnel.

(1) This SAO will be knowledgeable, competent, dependable, sympathetic, and, if possible, able to speak the same language as the PNOK. If possible, the SAO will be equal to or higher in rank than the decedent or the spouse if the spouse is a SM. Civilian personnel or retirees will not be used as SAOs.

(2) Personnel used in the personnel notification system (~~para 5-5~~(para 5-4)) may also be used as SAOs, except for personnel listed in paragraph 5-5a5-4b(2) through (5).

(3) Selected senior noncommissioned officers (NCOs), except for those assigned duties as "on production" recruiters and guidance counselors (not career counselors), may be used as SAOs for the NOK of enlisted personnel when death gratuity payment is paid by check. When death gratuity is to be paid in cash, the SAO must be a commissioned officer or warrant officer appointed as a class A agent to the appropriate FAO. NCOs cannot be appointed as class A agents.

b. Insure that each SAO is thoroughly briefed on his or her responsibilities, as well as the specifics of the particular case he or she is handling.

c. Notify the Chief, Claims Division, Centralized Pay Operations, US Army Finance and Accounting Center, Indianapolis,

IN 46249, by telephone or by priority message when maximum partial gratuity payment cannot be made by the SAO or the FAO. When this notification is necessary, it should be given within 72 hours after the initial notification to the NOK or within 72 hours after the authorization to effect payment, as appropriate.

d. Insure that the casualty office serves as the controlling activity for all casualty matters. This office will provide counseling and assistance to survivors of AD and retired personnel and to AD SMs when a family member dies (para 6-2).

e. Insure that escorts for the NOK are briefed on their responsibilities and duties outlined in AR 59-120.

6-9. Role of the survivor assistance officer

a. The SAO will assist and counsel the PNOK on matters pertaining to the deceased. The SAO must be completely familiar with DA Pam 608-33. Additionally, the SAO will—

(1) Initiate a DA Form 2204-R (Survivor Assistance Report). This form acts as a checklist of actions to be done and also as a record of when they were accomplished. The completed form also identifies problem areas involved and actions taken to resolve these problems. DA Form 2204-R will be reproduced locally head to head on 8-1/2- by 11-inch paper. A copy for local reproduction purposes can be found at the back of this regulation.

(2) Communicate with the NOK by phone in a sympathetic manner and within 24 hours after initial notification.

(a) The SAO will assure the NOK of the Army's interest in their welfare.

(b) The SAO will briefly explain how he or she will assist the NOK and arrange for a personal visit at the NOK's earliest convenience.

(c) The SAO must closely coordinate with the person making the personal notification if the SAO's first and subsequent contacts with the NOK are to be productive.

(d) The SAO will verify NOK divorce data, if applicable, to include case number, court, judge, date, custody information, grounds, and where the divorce took place (city, county, and State). Verification should be taken from the court decree.

(e) If the notifier was unable to obtain a valid 45-day address of the NOK, the SAO will obtain this information during the initial visit.

(3) Determine the immediate needs or problems facing the NOK and render prompt, courteous, and sympathetic assistance. The SAO will direct all inquiries on nonrecovered remains or validity of identification of remains to HQDA(DAPC-PEC), ALEX VA 22331.

(4) Advise the PNOK, when the PNOK is a surviving spouse or the designated natural parent(s) when there is no spouse or

children, of the payment of a maximum partial death gratuity if any. The SAO will assist in the payment of that gratuity (para 6-10).

(5) Arrange for emergency financial assistance with the Army Emergency Relief or the American Red Cross, if needed.

(6) Assist in arranging for military honors for the funeral, if desired by the PNOK.

(7) Insure that in instances where the decedent was married, that pertinent information regarding the return of the remains, the funeral arrangements, and similar information are being passed to the surviving parents. Information will also be furnished to the decedent's children by a former marriage (or their guardian), and to parents who did not have custody of the decedent, when applicable.

(8) Advise the NOK of monetary and other benefits and entitlements they should file applications for. The SAO will help the NOK to file these applications. The SAO will use local facilities, such as legal assistance or copying equipment, in developing or supporting claims for benefits. When possible, the SAO will accompany the NOK to the Veterans Benefits Office and the Social Security Administration office to discuss survivor benefits.

~~(9) Advise the NOK that the US Army Finance and Accounting Center (USAFAC) will mail claim forms for unpaid pay and allowances, with instructions for completion, to the designated beneficiaries.~~

(9) Advise the NOK that the U.S. Army Finance and Accounting Center will mail claim forms for unpaid pay and allowances, with instructions for completion, to the designated beneficiaries when the beneficiary is not the same as for the death gratuity payment. (When the beneficiary is the same for both payments, instructions in paragraph 6-10 apply).

(10) Counsel NOK who are family members about the period of entitlement for transporting and shipping household goods and about procedures for requesting extension of entitlements (AR 55-46).

(11) Insure that HQDA(DAPC-PEC) and the CAC are immediately notified of any move being made or contemplated. The SAO will include both the old and the new addresses, with the effective date of the move, in the notification and will record this information on DA Form 2204-R.

(12) Inform HQDA(DAPC-PEC) immediately if the PNOK requests a letter of sympathy from the deceased SM's unit commander in cases when the letter would normally be prepared by another official (para 7-3b).

b. Government vehicles may be used by the SAOs or the Family Service Assistance Officers (FSAOs) to assist the NOK. The vehicles may be operated beyond the permissible operating distance of the installation, activity or unit providing assistance. Privately owned vehicles may be used when doing so will avoid undue delay and is more advantageous to the Government.

6-10. Payment of death gratuity and unpaid pay and allowances

a. A beneficiary may be eligible for two payments: one is a death gratuity (DG) and the other is unpaid pay and allowances of the deceased SM. Also, a beneficiary may be eligible for one payment but not necessarily the other. There are special rules for the determination of each category of beneficiary. For further information, consult the DOD Military Pay and Allowances Entitlements Manual (DODPM) (para 40504 for DG and paras 40513 and 40514 for unpaid pay and allowances) or consult the local judge advocate office.

b. DG equals 6 months basic pay plus incentive and special pay (including proficiency and hostile fire pay). This gratuity will be at the rate that the decedent was entitled to on date of death, but not less than \$800 or more than \$3,000.

c. DG payment will be made by the field FAO when the deceased SM is survived by a spouse and payment is not restricted. (See DODPM, para 40505.) The FAO will also make DG payment when there is no spouse or children and the SM has designated the natural parent(s) as beneficiary. Payment will be made within 72 hours after the initial notification of death or within 72 hours of receipt of authorization, as applicable. Where there is no surviving spouse or designated natural parent, USAFAC will determine the eligible beneficiary and make payment within 45 to 60 days.

d. When practical, payment of the DG will be made directly to the eligible spouse or designated natural parent(s) by the local FAO. The SAO will assist in making this payment. When direct payment is not practical, payment will be made through the SAO as follows:

(1) The CAC in possession of the military personnel record jacket (MPRJ) or PFR will send the DG authorization message by IMMEDIATE precedence to the finance activity located nearest the NOK. This activity could be an Air Force, Navy, or Marine Corps finance or disbursing activity. The CAC responsible for survivor assistance and USAFAC will always be included as information addressees on the message.

(2) If the SM's records are not available, DG authorization must be granted by HQDA(DAPC-PEC) or USAFAC. HQDA(DAPC-PEC) will routinely send the DG authorization message on overseas cases, when applicable. This message will include data about the basic pay and years of service of the decedent. The date will be used to complete DD Form 397 (Claim Certification and Voucher for Death Gratuity Payments) (AR 37-104-3).

e. In assisting with payment of gratuities, pay, and allowances, the SAO will follow the detailed procedures below.

(1) Give to the Army, Air Force, or Navy FAO serving the area where the NOK is located a duly certified DD Form 397 with blocks 5 through 11, 13, 14, and the claim certification portion of block 18 completed. The DD Form 397 will be supported by

copies of the document appointing the SAO as a Class A Agent, if applicable, and copies of the message indicated in *d* above. If funds are to be obtained from the disbursing officer of another Service, the document will also include a statement authorizing the SAO to obtain funds from that Service and the Army DG funds citation.

(2) Obtain from the finance or disbursing officer the gratuity check and the original and one copy of the DD Form 397 for delivery to the eligible payee.

(3) Obtain the required certification and signature on the original and one copy of DD Form 397 when presenting the check to the payee.

~~(4) Return to the finance or disbursing officer the signed original and one copy of the DD Form 397. If the payee does not sign the voucher, the SAO will return the voucher, the check, and a statement describing the details of the situation to the finance or disbursing officer.~~

(4) Assist in completing Parts A and E of SF 1174 (Claim for Unpaid Compensation of Deceased Member) when the NOK is the beneficiary for both the death gratuity payment and the unpaid pay and allowances. Care should be taken by the SAO to have the full address of the beneficiary reflected in Part A1 and both witness sections of Part E properly completed. (The portion of Part E pertaining to funeral expenses is no longer applicable and may be lined through.)

(5) Return to the finance or disbursing officer the signed original and one copy of the DD Form 397, along with the completed SF 1174, if applicable. If the payee does not sign the DD Form 397, the SAO will return the voucher, the check, and a statement describing the details to the finance or disbursing officer for action.

6-11. Assistance at national and post cemeteries

When the remains of an AD Army member are to be interred in a national or post cemetery outside the area of responsibility of the SAO, the CAC where the cemetery is located will be notified. The CAC will insure that a military attendant of at least equal rank to the decedent will meet the NOK or their representatives when they arrive in the city where the cemetery is located.

a. The following information, as a minimum, will be sent promptly to the appropriate CAC with an information copy to HQDA(DAPC-PEC):

- (1) Deceased SM's name and grade.
- (2) Location of military cemetery.
- (3) NOK's mode of travel, to include flight number and so on.
- (4) NOK's estimated time and place of arrival.
- (5) Accommodation requirements.
- (6) Names of NOK arriving for funeral services.

b. The attendant to the NOK will give any needed assistance. This assistance will include but will not be limited to transporting family members, making arrangements

for interment, and making or confirming departure arrangements.

6-12. Assistance to the NOK of retired service members

a. The NOK of retired SMs are entitled to the same survivor assistance as NOK of SMs who die while on AD. However, for the NOK of retired SMs, no death gratuity will be paid, and the costs incurred for the care and disposition of remains of retired members must be paid from private funds (unless SMs are retired and retained as patients (not discharged) in a Government hospital). When a retired SM's death occurs in a foreign country, the American consulate or embassy will be notified of the death. The State Department's consular representative in the country concerned will be the official who assists in the disposition of the remains. The State Department's point of contact in Washington, DC, on such matters is the Special Consular Services.

b. When a commander is advised that a retired person in his or her area has died, the commander will provide an SAO to the NOK. Since information about the death of retired persons is not always timely, it will not always be possible to establish contact with the NOK or to render complete assistance. However, retiree cases will be handled in the same manner as AD death cases. Before appointing an SAO, the CAC may establish telephone contact with the NOK to determine the exact extent of assistance desired. If no assistance is desired, an SAO will not be appointed.

c. For benefits due to the PNOK, the SAO should contact Retired Pay Operations, Dept 92, USAFAC, Indianapolis, IN 46249.

6-13. Assistance to the NOK of civilian employees

Normally, formal survivor assistance is not provided to the survivors of civilians who are the responsibility of DA. Oversea commanders, however, will furnish assistance to the family members of deceased civilian employees within their respective commands. This assistance will not exceed that prescribed in this regulation for military family members. While such assistance will not normally be given after the family members enter CONUS, the responsible commander will transfer the case to the proper CAC so that he or she may furnish pertinent information to the civilian personnel officer at the installation nearest the NOK.

6-14. Disposition of survivor assistance reports

Survivor assistance reports will be forwarded through channels to the responsible CAC or major oversea commander for review and corrective action. Controversial cases and SAO reports that have items of interest will be forwarded to HQDA(DAPC-PEC).

Section III Assistance to NOK of Missing or Captured Persons

6-15. Family Services and Assistance Program

Assistance to the NOK of missing or captured persons is known as the Family Services and Assistance Program. This assistance will reflect a continuing concern for the welfare of the NOK.

6-16. Role of commanders in the program

a. The role of commanders in the Family Services and Assistance Program is generally the same as the role in the Survivor Assistance Officer Program (sec I). Additionally, CAC commanders and major oversea commanders will maintain a list of the names and addresses of the NOK of missing or captured personnel who desire to communicate with the NOK of other missing personnel in their geographic area (para 6-18a)(para 6-18b).

b. Commanders who are delegated responsibility for or are assigned assistance cases concerning missing or captured personnel will—

(1) Appoint an FSAO from assigned personnel. When possible, the FSAO will—

(a) Be a field grade officer, experienced captain, or an officer of any grade who is a member of the bar of a State or has legal training.

(b) Be the most qualified of those persons available to assist and officially represent the NOK.

(c) Have an expected retention in the capacity of FSAO of not less than 12 months. Commanders will take every action possible to insure that officers assigned as FSAOs are permitted to remain on the case for as long as needed.

(2) Insure that procedures are in effect to train officers to serve as FSAOs and to keep such training up to date. Orientation periods are recommended.

(3) Insure that the FSAO is authorized direct access to the installation staff and, when necessary, to the staff of the CAC or major oversea command concerned.

6-17. Continuity of assistance

When an FSAO must be replaced because of reassignment, separation, or extended absence, he or she will accompany the newly appointed officer on the initial contact with the NOK. When possible, a 60-day leadtime is desirable to—

a. Insure that the NOK is prepared for the change.

b. Insure that the new officer has time to become thoroughly familiar with the case and is ready to continue assistance without interruption.

6-18. Role of the family services assistance officer

a. Although the duties and responsibilities of furnishing assistance to the NOK are secondary to the FSAO's primary duty,

they are time-consuming and involved. Since the FSAO's performance in this area has a significant impact upon the image of the Army, the FSAO should be thoroughly familiar with the contents of DA Pam 608-4 and DA Pam 608-33.

b. In providing assistance, the FSAO will—

(1) Be readily accessible, at least by telephone, to the NOK.

(2) Brief the NOK on pay entitlements and accounts. This briefing will be accomplished after the initial contact with the NOK, consistent with the situation and the desires of the NOK. As a minimum, the information contained in DODPM, part 4, chapter 3, should be covered. The FSAO may obtain additional information from Chief, Inquiries Division, US Army Finance and Accounting Center, Indianapolis, IN 46249.

(3) Determine if the NOK desires to communicate with other nearby NOK of missing personnel. If so, a list of those other NOK who also desire to communicate will be obtained by the FSAO from the CAC, MACOM, or senior Army representative concerned. The FSAO will furnish this list to the NOK with whom he or she is dealing. The FSAO will advise the NOK that their names and addresses will be added to the NOK list maintained by the major commander.

(4) Each month, personally visit the NOK, unless the NOK stipulate otherwise. The FSAO will prepare a DA Form 2204-R following the initial visit to the NOK and after each subsequent visit. He or she will forward the reports to the CAC commander or to the major overseas commander in whose area the NOK is located. If the report contains controversial comments, problems, or significant changes in the NOK's status (such as death of a family member, serious illness, divorce, marriage, or change of address), the FSAO will forward it through the CAC, MACOM, or senior Army representative to HQDA (DAPC-PES), ALEX VA 22331, for review.

Chapter 7

Preparation of Letters of Sympathy, Condolence, and Concern

Section I

Letters of Sympathy

7-1. Purpose of the letters

The letter of sympathy is designed to extend expressions of sympathy to the PNOK. It is also an instrument that the commander may

use to advise the PNOK of the factual, detailed circumstances surrounding the SM's death or missing status.

7-2. Recipients of the letters

a. A letter of sympathy will be sent to the PNOK of all deceased military SMs, including those in an AWOL status, except SMs mentioned in c below. The general court-martial authority will determine whether to send a letter to the PNOK of deserters.

b. A letter will be sent to the parents when they are not the PNOK. If they are separated or divorced, individual letters will be prepared and sent to each parent.

c. Letters of sympathy will not be prepared for any NOK who, by his or her presence or through some appropriate source, is fully aware of the circumstances surrounding the casualty. In such cases, a letter of condolence will be prepared (para 7-8a).

7-3. Preparers of the letters

a. The letter of sympathy will normally be prepared by the commander most knowledgeable concerning the person and the circumstances surrounding the casualty. This preparer will usually be the person's unit commander (company, battery, troop, or detachment). However, circumstances may require or even dictate that the letter will be written by someone other than the commander as outlined below.

(1) When an SM dies or becomes missing while in a transient status, the commander responsible for the location where the incident occurred will prepare the letter of sympathy.

(2) When an SM dies in CONUS subsequent to evacuation from an overseas medical facility, the letter of sympathy will be prepared by the commander of the medical facility where the death occurred. If death occurred in a nonmilitary medical facility, the commander having administrative responsibility for that area will prepare the letter of sympathy.

(3) When an SM who is being medically evacuated dies while en route to a CONUS medical facility, the commander of the losing overseas medical facility will prepare the letter of sympathy.

b. Should the NOK express a desire to receive a letter of sympathy from the decedent's previous unit commander, this information should be relayed to HQDA(DAPC-PES) for action.

7-4. Procedures for preparing the letters

a. When the casualty occurs in CONUS, a letter of sympathy will be written within 24 hours after initial notification is dispatched to the PNOK. The letter will be dated when prepared. However, it will not be mailed until confirmation has been obtained that the NOK has received notification. The preparing commander will coordinate the mailing with the appropriate CAC commander or reporting commander

to insure that all aspects of the letter are proper and correct.

b. When the casualty occurs outside of CONUS, the letter will be written within 24 hours after the time of the incident or the time the INIT casualty report is submitted. The letter will be undated when prepared and will not be sent until confirmation is received that the PNOK has been notified. Upon confirmation of notification, the letter will be dated and sent. If this confirmation has not been received within 48 hours after the INIT casualty report is submitted, a telephonic or electronic inquiry will be made to HQDA(DAPC-PES) regarding the status of the notification action. Before the letter is sent, the preparing commander will coordinate with the reporting commander to insure that all aspects of the letter are proper and correct.

c. See AR 385-95 for the procedures to be followed if the death or missing status resulted from an aircraft accident.

7-5. Content of the letters

Keep letters sincere and in simple language; Show a warm personal interest in the SM and the addressee. Extend condolences and describe the circumstances surrounding the SM's death or missing status. Further details on content are given below. (Sample letters of sympathy are shown in figs 7-1 and 7-2.)

a. Tell the circumstances factually, tactfully, sympathetically, and logically. Besides supplying enough facts to answer questions that the family would normally ask, give pertinent facts that would in some way comfort the NOK. These facts may include saying the SM did not suffer, the SM received the last rites of his or her faith, and memorial services were held. When appropriate, information concerning the SM's work and efficiency and his or her adaption to Service life may be added. A statement about the collecting, safeguarding, and disposing of the SM's personal effects may be included, provided the NOK is informed that the effects will be sent to the person authorized by law to receive them (AR 638-1). Avoid unfitting compliments and ghastly descriptions. Do not send photographs depicting casualties. Photographs and a tape recording of the memorial services may be included.

b. In cases of death from hostile action and cases of missing in action, provide facts describing the combat operation or action and other circumstances concerning the SM's status, when security restrictions permit. Include details concerning the date, geographic location, and type of action. Carefully describe how the incident occurred and, if appropriate, show that medical aid was immediately available. State what the combat action accomplished if significant results were obtained, and describe the contribution of the SM in this and other actions.

c. Take care when describing a missing case to avoid statements that will cause the NOK to lose all hope for the SM's return.

Also take care to keep the NOK from becoming overly optimistic about the SM's return.

d. Insure that information in the letter does not conflict with data previously provided in a casualty report. If information provided in a casualty report is later determined to be incorrect or incomplete, submit a SUPP report to HQDA(DAPC-PEC) before sending the letter of sympathy.

e. Do not state that the SM is being or has been recommended for a posthumous promotion, decoration, or award.

f. Insure that letters to members of the same family agree on circumstances surrounding the casualty, but change them somewhat so each is personalized.

g. When full and accurate details cannot be furnished to the NOK until a thorough investigation or inquest has been conducted, prepare interim letters of sympathy.

(1) Send interim letters every 4 to 6 weeks, giving whatever facts are available; send letters sooner if significant facts are developed. Advise the NOK that they will be informed as soon as the full facts are known. CAC and major overseas commanders will insure that these followup letters are sent promptly for death cases. HQDA(DAPC-PEC) will keep the family informed of the facts on missing persons.

(2) When no additional facts are available and it cannot be determined when such facts will become available through investigations, sending interim letters of sympathy would no longer be required. However, in the last interim letter, a paragraph should be included assuring the NOK that they will be notified immediately upon receipt of any additional facts.

h. Do not use terms or abbreviations that are used predominately by the military. (For example, 1300 hours should be expressed as 1 p.m.) Avoid the use of the terms "line of duty" and "misconduct." Writers and reviewers will make certain that the details given in each case agree with the findings of an investigation if one was conducted.

i. In cases of homicide or suicide, include a brief, carefully worded statement of the circumstances of death. Write this statement so that the addressee will not misconstrue the cause and manner of death. Be factual about the cause of death, but do not supply information that will reflect unfavorably on the decedent unless needed to explain the cause of death.

j. Do not include statements that might be the basis for a claim against the Government or another agency or person. Also, avoid disclosing information that is prohibited by security regulations.

7-8. Reviewing the letters

The general court-martial authority will insure that the letter of sympathy is reviewed for compassion, clarity, accuracy, and completeness before it is sent. When letters of sympathy are not prepared by the CAC, the preparing command will provide the CAC with an information copy of the letter.

Section II

Letters of Condolence and Concern

7-7. Purpose of letters of condolence

The letter of condolence will be used to convey condolence on a person's death. However, the letter will not describe the circumstances surrounding that death. (A sample letter of condolence is shown in fig 7-3.)

7-8. Preparers of letters of condolence

a. Commanders who would normally send a letter of sympathy will send a letter of condolence when the NOK—

(1) Was present at the time of death and knows the circumstances first hand.

(2) Has been provided the details by some appropriate authority such as the local police.

b. Appropriate commanders in the chain of command (other than the commander writing the letter of sympathy), medical facility commanders, and chaplains, while not required to prepare letters of condolence, may do so.

c. An immediate commander (particularly overseas where retirees, family members, and DA civilian employees are part of the military community), may send a letter of condolence to the NOK of a family member or DA civilian employee who dies within his or her command.

7-9. Sending letters of condolence

Letters of condolence prepared per paragraph 7-8a will be mailed upon receipt of confirmation that initial notification has been accomplished. All other letters of condolence will not be mailed until at least 24 hours after the letter of sympathy has been mailed.

7-10. Reviewing letters of condolence

The general court-martial authority will insure that the letter of condolence is reviewed to insure compassion, clarity, accuracy, completeness, and compliance with paragraph 7-7. When a letter of condolence is not prepared by the CAC, the preparing command will provide the CAC with an information copy of the letter.

7-11. Letters of concern

Commanders of personnel listed in paragraph 5-18 may, if they desire, correspond with the NOK of the SM. If a letter is written, the procedures for preparing and reviewing letters of sympathy will be followed. (A sample letter of concern is shown in fig 7-4.)

Chapter 8 Missing Persons Act

Section I General

8-1. Purpose of the act

This chapter implements the provisions of sections 551—558, title 37, United States Code, which is also known as the Missing Persons Act. The primary purpose of this act is to alleviate financial hardship suffered by dependents of persons reported in a missing status.

8-2. Explanation of terms

The explanations below apply only to terms used in the Missing Persons Act and this chapter.

a. **Dependent.** A person's spouse, unmarried child (including an unmarried dependent stepchild or adopted child) under 21 years of age, dependent mother and father, dependent as designated in official records, and an individual as determined by the Secretary of the Army or his or her designee.

b. **Missing.** The status of a member of the uniformed services who is officially carried or determined to be absent in a status of missing, missing in action, interned in a foreign country, captured by a hostile force, beleaguered by a hostile force, besieged by a hostile force, or detained in a foreign country against his or her will.

c. **Pay and allowances.** A person's basic pay, special pay, incentive pay, basic allowances for quarters, basic allowance for subsistence, and station per diem allowances for not more than 90 days.

d. **Person.** A member of the uniformed service who is on AD, AT, ADT, FTID, IADT, ADS, SADT or IDT (whether such training was with or without pay).

8-3. Reporting a person in a missing status

a. The responsible commander will not report a person in a missing status until he or she has made a factual determination that the person's whereabouts and status are uncertain and that the absence is involuntary. This determination will be pursuant to an informal investigation conducted under the provisions of AR 15-6, chapter 4. Pending the completion of the informal investigation of the person's status, the responsible commander will report the person's status as "whereabouts unknown" (para 2-7). A prompt and accurate determination that a person is in a missing status is essential. Casualty reports indicating missing status will contain a summary of the informal investigation. This summary will include the findings and recommendations of the investigation in sufficient detail to support reporting the person in a missing status. The original copy of DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) with related exhibits will be expeditiously forwarded to HQDA (DAPC-PEC).

b. A person reported in a missing status will be further categorized as—

- (1) Missing.
- (2) Missing in action.
- (3) Interned in a foreign country.
- (4) Captured by a hostile force.
- (5) Beleaguered by a hostile force.
- (6) Besieged by a hostile force.
- (7) Detained in a foreign country against his or her will.

8-4. SUPP reports

After submission of the INIT reports, SUPP reports will be submitted at the following specific intervals on a person reported in a missing status:

a. Within 48 hours of reporting a person in a missing status, give the latest details of the case, to include actions taken to locate the person.

b. Within 7 days of reporting a person in a missing status, give a complete summary of all actions taken to date to locate the person.

c. Within 36 days of reporting a person in a missing status, give a summary of information developed within that time, to include information generated by the board of inquiry (sec II).

d. At any other time, give additional information as soon as it is received when it might be relevant in reevaluating a person's missing status.

8-5. Changing a person's missing status

Once a person has been reported in a missing status, only the CG, MILPERCEN, pursuant to authority delegated by the Secretary of the Army, may change that status (sec III).

Section II

Boards of Inquiry for Missing Persons

8-6. Purpose of the missing persons board of inquiry

a. A board of inquiry for missing persons will be convened to—

(1) Develop all facts surrounding the disappearance of a person previously reported under this regulation in a missing status.

(2) Provide appropriate documentation of those facts.

(3) Make a considered judgment based upon a review of those facts as to the current status of the person.

b. The report of the board proceedings will provide the basis for—

(1) Furnishing information to the NOK.

(2) Responding to official inquiries.

(3) Conducting subsequent status reviews at HQDA.

8-7. Appointment of a board of officers

Within 7 days after a person has been reported to HQDA as in a missing status, a board of officers will be appointed to inquire officially into the status of that person. This board will be appointed by the commander

having general court-martial jurisdiction over the unit to which the person in a missing status was assigned (or a higher authority designated by a commander authorized to make such designation). If no general court-martial authority exists, the appointment will be made by the commander reporting directly to HQDA.

a. A single board will consider the status of all persons who were involved in the same incident and whose whereabouts and status are uncertain. When the subjects of this board of inquiry are from organizations under different general court-martial jurisdictions, the commanders exercising general court-martial jurisdiction will coordinate to determine which one will convene the board of inquiry. They will also determine the composition of the board.

b. The board will consist of not less than three commissioned officers. At least one of these officers will be senior to the person whose status is being inquired into or will be in the grade of major, whichever is higher.

8-8. Conduct of the board of inquiry

The board of inquiry will be conducted in accordance with AR 15-6. In addition, the following rules will apply:

a. When an aircraft crash or disappearance of an aircraft is involved, witness statements or flight manifests must be obtained that specifically place the person aboard the aircraft at the time of the incident.

b. When the death of the person being considered is a possibility, conclusive proof of death must be established. Conclusive proof of death must be more than an indication of death. The facts must be such that death is the only plausible alternative under the circumstances.

8-9. Recommendations of the board

Based upon the investigation, the board will recommend that the person's status be continued as previously listed or changed to either another category provided in the Missing Persons Act, to dead, or to another appropriate status (such as AWOL).

8-10. Report of board proceedings

The report of board proceedings will be submitted on DA Form 1574 (Report of Proceedings by Investigating Officer/Board of Officers) (AR 15-6).

a. The following will be included in or with the report of board proceedings:

(1) Information about the duration, extent, and results of searches for the person in a missing status.

(2) A copy of the unit commander's letter of sympathy (explaining the circumstances) to the NOK.

(3) The names, identification, and original sworn statements from all persons who have knowledge of the circumstances of the disappearance.

b. In addition, if the person's missing status is a result of armed conflict, the following documents and records will be

submitted with the report of board proceedings:

(1) A copy of the most recent official photograph available of the person. Use another photograph if a recent official photograph is not available.

(2) A map of the area in which the person disappeared.

(3) If an aircraft incident is involved, a photograph or sketch of the crash site.

(4) When remains are not recovered, the extent of injuries or wounds the survivors noted on the persons reported in a missing status.

(5) A summary or reproduction of the person's medical and dental records, giving complete identification data.

(6) A copy of DA Form 2a or 2b and 2-1 (Individual's Personnel Qualification Record, Parts I and Part II), respectively, and DA Form 2-2 (Record of Court-Martial Convictions), if any.

(7) An extract of orders directing the person's unit of assignment.

(8) VA Form 29-8286 (Servicemen's Group Life Insurance Election) completed by the person.

(9) Copy of the person's DD Form 93.

(10) Any other information or material about the person that was received after he or she was reported in a missing status.

8-11. Action by the appointing authority

The commander who appointed the board of inquiry will review the report of proceedings for completeness before forwarding the report to HQDA(DAPC-PEC).

a. If the report is incomplete or if an administrative error has been made, the appointing authority will return the report for further action by the board, or he or she will complete the report or correct the administrative error. However, the report will not be returned to the board solely because the appointing authority does not agree with the recommendations of the board.

b. If the report is complete, the appointing authority may agree with the recommendations of the board, or the appointing authority may disagree and enter his or her own recommendations after reviewing the report. The appointing authority will then forward the original copy of the report of the board proceedings through channels to HQDA(DAPC-PEC). If the incident occurred in CONUS, the appointing authority must send the report so it arrives at HQDA within 30 days after the date of the INIT report of the person's missing status. If the incident occurred overseas, the appointing authority will send the report so it arrives within 45 days after the date of the INIT report. HQDA(DAPC-PEC) will review the report of proceedings and the CG, MILPERCEN, will make the final determination of status under the Missing Persons Act. The determination will be announced through channels to the appointing authority.

8-12. Second board of inquiry for persons in a missing status longer than 1 year

When a person has been in a missing status for 10 months, the original appointing authority will appoint another board of officers to evaluate the recommendation of the previous board of inquiry and any additional related data that have been accumulated. If, during the period since the person was reported in a missing status, the command represented by the appointing authority has been reassigned to another major command or has been inactivated, the next senior headquarters of the original appointing authority will appoint the second board of inquiry. The appointing authority will submit the results of this review, with appropriate recommendations, through channels to HQDA(DAPC-PEC). HQDA must receive these results not later than 15 days prior to the anniversary of the incident. If an extension is required beyond the 15 days prior to the anniversary of the incident, approval must be requested from HQDA(DAPC-PEC). (Federal statute requires that HQDA(DAPC-PEC) receive the results of this review not later than the first-year anniversary.) The appointing authority and others in reporting channels will be notified by HQDA of the final determination of status.

Section III Status Review by HQDA

8-13. General

HQDA(DAPC-PEC) will review the case of a person in a missing status whenever such a review is required by the Missing Persons Act or when other circumstances warrant a review. The CG, MILPERCEN will make the final determination of status for all persons reported in a missing status, pursuant to authority delegated by the Secretary of the Army. This authority includes the responsibility to make all determinations of death and other status and of essential facts and dates necessary to the administration of the Missing Persons Act. Determinations made by the CG, MILPERCEN, pursuant to this delegated authority are conclusive on all departments and agencies of the United States.

8-14. Conduct of the review

The review of the person's missing status will be conducted in the following manner:

a. Dependents of a person in a missing status who are currently receiving the person's pay and allowances (including allotments benefitting these dependents) which could be reduced or terminated by the contemplated status change (such as change of status from "missing" to "AWOL" or "dead") are entitled to notice that the person's missing status will be reviewed. The review must be according to this paragraph. This notice is not required when the contemplated status changes do not affect someone's entitlement to pay and allowances (such as a change of status from

"missing in action" to "captured by a hostile force"). However, while not originally contemplated, a subsequent review may disclose that the facts warrant a change of status that would reduce or terminate a person's entitlement to pay and allowances. In this case, prior to any final determination to so change the person's status, full notification procedures outlined in this paragraph must be satisfied with regard to any dependent currently receiving the person's pay and allowances.

b. Dependents entitled to notice will be afforded the opportunity to attend a hearing, with or without a privately retained lawyer, in conjunction with the status review. The notification letter will contain a brief statement of the facts upon which the status review will be based.

c. Dependents entitled to notice will be afforded reasonable access to the information upon which the status review will be based. Documents classified under the criteria specified in AR 380-5 will not be made available to dependents or to the hearing officer. However, every effort will be made to either downgrade the information that is classified or to present it in such a manner as to warrant removal of protective markings. This effort may be accomplished by an unclassified summary of the information or by removing that portion of the information that caused it to be classified (such as the location of the person in a missing status, the type mission in which he or she was involved, or the source or collection means of the intelligence data). In the event classified information cannot be downgraded, removed, or summarized, the classified information will not be made available to the hearing officer, and it may not be considered in the course of the review. Assistance will be provided by the Assistant Chief of Staff for Intelligence to insure that security procedures and data are not compromised.

d. Dependents entitled to notice will be afforded the opportunity before and during the hearing to present information that they consider relevant to the proceedings. Dependents entitled to notice will be furnished, upon their written request, a brief statement of the facts upon which the status review will be based.

e. Dependents entitled to notice may elect to exercise any or all of the rights set forth in a through d above. Notification of the pending review will be made to the dependents entitled to notice via certified, return-receipt-requested mail. A reply to this notification indicating the desires of the dependents will be made to the notifying office. (Fig 8-1 gives a sample format for showing dependents their rights.) The dependents notified will be afforded 21 days from the receipt of notification in which to respond. If no response is received, it will be presumed that the notified dependents will not exercise the rights provided. Dependents who are notified will be furnished

preaddressed indicia envelopes for the purpose of acknowledging the notification of review and electing or waiving applicable rights.

f. If the notified dependents elect to attend a hearing, with or without a privately retained lawyer, a hearing date will be established and the dependents making the election will be informed.

(1) Upon written request by the notified dependents, a delay in the review may be granted when it can be demonstrated that such a delay would be meaningful to the review or that such a delay would be essential in affording the dependents the opportunity to exercise their rights. A request for delay must be in writing and it must be made to the office conducting the notification.

(2) The CG, MILPERCEN will appoint a hearing officer who will be a commissioned officer in the grade of O-4 or above. The hearing will be closed to the public, limited in attendance to only those dependents and their attorneys who have been afforded and elected the right of attendance, and nonadversary in nature.

(3) A mechanical recording of the hearing will be prepared but will be transcribed only upon request of and at the expense of the requesting party. However, a summarized record of the hearing will be prepared in every case.

(4) The hearing agenda will be set by the hearing officer. Neither AR 15-6 nor strict rules of evidence apply. The inquiry will be confined to matters of official record and such evidence, to include testimony of witnesses, as the attending dependents may present. The hearing officer will insure that attendees are given the opportunity to review the information from official records to be considered in the hearing, that dependents attending are permitted to submit relevant information, and that dependents attending are informed of the final recommendation of the hearing officer and his or her reasons.

(5) If requested by the hearing officer, the Office the Judge Advocate General will provide legal advice to the hearing officer. If it is requested by the hearing officer, the Director, Casualty and Memorial Affairs Directorate, MILPERCEN, will provide a representative who is skilled in the forensic sciences and the identification processes used within MILPERCEN.

g. Dependents who attended the hearing will be furnished, upon their request, a complete copy of the summarized record of the hearing, together with the recommendation and supporting reasons to be furnished to the CG, MILPERCEN.

h. If dependents who have attended the hearing, or their privately retained lawyer, object to the recommendations of the hearing officer, the objections to the recommendations will be incorporated in the file sent forward to MILPERCEN. So that a decision by the CG, MILPERCEN will not be unnecessarily delayed, these objections must be presented to the hearing officer within 10

calendar days following the date the attending dependents are informed of the hearing officer's recommendations. An extension of this time may be granted by the hearing officer if good cause is shown. If the hearing officer refuses to grant a requested extension, this information, along with the reasons for refusal, will be included with the recommendations of the hearing officer.

i. The hearing officer will submit the summarized record of the hearing, together with his or her recommendations, supporting reasons, and the dependents' objections to the CG, MILPERCEN who, as designee of the Secretary of the Army, will make a decision as to the status of the person in a missing status.

8-15. Costs Incurred by the attending dependents

Costs incurred by the attending dependents, to include travel, lodging, local transportation, legal fees, transcription costs, witness expenses, and other expenses, will be borne by the attending dependents and will not be reimbursed by the Government.

Chapter 9 Reports of Death of USAR Members

9-1. Deaths to report

A USAR SM's death is reported according to this chapter when the death occurs while the SM is in a status other than that listed in paragraphs 1-5a, c, and d.

9-2. Responsibility for reports

a. The unit commander will promptly report deaths of those SMs under his or her jurisdiction.

b. The CG, USAREC, will promptly report deaths of those SMs belonging to USAR Control Group (Delayed Entry).

c. The CG, US Army Reserve Components Personnel and Administration Center (RCPAC) will promptly report deaths of all other USAR SMs.

9-3. Procedures for notification

a. Notification of death will be submitted to Commander, RCPAC, ATTN: AGUZ-PSA-C, 9700 Page Boulevard, St. Louis, MO 63132. The notification will include the following information:

(1) Name, grade and SSN.

(2) Date and place of death.

(3) Cause of death and source of information if documented evidence of death is not available.

b. The SM's MPRJ, accompanied by the notification of death, will be promptly forwarded to RCPAC.

c. When notification of the death of a general officer is received, a message containing the information in a above will be immediately sent to DA WASH DC//DAAR-ZA//.

d. If an SM who is assigned or attached to a troop program unit dies while not in a

training status, the unit commander will forward the report of death and information as prescribed in paragraph 9-2a through c, in addition to the following items:

(1) Original DD Form 93.

(2) Original VA Form 29-8286, if in effect.

(3) A copy of the unit's training schedule.

(4) When appropriate, a statement of the option elected by a nonprior SM who was not in a pay status.

(5) A statement showing the date and amount of the last SGLI premium paid or withheld. (A copy of the latest Leave and Earning Statement (LES) or Military Pay Voucher (MPV) may be used for this item.)

(6) Number of assemblies for which pay is due.

e. The SM's PFR will be promptly forwarded through the servicing Joint Uniform Military Pay System-Reserve Components (JUMPS-RC) FAO, who will prepare the final military pay voucher, to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249. The PFR must contain a copy of the DD Form 93.

9-4. Issuance of DD Form 1300

The CG, RCPAC, will issue DD Form 1300 for all deceased USAR SMs, except those indicated in paragraphs 1-5a, c, and d. Additionally, the CG, RCPAC will issue this form for all retired Army members, except those who die within 120 days of retirement.

Chapter 10 Reports of Death of ARNG Members

Section I

Deaths While Participating in Training or as a Result of Training

10-1. Reporting procedures

a. CAC are responsible for submitting casualty reports on ARNG members when the members die in a status listed in paragraph 1-5a, b, and d. The ARNG unit commander responsible for the SM when the casualty occurs will provide the requesting CAC (app B) with information for preparing the casualty report (chap 3). The CAC must be furnished all of the casualty information required; partial information will slow down the processing of the case and the payment of survivor benefits.

b. HQDA(DAPC-PES) will issue DD Form 1300 as the official report of death when ARNG members die while participating in training or as a result of training.

c. When death occurs while the ARNG member is on IDT, responsibility for notifying the NOK rests with the State Adjutant General. See chapter 5 to determine the official responsible for notifying the NOK in other cases.

10-2. Appointment and responsibilities of survivor assistance officer

See chapter 6.

10-3. Line of duty investigations

See NGR 600-3 and AR 600-33.

10-4. Care and disposition of remains

See NGR 638-40.

10-5. Disposition of records

See NGB Pam 37-104-3 and NGB Pam 37-104-10 for disposition of these SMs' records. Also see NGR 640-100 or NGR 600-200, as appropriate, for the disposition of the SM's PFR and MPRJ. The SM's PFR should be marked "Deceased" and promptly forwarded through the US Property and Fiscal Office (USPFO), Military Pay Branch, to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249.

10-6. Servicemen's Group Life Insurance (SGLI) certification of eligibility

a. The recordkeeping element having custody of DD Form 93 will initiate the action prescribed in chapter 11. The original copy of DD Form 93 with VA Form 29-8286, a copy of the report of death (DD Form 1300), and a copy of the training schedule or orders (whichever is applicable) will be forwarded to HQDA(DAPC-PEC). ALEX VA 22331.

b. HQDA(DAPC-PES) will prepare DD Form 1300 and certify the SM's eligibility for SGLI in item 13. When appropriate, the option elected by the SM will be included in the certification. The documents submitted by the recordkeeping element will be attached to the DD Form 1300 and forwarded to the Office of Servicemen's Group Life Insurance (OSGLI), 212 Washington Street, Newark, NJ 07102. The OSGLI will then correspond with the beneficiary.

Section II

Deaths While Not in a Duty Status

10-7. Reporting procedures

a. When such a death occurs, the commander having custody of the SM's MPRJ will prepare a report of death. The commander will submit the report with the SM's MPRJ to the State Adjutant General. The report will include—

(1) Name, grade, and SSN.

(2) Date and place of death.

(3) Cause of death and source of information if documented evidence of death is not available for inclusion in MPRJ.

b. The State adjutant general will issue the DD Form 1300 as the official report of death.

10-8. Distribution of DD Form 1300

Distribution of this form will be as follows:

a. Two copies for each general officer and one copy for other officers or warrant officers will be sent to NGB-ARP-C, 3600 Columbia Pike, Falls Church, VA 22041.

b. One copy of all reports (officer and enlisted) will be sent to the—

(1) Director, Federal Bureau of Investigation, ATTN: Identification Division, Department of Justice, Washington, DC 20537.

(2) Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St. Louis, MO 63132.

(3) Office of Servicemen's Group Life Insurance, 212 Washington Street, Newark, NJ 07102.

c. One copy of all reports (officer and enlisted) will be retained by the State adjutant general.

10-9. Disposition of records

a. The SM's PFR should be marked "Deceased" and promptly forwarded through the USPFO Military Pay Branch to Centralized Pay Operations, Dept 363, USAFAC, Indianapolis, IN 46249.

b. All other records except the PFR will be retained by the State adjutant general.

10-10. SGLI certification of eligibility

The State adjutant general will certify the SM's eligibility for SGLI in item 13 of the copy of DD Form 1300 to be forwarded to OSGLI (para 10-8). The following documents will be attached to the DD Form 1300 when forwarded:

a. Death certificate.

b. DD Form 93 (duplicate copy).

c. Original VA Form 29-8286 if applicable.

d. When appropriate, a statement of the option elected by a nonprior SM who was not in a pay status.

e. A statement showing the date and amount of the last SGLI premium paid or withheld. (A copy of the latest LES or MPV may be used for this item.)

Chapter 11

Record of Emergency Data

11-1. Purpose of DD Form 93

a. This form is extremely important because—

(1) When completed, it becomes an official and legal document that designates the beneficiaries of certain benefits in the event the SM is in a missing status or deceased.

(2) It provides the name and address of the person(s) to be notified in case of sickness, emergency, or death.

b. DA Poster 608-10 should be used as a visual aid to remind SMs of the importance of the DD Form 93. The poster is designed to be reproduced and used as a handout if desired.

11-2. Preparing DD Form 93

Agencies responsible for preparing DD Form 93 and the categories of personnel for whom this form is prepared are shown in table 11-1. The form will be prepared as assembled and will be typed or printed using

black ink. If typed, upper and lower case letters or all upper case letters may be used.

a. Instructions for item-by-item preparation of the form are provided on the reverse side of the duplicate copy. The only additional instructions for completing DD Form 93 are to mark "NA" in item number 3b on the form and delete the requirement for the SM to initial item 2b to indicate a valid SSN. However, the SM must check the SSN to insure accuracy.

b. Agencies preparing the forms will insure that—

(1) A new, completed form is submitted when there is a change in any one of the items.

(2) All items are completed or marked as shown in the detailed instructions on the forms.

(3) The card copies are not stapled, folded, hole punched, or mutilated.

(4) Forms requiring more than one card are secured with a paper clip.

(5) All SMs read and fully understand the instructions and the statement that is to be signed in ink on the first and second copies of the form.

c. During preparation of the form, typographical errors may be corrected by marking out the error with a slash (/) and typing or printing the correct information immediately after the slash (/). All corrected information will be initialed by the SM.

d. Any item that is the same as a previous entry may be completed by repeating the name and entering "SEE ITEM . . ."

e. When deemed necessary, the Army activities preparing the form will require the SM to present documented evidence of marriage, divorce, birth of family member, adoption of a family member, or any other significant change.

11-3. Review, update, and disposition of DD Form 93

a. Active Army members will review the form—

(1) During outprocessing for permanent change of station (PCS).

(2) Upon arrival at a new duty station.

(3) During the annual records audit (AR 640-10).

(4) In conjunction with an Emergency Deployment Readiness Exercise.

b. Reserve Component (USAR and ARNG) members will review the form—

(1) During inprocessing to a new Troop Program Unit (TPU).

(2) In conjunction with a unitwide deployment or mobilization readiness exercise.

(3) At least annually. This requirement may be accomplished in conjunction with b(1) or (2) above.

c. The SM will enter the date of the review in pencil below item 16 of the paper copy of the DD Form 93 filed in the MPRJ.

d. The SM concerned will have a new form prepared when—

(1) There is a change in any item.

(2) Three years have elapsed since the latest form was submitted, or 3 years will have elapsed before the next regular annual

review. Because forms rarely remain valid for longer than 3 years, they will not be retained by HQDA (DAPC-PEC) (DAPC-PE-SI) beyond that time. This 3-year criterion applies only to SMs on AD whose original DD Form 93 is maintained at HQDA (DAPC-PEC) (DAPC-PE-SI).

e. The DD Form 93 will be prepared and disposed of according to table 11-4.

11-4. Confidential data

SMs will be advised that the data listed on DD Form 93 will be used only for official purposes. The data will be divulged only with the SM's written consent. Information listed may be released to the SM's NOK or legal representative.

11-5. Transmittal of forms

DA Form 200 (Transmittal Record) (AR 18-7 and AR 340-15) will be used to transmit all DD Forms 93 to HQDA (DAPC-PEC). The DA Form 200 will be signed by the personnel officer or a designated representative. The signed DA Form 200 will mean that the forms being transmitted have been checked and verified as being correct and properly completed. (Rescinded.)

11-6. Privacy Act Statement for DD Form 93

During the preparation of any record of emergency data for DD Form 93, the Privacy Act Statement will be provided to the SM. This action is in keeping with the provision of the Privacy Act that requires all persons completing any form to be advised on the need for the completion, the purpose, and the use of the form. The Privacy Act Statement for DD Form 93 will be locally reproduced on 8½- by 11-inch paper. A copy for local reproduction can be found at the back of this regulation.

11-7. Disposition of remains

An unmarried SM may designate a blood relative to receive his or her remains. However, upon marriage, the surviving spouse is entitled to receive and direct disposition of the remains (DR), regardless of the designation. The designation of the blood relative will be entered as follows on DD Form 93, item 13: "DR: (Name)/(type of blood relative)/(initials)." If the SM declines to name a blood relative, the order of priority of persons cited in AR 638-40, paragraph 4-3 will be followed in determining the person entitled to receive and direct disposition of the remains.

Chapter 12 Obtaining Personal Information from the NOK of a Deceased Service Member

12-1. Obtaining Information

To settle a deceased SM's personal affairs and financial accounts, personal information pertaining to the decedent is normally required from the NOK. In order to protect both the deceased SM and the NOK, the NOK will be advised of the necessity to disclose the information that complies with the provisions of the Privacy Act.

12-2. Advising the NOK

The NOK of a deceased SM will be advised of the reasons for disclosure of the requested information. This advisement will be accomplished by providing the NOK a copy of DA Form 4475-R (Data Required by the Privacy Act of 1974-Personal Information from NOK of a Deceased Service Member). This form is the only manner of advisement required before requesting information from the NOK. DA Form 4475-R will be locally reproduced on 8-1/2- by 11-inch paper. A copy for local reproduction can be found at the back of this regulation.

Chapter 13 Inquests

13-1. Purpose of Inquest

The purpose of an inquest is to establish the cause, place, date, or circumstances of the death of an individual when one or more of these items is not known. An inquest also serves as a means of documenting the facts concerning the death of an individual and as a basis for providing information to the NOK.

13-2. Responsibilities for Initiating the Inquest

a. For deaths occurring on a military installation when the complete details of the death are not known, the commander of the installation at which the individual is found dead will, as quickly as possible after discovery of the death, appoint a summary court officer to conduct an inquest. The officer appointed to conduct the inquest will be a field grade officer who is senior in rank to the deceased, unless otherwise directed by HQDA.

b. When an individual dies under unusual circumstances while away from a military installation or in an area under the jurisdiction of a foreign government, the individual's commander or the commander responsible for submitting the casualty report will request that the appropriate civilian authorities conduct an inquest or a

similar investigation to determine the facts surrounding the individual's death.

13-3. Conduct of the military Inquest

a. The summary court officer will make his or her conclusions on the basis of the evidence presented by law enforcement agencies (military and civilian) and from the questioning of witnesses, including the medical officer or the civilian physician who examined the remains. The testimony of each witness will be placed in writing, subscribed to under oath, and appended to the report of inquest.

b. If an autopsy is necessary to ascertain the exact cause and time of death, the summary court officer will immediately notify the appointing authority so that arrangements can be made to perform the autopsy.

13-4. Disposition of reports

a. For deaths occurring in CONUS, the summary court officer will submit a written report of inquest to the commander who initiated the action. That commander will review the report for completeness and forward it as indicated below.

(1) If the NOK to be notified is OCONUS, the report will be sent to HQDA through command channels.

(2) If there are NOK to be notified OCONUS, a summary of the report of inquest will be sent to HQDA within 48 hours after receipt in the form of a supplemental casualty report.

b. For deaths occurring overseas, the major overseas commander or the senior Army representative will send a summary of the results of inquest to HQDA in a supplemental casualty report within 48 hours of receipt of the inquest.

Table 3-4 Items to be Included in Casualty Reports—Continued

REPORT ITEM	INIT REPORT						STACH REPORT						PROG REPORT #1	SUPP REPORT #1			
	MILITARY			CIVILIAN			REFRAB/RET #		FAMILY MEMBER		WIND TO DEAD	MIS TO DEAD			RMC	NON TO DEAD	
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	WIND	DEAD	MIS	WIND	DEAD	MIS	WIND	DEAD		
24 RELATIONSHIP OF CAS TO SPONSOR							X	X	X	X	X ³						
25 SSN OF SPONSOR								X	X	X	X ³						
26 ORGANIZATION OF SPONSOR ²								X	X	X	X ³						
27 DATE OF RETIREMENT/REFRAD							X										
28 ON TDRL AT TIME OF DEATH							X										
29 DATE PLACED ON TDRL							X ⁴										
30 CONTINUOUSLY HOSPITALIZED SINCE RETIREMENT							X										
31 LEGAL RESIDENCE OR HOR	X	X	X	X	X	X											
32 DATE AND PLACE OF LAST ENTRY ON ACTIVE DUTY ²	X	X	X														
33 SOURCE OF PAY				X	X	X											
34 EMPLOYER IDENTIFICATION				X	X	X											
35 NOK TO BE NOTIFIED	X	X	X	X	X	X	X ³	X	X	X	X	X	X	X	X		X
36 NOK ALREADY NOTIFIED	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X
37 DD FORM 93 DATES ²	X	X	X														
38 VEHICULAR INVOLVEMENT	X	X	X				X	X	X	X							
39 TYPE OF VEHICLE ⁵	X	X	X				X	X	X	X							
40 OWNERSHIP OF VEHICLE ⁵	X	X	X				X	X	X	X							
41 POSITION ABOARD VEHICLE ⁵	X	X	X				X	X	X	X							
42 DUTY STATUS AT TIME OF INCIDENT	X	X	X														
43 DATE-TIME GP OF INCIDENT	X	X	X	X	X	X	X	X	X	X				X			
44 PLACE OF INCIDENT	X	X	X	X	X	X	X	X	X	X				X			
45 ACTIVITY AT TIME OF INCIDENT	X	X	X	X	X	X											

Table 3-4
Items to be Included in Casualty Reports—Continued

REPORT ITEM	INIT REPORT						STACH REPORT				PROG REPORT #1	SUPP REPORT #1			
	MILITARY			CIVILIAN			REFRABY RET #	FAMILY MEMBER		WND TO DEATH			MIS TO DEATH	RMC	NON TO DEATH
	DEAD	MIS	WND	DEAD	MIS	WND	DEAD	DEAD	MIS	WND	DEAD	DEATH	DEATH		
46 CIRCUMSTANCES	X	X	X	X	X	X	X	X	X	X	X	X	X		
47 INFLECTING FORCE IF BATTLE CASUALTIES	X	X	X	X	X	X	X	X	X	X	X	X	X		
48 DIAGNOSIS			X			X				X			X	X #6	
49 PLACE HOSPITALIZED			X			X				X			X	X #6	
50 COMPLETE MAILING ADDRESS			X			X				X			X	X #6	
51 SURGE OF COMMISSION (OFFICER-GNRMEDICAL PROGRESS AND PROGNO. SIS #)			X			X				X			X	X #6	
52 SURVIVOR ASST (DEAD, MIS, RET)	X	X					X				X	X			
53 PEBD/BASD	X	X									X #7				
54 AMOUNT OF BASIC PAY	X	X									X #7				
55 TYPE OF ADDITIONAL PAY	X	X									X #7				
56 RELIGIOUS PREFERENCE	X	X		X			X	X	X		X				
57 RCVD RELIGIOUS MINISTRATIONS	X			X							X #7	X #7			
58 DECORATIONS AND AWARDS	X										X #7	X #7			
59 RECOMMENDED/SELECTED FOR PROMOTION	X										X #7	X #7			
60 DATE RECOMMENDED/SELECTED #	X										X #7	X #7			
61 RANK TO WHICH RECOMMENDED #	X										X #7	X #7			
62 PREVIOUSLY HELD HIGHER RANK AND GRADE	X										X #7	X #7			
63 SGLI DATA	X										X #7	X #7			
64 DEATH GRATUITY DATA	X										X #7	X #7			
65 LD STATUS (NON BATTLE CASUALTIES ONLY)	X										X #7	X #7			
66 DATE-TIME GROUP OF DEATH	X			X			X	X	X		X	X			
67 PLACE OF DEATH	X			X			X	X	X		X	X			

Table 3-4
Items to be Included in Casualty Reports—Continued

REPORT ITEM	INIT REPORT						STACH REPORT				PROG REPORT ^{g1}	SUPP REPORT ^{g1}					
	MILITARY			CIVILIAN			FAMILY MEMBER		WND TO DEAD				MIS TO DEAD		RMC	NON TO DEAD	
	DEAD	MIS	WND	DEAD	MIS	WND	REFRAB/RET [†]	DEAD	MIS	WND	DEAD	MIS	DEAD	RMC	NON TO DEAD		
66 CAUSE OF DEATH	X			X			X	X			X	X					
69 STATUS OF REMAINS	X			X			X	X			X	X					
70 REMARKS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Legend: MIS—missing; WND—wounded; RMC—returned to military control; NON—non hostile; hosp—hospital; REFRAB—released from active duty; RET—retired

NOTES:

1. Do not include if item 69 is NONE or if the servicemember retired over 180 days.
2. In addition to the required items, include all items to be corrected, or for which additional information is being reported.
3. Report same items on personnel who die within 180 days of retirement/REFRAB.
4. Include only for family members.
5. Include only if notification by HGBA is required (chap. 5).
6. Include only if changed since last report on individual.
7. Include only for military personnel.
8. In addition to the required items, include all items to be corrected, or for which additional information is being reported.
9. Report same items on personnel who die within 120 day of REFRAB.
10. Include only if item 28 is yes.
11. Do not include if the service member retired over 120 days or if item 38 is none.
12. Include only if changed since last report on individual.
13. Include only for military personnel.
14. Include only if item 59 is yes.

Table 11-1
Preparing and distributing DD Form 93

Category of personnel	Responsible agency	Initial distribution	Disposition when status changes (Note 1)
Active Duty Enlistees, inductees, and reenlistees from civilian life entering the active Army	Military Enlistment Processing Station (MEPS)	Place all copies of completed DD Form 93 in the SM's file, and handcarry the file to the reception station. (See note 2.)	Upon death, mail 1st card copy of DD Form 93 to HQDA(DAAP- PEC), Casualty Service Division, ALEX VA 22331.
	Reception stations	Mail 1st card copy to HQDA (DAPC-PEGDAPC-PE-SI), 1st paper copy to MPRJ, and 2d paper copy to SM. (See note 2.)	Upon death, mail 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send copy of DD Form 93 with last military pay voucher via the servicing JUMPS-A input station to Cdr, USAFAC, ATTN: Inquiries Division, Dept 363, Indianapolis, IN 46249.
ARNG & USAR Personnel on AD for less than 6 months, AD for training, AT, IADT, and en route to or from training	Responsible unit or organization to which attached or training site.	File 1st card and 1st paper copy in MPRJ and 2d card copy in PFR. Give 2d paper copy to SM.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-RC input station.
Personnel on AD for more than 6 months	Responsible unit or organization	Mail 1st card copy to HQDA (DAPC-PEGDAPC-PE-SI), file 1st paper copy in the MPRJ and 2d card copy in PFR, and mail 2d paper copy to SM.	Upon death, mail 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-A input station.
Personnel on ADT and SADT and ADS nonunit personnel	Organization to which attached or training site	Send 1st card copy to the commander maintaining the MPRJ, file 1st paper copy in PFR, and send 2d paper copy to SM.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-RC input station.
USAR unit member not in duty or training status	Responsible unit or organization	File 1st card and 1st paper copy in MPRJ and 2d card copy in PFR, and send 2d paper copy to SM.	See chapter 9.
ARNG personnel not in duty or training status	Responsible unit or organization	File 1st card and 1st paper copy in MPRJ and 2d card copy in PFR, and send 2d paper copy to SM.	See chapter 10.
USAR Enlistees and reenlistees from civilian life entering the USAR and scheduled for IADT	MEPS	File 1st card and 1st paper copy in SM's file, and handcarry file to reception station. <i>Send 2nd card copy to USAR unit of assignment and 2nd paper copy to SM.</i>	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC).
	USAR unit of assignment	File 2nd card copy in PFR.	Upon death, send PFR with last military pay voucher to USAFAC via the servicing JUMPS-RC input station.
	Reception station	File 1st card copy and 1st paper copy in MPRJ.	Upon death, mail 1st card copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send PFR with last military pay voucher to USAFAC via the servicing JUMPS-A input station.
USMA cadets and newly commissioned graduates	USMA	File 1st card and 1st paper copy in cadet's MPRJ at the USMA. <i>Send 2d paper copy to SM. (See note 2.)</i>	When commissioned, fill out new form and mail 1st card copy to HQDA(DAPC-PEGDAPC-PE-SI), file 1st paper copy in MPRJ, and send 2d paper copy to SM. If death occurs in cadet status, mail 1st card copy to HQDA(DAPC- PEC) with VA Form 29-8286. <i>Send paper copy to USAFAC with last military pay voucher via the servicing JUMPS input station.</i>

Table 11-1
Preparing and distributing DD Form 93—Continued

Category of personnel	Responsible agency	Initial distribution	Disposition when status changes (Note 1)
ROTC cadets attending summer camp and ROTC cadets receiving commission upon graduation	ROTC Instruction Group (See note 3.)	File 1st card and 1st paper copy in cadet's MPRJ and send 2d paper copy to SM. (See note 2.)	When commissioned, fill out new form and send 1st card copy to HQDA(DAPG-PEGDAPC-PE-SI), file 1st paper copy in the MPRJ, and send 2d paper copy to SM. While at summer camp, send 1st card to installation commander of camp. Return card to Professor of Military Science at school upon completion of camp. If death occurs at camp, mail 1st card with VA Form 29-8286 to HQDA (DAPC-PEC). Send paper copy to USAFAC with last military pay voucher via the servicing JUMPS input station.
2d lieutenants commissioned under the Early Commission Program (assigned to USAR Contingency Group Delayed)	Army HQ processing the appointment	Home unit will file 1st card copy, file 1st paper copy in MPRJ, and send 2d paper copy to SM. (See note 2.)	Upon death, send 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send paper copy with last military pay voucher to USAFAC via the servicing JUMPS input station.
Active Duty, USAR, and ARNG personnel needing changes to their cards (See note 4.)	Agency having SM's personnel record.	Mail 1st card copy to HQDA (DAPG-PEGDAPC-PE-SI), 1st paper copy to MPRJ, and 2d paper copy to member. (See note 2.)	Upon discharge (except to reenlist or upon REFRAD), destroy paper copy. Upon death, mail 1st paper copy of DD Form 93 with VA Form 29-8286 to HQDA(DAPC-PEC). Send copy of DD Form 93 with last military pay voucher to USAFAC via the servicing JUMPS-A input station.

Notes

1. Upon death of an SM, documents to be sent to HQDA(DAPC-PEC) will be mailed immediately. Agencies responsible for making initial distribution of cards will send them to HQDA(DAPG-PEGDAPC-PE-SI), when applicable, within 72 hours of preparation.
2. Second card copy will be destroyed or used as directed by the local commander. For forms prepared by MEPS, the Army recruiting battalion will retain the second card copy for a minimum of 15 days and then destroy it.
3. DD Form 93 will be completed at least 30 days before the opening date of camp or entry on AD (AR 145-1).
4. A new card must be completed when there is a change.

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
						UNCLASSIFIED				
PAGE	DATE RELEASED TIME			PRECEDENCE		CLASS	SPECAT	IMP	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	AL	INSET					
01 of 03				DD	PP	EEEE				
MESSAGE HANDLING INSTRUCTIONS										
<p>FROM: {RELEASING AGENCY}</p> <p>TO: HQDA ALEX VA//DAPC-PEC//</p> <p>INFO CDRUSAFAC FT BEN HARRISON IN//FINCP-BG DEPT 363//</p> <p>{OTHER INFO ADDRESSEES REQ BY REPORTING CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. INIT</p> <p>02. BATTLE</p> <p>03. ETHER</p> <p>04. ZD3456</p> <p>07. HQ USARV {W08RAA}</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>11. MALE</p> <p>12. BLACK</p> <p>13. 521024 LYNN, MA</p> <p>14. UNITED STATES</p> <p>15. PFC</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE										
SIGNATURE						SECURITY CLASSIFICATION			DATE TIME GROUP	
						UNCLASSIFIED				

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DD 173/2 (OCR)

REF ID: A66511

00138

GPO: 1975 302-176

Figure 3-1. Sample initial report

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTC-RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMP	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
02 of 03				00	PP	EEEE				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>16. ALS FROM:</p> <p>17. CO D, 3D BN, 10TH INF, 19TH INF DIV, APO SF 90909 (WAGETI)</p> <p>18. 11820</p> <p>19. 710305</p> <p>31. LYNN, MA 01619</p> <p>32. 711001, PHIA PA</p> <p>35. MR AND MRS DOUGLAS G. HARRIS (P), 234 EAST ST., DETROIT, MICHIGAN 24908 TEL (404) 555-6666</p> <p>36. NONE</p> <p>37. 700812/710329</p> <p>38. ROTOR</p> <p>40. US GOVT</p> <p>41. DOOR GUNNER</p> <p>42. DUTY</p> <p>43. 241245 OCT 71</p> <p>44. BIEN HOA MILITARY REGION III, RVN COORD YS 101 994</p> <p>45. VISUAL RECON MSN</p> <p>46. ACFT HIT BY HOSTILE SMALL ARMS FIRE; ACFT CRASHED AND BURNED</p> <p>47. ENEMY</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASEE	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									

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DD FORM 173/2 (OCR)

PREVIOUS EDITION IS OBSOLETE

GPO: 1978-342-176

Figure 3-1. Sample Initial report—Continued

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
						UNCLASSIFIED				
PAGE	DTG/RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMW	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
03 of 03				00	PP	EEEE				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>52. NO FROM</p> <p>53. 700812/700812</p> <p>54. 642.60</p> <p>55. MULTI-POWER, FORGE</p> <p>56. ROMAN CATHOLIC</p> <p>57. NO</p> <p>58. NDSM, VCM, VSM, EXP M-16, EXP M-14</p> <p>59. YES</p> <p>60. 711020</p> <p>61. SP4 E-4</p> <p>62. NO</p> <p>63. NTL. 710815 SGLI FORM IN MPRJ WB FWD WI 72 HRS TO C, CAS DIR, DA. THIRTY-FIVE/DOUGLAS G. HARRIS/NO OPTION</p> <p>64. NOSPOUSE</p> <p>66. 241245 OCT 71</p> <p>67. BIEN HOA, RVN</p> <p>68. PENETRATING MISSILE WND TO HEAD</p> <p>69. READY</p> <p>70. NONE</p>										
DISTR										
DRAYER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE										
RELEASE	SIGNATURE					SECURITY CLASSIFICATION UNCLASSIFIED			DATE TIME GROUP	

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DD FORM 1 MAR 75 173/2 (OCR)

PREVIOUS EDITION IS OBSOLETE

J GPO: 1975 - 302-175

Figure 3-1. Sample initial report—Continued

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED			
PAGE	DTG RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMI	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 02				DD	PP	EEEE				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM {RELEASING AGENCY}</p> <p>TO CDR MILPERCEN ALEX VA//DAPC-PEC//</p> <p>INFO CDRUSAFAC FT BEN HARRISON IN//FINCP-BG DEPT 363//</p> <p>{OTHER INFO ADDRESSES REQ BY REPORTING CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. STACH</p> <p>02. BATTLE</p> <p>03. BRICK</p> <p>04. 203455</p> <p>05. PUNCH</p> <p>06. 203320</p> <p>07. HQ, USARV {WOBRAA}</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. MARVIN, LYLE JAMES/MARVIN, LYLE JAMES</p> <p>35. MR AND MRS DOUGLAS G. MARVIN {P} 123 MAIN ST., NEW YORK, NEW YORK 10002 TEL {211} 444-6777</p> <p>36. NONE</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
	SIGNATURE									

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DD FORM 173/2 (OCR)

PRECEDENCE IS OBSOLETE

GPO 1979 302-176

Figure 3-2. Sample status change report

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMP	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
02 of 02				00	PP	EEEE				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>43. 30915 06071</p> <p>44. LZ MARY, JMW COORD YS 202 984</p> <p>46. ON 24 MAY 71, WHEN DEFENSIVE POSN WAS OVERRUN, INDIV WAS STUNNED BY FRAG WND S TO HEAD. INDIV LEFT AREA USING OPPOSITE SIDE OF HILL THAT UNIT USED. WHEN INDIV REGAINED SENSES, UNIT HAD DEPARTED. INDIV CLIMBED NEARBY RIDGE AND HID AND WAITED 5 DAYS HOPING UNIT WOULD RETURN TO PICK UP KIA. WHEN ACFT DID RETURN, MARVIN WAS TOO FAR AWAY TO REACH THEM. ON 6TH DAY, INDIV MOVED TOWARDS SOUND OF ARTY FIRE. ON MORNING OF 30 OCT 71, HE MADE HIS WAY TO LZ MARY.</p> <p>48. INDIV LOST 10 LBS DUE TO NOT EATING. FRAG WND S TO BACK OF SKULL PROB CAUSE BY RPG.</p> <p>51. GOOD</p> <p>70. INDIV WOUNDED WHEN RETURNED. INIT REPT WB SUBMITTED WI 72 HRS. PROTECTIVE MARKING AUTO REMOVED IAW PARA AR 360-5.</p>										
DISTR:										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
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DD FORM 173/2 (OCR)

PREVIOUS EDITION IS OBSOLETE

GPO: 1979 - 582-176

Figure 3-2. Sample status change report—Continued

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
						UNCLASSIFIED				
PAGE	DTG/RELEASE TIME			PRECEDENCE		CLASS	SPECAT	LMP	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
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BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: (RELEASING AGENCY)</p> <p>TO: HQDA ALEX VA//DAPC-PEC//</p> <p>INFO (AS REQ BY REPT CMD)</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. SUPP</p> <p>02. NONBATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 101000</p> <p>07. HQ, USAREUR (W0AN0)}</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>13. IATR RA</p> <p>20. NONE</p>										
DISTR										
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RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION UNCLASSIFIED				
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DD FORM 173/2 (OCR)

PREVIOUS EDITIONS OBSOLETE

GPO: 1979 302-178

Figure 3-3. Sample supplemental report

JOINT MESSAGEFORM						SECURITY CLASSIFICATION				
						UNCLASSIFIED				
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
01 of 01				00	PP	EEEE				
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM: {RELEASING AGENCY}</p> <p>TO: HQDA ALEX VA//DAPC-PEC//</p> <p>INFO {AS REQ BY REPT CMD}</p> <p>UNCLAS E F T O FOUO</p> <p>SUBJECT: CASUALTY REPORT</p> <p>01. PROG</p> <p>02. BATTLE</p> <p>03. SMITE</p> <p>04. 1</p> <p>05. SMITE</p> <p>06. 102222</p> <p>07. HQ, USARV {WOBRAA}</p> <p>08. MILITARY</p> <p>09. 000-00-0000/000-00-0000</p> <p>10. HARRIS, MARVIN LYLE/HARRIS, MARVIN LYLE</p> <p>11. STALE. STILL VSI: PD OFHOSP UNK: PROG - GOOD; MORALE - GOOD; DIET - IV'S; AMB - YES; SURG - NO. EVAC NOT CONTEMPLATED AT THIS TIME.</p> <p>7D. NONE</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL AND PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE										
RELEASER	SIGNATURE					SECURITY CLASSIFICATION			DATE TIME GROUP	
						UNCLASSIFIED				

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PREVIOUS EDITION IS OBSOLETE

V. GPO: 1979 - 302-176

Figure 3-4. Sample progress report



Telegram

NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF	THIS MESSAGE WILL BE SENT AS A TELEGRAM UNLESS IT IS OTHERWISE INDICATED.	PAGES		OVER NIGHT TELEGRAM
					DPR	NPR	

Send the following message, subject to the Telegraph Company's conditions, rules and regulations, which are on file with regulatory authorities.

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY

(Name and address of addressee)

The Secretary of the Army has asked me to express his deep regret that your (relationship), (grade and name), died in (location of casualty) on (date) as a result of (state the cause and circumstances). Please accept my deepest sympathy. This confirms personal notification made by a representative of the Secretary of the Army.

WU 1211 (R1-75)

Figure 5-1. Sample notification telegram (death)



Telegram

NO. WDS. - CL. OF SVC.	PD. OR COLL.	CASH NO.	CHARGE TO THE ACCOUNT OF.	THIS MESSAGE WILL BE SENT AS A TELEGRAM UNLESS IT IS OTHERWISE INDICATED.	PRESS		OVER NIGHT TELEGRAM
					DPR	NPR	

Send the following message, subject to the Telegraph Company's conditions, rules and regulations, which are on file with regulatory authorities.

DON'T DELIVER BETWEEN 10PM & 6AM DON'T PHONE REPORT DELIVERY
(NAME AND ADDRESS OF ADDRESSEE)

The Secretary of the Army has asked me to inform you that your (relationship), (grade and name), was hospitalized in (place where incident happened) on (date) with a diagnosis (type of illness, nature of incident, and available circumstances). He/she has been placed on the seriously ill list and in the judgement of the attending physician his/her condition is of such severity that there is cause for concern but no imminent danger to life. Please be assured that the best medical facilities and doctors have been made available and every measure is being taken to aid him/her. You may address mail to him/her c/o Patient Administrator, (name and address of medical treatment facility). You will be provided progress reports every five days or when there is any significant changes in his/her condition.

WU 1211 (RI-70)

Figure 5-2. Sample notification telegram (seriously ill)

(Appropriate letterhead)

Mrs. John C. Doe
1234 Main Street
Houston, Texas 76544

Dear Mrs. Doe:

It is difficult for me to express the deep sorrow of the men of Company D over the recent death of your husband, Private First Class John C. Doe.

On the morning of June 10, 1972, John was a member of a reconnaissance patrol that encountered a superior enemy force near the village of Troung Khanh, Republic of Vietnam. During the ensuing encounter, John was mortally wounded by enemy automatic weapons fire. Medical personnel were immediately at your husband's side, but were unable to save his life. I sincerely hope that the knowledge that he was not subjected to any prolonged suffering will be of some comfort to you.

I considered John as one of the "First Team." As a member of this command, John distinguished himself as an outstanding soldier 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 his loss.

A memorial service was held for John on the morning of June 13th during which the men of his command rendered military honors and a final tribute to him. I am inclosing a copy of the bulletin from that service.

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

I hope that during this period of your bereavement you will find some measure of comfort in knowing that your grief is shared by all of us who were closely associated with your husband.

Sincerely,

1 Incl
Memorial service
bulletin

ROBERT T. SMITH
Captain, Infantry
Commanding

Figure 7-1. Sample letter of sympathy to spouse (battle casualty)

(Appropriate letterhead)

Mr. and Mrs. Thomas J. Smith
42 North Sixth Street
Johnson, Indiana 43232

Dear Mr. and Mrs. Smith:

I extend my deepest sympathy to you in the recent loss of your son, Sergeant Robert T. Smith.

Robert died as the result of an automobile accident on May 22, 1972, near Sierra Vista, Arizona. The report of the accident shows that Robert was driving a rented automobile that ran off the road during a heavy rainfall and struck a concrete bridge abutment. Passengers in another car who saw the accident immediately called an ambulance. Robert was admitted to Raymond W. Bliss Army Hospital where, despite every effort to save his life, he died at 11:30 p.m. the same evening as a result of a fractured skull. Before he passed away, Robert received the ministrations of his church. Memorial services were conducted on May 24th at 9:00 a.m. by Chaplain C. M. O'Brien, the Catholic Chaplain of our unit.

As a member of this command, Robert was well liked by all his associates. He was an excellent soldier who performed all tasks assigned to him in a cheerful and efficient manner. His death came as a great shock to all who knew him.

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

The sincere sympathy of the personnel of this command is extended to you in your bereavement.

Sincerely,

THOMAS D. JONES
Captain, Infantry
Commanding

Figure 7-2. Sample letter of sympathy to parents (nonbattle casualty)

(Appropriate letterhead)

Mrs. James Johnson
3304 Silver Park Drive
Suitland, Maryland 21668

Dear Mrs. Johnson:

The staff of Walter Reed General Hospital joins with me in extending to you our deepest sympathy on the death of your son, Private First Class Edward Johnson.

We know the irreparable loss that you have suffered and fully realize there is little we can say to help you in this moment of sorrow. We hope you will find some comfort in knowing that everything possible was done for him during his last illness. In time, you may find personal reassurance in the thought that he died in the service of his country and that our gratitude as a nation is deep and lasting.

Our heartfelt condolences are extended to you and the members of your family in your bereavement.

Sincerely yours,

RONALD D. JONES
Brigadier General, United States Army
Commanding

Figure 7-3. Sample letter of condolence

(Appropriate letterhead)

Mr. and Mrs. Howard Jones
4000 Kansas Avenue, NW
Washington, DC 20045

Dear Mr. and Mrs. Jones:

The recent vehicle accident that resulted in the hospitalization of your son, Charles, was unexpected. We are deeply concerned and extend our sincere wishes for his rapid and full recovery. He remains in our daily thoughts and meditations, and we look forward to his return.

I recently visited with Charles, and in discussing his condition with the attending physician, the physician has revealed the extent of Charles' injuries to be a strained back, minor internal bleeding, and a broken leg. Charles' prognosis is good. Please be advised that he continues to receive the best possible medical care available. You will continue to be advised of his recovery. If I may be of further assistance please do not hesitate in contacting me.

Our thoughts continue with you during this period of uncertainty.

Sincerely,

DOUGLAS G. TAYLOR
Captain, General Staff
Commanding

Figure 7-4. Sample letter of concern

**ELECTION OF RIGHTS
AFFORDED BY THE SECRETARY OF THE ARMY
IN CONNECTION WITH HIS REVIEW OF THE CASE OF**

Name SSN

Please check and initial all applicable statements.

_____ (I, We) have read and understand the rights which (I, We) have been afforded as stated in the letter with which this form is enclosed.

_____ (I, We) further acknowledge notice of the pending review of the case of the service member named above, who is (my, our) _____ .

_____ (I, We) do hereby elect to waive all of the rights afforded (me, us) in connection with the pending review of the status of (my, our) _____ .

(I, We) desire:

- _____ a. To attend the hearing.
- _____ b. To attend the hearing with a privately retained lawyer.
- _____ c. To have reasonable access to the information from official records upon which the status review will be based.
- _____ d. To have the opportunity to present any information which is considered relevant to the proceeding.

Signature(s)	Relationship to service member named above	Date
_____	_____	_____

NOTE: This form must be returned within 21 days of receipt by you. An envelope for this purpose is provided. In the event no response is received from you within the time specified, it will be presumed that you have waived the above specified rights.

HQDA (DAPC-PES),
ALEX VA 22331

Figure 8-1. Sample format for an election of rights document

Appendix A References

Section I Required Publications

AR 55-46
Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas. (Cited in para 6-9.)

AR 638-1
Disposition of Personal Effects of Deceased and Missing Persons. (Cited in para 7-5.)

AR 638-40
Care and Disposition of Remains. (Cited in paras 5-3, 5-13, and 11-7.)

DA Pam 608-4
A Guide for the Survivors of Deceased Army Members. (Cited in para 6-18.)

DA Pam 608-33
Casualty Assistance Handbook. (Cited in paras 5-1, 6-7, 6-9, and 6-18.)

Section II Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this pamphlet.

AFR 30-25
Casualty Services

AR 12-15
Education and Training of Foreign Personnel by the US Army

AR 15-6
Procedure for Investigating Officers and Board of Officers

AR 18-7
Data Processing Installation Management Procedures and Standards

AR 37-104-3
Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army)

AR 40-1
Composition, Mission, and Functions of the Army Medical Department

AR 40-2
Army Medical Treatment Facilities: General Administration

AR 40-121
Uniformed Services Health Benefits Program

AR 59-120
Blue Bark Passengers

AR 105-31
Record Communications

AR 145-1
Senior ROTC Program: Organization, Administration, and Training

AR 165-20
Duties of Chaplains and Commander's Responsibilities

AR 190-8
Enemy Prisoner of War Administration, Employment and Compensation

AR 310-50
Authorized Abbreviations and Brevity Codes

AR 335-15
Management Information Control System

AR 340-15
Preparing Correspondence

AR 340-16
Safeguarding for "Official Use Only" Information

AR 340-18-7
Maintenance and Disposition of Military Personnel Functional Files

AR 360-5
Public Information Policies

AR 380-5
Department of the Army Information Security Program Supplement to DOD 5200.1R (DODISPR)

AR 385-95
Army Aviation Accident Prevention

AR 500-70
Military Support of Civil Defense

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

AR 600-33
Line of Duty Investigations

AR 608-2
Servicemen's Group Life Insurance (SGLI); Veterans' Group Life Insurance (VGLI); United States Government Life Insurance (USGLI) and National Service Life Insurance (NSLI)

AR 608-50
Legal Assistance

AR 624-100
Promotion of Officers on Active Duty

AR 633-51
Civilian Internees Administration, Employment and Compensation

AR 635-40
Physical Evaluation for Retention, Retirement or Separation

AR 640-3
Personnel Records and Identification of Individuals, Identification Cards, Tags, and Badges

AR 640-10
Individual Military Personnel Records

AR 672-5-1
Military Awards

DA Pam 55-2
Personal Property Shipping Information: It's Your Move

DA Pam 352-2
Dependent's Education-Educational Scholarships, Loans and Financial Aids

DA Pam 360-524
Your Personal Affairs

DA Pam 600-5
Handbook on Retirement Services for Army Personnel and Their Families

DA Poster 608-10
Soldier—Record of Emergency Data

DODPM
DOD Military Pay and Allowances Entitlements Manual (This publication can be ordered through normal publications supply channels as Misc Pub 13-1.)

DOD 4515.13-R
DOD Air Transportation Eligibility Regulation

FM 22-5
Drills and Ceremonies

JTR
Joint Travel Regulations, Volume I (This publication can be ordered through normal publications supply channels as Misc Pub 8-1.)

NAVMILPERMAN
Naval Military Personnel Manual

15560
NGB Pam
Unit Level Military Pay Procedures

37-104-3

NGB Pam
State Level Military Pay Procedures—Army National Guard

37-104-10

NGR 600-3
Line of Duty Determinations

NGR 600-200
Enlisted Personnel Management

NGR 638-40
Care and Disposition of Remains

NGR 640-100
Officers and Warrant Officers Military Personnel Records Jacket

Section III **Prescribed Forms**

DA Form 1155
Witness Statement on Individual. (Prescribed in para 4-7.)

DA Form 1156
Casualty Feeder Report. (Prescribed in para 4-7.)

DA Form 2204-R
Survivors Assistance Report. (Prescribed in para 6-9.)

DA Form 4475-R
Data Required by the Privacy Act of 1974- Personal Information from the NOK of a Deceased Servicemember (LRA). (Prescribed in para 12-2.)

DD Form 93
Record of Emergency Data Card. (Prescribed in chap 11.)

DD Form 1300
Report of Casualty. (Prescribed in para 1-11.)

SF 1174
Claim for Unpaid Compensation of Deceased Member of the Uniformed Services
(Prescribed in para 6-10e(4).)

Section IV **Related Forms**

DA Form 2
Personnel Qualification Record-Part I. (Prescribed in AR 640-2-1.)

DA Form 2-1
Personnel Qualification Record-Part II. (Prescribed in AR 640-2-1.)

DA Form 2-2
Insert to Personnel Qualification Record of Court-Martial Convictions. (Prescribed in AR 640-2-1.)

DA Form 78
Recommendation for Promotion of Officers. (Prescribed in AR 640-2-1.)

DA Form 200
Transmittal Record. (Prescribed in AR 18-7.)

DA Form 1574
Report of Proceedings by Investigating Officer/Board of Officers. (Prescribed in AR 15-6.)

DD Form 397
Claim Certification and Voucher for Death Gratuity Payments. (Prescribed in AR 37-104-3.)

DD Form 1172
Application for Uniformed Services Identification and Privilege Card. (Prescribed in AR 640-3.)

DD Form 1351-2
Travel Voucher or Subvoucher. (Prescribed in AR 37-106 and JTR, volume II.)

DD Form 1351-4
Voucher or Claim for Dependent Travel and Dislocation or Trailer Allowance. (Prescribed in AR 37-106.)

DD Form 1701
Inventory of Household Goods. (Prescribed in DOD 4500.34-R.)

DD Form 1884
Survivor Benefit Plan-Application for Annuity (LRA). (Prescribed in AR 608-9.)

VA Form 29-8286
Servicemen's Group Life Insurance Election. (Prescribed in AR 608-2.)

Appendix B Casualty Area Commands—Areas of Responsibility

FORT BELVOIR, VA 22060

Virginia counties:

Culpeper, Fauquier, Greene, King George, Lancaster, Madison, Northumberland, Orange, Page, Prince William, Rappahannock, Richmond, Rockingham, Shenandoah, Spotsylvania, Stafford, Warren, and Westmoreland.

West Virginia counties:

Grant, Hardy, and Pendleton

FORT BENJAMIN HARRISON, IN 46216

Illinois counties:

Champaign, Christian, Clark, Coles, Crawford, Cumberland, DeWitt, Douglas, Edgar, Edwards, Effingham, Ford, Fulton, Iroquois, Jasper, Lawrence, Logan, Macon, Mason, McLean, Menard, Moultrie, Piatt, Richland, Sangamon, Shelby, Tazewell, Vermilion, and Wabash.

Indiana counties:

Adams, Allen, Bartholomew, Benton, Blackford, Boone, Brown, Carroll, Cass, Clark, Clay, Clinton, Crawford, Daviess, Dearborn, Decatur, DeKalb, Delaware, Dubois, Fayette, Floyd, Franklin, Fountain, Fulton, Gibson, Grant, Greene, Hamilton, Howard, Hancock, Harrison, Hendricks, Henry, Huntington, Jackson, Jasper, Jay, Jefferson, Jennings, Johnson, Knox, Kosciusko, Lagrange, Lawrence, Madison, Marion, Marshall, Martin, Miami, Montgomery, Monroe, Morgan, Newton, Noble, Ohio, Orange, Owen, Parke, Perry, Pike, Posey, Pulaski, Putnam, Randolph, Ripley, Rush, Scott, Shelby, Spencer, Starke, Steuben, Sullivan, Switzerland, Tippecanoe, Tipton, Union, Vanderburgh, Vermillion, Vigo, Wabash, Warren, Warrick, Washington, Wayne, Wells, White, and Whitley.

FORT BENNING, GA 31905

Alabama counties:

Bullock, Chambers, Coosa, Elmore, Lee, Macon, Montgomery, Russell, and Tallapoosa.

Florida counties:

Columbia, Dixie, Franklin, Gadsden, Gilchrist, Hamilton, Jefferson, Lafayette, Leon, Liberty, Madison, Suwannee, Taylor, and Wakulla.

Georgia counties:

Baker, Ben Hill, Berrien, Bibb, Bleckley, Brooks, Calhoun, Chattahoochee, Clay, Clinch, Colquitt, Cook, Crawford, Crisp, Decatur, Dodge, Dooly, Dougherty, Early, Echols, Grady, Harris, Houston, Irwin, Jones, Lamar, Lanier, Lee, Lowndes, Macon, Marion, Meriwether, Miller, Mitchell, Monroe, Muscogee, Peach, Pike, Pulaski, Quitman, Randolph, Schley, Seminole, Stewart, Sumter, Talbot, Taylor, Terrell, Thomas, Tift, Troup, Turner, Twiggs, Upson, Webster, Wilcox, and Worth.

FORT BLISS, TX 79916

State of New Mexico

Texas counties:

Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Loving, Pecos, Presidio, Reeves, Terrell, Ward, and Winkler.

FORT BRAGG, NC 28308

State of North Carolina

FORT CAMPBELL, KY 42223

State of Tennessee,

Kentucky counties:

Ballard, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Fulton, Graves, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, and Webster.

FORT CARSON, CO 80913

State of Colorado, State of North Dakota, State of South Dakota, and State of Wyoming

FORT DEVENS, MA 01433

New York counties:

Albany, Allegany, Broome, Cattaraugus, Cayuga, Chautauqua, Chenango, Chemung, Clinton, Cortland, Erie, Essex, Franklin, Fulton, Genesee, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Montgomery, Niagara, Oneida, Onondaga, Ontario, Orleans, Oswego, Otsego, Rensselaer, Saratoga, Schoenectady, Schoharie, Schuyler, Seneca, St. Lawrence, Steuben, Tioga, Tompkins, Warren, Washington, Wayne, Wyoming, and Yates.

State of Connecticut, State of Maine, Commonwealth of Massachusetts, State of New Hampshire, State of Rhode Island, State of Vermont

FORT DIX, NJ 08640

State of New Jersey, Pennsylvania city: Philadelphia

Pennsylvania counties:

Bucks, Chester, Delaware, and Montgomery.

FORT EUSTIS, VA 23604

Virginia cities:

Chesapeake, Hampton, Newport News, Norfolk, Portsmouth, and Virginia Beach.

Virginia counties:

Gloucester, Isle of Wight, James City, Mathews, Middlesex, Southampton, and York.

FORT GORDON, GA 30905

South Carolina counties:

Abbeville, Aiken, Allendale, Anderson, Barnwell, Edgefield, Greenville, Greenwood, Hampton, Laurens, McCormick, Oconee, Pickens, Saluda, and Spartanburg.

Georgia counties:

Baldwin, Burke, Clarke, Columbia, Elbert, Emanuel, Franklin, Glascock, Greene, Hancock, Hart, Jefferson, Jenkins, Johnson, Laurens, Lincoln, Madison, McDuffie, Morgan, Oconee, Oglethorpe, Putnam, Richmond, Screven, Stephens, Taliaferro, Warren, Washington, Wilkes, and Wilkinson.

FORT HAMILTON, NY 11252

New York city: City of New York

New York counties:

Columbia, Delaware, Dutchess, Greene, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, and Westchester.

FORT HOOD, TX 76544

Texas counties:

Anderson, Andrews, Angelina, Archer, Armstrong, Bailey, Bastrop, Baylor, Bell, Blanco, Borden, Bosque, Bowie, Brazos, Briscoe, Brown, Burdick, Burnet, Calahan, Camp, Carson, Cass, Castro, Cherokee, Childress, Clay, Cochran, Coke, Coleman, Collin, Collingsworth, Comanche, Concho, Cooke, Coryell, Cottle, Crane, Crockett, Crosby, Dallam, Dallas, Dawson, Deaf Smith, Delta, Denton, Dickens, Donley, Eastland, Ector, Ellis, Erath, Falls, Fannin, Fisher, Floyd, Foard, Franklin, Freestone, Gaines, Garza, Gillespie, Glasscock, Gregg, Gray, Grayson, Grimes, Hale, Hall, Hamilton, Hansford, Hardeman, Harrison, Hartley, Haskell, Hemphill, Henderson, Hill, Hockley, Hood, Hopkins, Houston, Howard, Hunt, Hutchinson, Irion, Jack, Johnson, Jones, Kaufman, Kent, Kimble, King, Knox, Lamar, Lamb, Lampasas, Lee, Leon, Limestone, Lipscomb, Llano, Lubbock, Lynn, Madison, Marion, Martin, Mason, McCulloch, McLennan, Menard, Midland, Mills, Milam, Mitchell, Montague, Montgomery, Moore, Morris, Motley, Nacogdoches, Navarro, Nolan, Ochiltree, Oldham, Palo Pinto, Panola, Parker, Parmer, Potter, Rains, Randall, Reagan, Red River, Rockwall, Roberts, Robertson, Runnels, Rusk, Sabine, San Augustine, San Jacinto, San Saba, Schleicher, Scurry, Shackelford, Shelby, Sherman, Smith, Somervell, Stephens, Sterling, Stonewall, Sutton, Swisher, Tarrant, Taylor, Terry, Throckmorton, Titus, Tom Green, Travis, Trinity, Upshur, Upton, Van Zandt, Walker, Washington, Wheeler, Wichita, Wilbarger, Williamson, Wise, Wood, Yoakum, and Young.

FORT HUACHUCA, AZ 85613

State of Arizona

FORT INDIANTOWN GAP, PA 17603

Commonwealth of Pennsylvania, excluding the city of Philadelphia and the Pennsylvania counties of Bucks, Chester, Delaware, and Montgomery.

FORT JACKSON, SC 29207

South Carolina counties:

Bamberg, Berkeley, Calhoun, Charleston, Cherokee, Chester, Chesterfield, Clarendon, Colleton, Darlington, Dillon, Dorchester, Fairfield, Florence, Georgetown, Horry, Kershaw, Lancaster, Lee, Lexington, Marion, Marlboro, Newberry, Orangeburg, Richland, Sumter, Union, Williamsburg, and York.

FORT KNOX, KY 40121

State of Ohio

Kentucky counties:

Adair, Allen, Anderson, Barren, Bath, Bell, Boone, Bourbon, Boyd, Boyle, Bracken, Breathitt, Breckinridge, Bullitt, Campbell, Carroll, Carter, Casey, Clark, Clay, Clinton, Cumberland, Edmonson, Elliott, Estill, Fayette, Fleming, Floyd, Franklin, Gallatin, Garrard,

Grant, Grayson, Green, Greenup, Hancock, Hardin, Harlan, Harrison, Hart, Henry, Jackson, Jefferson, Jessamine, Johnson, Kenton, Knott, Knox, Larue, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Lincoln, Madison, Magoffin, Marion, Martin, Mason, McCreary, Meade, Menifee, Mercer, Metcalfe, Monroe, Montgomery, Morgan, Nelson, Nicholas, Oldham, Owen, Owsey, Pendleton, Perry, Pike, Powell, Pulaski, Robertson, Rockcastle, Rowan, Russell, Scott, Shelby, Spencer, Taylor, Trimble, Warren, Washington, Wayne, Whitley, Wolfe, and Woodford.

West Virginia counties:

Barbour, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Greenbrier, Hancock, Harrison, Jackson, Kanawha, Lewis, Lincoln, Logan, Marion, Marshall, Mason, McDowell, Mercer, Mingo, Monongalia, Monroe, Nicholas, Ohio, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Summers, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzel, Wirt, Wood, and Wyoming.

FORT LEAVENWORTH, KS 66027

Kansas counties:

Atchison, Brown, Doniphan, Douglas, Jackson, Jefferson, Johnson, Leavenworth, Marshall, Nemaha, and Wyandotte.

Missouri counties:

Andrew, Atchison, Buchanan, Caldwell, Carroll, Chariton, Clay, Clinton, Daviess, De Kalb, Gentry, Grundy, Harrison, Holt, Jackson, Lafayette, Linn, Livingston, Mercer, Nodaway, Platte, Putnam, Ray, Saline, Sullivan, and Worth.

FORT LEE, VA 23801

Virginia cities:

Lynchburg, Richmond, and Roanoke.

Virginia counties:

Albemarle, Alleghany, Amelia, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Caroline, Carroll, Charlotte, Charles City, Chesterfield, Craig, Cumberland, Dickinson, Dinwiddie, Essex, Floyd, Fluvanna, Franklin, Giles, Goochland, Grayson, Greenville, Halifax, Hanover, Henrico, Henry, Highland, King & Queen, King William, Lee, Louisa, Lunenburg, Mecklenburg, Montgomery, Nelson, New Kent, Nottoway, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, Pulaski, Rockbridge, Roanoke, Russell, Scott, Smyth, Surry, Sussex, Tazewell, Washington, Wise, and Wythe.

FORT LEONARD WOOD, MO 65473

Illinois counties:

Adams, Alexander, Bond, Brown, Calhoun, Cass, Clay, Clinton, Fayette, Franklin, Gallatin, Greene, Hancock, Hamilton, Hardin, Jackson, Jefferson, Jersey, Johnson, Macoupin, Madison, Marion, Massac, McDonough, Monroe, Montgomery, Morgan, Perry, Pike, Pope, Pulaski, Randolph, Saline, Schuyler, Scott, St. Clair, Union, Washington, Wayne, White, and Williamson.

Missouri city: St. Louis

Missouri counties:

Adair, Audrain, Barry, Bates, Barton, Benton, Bollinger, Boone, Butler, Callaway, Camden, Cape Girardeau, Carter, Cass, Cedar, Christian, Clark, Cole, Cooper, Crawford, Dade, Dallas, Dent, Douglas, Dunklin, Franklin, Gasconade, Greene, Henry, Hickory, Howard, Howell, Iron, Jasper, Jefferson, Johnson, Knox, Laclede, Lawrence, Lewis, Lincoln, Macon, Madison, Maries, Marion, McDonald, Miller, Mississippi, Moniteau, Monroe, Montgomery, Morgan, New Madrid, Newton, Oregon, Osage, Ozark, Pemiscot, Perry, Pettis, Phelps, Pike, Polk, Pulaski, Ralls, Randolph, Reynolds, Ripley, Schuyler, Scotland, Scott, Shannon, Shelby, St. Charles, St. Clair, St. Francois, St. Louis, Ste. Genevieve, Stoddard, Stone, Taney, Texas, Vernon, Warren, Washington, Wayne, Webster, and Wright.

FORT LEWIS, WA 98433

State of Idaho, State of Montana, State of Oregon, State of Utah, and State of Washington.

FORT MCCLELLAN, AL 36205

Alabama counties:

Blount, Cherokee, Colbert, Calhoun, Clay, Cleburne, Cullman, De Kalb, Etowah, Fayette, Franklin, Jackson, Jefferson, Lamar, Lauderdale, Lawrence, Limestone, Madison, Marion, Marshall, Morgan, Pickens, Randolph, St. Clair, Shelby, Talladega, Tuscaloosa, Walker, and Winston.

Mississippi counties:

Alcorn, Attala, Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Clay, Coahoma, De Soto, Grenada, Holmes, Humphreys, Issaquena, Itawamba, Lafayette, Lee, Leflore, Lowndes, Marshall, Monroe, Montgomery, Noxubee, Oktibbeha, Panola, Pontotoc, Prentiss, Quitman, Sharkey, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Washington, Webster, Winston, and Yalobusha.

FORT MCPHERSON, GA 30330

Georgia counties:

Banks, Barrow, Bartow, Butts, Carroll, Catoosa, Chattooga, Cherokee, Clayton, Cobb, Coweta, Dade, Dawson, De Kalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Fulton, Gámer, Gordon, Gwinnett, Habersham, Hall, Haralson, Heard, Henry, Jackson, Jasper, Lumpkin, Murray, Newton, Paulding, Pickens, Polk, Rabun, Rockdale, Spalding, Towns, Union, Walker, Walton, White, and Whitfield.

FORT GEORGE G. MEADE, MD 20755

State of Delaware

Maryland city: Baltimore

Maryland counties:

Allegany, Anne Arundel, Baltimore, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Annes, Somerset, St. Mary's, Talbot, Washington, Wicomico, and Worcester.

Virginia counties:

Accomack, Clarke, Frederick, Loudoun, and Northampton.

West Virginia counties:

Berkeley, Hampshire, Jefferson, Mineral, and Morgan.

Commonwealth of Pennsylvania, excluding the city of Philadelphia and the Pennsylvania counties of Bucks, Chester, Delaware, and Montgomery.

US ARMY MILITARY DISTRICT OF WASHINGTON, WASHINGTON, DC 20319

District of Columbia

Virginia cities:

Alexandria, Fairfax, and Falls Church.

Virginia counties:

Arlington and Fairfax.

Maryland counties:

Montgomery and Prince Georges.

FORT ORD, CA 93941

California counties:

Alpine, Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Tulare, and Ventura.

Nevada counties:

Carson City, Clark, Douglas, Esmeralda, Lincoln, Lyon, Mineral, and Nye.

FORT POLK, LA 71459

State of Louisiana

Texas counties:

Chambers, Hardin, Jasper, Jefferson, Liberty, Newton, Orange, Polk, and Tyler.

PRESIDIO OF SAN FRANCISCO, CA 94129

California counties:

Alameda, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo, and Yuba.

Nevada counties:

Churchill, Elko, Eureka, Humboldt, Lander, Pershing, Storey, Washoe, and Whitepine.

FORT RILEY, KS 66442

State of Nebraska

Kansas counties:

Allen, Anderson, Barber, Barton, Bourbon, Butler, Chase, Chautauqua, Cherokee, Cheyenne, Clark, Clay, Cloud, Coffey, Comanche, Cowley, Crawford, Decatur, Dickinson, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Franklin, Geary, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kingman, Kiowa, Labette, Lane, Lincoln, Linn, Logan, Lyon, Marion, McPherson, Meade, Miami, Mitchell, Montgomery, Morris, Morton, Neosho, Ness, Norton, Osage, Osborne, Ottawa, Pattawatomie, Pawnee, Phillips, Pratt, Rawlins, Reno, Republic, Rice, Riley, Rooks, Rush, Russell, Saline, Scott, Sedgwick, Seward, Shawnee,

Sheridan, Sherman, Smith, Stanton, Stafford, Stevens, Sumner, Thomas, Trego, Wabaunsee, Wallace, Washington, Wichita, Wilson, and Woodson.

FORT RUCKER, AL 36362

Alabama counties:

Autauga, Baldwin, Barbour, Bibb, Butler, Chilton, Choctaw, Clarke, Coffee, Conecuh, Covington, Crenshaw, Dale, Dallas, Escambia, Geneva, Greene, Hale, Henry, Houston, Lowndes, Marengo, Mobile, Monroe, Perry, Pike, Sumter, Washington, and Wilcox.

Florida counties:

Bay, Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington.

Mississippi counties:

Adams, Amite, Claiborne, Clarke, Copiah, Covington, Forrest, Franklin, George, Greene, Hancock, Harrison, Hinds, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Kemper, Lamar, Lauderdale, Lawrence, Leake, Lincoln, Madison, Marion, Neshoba, Newton, Pearl River, Perry, Pike, Rankin, Scott, Simpson, Smith, Stone, Walthall, Warren, Wayne, Wilkinson, and Yazoo.

FORT SAM HOUSTON, TX 78234

Texas counties:

Aransas, Atascosa, Austin, Bandera, Bee, Bexar, Brazoria, Brooks, Caldwell, Cameron, Calhoun, Colorado, Comal, De Witt, Dimmit, Duval, Edwards, Fayette, Fort Bend, Frio, Galveston, Goliad, Gonzales, Guadalupe, Harris, Hays, Hidalgo, Jackson, Jim Hogg, Jim Wells, Karnes, Kendall, Kenedy, Kerr, Kinney, Kleberg, La Salle, Lavaca, Live Oak, Matagorda, Maverick, McMullen, Medina, Nueces, Real, Refugio, San Patricio, Starr, Uvalde, Val Verde, Victoria, Waller, Webb, Wharton, Willacy, Wilson, Zapata, and Zavala.

FORT SHERIDAN, IL 60037

State of Iowa, State of Michigan, State of Minnesota, and State of Wisconsin.

Illinois counties:

Boone, Bureau, Carroll, Cook, De Kalb, DuPage, Grundy, Henderson, Henry, Jo Daviess, Kane, Kankakee, Kendall, Knox, Lake, La Salle, Lee, Livingston, Marshall, McHenry, Mercer, Ogle, Peoria, Putman, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago, and Woodford.

Indiana counties:

Elkhart, Lake, La Porte, Porter and St. Joseph.

FORT SILL, OK 73503

State of Arkansas

State of Oklahoma

FORT STEWART, GA 31313

Florida counties:

Alachua, Baker, Bradford, Brevard, Broward, Charlotte, Citrus, Clay, Collier, Dade, De Soto, Duval, Flagler, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lake, Lee, Levy, Manatee, Marion, Martin, Monroe, Nassau, Okeechobee, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Putnam, Sarasota, Seminole, St. Johns, St. Lucie, Sumter, Union, and Volusia.

Georgia counties:

Appling, Atkinson, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Coffee, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Montgomery, Pierce, Tattnall, Telfair, Toombs, Treutlen, Ware, Wayne, and Wheeler.

South Carolina counties:

Beaufort and Jasper.

MAJOR OVERSEA CASUALTY COMMANDS

Alaska: 172d Infantry Brigade, Alaska

Europe: 1st Personnel Command

Guam: US Army Readiness Element, Guam

Hawaii: US Army Western Command

Japan: US Army, Japan, IX Corps, Camp Zama

Korea: US Army 8th Personnel Command (PROV), Korea

Okinawa: US Army Garrison, Okinawa

Panama: 193d Infantry Brigade, Panama

Philippines: US Army Service Element, Philippines

Puerto Rico: US Army Garrison, Ft. Buchanan

Thailand: Joint US Military Assistance Group, Thailand

Glossary

Section I Abbreviations

AD
active duty

ADS
active duty support

ADT
active duty for training

AGR
active duty Guard/Reserve

ANOK
adult next of kin

APOD
aerial port of debarkation

APOE
aerial port of embarkation

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

ASN
Army service number

AT
annual training

AUS
Army of the United States

AUTOVON
Automatic Voice Network

AWOL
absent without leave

BASD
basic active service date

CAC
casualty area commander

CID
Criminal Investigation Division

CONUS
continental United States

DA
Department of the Army

DFR
dropped from rolls

DG
death gratuity

DOD
Department of Defense

50

DR
disposition of remains

EPW
enemy prisoner of war

ETA
estimated time of arrival

ETD
estimated time of departure

FAO
finance and accounting officer

FONECON
telephone conversation

FOUO
For Official Use Only

FSAO
family services assistance officer

FTTD
full-time training duty

HQDA
Headquarters, Department of the Army

IADT
initial active duty for training

IDT
inactive duty training

ITO
invitational travel order

JUMPS-RC
Joint Uniform Military Pay System-Reserve
Components

LES
Leave and Earnings Statement

MACOM
major Army command

MEPS
Military Enlistment Processing Station

MILPERCEN
US Army Military Personnel Center

MOS
military occupational specialty

MPRJ
military personnel records jacket

MPV
Military Pay Voucher

NCO
noncommissioned officer

NOK
next of kin

OCONUS
outside continental United States

OSGLI
Office of Servicemen's Group Life Insurance

PCS
permanent change of station

PEBD
pay entry basic date

PFR
personal financial record

PNOK
primary next of kin

RA
Regular Army

RCPAC
US Army Reserve Components Personnel
and Administration Center

REFRAD
released from active duty

ROTC
Reserve Officers Training Corps

SADT
special active duty for training

SAO
survivor assistance officer

SGLI
Servicemen's Group Life Insurance

SI
seriously wounded, injured, or ill

SM
service member

SNOK
secondary next of kin

SSN
social security number

TDRL
Temporary Disability Retired List

TDY
temporary duty

TPU
troop program unit

UIC
unit identification code

USAEREC
US Army Enlisted Records and Evaluation
Center

USAFAC
US Army Finance and Accounting Center

USAR
US Army Reserve

USMA
US Military Academy

USPFO
US Property and Fiscal Office

VA
Veterans Administration

VSI
very seriously wounded, injured, or ill

Section II **Terms**

Beleaguered
An organized element which has been surrounded by a hostile force to preclude escape of its members.

Besieged
An organized element which has been surrounded by a hostile force for the purpose of compelling it to surrender.

Captured
Definitely known to be in the custody of a hostile force as a result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

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

Casualty area commander
The commander 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 HQDA. This term applies to both CONUS and OCONUS commanders.

Detained
Any casualty, other than one captured or interned, who is known to have been taken into custody *against the member's will* while apparently alive, and there is no conclusive evidence of death after being taken into custody.

Interned
Definitely known to have been taken into custody of a nonbelligerent 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
A battle casualty who is killed outright or who dies as a result of wounds or injuries before reaching any medical treatment facility.

Missing
A nonbattle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in a status of unauthorized absence.

Missing in action
A battle casualty whose whereabouts and status are unknown, provided the absence appears to be involuntary and the individual is not known to be in a status of unauthorized absence.

Seriously ill (SI)
A person is seriously ill when the illness is of such severity that there is cause for immediate concern but there is no imminent danger to life.

Very seriously ill (VSI)
A person is very seriously ill when the illness is of such severity that life is imminently endangered.

Whereabouts unknown
A member who is not present for duty or accounted for, and it cannot be immediately determined if the absence is voluntary or involuntary (that is, a member's status is initially so uncertain that the commander must first gather and evaluate the facts to make a proper determination).

Wounded in action
A battle casualty other than "killed in action" who has incurred an injury due to an external agent or cause. This term encompasses all types of wounds and other injuries incurred in action, whether there is a piercing of the body as in a penetrating or perforated wound; all fractures, burns, blasts, and concussions; all effects of biological and chemical warfare agents; and the effects of exposure to ionizing radiation and any other destructive weapon or agent.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Title of Form
RECORD OF EMERGENCY DATA

Prescribing directive
AR 600-10

1. AUTHORITY

10 USC 1475 to 1480 and 2771, 38 USC 770, and 44 USC 3101

2. PRINCIPAL PURPOSE(S)

The Record of Emergency Data Form, when completed, becomes an official and legal document by which you have designated certain beneficiaries for certain benefits in the event of your death. It serves as a guide for the disposition of your pay and allowances in the event you are captured, missing, or interned. It also provides the names and addresses of the person(s) you desire to be notified in the case of emergency or death.

3. ROUTINE USES

The form is used by casualty offices to provide your next of kin with notification of your injury, illness, or death. Data listed on the form provides these offices with names and addresses of your spouse, children, parents, or other persons who are to be notified of your status. In completing the form, you designate the person(s) to receive any unpaid pay and allowances and death gratuity as provided by the US Army. The information also shows those persons you do not desire to be notified in the event of emergency or death. It also may be used to provide information about your will, insurance policies, and other personal data that may be used in settling your personal affairs in the event of your death.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Disclosure of your SSN is mandatory as you are identified by it in all of your official records. These records include personnel and finance records that are required in settling your accounts and insuring that your survivors receive all benefits they are entitled to in the event of your death. Failure to provide requested information may delay notification or the payment of death benefits to your next of kin should you become a casualty.

ITEM	ACTION	DATE(S)
17. ALLOTMENT ADJUSTMENTS (Missing cases only) ^{1,2}		
18. OFFICIAL STATEMENT OF DEATH		
19. WILL AND/OR PERSONAL AFFAIRS RECORD		
20. TRAVEL OF DEPENDENTS ^{1,2}		
21. ASSISTANCE AT INTERMEDIATE POINTS		
22. MOVEMENT OF HOUSEHOLD GOODS ^{1,2}		
23. PERSONAL EFFECTS ^{1,2}		
24. DECORATIONS AND AWARDS ^{1,2}		
25. CLAIMS FOR LOSS OR DESTRUCTION OF PERSONAL PROPERTY ^{1,2}		
26. CLAIMS IN FAVOR OF U. S. (AR 27-40)		
27. GOVERNMENT LIFE INSURANCE (USGLI, NSLI, and SGLI)		
28. COMMERCIAL LIFE INSURANCE		
29. SETTLEMENT OF ACCOUNTS		
30. UNITED STATES SAVINGS BONDS		
31. SURVIVOR BENEFIT PLAN		
32. RET SERVICEMEN'S FAMILY PROTECTION PLAN		
33. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DD FORM 1173) ¹		
a. MEDICAL CARE ¹		
b. COMMISSARY STORE PRIVILEGE ¹		
c. POST EXCHANGE PRIVILEGE ¹		
d. MILITARY MOTION PICTURE THEATER PRIVILEGE ¹		
34. SOCIAL SECURITY LUMP-SUM PAYMENT FOR BURIAL EXPENSES		
35. VA BURIAL ALLOWANCE (Retired cases only)		
36. VA COMPENSATION OR PENSION		
37. SOCIAL SECURITY BENEFITS		
38. HOMESTEAD PREFERENCE		
39. HOME LOAN GUARANTY BY VA		
40. RAILROAD RETIREMENT DEATH BENEFITS		
41. STATE BENEFITS		
42. EDUCATION OF CHILDREN		
43. CIVIL SERVICE SURVIVOR ANNUITIES		
44. CIVIL SERVICE JOB PREFERENCE		
45. LEGAL ASSISTANCE ¹		
46. INCOME TAX ¹		
47.		
48. REMARKS (Give any favorable or unfavorable comments made by next of kin. Express attitude shown toward DA, whether appreciative or critical.)		
49. TIME AND DATE CASE RECEIVED BY ASSISTANCE OFFICER	50. DATE CASE COMPLETED	
TYPED NAME AND GRADE OF SURVIVOR ASSISTANCE OFFICER	SIGNATURE OF SURVIVOR ASSISTANCE OFFICER	

¹ Which may be applicable to "missing" personnel cases.

² NOT generally applicable to retired personnel cases.

DATA REQUIRED BY THE PRIVACY ACT OF 1974
PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER
(5 U.S.C. 552a)

TITLE OF FORM

PRESCRIBING DIRECTIVE

PERSONAL INFORMATION FROM THE NOK OF A DECEASED SERVICE MEMBER

AR600-10

1. AUTHORITY

10 USC 1475-1480

44 USC 3101

2. PRINCIPAL PURPOSE(S)

The personal information pertaining to you as a NOK of a deceased service member becomes official information when released and is used by HQDA in the settlement of the deceased's personal affairs and financial accounts.

3. ROUTINE USES

The information provided to the person(s) assisting you will be forwarded to HQDA for use in settling the personal and financial affairs of the service member. The information requested may be a valid address for you and your children (if applicable), your desires as to the disposition of the deceased's remains, factual information as to your marital status in relation to the deceased, and other such information which will enable the Army to settle the deceased's personal affairs. It may also be used by other government agencies and selected agencies such as an insurance company or bank.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Disclosure of the information is voluntary. However, the disclosure enables the personal affairs and financial accounts of the deceased service member to be finalized and you as a NOK receive any benefits to which entitled. If the required information is not provided then a delay may be experienced in your receiving those benefits to which you may be entitled.



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