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ARMY REGULATION

AR 600-10

1859 June 68

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PERSONNEL-GENERAL

# THE ARMY CASUALTY SYSTEM

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HEADQUARTERS, DEPARTMENT OF THE ARMY

JUNE 1966

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ARMY REGULATION

No. 600-10

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C. 30 June 1966

*S/S June 1968*

PERSONNEL—GENERAL

THE ARMY CASUALTY SYSTEM

Effective 1 September 1966

		Paragraph	Page
CHAPTER	1. GENERAL		
Section	I. Purpose and Scope		
	Purpose.....	1-1	1-1
	Scope.....	1-2	1-1
	II. Explanation of Casualty Terms and Codes		
	Authorized use.....	1-3	1-1
	Casualty.....	1-4	1-1
	Casualty as result of hostile action.....	1-5	1-2
	Terms for describing types of casualties as result of hostile action.....	1-6	1-2
	Terms for describing physical status or condition of personnel.....	1-7	1-3
	Casualty not as result of hostile action.....	1-8	1-5
	Other casualty terms.....	1-9	1-5
CHAPTER	2. PERSONAL AFFAIRS		
	General.....	2-1	2-1
	Purpose.....	2-2	2-1
	Responsibilities.....	2-3	2-1
	Preparation of Record of Emergency Data.....	2-4	2-1
	Review of DA Form 41.....	2-5	2-4
	Disposition of DA Form 41.....	2-6	2-4
	Hurried deployment.....	2-7	2-4
	Members in receipt of retired pay.....	2-8	2-4
	Repository for wills.....	2-9	2-5
	Servicemen's Group Life Insurance.....	2-10	2-5
APPENDIX 2-1.	PROCEDURE FOR MAINTAINING CURRENT EMERGENCY DATA ON NEXT OF KIN EVACUATED IN CONNECTION WITH HUR- RIED DEPLOYMENT OF UNIT.....	----	A2-1
CHAPTER	3. CASUALTY REPORTING SYSTEM		
Section	I. Application and Responsibilities		
	Purpose.....	3-1	3-1
	Reportable casualties.....	3-2	3-1
	Persons to be reported.....	3-3	3-1
	Responsibilities.....	3-4	3-1
	Principles of reporting.....	3-5	3-2
	II. Casualty Reporting Under Normal Reporting Procedures		
	Preparation of reports.....	3-6	3-6
	Control of casualty reports.....	3-7	3-7
	III. Responsibility and Procedures for Notifying Next of Kin and Other Interested Persons		
	Responsibility for notification for Army military members.....	3-8	3-33
	Relatives to notify.....	3-9	3-34
	Rules for notification of next of kin.....	3-10	3-34
	Progress reports for very seriously ill or seriously ill persons.....	3-11	3-35
	Travel invitations to next of kin of very seriously ill or seriously ill persons.....	3-12	3-36

\* See page v for supersession list.

	Paragraph	Page
SECTION IV. Personal Notification of Primary Next of Kin of Deceased and Missing Members		
Means.....	3-13	3-44
Resources.....	3-14	3-44
Responsibilities.....	3-15	3-44
Procedures.....	3-16	3-45
Exceptions.....	3-17	3-46
V. Letters of Sympathy		
Letters of sympathy.....	3-18	3-46
VI. Casualty Reporting and Notification During Field Exercises and During Unit Movements To and From Oversea Commands		
Casualty reporting during field exercises.....	3-19	3-49
Movements by air to and from oversea commands.....	3-20	3-49
Movements by ship to and from oversea commands.....	3-21	3-49
VII. Casualty Reporting During Hostilities		
Changes in requirements in areas of hostile action.....	3-22	3-49
Casualty reporting plan.....	3-23	3-50
CONUS-based operations.....	3-24	3-51
Prisoners of war in U.S. Army custody.....	3-25	3-52
Civilian internees in U.S. Army custody.....	3-26	3-52
Attack on CONUS.....	3-27	3-52
VIII. Inquests—Boards of Inquiry for Missing Persons		
Inquests.....	3-28	3-52
Boards of inquiry for missing persons.....	3-29	3-53
Determinations under Missing Persons Act.....	3-30	3-54
IX. Other Administrative Responsibilities and Instructions		
Release of information.....	3-31	3-54
Report of Casualty, Statement of Casualty, and Claim for Death Benefits.....	3-32	3-54
Statistics.....	3-33	3-55
Reports control exemption.....	3-34	3-55
APPENDIX 3-1. DEATH—ELEMENTS OF NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY.....		A3-1
3-2. MISSING PERSON—ELEMENTS OF NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY.....		A3-4
3-3. VERY SERIOUSLY ILL OR SERIOUSLY ILL PERSONS—ELEMENTS OF NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY.....		A3-6
3-4. DEATH, MISSING PERSON STATUS, VERY SERIOUS ILLNESS, OR SERIOUS ILLNESS OF ALLIED NATIONALS—ELEMENTS OF NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY.....		A3-8
3-5. CODES USED IN REPORTING.....		A3-10
3-6. DEATH OR MISSING PERSON IN AREA OF HOSTILE ACTION—ELEMENTS OF ABBREVIATED NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY.....		A3-12
3-7. SUGGESTED PROCEDURES FOR CASUALTY REPORTING IN AREAS OF HOSTILE ACTION.....		A3-13
3-8. HISTORICAL EXAMPLE OF A CASUALTY REPORTING DIRECTIVE FOR AN AREA OF HOSTILE ACTION.....		A3-19
3-9. SYSTEM OF COLLECTING AND REPORTING INFORMATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY, WHICH WAS USED DURING WORLD WAR II AND THE KOREAN WAR.....		A3-27
3-10. GUIDANCE FOR PERSONAL NOTIFICATION.....		A3-33
3-11. STANAG NO. 2075, TERMS OF AGREEMENT—PATIENT REPORTING BY MEDICAL TREATMENT FACILITIES.....		A3-35
3-12. SOLOG AGREEMENT 74.....		A3-40

CHAPTER		Paragraph	Page
4.	<b>SURVIVOR ASSISTANCE</b>		
	Purpose.....	4-1	4-1
	Responsibilities.....	4-2	4-1
	Survivor assistance when personal notification of next of kin is made under the provisions of section IV, chapter 3.....	4-3	4-3
	Persons entitled to assistance.....	4-4	4-4
	Assignment and transfer of assistance cases.....	4-5	4-4
	Assistance at intermediate points.....	4-6	4-5
	Assistance at national and post cemeteries.....	4-7	4-5
	Missing persons.....	4-8	4-5
	Retired personnel.....	4-9	4-6
	Survivor assistance kits.....	4-10	4-6
	Transportation.....	4-11	4-6
	Disposition of survivor assistance reports.....	4-12	4-6
5.	<b>LINE OF DUTY DETERMINATIONS AND INVESTIGATIONS</b>		
	General.....	5-1	5-1
	Importance of determinations and investigations.....	5-2	5-1
	Requirement for line of duty determinations.....	5-3	5-1
	Types of determinations and investigations.....	5-4	5-2
	Administrative determinations of line of duty.....	5-5	5-2
	Informal investigation and recording circumstances on Statement of Medical Examination and Duty Status (DA Form 2173).....	5-6	5-3
	Requirements for investigation.....	5-7	5-4
	Appointment of investigating officer.....	5-8	5-6
	Conduct of formal investigation.....	5-9	5-7
	Report of formal investigation.....	5-10	5-9
	Action by appointing authority.....	5-11	5-11
	Action by reviewing authority.....	5-12	5-12
	Action by final approving authority.....	5-13	5-13
	Appeals.....	5-14	5-16
	Revision or correction of line of duty determinations by the Secretary of the Army.....	5-15	5-16
	Processing cases for physical disability separation.....	5-16	5-16
	Controlling factors in line of duty and misconduct determination.....	5-17	5-16
	Interpretation of basic factors.....	5-18	5-17
	Reports control exemption.....	5-19	5-23
6.	<b>INTEGRATED CASUALTY INFORMATION PROGRAM</b> .....	-----	6-1
★7.	<b>CASUALTY REPORTING DURING CIVIL DISTURBANCES</b>		
	General.....	7-1	7-1
	Responsibilities.....	7-2	7-1
	Procedures.....	7-3	7-1

SISC 1

	Paragraph	Page
<b>CHAPTER 4. SURVIVOR ASSISTANCE</b>		
Purpose.....	4-1	4-1
Responsibilities.....	4-2	4-1
Survivor assistance when personal notification of next of kin is made under the provisions of section IV, chapter 3.....	4-3	4-3
Persons entitled to assistance.....	4-4	4-4
Assignment and transfer of assistance cases.....	4-5	4-4
Assistance at intermediate points.....	4-6	4-5
Assistance at national and post cemeteries.....	4-7	4-5
Missing persons.....	4-8	4-5
Retired personnel.....	4-9	4-6
Survivor assistance kits.....	4-10	4-6
Transportation.....	4-11	4-6
Disposition of survivor assistance reports.....	4-12	4-6
<b>CHAPTER 5. LINE OF DUTY DETERMINATIONS AND INVESTIGATIONS</b>		
General.....	5-1	5-1
Importance of determinations and investigations.....	5-2	5-1
Requirement for line of duty determinations.....	5-3	5-1
Types of determinations and investigations.....	5-4	5-2
Administrative determinations of line of duty.....	5-5	5-2
Informal investigation and recording circumstances on Statement of Medical Examination and Duty Status (DA Form 2173).....	5-6	5-3
Requirements for investigation.....	5-7	5-4
Appointment of investigating officer.....	5-8	5-6
Conduct of formal investigation.....	5-9	5-7
Report of formal investigation.....	5-10	5-9
Action by appointing authority.....	5-11	5-11
Action by reviewing authority.....	5-12	5-12
Action by final approving authority.....	5-13	5-13
Appeals.....	5-14	5-16
Revision or correction of line of duty determinations by the Secretary of the Army.....	5-15	5-16
Processing cases for physical disability separation.....	5-16	5-16
Controlling factors in line of duty and misconduct determination.....	5-17	5-16
Interpretation of basic factors.....	5-18	5-17
Reports control exemption.....	5-19	5-23
<b>CHAPTER 6. INTEGRATED CASUALTY INFORMATION PROGRAM</b>	----	6-1

## SUPERSESSION LIST

This regulation supersedes the following:

## Army Regulations

No.	Date
✓ 600-60	11 Mar 66.
✓ 600-65	15 Mar 61, including C 1, 19 Jul 61.
✓ 600-66	28 Oct 58.
✓ 600-67	3 Mar 61, including C 1, 29 Jan 62; C 3, 12 Mar 63; and C 4, 1 Oct 63.
✓ 600-140	28 Oct 58, including C 1, 7 Nov 60; C 2, 16 Sep 63; and C 3, 8 Jul 64.
✓ 608-12	7 May 64.
✓ 640-40	16 Dec 64.

## DA Messages

No.	Date	No.	Date
591787 (NOTAL)	26 Feb 62	722248	1 Jul 65
21776 (NOTAL)	22 May 62 (AGPS-C)	723530	13 Jul 65
17349 (NOTAL)	9 Nov 62 (AGPF-C)	725791	29 Jul 65
941242	17 Oct 63	727262 (NOTAL)	6 Aug 65
943068	30 Oct 63	727848 (NOTAL)	11 Aug 65
944354	31 Oct 63	728751	18 Aug 65
950896	8 Jan 64	25853 (NOTAL)	26 Aug 65
952334	20 Jan 64	19817	26 Aug 65 (AGPB-C)
961584	27 Mar 64	734323	29 Sep 65
969438	18 May 64	986564	17 Sep 64
972296	4 Jun 64	988463	2 Oct 64
977664	13 Jul 64	36349 (NOTAL)	7 Oct 64
983587	24 Aug 64	37037 (NOTAL)	12 Oct 64
13773 (NOTAL)	27 Aug 64 (AGPB-C)	991093	26 Oct 64
984781	2 Sep 64	20776	14 Oct 65
994059	19 Nov 64	738170	27 Oct 65
998977	8 Jan 65	749099 (NOTAL)	29 Jan 66 (AGPB-C)
21202 (NOTAL)	27 Jan 65 (AGPB-C)	13361 (NOTAL)	10 Feb 66 (AGPB-C)
711100	9 Apr 65	755873 (part III only)	19 Mar 66
718112	2 Jun 65		

## DA Circulars

No.	Date
✓ 608-12 (para 15 only)	8 Oct 65

## DA Forms

No.	Date
1154	1 Oct 58
2168	1 Oct 58
2169	1 Oct 58

## REFERENCES

REFERENCES FOR MISCELLANEOUS ACTIONS RELATED TO THE LAST  
ARMY CASUALTY SYSTEM, IMPLIED BUT NOT REITERATED  
IN DETAIL IN THIS REGULATION

<i>Action</i>	<i>Reference</i>
Accident Reporting and Records.....	AR 385-40
Allied Agreements Concerning Casualty Reporting .....	SEASTAG 2075
	STANAG 2070
	STANAG 2075
	SOLOG 74
Army Information: General Policies .....	AR 360-5
Army Medical Treatment Facilities—General Administration .....	AR 40-2
Authorized Addresses for Electrically Transmitted Messages .....	AR 105-32
Awards .....	AR 672-5-1
Benefits Authorized ROTC Students Under Federal Employees Compensation Act.	AR 145-124
"Blue Bark" Passengers .....	AR 59-120
Care and Disposition of Remains .....	AR 638-40
Derivative Authorities .....	DOD Instructions:
	1115.3, 17 Feb 64
	7730.22, 2 Dec 63
	7750.2, 3 Apr 53
	7760.5, 4 May 60
	JCS Pub 2
	US Code; Titles
	10, 32, 38, 50
Distribution of Personal Effects Military Operations .....	AR 643-55
Disposition of Personal Effects Outside Combat Areas .....	AR 643-50
Enlisted Personnel Management System .....	AR 600-200
Graves Registration Organization and Functions in Support of Major Military Operations.	AR 638-30
Handling of Deceased Personnel in Theaters of Operations .....	FM 10-63
Loss Rate Tables .....	FM 101-10-series
Marine Casualties .....	AR 55-19
Medical, Dental, and Veterinary Care .....	AR 40-3
Message Preparation .....	AR 105-31
Military Personnel Records Jacket, United States Army .....	AR 640-10
Mobilization of Army National Guard of the United States and Army Reserve Units.	AR 185-300
Morbidity Reports, Tables, and Charts .....	AR 40-417
Morning Reports .....	AR 335-60
Personnel Service Divisions; Organization and Procedures .....	AR 600-16
Preparation of Replacements for Oversea Movement .....	AR 612-35
Principles Governing Line of Duty and Misconduct Determinations in the Army.	DA Pam 27-6
Processing Procedures at Training Activities .....	AR 612-200
Promotion of Commissioned Officers and Warrant Officers on Active Duty.	AR 624-100
Qualifications and Procedures for Processing Applicants for Enlistment and Reenlistment in the Regular Army.	AR 601-210
Records Management Files Systems and Standards .....	AR 345-210

<i>Action</i>	<i>Reference</i>
Records Management—TOE Units of the Active Army and the Army Reserve.	AR 345-215
Reserve Components: Reports of Deceased Personnel . . . . .	AR 135-31
Salutes, Honors, and Visits of Courtesy . . . . .	AR 600-25
Suspected Criminal Conduct, Wrongdoing, or Mismanagement in the Army.	AR 1-55
The Army Personal Affairs Handbook . . . . .	DA Pam 608-2
The Unit Personnel Officer's Guide . . . . .	DA Pam 600-8
Unit Mail Service . . . . .	AR 65-75

CHANGE

No. 1

S/S June 68

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 13 November 1967

## PERSONNEL—GENERAL

## THE ARMY CASUALTY SYSTEM

(AR 600-10, 30 June 1966, is changed as follows.

1. New material is indicated by a star.
2. Remove page iii and insert revised page iii; add new pages 7-1 and 7-2.
3. This transmittal sheet should be filed in the front of the publication for reference purposes.

**This proponent of this regulation is the Office of The Adjutant General. Users are invited to send comments and suggested improvements to The Adjutant General, ATTN: AGPC, Department of the Army, Washington, D.C. 20315.**

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,  
*General, United States Army,  
Chief of Staff.*

Official:

KENNETH G. WICKHAM,  
*Major General, United States Army,  
The Adjutant General.*

Distribution:

*Active Army, NG, and USAR:* To be distributed in accordance with DA Form 12-9 requirements for Administration—A.

## CHAPTER I

### GENERAL

#### Section I. PURPOSE AND SCOPE

**1-1. Purpose.** *a.* This regulation establishes basic policies and outlines responsibilities and procedures for the efficient operation of the Army Casualty System. It consolidates and incorporates casualty directives dealing with certain preparatory actions, reporting and notification, investigative requirements, statistical requirements, and the Army's role in providing assistance to the survivors of its members.

*b.* Objectives of the Army Casualty System are to—

- (1) Provide information at Headquarters, Department of the Army, showing the personal desires of its service members as these desires affect their personal affairs.
- (2) Establish procedures for reporting dead; missing; very seriously ill, wounded, or injured; or seriously ill, wounded, or injured persons that will insure that the next of kin are promptly notified.
- (3) Establish investigative requirements for deaths, injuries, or diseases when the status of the service member is questionable.

- (4) Establish procedures for furnishing assistance to the survivors of members of the Army during the period following the death of a member, or report that a member is missing, until all Government benefits and claims and the individual's personal affairs are settled.
- (5) Establish effective strength accounting procedures, develop personnel loss rate factors, establish training base requirements, provide noncombat injury data from combat zones, provide statistical data to interested agencies, and maintain data for historical purposes.
- (6) Implement the provisions of NATO STANAG 2075, SEASTAG 2075, and ABCA SOLOG 74, "Patient Reporting by Medical Treatment Facilities."

**1-2 Scope.** Persons to whom this regulation applies are listed in figure 3-1 which shows requirements for reporting, notification, and survivor assistance. Members of the Army assigned or attached to another armed service will be reported under the regulations of that service; however, the Department holding the member's official records will take actions required at departmental level.

#### Section II. EXPLANATION OF CASUALTY TERMS AND CODES

**1-3. Authorized use.** The terms explained below are authorized for use in official messages and correspondence and in dealing with other Government agencies and with individuals. Codes shown here and in appendix 3-5 are au-

thorized for use within the Department of the Army only, unless their use is otherwise authorized in other publications.

**1-4. Casualty.** A person lost to his organization who—

a. As the result of hostile action is: killed in action; wounded or injured in action, or who subsequently dies as the result of wounds or injuries received in action; is involuntarily missing and whose whereabouts and status are unknown, or is known or believed to have been taken into custody of a hostile force.

b. Not as the result of hostile action is: ill or dies as the result of illness or medical cause; injured or dies as the result of noncombat accident; injured or dies as the result of attempted felonious homicide; injured or dies as the result of attempted suicide; or considered involuntarily missing.

**1-5. Casualty as result of hostile action (battle casualty in case of declared war).** Any person lost to his organization (dead, wounded, injured, missing, detained, captured, beleaguered, besieged, or interned), provided such loss is incurred in action.

a. In action characterizes the casualty status as having been the direct result of hostile action; sustained in combat and related thereto; or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire in the presence of a hostile force or while in action in the face of a hostile force. However, injuries due to the elements and self-inflicted wounds will not be considered as sustained in action and, therefore, will not be considered as casualties as the result of hostile action.

b. *Hostile action* is an action in which any foreign nation, subject of a foreign nation, or other person serving a foreign nation is—

- (1) Engaged in a war against the United States or one of its allies,
- (2) Engaged in armed conflict, irrespective of formal declaration of war, against the United States or one of its allies, or
- (3) Engaged in a war or armed conflict between military or paramilitary forces of any origin in any country in which U.S. military personnel are serving in any capacity.

**1-6. Terms for describing types of casualties as result of hostile action.**

a. *Killed in action.* This term will be used to describe casualties who are killed outright in the presence of a hostile force or who die of wounds or other injuries before reaching a medical treatment facility. This provides an objective basis for distinction between "killed in action" and "died of wounds or injuries incurred in action" cases, as it is often impracticable to determine whether deaths in combat were or were not instantaneous.

- (1) Personnel mistakenly or accidentally killed by friendly fire in the presence of the enemy and personnel found dead on the battlefield will be considered "killed in action." In the latter case, the date of death will be determined locally from the available evidence or, if such evidence is not available, the date of death will be the date the remains were found by military personnel.

- (2) Personnel killed in an aircraft crash en route to or returning from a combat mission will be considered "killed in action" provided that the occurrence was directly related to hostile action or the presence of the enemy was a contributing factor.

b. *Wounded or injured in action.* This term will be used to describe all casualties other than "killed in action" who have incurred a traumatism or injury due to external agent or cause under conditions defined in paragraph 1-5. Broadly used, it encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body (as in a penetrating or perforating wound) or none (as in a contused wound), all fractures, burns, blast concussions, all effects of gases and like chemical warfare agents, and the effects of exposure to radioactive substances.

- (1) *Seriously wounded or injured in action.* This term will be used to describe casualties who have incurred a serious traumatism or injury requiring admission to a medical activity

beyond the brigade level collecting and clearing agency.

- (2) *Lightly wounded or injured in action.* This term will be used to describe casualties who are not admitted to a hospital.

*c. Died of wounds or injuries received in action.* This term will be used to describe all casualties who die of wounds or injuries, under conditions described in paragraph 1-5, after having reached any medical treatment facility. Reaching a medical treatment facility while still alive is the criterion. The fact that death occurs before submission of a casualty report does not constitute a basis for considering such a case as "killed in action."

*d. Missing person.* This term will be used to describe all casualties whose whereabouts and actual fate cannot be determined and who are not known to be in a status of unauthorized absence, that is, desertion or absence without leave. Personnel will initially be considered "missing persons" if their bodies have not been recovered. The Missing Persons Act (50 U.S.C. App. Sec. 1001-1015) establishes the following categories of missing persons:

- (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 will.

**1-7. Terms for describing physical status or condition of personnel.** *a. Beleaguered.* This term will be used to describe an organized element which has been surrounded by a hostile force to preclude escape of its members.

*b. Besieged.* This term will be used to describe an organized element which is surrounded by a hostile force for the purpose of compelling it to surrender.

*c. Captured.* This term will be used to describe all casualties as the result of hostile action definitely known to have been taken into custody by a hostile force as a result of and for reasons arising out of any armed conflict

in which Armed Forces of the United States are engaged, provided a state of war exists.

*d. Detained.* This term will be used to describe all casualties as the result of hostile action who are definitely known to have been taken into custody of a hostile force while apparently alive and there is no conclusive evidence that they died after being taken into custody, provided the casualty occurs at a time when the United States is not in a state of war.

*e. Casualty as the result of hostile action (disease).* This term will be used only to identify verified cases of biological warfare casualties.

*f. Dead.* An individual whose remains are positively identified and who has been pronounced dead by a medical or other qualified authority, or an individual in a missing person status who is either reported as dead from an official source or based on conclusive evidence presented is declared as presumed dead. In the absence of positively identified remains, a person may be reported as dead when there is reasonably conclusive evidence of death, or when there are circumstances which lead to no other logical conclusion. In applying the term "reasonably conclusive evidence of death," it must be realized that circumstances indicative of death are not always reasonably conclusive evidence of death.

- (1) A report of death based on testimony concerning an aircraft crash in an area where an investigation cannot be conducted by United States, allied, or other friendly forces is of questionable accuracy, no matter how severe the crash was as described by a witness. A report of this nature is indicative of death, but is not reasonably conclusive evidence of death. Reports of death concerning persons who are left behind in territory occupied by opposing forces or overrun by opposing forces are also of questionable accuracy, in spite of the fact that the persons were known to have been seriously wounded, or were, when last seen, in extremely hazardous circumstances.

- (2) Conversely, reliable reports of death may be submitted, regardless of the absence of identifiable remains, when individuals disappear in territory in the hands of United States, allied, or other friendly forces, and immediate and exhaustive search or investigation is conducted. This is particularly true in cases of surface craft and aircraft lost in areas controlled by the United States, allied, or other friendly forces. The rescue or recovery of the remains of a portion of the group involved in such an incident leads to a reasonable conclusion that the remainder of the group perished and may justifiably be reported as dead. A similar situation exists in cases of personnel who fail to escape from a burning vehicle or who disappear after a direct hit on their position by a shell or bomb. In such instances, the recovery of identifiable remains should not delay the submission of the reports of death. When there are witnesses to the disappearance of persons in water from such incidents as falling from boats or being swept into the sea, and immediate and exhaustive search is made, reports of death should not be delayed solely because of failure to recover remains.
- (3) 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 individual 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, so that the individual will not be unjustifiably considered absent without leave on the date of death. Where 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 the report.

*g. Interned.* This term will be used to describe all casualties as the result of hostile action known to have been taken into custody by 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.

*h. Noneffective personnel.* Persons who, because of injury, disease, or status as missing persons, are incapable of performing duty in their assigned units.

*i. Very seriously ill and seriously ill.* These terms will be applied to persons placed in such status by medical authorities as a result of physical or mental illness or injury, according to the following standards (AR 40-2):

- (1) A patient is *very seriously ill* when his illness is of such severity that *life is imminently endangered*.
- (2) A patient is *seriously ill* when his illness is of such severity that there is cause for immediate concern, but there is *no imminent danger to life*.

*Note.* These definitions are to be applied literally. Pursuant to international agreements, the U.S. Army is required to furnish information to certain foreign nations concerning very seriously ill and seriously ill patients. The action taken by these nations hinges in many respects on the category in which the patient is placed.

*j. Returned to military control.* This term will be applied to all persons returned to military control from one of the categories of missing persons.

*k. Presumptive finding of death.* A finding authorized by the provisions of the Missing Persons Act when the circumstances surrounding the disappearance of an Army member plus

the expiration of a year (or longer period of absence) lead to the logical conclusion that the member is no longer alive, but the available evidence is insufficient to establish the date on which the member died. The established date has no relation to the date the member actually died, but is a convenient date authorized by law on which pay will cease and all accounts of the member may be closed. It may not be established sooner than a year from the date absence began, but may be established at any date thereafter on which it is determined that the member may no longer be reasonably presumed to be alive.

**1-8. Casualty not as result of hostile action (nonbattle casualty in the case of declared war).** Any person who is lost to his organization (dead, missing, ill, injured, or incapacitated), provided such loss is not the result of hostile action as defined in paragraph 1-5. These casualties include all those that occur outside an area of operations, and those that occur within an area of operations that are not the result of hostile action. The following terms will be applied to the various types of casualties:

*a. Died.* Includes all noncombat deaths from accidents such as explosions, fires, drowning, disasters, and misuse of medicines; deaths from natural causes or disease; and deaths from homicide, suicide, or any other causes not covered by other terms in this section. Deaths will be further classified as—

(1) *Died—training accident.* Any death that is the proximate result of an incident or accident while the decedent is going to, participating in, or returning from, duly scheduled training and while under military supervision.

(2) *Died—not training accident.*

*b. Very seriously ill.* See paragraph 1-7i.

*c. Seriously ill.* See paragraph 1-7i.

*d. Other sick and injured (noncombat) evacuated from division or comparable unit area.* (Not currently required to be reported to TAGO, DA.)

*e. Missing person.* Any person involuntarily absent from his duties who is not known to be dead.

**1-9. Other casualty terms.** *a. Overseas.* Outside the continental United States (includes Hawaii, Alaska, and the Canal Zone).

*b. Other areas.* Oversea geographical areas not included in the territory assigned to a United States military command.

*c. Area commander.* The term in this regulation means a ZI army commander or the Commanding General, Military District of Washington, U.S. Army.

*d. ZI Army commander.* This term includes the commanding generals of the numbered armies in the continental United States and the Commanding General, Military District of Washington, U.S. Army.

*e. Major oversea command(er).* As defined in AR 320-5, "major Army command."

*f. Unit commander.* Officer in command of a unit (company, battery, troops, or separate detachment).

*g. Approving authority.* The commanders of ZI armies (including the Military District of Washington); major oversea commanders (as defined in AR 320-5); commanders of newly organized commands reporting direct to Headquarters, Department of the Army who are granted general court-martial authority; the Superintendent, U.S. Military Academy; and the Chief, National Guard Bureau.

*h. Reviewing authority.* Commander exercising general court-martial authority designated by the major Army commander concerned to review formal investigations. Also, the Superintendent, U.S. Military Academy, for personnel under his jurisdiction.

*i. Next of kin.* The legal next of kin of a member of the Army is the person of any age most closely related to the member according to the line of succession which follows:

(1) Surviving spouse, unless a final decree of divorce was issued prior to the member's death or the surviving spouse has remarried.

- (2) Sons in the order of seniority.
- (3) Daughters in the order of seniority.
- (4) Father, unless legal custody of the member was granted to another person by reason of court decree or statutory provision.
- (5) Mother, unless legal custody of the member was granted to another person by reason of a court decree or statutory provision.
- (6) That blood or adoptive relative of the member who was granted legal custody of the member by reason of court decree or statutory provision.
- (7) Brothers in the order of seniority.
- (8) Sisters in the order of seniority.
- (9) Grandfathers in the order of seniority.
- (10) Grandmothers in the order of seniority.
- (11) Other relatives in the order of relationship to the member in accordance with civil law. Seniority will control where persons are of equal degree of relationship, except that males will have priority over females.
- (12) Person in loco parentis to the member.

*j. Adult next of kin.* The adult next of kin is the adult highest in the line of succession shown in *i* above, but in the case of a deceased member, a widow or widower who is a minor will nevertheless be considered the adult next of kin. Disposition of the remains of a decedent is made on instructions of the adult next of kin only. In matters not involving disposition of remains, the next of kin will mean the legal next of kin determined according to the line of succession shown in *i* above.

*k. Primary next of kin.* The legal next of kin as determined under *i* above.

*l. Secondary next of kin.* Any person, other than the primary next of kin, who is listed by the member in his record of emergency data as a person to be notified.

*m. Civilian employees.* Full-time employees paid from the Department of the Army appropriated funds or nonappropriated funds subject to control by the Army, who are citizens or na-

tionals of the United States or aliens who have been admitted to the United States for permanent residence.

*n. Dependents.* The lawful wife or husband and unmarried children under 21 years of age of an Army member are considered his dependents. Other relatives may be considered as dependents under individual laws or regulations relating to specific benefits.

*o. Mass casualty situation.* This term will be used to describe a condition where unit integrity (i.e., company, detachment, and similar or larger unit) is destroyed and insufficient data remain with the unit to determine the persons who have become ineffective.

*p. Multiple casualties.* This term will be applied when more than one casualty occurs in a single incident. The types of casualties may differ, but because of widespread press coverage it is necessary for the Department of the Army to have data on all Army members involved.

*q. Injury.* For the purpose of line of duty determination and investigation of death, any condition included in section XVII, chapter 2, AR 40-401 will be considered an injury.

*r. Disease.* For the purpose of line of duty determination and investigation of death, any condition included in sections I through XVI, chapter 2, AR 40-401 will be considered a disease.

*s. Mental unsoundness.* A mental condition in which a person is unable to realize the direct physical or moral consequences of an act on his part, or having such realization, is unable to refrain from the act.

*t. Simple negligence.* The omission of that care which a man of ordinary prudence usually takes; that is, the failure to exercise the care that a reasonable person would exercise in the same or a similar situation.

*u. Gross neglect.* Negligence of an aggravated character, as distinguished from simple negligence. Such negligence is established if it is shown that a member exhibited a reckless or wanton disregard for his own personal safety or the safety of others.

## CHAPTER 2

### PERSONAL AFFAIRS

**2-1. General.** Personal affairs are the many things that affect the welfare and the personal and private lives of the service member and his family now and in the future. This includes the management of his affairs for improving his and his dependents' well-being.

**2-2. Purpose.** This chapter outlines certain responsibilities and provides guidance where these responsibilities are related to an individual's personal affairs. The Record of Emergency Data (DA Form 41) is an essential part of personal affairs and the Army Casualty System, and is equivalent in value, meaning, and effect to the service member's last will and testament. This form provides for the settlement of the member's military estate and gives information for prompt and efficient notification of his immediate family and for other actions if he becomes a casualty.

**2-3. Responsibilities.** *a.* The agencies responsible for the preparation of the initial and later DA Forms 41 for personnel in specific categories are as follows:

<i>Category</i>	<i>Responsible agency</i>
Inductees	Armed Forces examining and entrance station.
Enlistees and reenlistees from civilian life.	Recruiting main station.
USMA cadets and newly commissioned graduates.	U. S. Military Academy.
Reserve component personnel assigned to units.	Unit of assignment.
Reserve component personnel ordered to active duty for training or extended active duty.	Organization or activity to which member reports initially.
Army National Guard personnel not on extended active duty.	As prescribed by Chief, National Guard Bureau.

<i>Category</i>	<i>Responsible agency</i>
ROTC cadets attending ROTC summer camp.	ROTC instructor group (at least 30 days before the opening date of the camp (AR 145-30)).
2d Lts commissioned under the Early Commissioning Program (assigned to USAR Control Group (Delayed)).	Army headquarters processing the appointment.
Revision or changes	Organization or activity having member's personnel records.

*b.* Organization or activity commander will insure that—

- (1) DA Forms 41 are reviewed.
- (2) Processing of individuals, units, and organizations for oversea movement includes positive checks that each member has submitted a complete and accurate DA Form 41 before his departure from home station.
- (3) Members are counseled about the importance of their personal affairs and keeping the DA Form 41 current.

*c.* Each member is responsible for the completeness and accuracy of the information on his DA Form 41 and for keeping his unit personnel officer informed of any personal changes that apply.

**2-4. Preparation of Record of Emergency Data (DA Form 41).** *a.* Prepare the form in duplicate (card and yellow copy) by typing or printing in ink, preferably ballpoint pen, and signing both copies in ink (ballpoint pen signatures are acceptable). See figure 2-1 for example. When both copies of the form are kept in the Personnel Records Jacket (DA Form 201) as required in paragraphs *b*, *c*, and *d*, of

## AR 600-10

figure 2-2, write the addresses and changes of address in pencil. Advise designators to avoid using box numbers and general delivery in addresses; delivery of emergency messages is often delayed because the specific location of addressees is not given.

b. When more space is needed in any item, continue the information in item 19 (Remarks) and add "see item 19" in the space. If the "Remarks" item does not have enough space, use an additional DA Form 41 and put this notation at the bottom of the front side of both copies: "This DA Form 41 consists of two cards." When two cards are used, be sure to put the name, service number, and date on the second card. The second card is an extension of the first card, so the item printed on the card may be disregarded and, if necessary, the full two sides of the second card may be used for the added data.

c. Fill out a new form when there are changes to the items marked with an asterisk in the next paragraph. Personnel clerks must insure that *all information is legible and that the cards are not stapled, perforated, folded or otherwise mutilated.*

d. Fill in the items as follows:

*In item—                      Enter designator's—*

- \*1 Full name in the order shown on the card.
- \*2 Present service number. *Make sure he verifies it.* For USMA cadets, enter the class year group instead of the service number. For ROTC cadets, leave this item blank.
- 3 Branch of service (for officers and warrant officers) and component (for all designators).
- 4 Birth day (day, month, and year) and place (city, county, and state, if in the United States; city and country, if outside the United States).
- 5 Date (day, month, and year); place (city, county, and state); and home of record (city, county, and state) of his last entry on active duty without a break in service, regardless of the number of reenlistments since that

*In item—                      Enter designator's—*

- last entry. For reserve personnel, do not complete this item unless they enter on active duty.
- 6 Selective Service Number, local board, and location (city, county, and State) or "Unknown." If he has not registered under Selective Service, show the place of his first entry on active duty (city and State).
  - 7 Former service numbers and armed services in which he served, if applicable. If he had no prior service, enter "None."
  - 8 Basic pay entry date (see para 10114, AR 37-104).
  - \*9 Social Security Number (see para 14, AR 608-14).
  - 10 Preferred religion, or "None" if applicable.
  - \*11 Relatives in this order, and specify relationship in parentheses before each name:
    - (1) *Spouse.* Enter first, middle, maiden name (if female), and last name; date of birth (needed for bureaus of vital statistics in processing estates); and address; or, if the designator is single, divorced, or widowed, so state.
    - (2) *Father* and (3) *Mother.* Enter full names and addresses. For mother, show maiden name between middle and last names. If parent is dead, enter "(Deceased)" after the name. If other than natural parents are listed, show whether stepparent, foster parent, adoptive parent, guardian, or person in loco parentis (in place of parent; that is, a person who actually exercised parental relationship to the member for a period of not less than 1 year before his entry into active service). If parents are divorced and one parent was granted custody of the designator as a minor, enter in item 19 the fact that parents are divorced. Also, if known, show the relationship of the parent awarded custody, the date

custody was awarded, and the name and location of the court which granted custody. No more than one father and one mother, as provided above, will be recognized in any case. If a parent has a title other than Mister or Mrs., it is desirable that the title be shown (e.g., Senator, U.S. Congress; Representative of State of ...; Governor of ...; Major General, USA (Retired); Admiral, USN; Major, USAF; etc.).

- (4) *Children.* List all children, with date of birth and address. Show sex and relationship; Male (M); Female (F); Stepchild—Male (S-M); Stepchild—Female (S-F); Adopted Male (A-M); Adopted Female (A-F); Illegitimate Male (I-M); Illegitimate Female (I-F). Surname need not be shown unless it is different from designator's Use "do" (ditto) when all addresses are the same.

*In item— These instructions apply*

- \*12 Enter an "X" or check mark in either "Yes" or "No." If designator checks "Yes" he should specify those persons listed on the form who should not be notified in an emergency because of ill health, advanced age, or other reasons.
- \*13 If there is no adult next of kin named in item 11, enter the name, relationship, and complete address of an adult relative or other person to be notified. This item may be marked "Not applicable" if there is an adult next of kin named in item 11.
- \*14 (1) Payment of the death gratuity is made to or for the benefit of living survivor or survivors of a deceased member only in order listed below (10 U.S.C. 1477 and para 11904, AR 37-104):
- (a) Spouse.
  - (b) Children in equal shares.
  - (c) Parents or brothers or sisters when designated.
  - (d) Parents in equal shares.
  - (e) Brothers and sisters in equal shares.

*In item— These instructions apply*

- (2) The only specific designation of beneficiary that a person can make is under (1) (c) above. If designator desires that a specific person or persons in these classes (parents, brothers, or sisters) receive the gratuity upon his death, he should name that person or persons in this item. He may designate a principal and an alternate. If two or more beneficiaries are designated, the percentages to be divided must equal 100. The name, address, and relationship of each beneficiary must be shown. If no designation is desired, enter "None." The gratuity will then be paid in the order shown in (1)(d) and (e) above, when there is no surviving spouse or children.
- \*15 Enter the name and address of the beneficiary or beneficiaries whom the designator desires to receive this payment, which includes soldier's deposits and interest thereon. He may designate anyone to receive this payment, but once he makes the designation, it is binding until superseded by the completion of a later DA Form 41. All such amounts will be paid to the person designated without regard to any will executed before or after the date of designation. However, if he designates two or more beneficiaries, he should show the percentage of the amount to be paid to each. The sum must equal 100 percent. Encourage persons completing this form to designate a beneficiary or beneficiaries. If there is no beneficiary designated or surviving at the date of death, payment may be delayed.
- \*16 Designator may express his desires concerning disposition to be made of his pay during each month of absence, should he become missing, missing in action, beleaguered, besieged, interned in a neutral country, captured, or detained. This information will be used only as a guide in establishing or

## AR 600-10

- In item—*                    *These instructions apply*
- changing allotments if designator becomes absent in any status mentioned above, and will not be binding on responsible finance and accounting officers or agencies. The manner in which establishment of new allotments or changes in existing allotments may be made in the event of such absences is shown in AR 37-104.
- 17 If designator has a will, he should show its location.
- 18 The name and address of each company and policy numbers should be entered. Listing of policy numbers may speed up payment of claims. Government-sponsored insurance and commercial insurance should be listed. If designator has no insurance, enter "None." The Department of the Army provides a copy of the Report of Casualty to all listed insurance agencies to facilitate settlement of personal affairs. If designator has his personal affairs centralized in one agency which has complete information on all his insurance policies, he need enter only the name and address of that agency. In this event, the Department of the Army will send the listed agency copies of the Report of Casualty. The sole purpose of this item is to enable the Department of the Army to help survivors by promptly furnishing Report of Casualty to insurance companies, so that they can rapidly respond to insurance claims.
- 19 This item may be used for continuation of any other item and for any useful information. Specify the number of the item being continued.
- 20 The designator must sign both copies in ink, as follows; first name, middle initial, and last name. The color of ink is immaterial.
- 21 A disinterested person (military or civilian) must witness signing of the form by the designator. The witness must sign both copies in ink or ball-

- In item--*                    *These instructions apply*
- point pen as follows: First name, middle initial, and last name.
- 22 Enter date of preparation. The date of annual review, the date of review during POR check, or any other date on which the designator reviews all entries on the form must be entered in pencil to permit erasing and recording the date of later reviews.

2-5. **Review of DA Form 41.** DA Form 41 for each service member will be reviewed for completeness and accuracy on his arrival at a new station and during processing for overseas movement as specified in AR 220-10 and AR 612-35. DA Form 41 also will be reviewed annually during the month of the member's anniversary of birth. The review date will be entered in pencil in item 22 on the copy kept in his field file.

2-6. **Disposition of DA Form 41.** Instructions for the disposition of DA Form 41 are contained in figure 2-2.

2-7. **Hurried deployment.** The deployment of units on short notice from overseas areas where the presence of dependents is authorized to areas where the presence of dependents is not authorized poses a potential problem in connection with the maintenance of current emergency data on the location of next of kin. In some instances, the mass relocation of dependents after the departure of the unit compounds the problem. Appendix 2-1 contains a procedure which has proved efficient in handling this problem under actual conditions of large-unit deployment. Headquarters, Department of the Army, may direct that this procedure be initiated under appropriate conditions; therefore, commanders should include it in contingency plans.

2-8. **Members in receipt of retired pay.** DA Form 41 will not be used for retired persons. Each retired person when being processed for separation will be given DA Form 3140 (Designation of Beneficiary—Unpaid Retired Pay of Deceased Retired Member) with instructions to prepare the form and send the original to Commanding General, Finance Center, U.S.

Army, ATTN: Chief, Retired Pay Division, Indianapolis, Ind. 46249. In no case will the form be sent to The Adjutant General. The copy will be retained by the individual for his personal file. Retired persons may obtain additional copies of DA Form 3140 to record new or changed designations of beneficiaries from the Finance Center, U.S. Army. The form can be requisitioned through normal publications supply channels.

**2-9. Repository for wills.** The Chief, Casualty Branch, TAGO, DA, provides a repository service for Army members who make a will and who wish to take advantage of the service. To do this, the will should be inclosed in a sealed envelope bearing the following instruction:

Will of \_\_\_\_\_ Army Service No. \_\_\_\_\_  
to be delivered in the event of death to \_\_\_\_\_

(Name and address of person and of an alternate to whom  
the will is to be delivered in the event of death)

and mailed in another envelope to Chief, Casualty Branch, The Adjutant General's Office, Department of the Army, Washington, D.C. 20315. When the member dies, the Chief Casualty Branch will immediately mail the sealed envelope to the designated person. When the member is discharged or retires, the sealed envelope will be returned to him for other custodial arrangements.

**2-10. Servicemen's Group Life Insurance (SGLI).** *a.* The Department of the Army is required to certify to the insuring agency the amount of SGLI in force, beneficiary designations, if any, and settlement options, if any, elected by a deceased member before his death. For this reason, death reports will include information regarding SGLI.

*b.* In showing the designation of beneficiaries for SGLI in death reports, if the designated beneficiary is the wife, child(ren), or parent(s), so state. If the designated beneficiary is a person other than the wife, child(ren), or parent(s), show name(s) and address(es). If more than one beneficiary was designated and the decedent has indicated the percentage of the insurance which each beneficiary is to receive, include this information in the death report.

*c.* Examples of entries in death reports are given below.

- (1) *Situation:* Decedent was covered in the amount of \$10,000, elected lump-sum settlement, and designated his wife as beneficiary.

*Entry:* SGLI-TEN-LUMP-WIFE.

- (2) *Situation:* Decedent was covered in the amount of \$5,000, elected settlement in 36 equal monthly installments, designated his mother and father as beneficiaries and specified that each beneficiary receive 50 percent of the insurance.

*Entry:* SGLI-FIVE-36-Mother 50%;  
Father 50%

- (3) *Situation:* Decedent was covered in the amount of \$10,000, made no election concerning settlement option, and designated no beneficiary.

*Entry:* SGLI-TEN-BENEFICIARY-LAW

- (4) *Situation:* Decedent was covered in the amount of \$10,000, elected lump-sum settlement, and designated someone other than spouse child(ren), or parent(s) as beneficiary.

*Entry:* SGLI-TEN-LUMP-Miss Jane Smith, 222 Main St., Chicago, Illinois.

- (5) *Situation:* Decedent was covered in the amount of \$10,000, elected lump-sum settlement, designated three beneficiaries, and specified the percentage of the total insurance to be received by each beneficiary.

*Entry:* SGLI-TEN-LUMP- (Name and address), 50%; (Name and address), 25%; (Name and address) 25%.

- (6) *Situation:* Decedent was insured in the amount of \$10,000, elected settlement in 36 equal monthly installments, designated his parents beneficiaries, and did not specify the amount to be received by either beneficiary.

*Entry:* SGLI-TEN-36-Parents

(7) *Situation:* Decedent had not executed VA Form 29-8286 and had no period of AWOL in excess of 31 days or disciplinary action which would have terminated coverage (whether or not deductions have been properly collected is irrelevant).

*Entry:* SGLI-TEN-NO CERTIFICATE

(8) *Situation:* Decedent had executed VA Form 29-8286, coverage had been terminated because of AWOL status or disciplinary measure, and decedent had not filed for reinstatement of insurance.

*Entry:* SGLI-NONE-FAILED TO REINSTATE AFTER TERMINATION FOR (AWOL or specific type of disciplinary measure).

(9) *Situation:* After having elected not to be insured or having insurance terminated for cause, decedent applied for reinstatement but the Office of Servicemen's Group Life Insurance had not allowed reinstatement before decedent's death.

*Entry:* SGLI-Undetermined-APPLICATION FORWARDED OSGLI (date).

1. Designator (last name, first name, middle name)	1. <u>Smith, John Kenneth</u>	OF333444
2. Service Number	2. <u>RA - Arty</u>	
3. Branch and component	3. <u>12 May 1935, Denver, Denver Co., Colorado</u>	
4. Date and place of birth	4. <u>3 July 1962; Kansas City, Jackson County, Missouri;</u>	
5. Date, place and home of record at last entry or Active Duty	5. <u>Denver, Denver County, Colorado</u>	
6. Selective Service No., Local Board and Location	6. <u>30 22 22 293, LB 21, Denver, Colorado</u>	
7. Entry Service Data	7. <u>US 54 99 99 03, Army</u>	3 July 1960
8. R. P. E. D.	8. <u>105-33-0606</u>	
9. Social Security Number	9. _____	10. <u>Methodist</u>
10. Religion	10. _____	
11. Names and Addresses of	11. <u>(Wife) Mary Jones Smith, 123 Lake Street, Denver, Colorado</u>	
a. Spouse	<u>(Father) Magt James Edward Smith, RA 11 111 111 321</u>	
b. Father	<u>Artillery Drive, Ft. Bliss, Texas. (Mother) Sarah Ann</u>	
c. Mother	<u>Smith, do. (Child-M) John Kenneth, Jr., 9 Jan 60, 123 Lake</u>	
d. Child(ren)	<u>Street, Denver, Colorado. (A-P) Jane Evelyn, 9 Jan 61, do.</u>	
12. Next Notification Desired	12. <input checked="" type="checkbox"/> <u>(Mother) Sarah Ann Smith</u>	
	This DA Form 41 consists of two cards	

Figure 2-1. Record of Emergency Data

(Brother) Robert H. Smith, 323 Oak Ave, Kansas City, Mo. (see item 19)	13 ADULT NEXT OF KIN to be notified not named in item 11.
(Brother) Robert H. Smith, address in item 13	14 Beneficiary(ies) for gratuity pay if no surviving spouse or child. Indicate percent for each.
(Wife) Mary Jones Smith, 123 Lake Street, Denver, Colorado 1007	15 Beneficiary(ies) for unpaid pay and allowances including unpaid deposits. Indicate percent for each.
Same as item 15	16 Person to receive allotment if missing. Indicate percent.
TAGO, Hq, DA	17 Location of will.
Consolidated Life Insurance Company, 919 North Grove Street	18 Insurance date.
Chicago, Illinois, Policy No. 2131425, New Jersey Life	19 Remarks.
Insurance Company, 2120 North Appleton Drive, Jersey City, New	
Jersey, Policy No. 32456789. New York Life Insurance Company	
51 Madison Avenue, New York, New York, Policy No. LC5234906.	
Metropolitan Insurance and Indemnity Association (see item 19)	
Item 13 cont'd (Brother) Cary J. Smith 212 Lamont Ave.,	
Denver, Colorado. (Sister) Edith A. McElroy, 920 Cedar Street	
Council Bluffs, Iowa. (Sister) Esther L. Swanson, 834 West	
Bank Street, Miami, Florida. (Grandparents) Mr. and Mrs.	
Oliver M. Smith, Rural Route 1, Lexington, Kentucky.	
Item 18 cont'd: 1110 Lafayette Blvd, New Haven, Connecticut	
Policy No. 56429803. (see continuation card)	
T is DA Form 41 consists of two cards.	

Figure 2-1. Record of Emergency Data—Continued.

Smith, John Kenneth	OP333444
Item 18 cont'd: American Life Insurance Company, 312 Broadway, Denver, Colorado, Policy No. 5252567	
This DA Form 41 consists of two cards.	

Figure 2-1. Record of Emergency Data—Continued.

Category of persons	Distribution*	On change in status
a. Persons on active duty---	<p>Send original (card) promptly to Chief, Casualty Branch, TAGO, DA. Letter of transmittal is unnecessary except when sending under <i>b</i>, <i>c</i>, and <i>d</i> below.</p> <p>Keep duplicate (yellow paper) in personnel records jacket while person is on active duty.</p>	<p>On discharge (except to reenlist), or on relief from active duty and transfer or return to National Guard or Army Reserve control, send to Chief, Casualty Branch with other documents named in AR 640-10. On death or retirement, withdraw from personnel records jacket and send to CG, Finance Center, U.S. Army with the final military pay voucher (para 6-7 and 6-22, AR 37-104-2).</p>
b. Persons not on active duty who are assigned to units or other training groups or detachments, and persons on active duty for training.	<p>Keep both copies in personnel records jacket.</p>	<p>When ordered to active duty for a period of more than 6 months, verify information on form with member and comply with <i>a</i> above. When death occurs while performing Reserve (inactive) duty training or while on active duty for training, or while proceeding direct to or returning direct from such active duty or Reserve (inactive) duty training, airmail original with letter of transmittal to Chief, Casualty Branch, TAGO, DA. Send yellow copy to CG, Finance Center, U.S. Army, with the final military pay voucher (para 6-7, AR 37-104-2).</p>
c. Cadets of the U.S. Military Academy.	<p>Keep both copies in cadet's file at the Academy until commissioned.</p>	<p>When commissioned, fill out a new form and comply with <i>a</i> above. When death occurs while in cadet status, airmail original with letter of transmittal to Chief, Casualty Branch, TAGO, DA. Send yellow copy to CG, Finance Center, U.S. Army, with the final military pay voucher (para 6-7, AR 37-104-2).</p>
d. ROTC cadets attending ROTC summer camp.	<p>Send both copies to commander of installation where cadet will attend camp. When camp ends, send both copies to PMS of cadet's school for retention in cadet's personnel file.</p>	<p>When death occurs while participating in training at, or traveling to or from the ROTC summer camp, airmail original with letter of transmittal to Chief, Casualty Branch, TAGO, DA. Send yellow copy to CG, Finance Center, U.S. Army, with the final military pay voucher (para 6-7, AR 37-104-2).</p>

Figure 2-2. Instructions for disposition of DA Form 41.

\*Addresses:

Chief, Casualty Branch, TAGO, DA  
Washington, D.C. 20315

CG, Finance Center, U.S. Army  
ATTN: Chief, Claims Division, Settlement Operations  
Indianapolis, Indiana 46249

## APPENDIX 2-1

## PROCEDURE FOR MAINTAINING CURRENT EMERGENCY DATA ON NEXT OF KIN EVACUATED IN CONNECTION WITH HURRIED DEPLOYMENT OF UNIT

1. The losing home station commander will have next of kin, prior to departure from the losing home station, submit unsigned copies of DA Form 41 with entries in items 1, 2, and 11 only, showing name of a sponsor, sponsor's service number, and name and contact address of next of kin in CONUS or other area of relocation, respectively.

2. At the time of departure of dependents from the losing home station, the losing home station commander will airmail original (card) copies of DA Form 41 in a single container to Chief, Casualty Branch, TAGO, DA, Washington, D.C. 20315. The forms will be arranged alphabetically and the package will be marked "Dependents of (unit designation)."

3. Chief, Casualty Branch, TAGO, DA will acknowledge receipt of original copies of DA Form 41.

4. The losing home station commander will retain the yellow copies of DA Form 41 until acknowledgment of receipt of the original copies by the Chief, Casualty Branch, TAGO, DA. The losing home station commander at this time will airmail the yellow copies to the major Army commander at the final destination of the unit, packaged and marked as indicated in paragraph 2 above, for inclusion in the field military personnel files of soldiers concerned.

5. During the period between the time the initial element of dependents departs and the time the cards are acknowledged as being on hand in Headquarters, Department of the Army, the losing home station commander will furnish the Chief, Casualty Branch, TAGO, DA, by immediate-precedence message, supple-

mental contact address data, including time of departure and itinerary for those next of kin in an intransit status, for all casualty reports from the new station on personnel of the unit concerned which indicate the losing home station as the location of the next of kin. The major Army commander at the final destination of the unit will be an information addressee on all such messages.

6. The losing home station commander will stress to the next of kin the importance of keeping the Chief, Casualty Branch, TAGO, DA, or persons at the contact address entered on the DA Form 41, apprised of their whereabouts at all times. In this connection, it is suggested that each next of kin be furnished two blank sets of DA Form 41 and a franked envelope addressed to: Chief, Casualty Branch, TAGO, DA, Washington, D.C. 20315. The next of kin should be advised to complete the items indicated in paragraph 1 above, on one set of the DA Form 41 if the contact address is changed, and to mail both the original and the duplicate copy of the DA Form 41 in the pre-addressed franked envelope. The second set of the DA Form 41 provides an extra set in case of spoilage or for use in the event of further relocation.

7. The casualty reporting agency at the final destination of the unit will continue to include in casualty reports addresses for next of kin indicated on current DA Form 41 until the yellow copies of the revised forms prepared by the next of kin are received from the losing home station commander. Thereafter, the new addresses will be shown.

## CHAPTER 3

### CASUALTY REPORTING SYSTEM

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#### Section I. APPLICATION AND RESPONSIBILITIES

**3-1. Purpose.** The Casualty Reporting System is designed to give prompt, accurate, and complete casualty information to the Department of the Army, other agencies, and the immediate family of the individual. Casualty information as required here for deaths forms the basis for payments of benefits and entitlements to the legal next of kin.

**3-2. Reportable casualties.** The following categories of casualties will be reported to Headquarters, Department of the Army:

*a. Deaths.*

*b. Missing persons.*

*c. Very seriously ill or seriously ill U.S. persons outside CONUS.*

*d. Persons injured or wounded, regardless of severity, as a result of hostile action.*

*e. Persons returned to military control from one of the categories of missing persons.*

**3-3. Persons to be reported.** Figure 3-1 lists the categories of persons who will be reported to Chief, Casualty Branch, The Adjutant General's Office (TAGO), Department of the Army (DA), except as shown in the footnotes to items 22 and 23.

**3-4. Responsibilities.** *a. Initial casualty report.* Figure 3-2 shows the responsibility for initially reporting casualties to the Chief, Casualty Branch, TAGO, DA, and for other actions related thereto.

*b. Training and supervision.* The requirement for prompt, complete, and accurate casualty information can be met only if commanders indoctrinate personnel with the

importance of casualty reporting and require continual training and simulated casualty reporting during all field exercises. Staff personnel of major commands will visit subordinate units to coordinate procedures, correct deficiencies, and establish close liaison and understanding. All persons having anything to do with the preparation of a casualty report must make sure that all information is correct.

*c. Supplemental reports.* The installation or activity having access to the serviceman's personnel records is responsible for promptly submitting additional confirmed data as they become available.

*d. Reports of death to civil agencies by commanders of medical treatment facilities.* Reports will be made in accordance with AR 40-417.

*e. Notification to local military agencies.* The commanding officer of a deceased or missing person is responsible for notifying all interested local military agencies and for complying with separations procedures such as getting clearances and adjusting shortages of property or funds.

*f. Financial records.* The local personnel officer will send the final payment voucher and financial data records folder of a deceased member, or the financial data records folder of a missing member, through the servicing finance and accounting officer to Chief, Settlement Operations, Finance Center, U.S. Army, Indianapolis, Indiana, 46249 (see sec. II, chap. 3, AR 37-104-2). If the finance service is administered by the U.S. Navy or U.S. Air Force, the personnel officer will get specific instructions from the servicing agency.

*g. Notification of casualties to allied governments.* See paragraph 3-6f.

*h. During hostilities.*

- (1) Additional casualty reporting responsibilities are outlined in section V.
- (2) Headquarters, Department of the Army, may direct the use of abbreviated reports concerning deaths and missing persons by commanders in areas of hostile action when conditions indicate that this is advisable. See appendix 3-6.

**3-5. Principles of reporting.** *a. Command function.* Casualty reporting is a command function at all levels. An efficient casualty reporting system provides a prompt, continual flow of accurate casualty information to Headquarters, Department of the Army, enhances the morale of the individual soldier and his family, and reflects the capabilities of the commander.

*b. Prompt, accurate, and complete reporting.* Casualty reports must be sent to the Chief, Casualty Branch, The Adjutant General's Office, Department of the Army, within 4 hours after the incident and must include as much of the information required by the applicable appendix as is readily available. Offices that will know the circumstances should be contacted for information; they include, but are not limited to, surgeon, provost marshal, safety director, and air officer. Casualty reports will not be delayed because of lack of complete information; the missing information will be sent as soon as possible in supplemental reports.

*c. Reporting a person as dead.* A person will be reported as dead when there are identified remains or when reasonably conclusive evidence approved at the proper level of authority exists that a person is in fact dead. See paragraphs 1-6a and 1-7f. The report of death submitted to the Chief, Casualty Branch, TAGO, DA, is considered the "official notification of death" within the meaning of the law authorizing payment of a death gratuity to beneficiaries of deceased military personnel. When the cause of death, or full circumstances of death, is not stated in the initial report, a supplemental report will be sent as soon as these facts are determined. A person will not be changed from a status of dead to another status unless there is incontrovertible evidence that he was alive after the date previously reported as the date of death. All facts of the case will be included in the report.

*d. Reporting a person as missing.* In the absence of identified remains, the absent member will be reported initially as missing rather than dead. Prompt reporting of the fact that there is a casualty is essential. See paragraph 1-6d.

*e. Reporting multiple casualties.* Extensive press interest may be expected when incidents (such as major accidents, disasters, disorders) result in multiple casualties, and it is imperative that Chief, Casualty Branch, TAGO, DA, receive a complete accounting of *all* casualties, including lightly wounded and injured persons who otherwise would not be reportable. See paragraph 3-8d.

Category of Person	Type of casualty							
	Death			Missing			Very seriously ill or seriously ill/wounded	
	Cas rept	Ntfn NOK	Surv asst	Cas rept	Ntfn NOK	Surv asst	Cas rept	Ntfn NOK
1. All persons serving on extended active duty with the Army. This includes members of the Regular Army, of the Army Reserve, and of the Army National Guard. It also includes USMA cadets, persons appointed, enlisted or inducted in a Regular or Reserve component, or without specification of component, and any person serving in the Army under call or conscription.	X	X	X	X	X	X	X <sup>1</sup>	X
2. Retired members of the Army (Regular or Reserve)-----	X		X					
3. Army personnel in AWOL or desertion status-----	X	X	X <sup>2</sup>					
4. Army ROTC cadets when performing ROTC or flight or orientation training, or while performing authorized travel to or from the designated place of such duty.	X	X	X	X	X	X	X <sup>1</sup>	X
5. Members of the Army Reserve and Army National Guard when performing active duty training or while proceeding to or from such duty. <sup>3</sup>	X	X	X	X	X	X	X <sup>1</sup>	X
6. Members of the Army Reserve and Army National Guard when performing inactive duty training, with or without pay, or while proceeding directly to or from such duty. <sup>3</sup>	X	X	X	X	X			
7. Persons en route to or from, or at a place for final acceptance or for entry on active duty with the Army, who have been provisionally accepted for such duty, or selected for active service under the UMT&SA, and ordered or directed to proceed to such a place.	X	X	X					
8. Civilian employees of the Army, as defined in paragraph 1-9m, who become casualties overseas. Includes employees who become missing in the United States when it appears that disappearance is the proximate result of their employment.	X <sup>4</sup>	X	X <sup>3</sup>	X	X		X	X <sup>1</sup>
9. American Red Cross employees and other persons granted privileges similar to appropriated fund employees, when they are overseas and their home is in the United States. Also, other U.S. citizens for whom the local senior Department of State representative requests that the Department of the Army assume reporting responsibility.	X	X		X	X		X	X
10. Public officials of the United States, its territories and possessions; officials of allied governments; and officials of private business concerns, not subject to military law but temporarily performing full-time duty with the Army.	X	X		X	X		X	X
11. Foreign nationals employed by the Department of the Army who were recruited from their residence outside the United States and are away from the oversea installation or area of their place of residence.	X	X		X	X		X	X
12. Foreign nationals in the United States under the auspices of the Army and personnel of the armed forces of allied nations who are patients in or for whom administrative responsibility is assumed by any U.S. Army medical treatment facility.	X	X		X	X		X	X

See footnotes at bottom of page 3-4.

Figure 3-1. Persons to be reported to TAGO.

Category of Person	Type of casualty							
	Death			Missing			Very seriously ill or seriously ill/wounded	
	Cas rept	Ntfn NOK	Surv asst	Cas rept	Ntfn NOK	Surv asst	Cas rept	Ntfn NOK
13. Military and civilian personnel of other armed services of the United States serving as individuals with the Army and those assigned or attached to the Army when the service is not nearby to handle the initial casualty reporting.	X			X			X	
14. Employees of contractors of the Army who are citizens or residents of the United States and for whom the conditions of employment provide for reporting such information.	X	X		X	X		X	X
15. During hostilities, all other persons serving with or accompanying the Army in the field, except nationals and indigenous personnel subject to military law.	X	X		X	X		X	X
16. Dependents who become missing. This includes (a) dependents of Army military personnel; (b) dependents of Army civilian employees (para 1-9m), when the sponsor is employed overseas; (c) dependents of civilian employees when sponsor is missing in the United States as proximate result of his employment.	X	X		X	X		X	X
17. Dependents of military personnel and of civilians named in this section and not covered by item 16, who (a) die overseas if the sponsor, or other proper person in lieu of sponsor, desires that a relative in the United States or elsewhere be notified; (b) are very seriously ill or seriously ill if the sponsor or patient wants someone outside the command to be notified.	X	X		X	X		X	X
18. Infant or fetal death will be reported only if the sponsor desires that The Adjutant General, Department of the Army notify a relative.	X							
19. Very important persons traveling in the United States or overseas under the auspices of the Army.	X	X		X	X		X	X
20. Entertainers of the United Services Organization (USO) traveling in the United States under the auspices of the Army, traveling overseas while attached to an Army unit, or otherwise under the auspices of the Army.	X	X		X	X		X	X
21. Civilians not employed by the Army or other armed services who die or suffer injuries as the result of Army aircraft accidents. (AR 385-40 tells how and why these persons should be reported to Headquarters, DA.)	X						X	
22. Prisoners of war in U.S. Army custody	X <sup>6</sup>							
23. Civilian internees in U.S. Army custody	X <sup>7</sup>						X <sup>7</sup>	

<sup>1</sup> Not if assigned to zone of interior installation.

<sup>2</sup> Survivor assistance is not extended when serviceman is in desertion status.

<sup>3</sup> For reports required upon death of members not on active duty, active duty for training, or active Reserve or National Guard duty training, see AR 135-31 for Reserve and NGR 63-2 for National Guard personnel.

<sup>4</sup> Employees who are permanent residents of the area in which they are employed will not be reported unless they are citizens or residents of the United States and become casualties as the proximate result of their employment.

<sup>5</sup> See paragraph 4-4b.

<sup>6</sup> Report to Prisoner of War Information Center (USPWIC) or USPWIC (Br). See paragraph 3-25 below and paragraph 118, AR 633-50.

<sup>7</sup> Report to civilian internee camp (USCIC) or USCIS (Br). See paragraph 3-26 below and paragraphs 45d (for seriously ill) and 117 (for death), AR 633-51.

Figure 3-1. Persons to be reported to TAGO—Continued.

<i>For</i>	<i>In</i>	<i>This official</i>	<i>Who will</i>
(1) Deaths and missing persons.	CONUS (other than Alaska, Hawaii, and the Canal Zone).	Commander of the Army installation where the incident occurs, or  For Army members absent from their proper station, the commander of the Army installation nearest the place of the incident.	Inform the member's commanding officer by telephone or other fast means, and get any needed information.  For deaths, inform the commander of the medical treatment facility serving the unit of the deceased. Give the information needed to complete decedent's medical record if another medical treatment facility has not previously been designated to assume administrative responsibility for the case (see AR 40-400).
	Overseas commands (including Alaska, Hawaii, and the Canal Zone).	Major oversea commander nearest the place of incident, unless specifically directed to the contrary by the unified or specified commander. The unified or specified commander may centralize this reporting procedure within his headquarters or, without advance approval of Hq, DA he may direct specific subordinate commanders to report direct to TAGO—particularly where geographic features favor direct reporting.	Inform HQ DA by electrical means of procedural changes.
	Other areas-----	The Senior Army representative.	
(2) Very seriously ill, seriously ill, and seriously wounded persons.	CONUS -----	Report to Chief, Casualty Branch, TAGO, DA not required unless: —the next of kin to be notified lives outside CONUS; then the hospital commander will report. —for dependents and other nonmilitary persons, the sponsor or patient wants someone outside the command to be notified by DA; then the hospital commander will report.	Hospital commanders will, however, inform the next of kin, and send progress reports.

*Figure 3-2. Responsibility for initially reporting casualties to TAGO and for related action.*

For	In	This official	Who will
	Oversea commands -----	Major oversea commander ----	Hospital commanders will send progress reports to next of kin.
	Other areas -----	Senior Army representative.	
(3) Lightly wounded or injured (in incidents of multiple casualties, major accidents, disorders, disasters, etc. that might be of special interest to news media).	CONUS -----	Commander of the Army installation at or nearest the place of incident.	
	Oversea commands -----	Oversea commanders, in the same format as LOYAL reports (fig. 3-11).	State that individual is not seriously wounded or injured and whether he wants the next of kin notified.
	Other areas -----	Senior Army representative.	
(4) Personnel of the armed forces of allied nations,	CONUS -----	Commander of the Army installation at or nearest the place of incident.	
		When personnel are patients in U.S. Army medical treatment facilities, commander will report in these circumstances:	
		(a) Placed on or removed from very seriously ill/seriously ill list.	
		(b) Loss of hand, foot, limb or eye.	
		(c) Death.	
	Oversea commands and other areas.	See paragraph 3-6f(2).	

Figure 3-2. Responsibility for initially reporting casualties to TAGO and for related action—Continued.

## Section II. CASUALTY REPORTING UNDER NORMAL REPORTING PROCEDURES

**3-6. Preparation of reports.** *a. Content.* Reports to Chief, Casualty Branch, TAGO, DA will be electrically transmitted message, unless mail or courier is faster, and will contain the information listed at—

	<i>Appendix</i>
(1) Reports of death -----	3-1
(2) Reports of missing persons -----	3-2
(3) Reports of very seriously ill or seriously ill, wounded, or injured -----	3-3
(4) Reports of foreign nationals and personnel of the Armed Forces of allied nations -----	3-4

*b. Formats and information addressees required.*

<i>For</i>	<i>See figure</i>
(1) Deaths:	
Military -----	3-3
Department of the Army civilian -----	3-4
Dependent of military or DA civilian -----	3-5
Retired, U.S. Army -----	3-6
Supplemental reports to any of the above -----	3-7
(2) Missing persons:	
Military -----	3-8
Department of the Army civilian -----	3-9
Dependent of military or DA civilian -----	3-10

<i>For</i>	<i>See figure</i>
(3) Very seriously ill or seriously ill persons -----	3-11
(4) Progress reports for very seriously ill or seriously ill persons _	3-12
(5) Multiple casualties (same incident) -----	3-13

*c. Code words.* See appendix 3-5.

*d. Classification.* All casualty reports and supplemental reports will be unclassified unless the circumstances involve national security. If the next of kin have not been notified, the reports will bear the protective marking, "FOR OFFICIAL USE ONLY. Protective marking automatically removed IAW paragraph 19b (2), AR 360-5." If the reports contain information which requires protection in the interests of national defense, they will be classified and secured in accordance with AR 380-5.

*e. Casualty reporting for other services.* For casualties of the other U.S. Armed Forces, use the report formats in this regulation. Put the title in front of each item because the receiving activity of the other service may not have access to this regulation. Address the reports as follows and include the Chief, Casualty Branch, TAGO, DA as an information addressee:

<i>Service</i>	<i>Address</i>
U.S. Air Force -----	Chief of Staff, USAF Washington, D.C.
U.S. Navy -----	Secretary of Navy Washington, D.C.
U.S. Marine Corps -----	Commandant, Marine Corps Washington, D.C.
U.S. Coast Guard -----	Commandant, U.S. Coast Guard Washington, D.C.

*f. Notification of casualties to allied government.*

- (1) In CONUS. Chief, Casualty Branch, TAGO, DA will relay casualty information on allied personnel received from installation or U.S. Army medical treatment facility commanders to the Assistant Chief of Staff for Intelligence, ATTN: Foreign Liaison Office, who will notify the appropriate repre-

sentative of the person's government in the United States. In addition, where representatives of the person's government are located in the vicinity of the installation or medical treatment facility, direct notification to these authorities will be made.

(2) *In oversea and other areas.*

- (a) U.S. Army medical treatment facility commanders when personnel of armed forces of allied nations are patients and are affected by the following situation will notify appropriate national authorities as may be located in the vicinity of the facility and the commander of the U.S. Army element of the joint or unified command:
  1. Placed on or removed from the very seriously ill/seriously ill list.
  2. Loss of a hand, foot, limb, or eye.
  3. Death.

- (b) Commanders of U.S. Army elements of joint or unified commands will keep current list of authorities of allied nations who are to be notified of casualties, and will report casualties to the proper allied authorities.

(3) The NATO agreement implemented by this paragraph is STANAG 2075 (app. 3-11).

(4) The ABC agreement implemented by this paragraph is SOLOG 74 (app. 3-12).

**3-7. Control of casualty reports.** For the greatest accuracy and efficiency, the following controls are considered a minimum:

*a. Internal instructions.* Each command will establish internal instructions for the special handling of all casualty messages, from preparing them to putting them into the military communications system or commercial telegraph facilities.

*b. Precedence to be assigned.* Casualty messages processed through military communica-

tions facilities to or from oversea destinations will be assigned "immediate" precedence. Those from a CONUS installation to Headquarters, Department of the Army will be assigned "priority" precedence except where Headquarters, Department of the Army is requested to notify someone of the casualty; then the "immediate" precedence will be used.

*c. Reports to Chief, Casualty Branch, TAGO, DA.*

- (1) Reports will be sent by electrical means unless mail or messenger service is faster. Punch cards may be used for reporting from areas of hostile action under Phase I, II, or III (app. 3-7).
- (2) To make certain that Headquarters, Department of the Army receives all reports, a sequential numbering system will be used. Each agency originating a casualty report containing one name or a number of names, whether the report pertains to death; to missing; very seriously ill; seriously ill, wounded, injured; or lightly wounded or injured, will assign a number in one single consecutive series for each calendar year.
- (3) When the sequence of numbers is broken by CROWN reports on retired personnel submitted to the Commanding Officer, U.S. Army Administration Center (fig. 3-6), the next casualty report to Chief, Casualty Branch, TAGO, DA will identify the interven-

ing reports to the U.S. Army Administration Center in parentheses after the casualty report number. *Examples:* CROWN REPT 20 (CROWN REPT NO 18 and 19 to USAAC). CROWN REPT NO 33 (CROWN REPT NO 32 to USAAC). The numbering sequence for CROWN reports is not used for control purposes by the U.S. Army Administration Center. Therefore, CROWN reports to that agency will not identify intervening reports to Chief, Casualty Branch, TAGO, DA.

- (4) Supplemental reports will be identified in the internal instructions of the message and items A, B, and C of appendix 3-1, 3-2, and 3-3 will be included. The return to military control of persons who have been reported missing will be reported on a supplemental report to the original missing person report.

*d. Report of delivery.* Military communication facilities transmitting a casualty message originating in an oversea command will request a report of delivery from Headquarters, Department of the Army, using the "Z" signal (ACP 131). Strict control procedures will be established to insure that each casualty message is acknowledged so that delayed or lost messages may be detected as early as possible. *Messages not acknowledged by the receiving communication center within 44 hours after dispatch will be traced by the originator and retransmitted if necessary.*

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER					
SECURITY CLASSIFICATION									
UNCLAS EFTO FOUO									
TYPE MSG	BOOK	MULTI	SINGLE						
		M							
PRECEDENCE									
ACTION IMMEDIATE									
INFO PRIORITY				DTG					
<p>FROM: (REPORTING AGENCY)</p> <p>TO: CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>INFO: TAG DA WASH DC</p> <p>CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND</p> <p>CHIEF SPT SVC DA WASH DC</p> <p>(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS EFTO FOUO For AGPB-CN</p> <p>Protective marking automatically removed in accordance with Para 19b (2), AR 360-5.</p> <p>CROWN Report Nr. 10</p> <p>A. DOE, JOHN D.</p> <p>B. RA 14 000 000 Repeat RA 14 000 000.</p> <p>C. Sp4 (E-4). Not officially recommended for promotion</p> <p>DMOS: 35E20.</p> <p>D. 25 Nov 66 at 2300 hr. USAH, Landstuhl, Germany.</p> <p>E. Gunshot wound of head.</p> <p>F. Sp4 Donald Roe found decedent at the corner of the EM club with a revolver in his hand at approx 2230 hrs. Sp4 Roe immediately notified the military police who summoned an</p>						SPECIAL INSTRUCTIONS		ZFF-1 ZYT	
		DATE		TIME					
		MONTH		YEAR					
		PAGE NO.		NO. OF PAGES					
		1		2					
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE					
				TYPED (or stamped) NAME AND TITLE					
SECURITY CLASSIFICATION				REGRAIDING INSTRUCTIONS					
UNCLAS EFTO FOUO									

DD FORM 173  
1 NOV 65

REPLACES EDITION OF 1 MAY 60 WHICH WILL BE USED.

Figure 3-3①. Sample death report for military member.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION	
				UNCLAS EFTO FOUO	
PRECEDENCE	RELEASED BY	DRAFTED BY		PHONE	
ACTION IMMEDIATE					
INFO PRIORITY					
<p>ambulance. After reaching the hospital, decedent expired before he could be prepared for surgery. Circumstances indicate self-destruction. Unknown whether misconduct or negligence on part of decedent was cause of death. Decedent on normal off-duty time.</p> <p>G. \$220.50. None SGLI-TEN-LUMP-WIFE.</p> <p>H. DOUBT. CG USACOMZEUR.</p> <p>I. READY. USAH PARIS will perform post-mortem.</p> <p>J. HQ ORLEANS AREA COMD, APO NY 09058.</p> <p>K. Mrs. Betty B. Doe, Wife, 1234 Willis Avenue, Gary, Indiana</p> <p>DA Form 41 dtd 1 Oct 66.</p> <p>L. Death gratuity will not be paid by local FAO.</p> <p>M. Caucasian.</p> <p>N. Survivor assistance will not be rendered by this comd.</p> <p>O. U.S.</p> <p>P. 23 May 40.</p>					
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	2		
REGRAIDING INSTRUCTIONS				SECURITY CLASSIFICATION	
				UNCLAS EFTO FOUO	

DD FORM 173-1  
NOV 63

Figure 3-3②. Sample death report for military member—Continued.

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER	
SECURITY CLASSIFICATION UNCLAS EFTO FOUO					
TYPE MSG	BOOK	MULTI	SINGLE		
		M			
PRECEDENCE					
ACTION	IMMEDIATE				
INFO	PRIORITY			DTG	
<p>FROM: (REPORTING AGENCY)</p> <p>TO: CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>INFO: TAG DA WASH DC</p> <p>CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FOUA INDIANAPOLIS IND</p> <p>CHIEF SPT SVC DA WASH DC</p> <p>(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS For AGPB-CN</p> <p>Protective marking automatically removed in accordance with Para 19b (2), AR 360-5.</p> <p>CROWN Report Nr. 23.</p> <p>A. Doe, Joseph H.</p> <p>B. DAC</p> <p>C. GS-12. Appropriated funds. Civ Pers Ofc, Hq, USARJ.</p> <p>D. 19 Aug 66 at 2000 Hr. USAH, Sagmihara, Japan.</p> <p>E. Lobar pneumonia.</p> <p>F. Mr. Doe reported to the hospital at 1500 hrs 19 Aug 66 complaining of fever and pains in his chest. He was immedi- ately administered antibiotics. Due to advanced condition of pneumonia he expired at 2000 hr.</p>				SPECIAL INSTRUCTIONS	
				ZFF-1	
				ZYT	
				DATE	TIME
				MONTH	YEAR
				PAGE NO.	NO. OF PAGES
				1	2
D R A P T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE	
				TYPED (or stamped) NAME AND TITLE	
SECURITY CLASSIFICATION UNCLAS EFTO FOUO				REGRADING INSTRUCTIONS	

DD FORM 173  
1 NOV 52

REPLACES EDITION OF 1 MAY 52 WHICH WILL BE USED.

Figure 3-4①. Sample death report for Department of the Army civilian.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION	
				UNCLAS EFTC FOUO	
PRECEDENCE		RELEASED BY	DRAFTED BY		PHONE
ACTION	IMMEDIATE				
INFO	PRIORITY				
<p>G. \$13,000 per annum.</p> <p>J. READY. USAH, Sagamihara, Japan will perform post-mortem.</p> <p>J. Ofc of Civ Pers Off, Hq USARJ, Camp Zama, Japan.</p> <p>K. Mrs. Mary M. Doe, Wife, Quarters 750-B, Sagamihara                      Dependent housing area, Sagamihara, Japan. Permanent add:                      6410 Jones Avenue, Anytown, New Jersey. Wife present at time                      of death. No other notification desired. Protestant.</p> <p>L. Caucasian.</p> <p>N. Survivor assistance will be provided by reporting agency.</p> <p>O. U.S.</p> <p>P. 10 Nov 1913</p> <p>R. 6410 Jones Ave, Anytown, New Jersey.</p> <p>S. Brooklyn, New York.</p>					
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	2		
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION	
				UNCLAS EFTC FOUO	

DD FORM 173-1  
1 NOV 63

Figure 3-4©. Sample death report for Department of the Army civilian--Continued,

<b>JOINT MESSAGEFORM</b>				<i>RESERVED FOR COMMUNICATION CENTER</i>			
SECURITY CLASSIFICATION				UNCLAS EFTO FOUO			
TYPE MSG	BOOK	MULTI	SINGLE				
		M					
PRECEDENCE							
ACTION IMMEDIATE							
INFO PRIORITY				DTG			
<p style="text-align: center;">FROM: (REPORTING AGENCY)</p> <p style="text-align: center;">TO: CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>INFO: TAG DA WASH DC</p> <p>CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND</p> <p>CHIEF SPT SVC DA WASH DC</p> <p style="text-align: center;">(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS EFTO FOUO <span style="float: right;">For AGPB-CN</span></p> <p>Protective marking automatically removed in accordance with Para 19b (2), AR 360-5.</p> <p>CROWN Report Nr. 62.</p> <p>A. Doe, Mary A.</p> <p>B. Dependent wife, Hq, USA CommZ, Europe, APO NY 09058.</p> <p>C. Sp6 (E-6) Doe, John C., RA 14 000 000 repeat RA 14 000 000.</p> <p>Present at time of death.</p> <p>D. 13 Jan 67 at 2300 hr. USAH, Paris, France.</p> <p>E. Gunshot wound of head.</p> <p>F. Wife found by sponsor at the corner of the EM club with a revolver in her hand at approx 2230 hrs. EM immediately notified the military police. An ambulance was summoned by the</p>						<p style="text-align: center;">SPECIAL INSTRUCTIONS</p> <p>ZFF-1</p> <p>ZYT</p>	
		DATE		TIME			
		MONTH		YEAR			
		PAGE NO.		NO. OF PAGES			
		1		2			
<b>D R A F T E R</b>	TYPED NAME AND TITLE		PHONE	SIGNATURE			
<b>R E L E A S E R</b>	TYPED (or stamped) NAME AND TITLE						
SECURITY CLASSIFICATION				REGRADING INSTRUCTIONS			
UNCLAS EFTO FOUO							

**DD FORM 173**  
1 NOV 63

REPLACES EDITION OF 1 MAY 58 WHICH WILL BE USED.

Figure 3-5①. Sample death report for dependent.

<b>ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET</b>				SECURITY CLASSIFICATION <b>UNCLAS EFTO FOUO</b>				
PRECEDENCE		RELEASED BY		DRAFTED BY		PHONE		
ACTION <b>IMMEDIATE</b>								
INFO <b>PRIORITY</b>								
<p>military police. After reaching the hospital, Mrs. Doe expired before she could be prepared for surgery. Circumstances indicate self-destruction.</p> <p>I. Ready, USAH, Paris, France, will perform post-mortem.</p> <p>K. Same as item C. 13 Jan 67. Permanent address: 124 Carroll Lane, Vicksburg, Mississippi. Protestant. No further notification desired by sponsor.</p> <p>M. Negroid.</p> <p>P. 17 Sep 35.</p> <p>Q. U.S.</p>								
CONTROL NO.		TOM/TOD		PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION		INITIALS
				2	2			
REGRADE INSTRUCTIONS						SECURITY CLASSIFICATION <b>UNCLAS EFTO FOUO</b>		

**DD FORM 173-1**  
1 NOV 63

REPLACES EDITION OF 1 MAY 62 WHICH WILL BE USED.

Figure 3-53. Sample death report for dependent --Continued.

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER			
SECURITY CLASSIFICATION							
UNCLAS EFTO FOUO							
TYPE MSG	BOOK	MULTI	SINGLE				
		M					
PRECEDENCE							
ACTION	PRIORITY						
INFO	ROUTINE			DTG			
<p>FROM: (REPORTING AGENCY)</p> <p>CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>TO:</p> <p>OR TO: *</p> <p>CG USAAC 9700 PAGE BLVD ST LOUIS MO</p> <p>INFO: (CG OF ARMY AREA IN WHICH NEXT OF KIN RESIDES)</p> <p>CHIEF SPT SVC DA WASH DC</p> <p>CHIEF RETIRED PAY DIVISION FCUSA INDIANAPOLIS IND</p> <p>(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS EFTO FOUO</p> <p>Protective marking automatically removed in accordance with Par 19b (2) AR 360-5.</p> <p>CROWN Report Nr. 18.</p> <p>A. Doe, John A.</p> <p>B. 0 11 234 repeat 0 11 234</p> <p>C. Major, Inf, USA Ret., 1 Nov 58. Mrs. Anna B. Doe, wife, 12345 West 45th Avenue, Seattle, Washington.</p> <p>D. 13 Mar 67 at 1935 Hr. VA Hosp, Seattle, Wash.</p> <p>E. Myocardial infarction.</p>							SPECIAL INSTRUCTIONS
				DATE	TIME		
				MONTH	YEAR		
				PAGE NO.	NO. OF PAGES		
				1	2		
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE			
				TYPED (or stamped) NAME AND TITLE			
SECURITY CLASSIFICATION				REGRADING INSTRUCTIONS			
UNCLAS EFTO FOUO							

DD FORM 173  
1 NOV 63

Figure 3-6①. Sample death report for retired person.

<b>ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET</b>				SECURITY CLASSIFICATION  UNCLAS EFTO FOUO	
PRECEDENCE	RELEASED BY	DRAFTED BY	PHONE		
ACTION PRIORITY					
INFO ROUTINE					
<div style="text-align: right; margin-bottom: 10px;">7</div> <p>I. Ready. Same as item C.</p> <p>K. Same as item C, present at time of death.</p> <p>*Action addressee for reports of deaths of retired general officers and persons on TDRL who remain in the hospital from date of retirement until date of death will be Chief, Casualty Branch, TAGD, DA. For reports of deaths of all other retired persons action addressee will be CO, U.S. Army Administration Center, 9700 Page Boulevard, St. Louis, Missouri.</p> <div style="text-align: right; margin-top: 10px;">└</div>					
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	2		
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION UNCLAS EFTO FOUO	

**DD FORM 173-1**  
NOV 82

Figure 3-6c. Sample death report for retired person —Continued.

<b>JOINT MESSAGEFORM</b>				<small>RESERVED FOR COMMUNICATION CENTER</small>			
SECURITY CLASSIFICATION				UNCLAS EFTO FOUO			
TYPE MSG	BOOK	MULTI	SINGLE				
		M					
PRECEDENCE							
ACTION IMMEDIATE							
INFO PRIORITY				DTG			
<p style="text-align: center;"><b>FROM:</b> (REPORTING AGENCY)</p> <p style="text-align: center;"><b>TO:</b> CHIEF CASUALTY BR TAGO DA WASH DC</p> <p><b>INFO:</b> TAG DA WASH DC</p> <p style="padding-left: 40px;">CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND</p> <p style="padding-left: 40px;">CHIEF SPT SVC DA WASH DC</p> <p style="padding-left: 40px;">(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS EFTO FOUO <span style="float: right;">For AGPB-CN</span></p> <p>Protective marking automatically removed in accordance with Para 19b (2), AR 360-5.</p> <p>Supplemental Report Nr 1 to CROWN Report Nr 10.</p> <p>A. Doe, John D.</p> <p>B. RA 14 000 000 repeat RA 14 000 000</p> <p>C. Sp4 (E-4)</p> <p>D. Preliminary investigation reveals that decedent had no powder burns. Circumstances now indicate that Sp4 Donald Roe and decedent had argument in EM Club at 2000 hr. They were ejected from the club still arguing. From outward appearance SP4 Donald Roe shot decedent. Roe being held for further investigation. Will advise as investigation progresses.</p>						<p><b>SPECIAL INSTRUCTIONS</b></p> <p>ZFF-1</p> <p>ZYT</p>	
						DATE	TIME
						MONTH	YEAR
						PAGE NO. 1	NO. OF PAGES 1
<b>D R A F T E R</b>	TYPED NAME AND TITLE			PHONE	SIGNATURE		
					TYPED (or stamped) NAME AND TITLE		
SECURITY CLASSIFICATION UNCLAS EFTO FOUO					REGRADING INSTRUCTIONS		

**DD FORM 173**  
NOV 83

REPLACES EDITION OF 1 MAY 83 WHICH WILL BE USED.

Figure 3-7. Sample supplemental report for death report.

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER							
SECURITY CLASSIFICATION				UNCLAS EFTO FOUO							
TYPE MSG	BOOK	MULTI	SINGLE								
		M									
PRECEDENCE											
ACTION				IMMEDIATE							
INFO				PRIORITY DTG							
<p>FROM: (REPORTING AGENCY)</p> <p>TO: CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>INFO: TAG DA WASH DC</p> <p>CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND</p> <p>CHIEF SPT SVC DA WASH DC</p> <p>(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS EFTO FOUO For AGPB-CN</p> <p>Protective marking automatically removed in accordance with Para 19b (2), AR 360-5.</p> <p>PUNCH Report Nr 35 (MISSING)</p> <p>A. Doe, John C.</p> <p>B. RA 14 696 678 repeat RA 14 696 678.</p> <p>C. SSGT (E-6). DMOS: 81B40.</p> <p>D. Vicinity of Overby Pass, Germany.</p> <p>E. 27 Nov 67 at 0500 hr.</p> <p>F. On patrol duty. Sgt Doe and two other EM were patrolling the area of Overby Pass. At 0500 hr while passing Blasting Rock they heard a noise and went to investigate. The other EM returned at approx 0600 hours without finding anything.</p>						SPECIAL INSTRUCTIONS		ZFF-1		ZYT	
		DATE		TIME							
		MONTH		YEAR							
		PAGE NO.		NO. OF PAGES							
		1		2							
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE							
				TYPED (or stamped) NAME AND TITLE							
SECURITY CLASSIFICATION				REGRADING INSTRUCTIONS							
UNCLAS EFTO FOUO											

DD FORM 173  
1 NOV 63

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

Figure 3-8①. Sample missing person report for military member.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION				
				UNCLAS EFTO FOUO				
PRECEDENCE		RELEASED BY		DRAFTED BY		PHONE		
ACTION IMMEDIATE								
INFO PRIORITY								
<p>Sgt Doe did not return. One of the EM notified the company commander who immediately caused a search of the entire area to be made. Sgt Doe's rifle was found approximately 100 meters west of Blasting Rock. The entire area is heavily wooded and underground streams abound. Search continues.</p> <p>G. None.</p> <p>H. Mrs. Helen C. Connors, Mother, 200 Main Street., Whereabouts, Kentucky. Not notified. DA Form 41 dtd 26 Apr 66.</p> <p>I. Co B, 63d Eng Det, APO NY 09227</p> <p>J. Survivor assistance will not be provided by this command.</p> <p>K. 31 Mar 34.</p>								
CONTROL NO.		TOR/TOD		PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION		INITIALS
				2	2			
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION				
				UNCLAS EFTO FOUO				

DD FORM 173-1  
NOV 63

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

*Figure 3-8②. Sample missing person report for military member—Continued.*

JOINT MESSAGEFORM				RESERVED FOR COMMUNICATION CENTER			
SECURITY CLASSIFICATION				UNCLAS EFTO FOUO			
TYPE MSG	BOOK	MULTI	SINGLE				
		M					
PRECEDENCE							
ACTION	IMMEDIATE						
INFO	PRIORITY			DTG			
FROM: (REPORTING AGENCY)						SPECIAL INSTRUCTIONS	
TO: CHIEF CASUALTY BRANCH TAGO DA WASH DC						ZFF-1	
INFO: TAG DA WASH DC						ZYT	
CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND							
CHIEF SPT SVC DA WASH DC							
(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)							
<ul style="list-style-type: none"> <li>UNCLAS EFTO FOUO For AGPB-CN</li> </ul>							
Protective marking automatically removed in accordance							
with Para 19b (2), AR 360-5.							
PUNCH Report Nr. 20 (MISSING).							
A. Doe, Bill A.							
B. DAC							
C. GS-1. Appropriated funds. Ofc of the Comptroller,							
Hq, USARJ.							
D. Vic Main Gate, Atsugi NAS.							
E. 6 Jun 68 at 2300 hr.							
F. On normal off-duty time.							
G. Employee was riding in Japanese taxicab with eight							
other civilian employees. Group was returning to Camp Zama from						DATE	TIME
						MONTH	YEAR
						PAGE NO.	NO. OF PAGES
						1	2
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE			
		TYPED (or stamped) NAME AND TITLE					
SECURITY CLASSIFICATION				REGRADING INSTRUCTIONS			
UNCLAS EFTO FOUO							

DD FORM 1 NOV 63 173

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

Figure 3-9①. Sample missing person report for Department of the Army civilian.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION							
				UNCLAS EFTO FOUO							
PRECEDENCE		RELEASED BY		DRAFTED BY		PHONE					
ACTION IMMEDIATE											
INFO PRIORITY											
<p>pleasure trip to Tokyo. Mr. Doe became involved in an argument with majority of members of group, asked driver to stop vehicle near the main gate of Atsugi NAS. When last seen, he was sitting beside the highway. US Army military police, US Navy shore patrol, and Japanese national police are conducting search.</p> <p>U. Wife: Mrs. Alice J. Doe, 202 Hill St., San Francisco, California.</p> <p>1. San Francisco, California.</p> <p>K. 18 Aug 09</p>											
CONTROL NO.		TOR/TOD		PAGE NO.		NO. OF PAGES		MESSAGE IDENTIFICATION		INITIALS	
				2		2					
REGRADE INSTRUCTIONS						SECURITY CLASSIFICATION					
						UNCLAS EFTO FOUO					

DD FORM 173-1  
NOV 68

REPLACES EDITION OF 1 MAY 65 WHICH WILL BE USED

Figure 3-9②. Sample missing report for Department of the Army civilian— Continued.

<b>JOINT MESSAGEFORM</b>		<small>RESERVED FOR COMMUNICATION CENTER</small>	
SECURITY CLASSIFICATION			
UNCLAS EFTO FOUO			
TYPE MSG	BOOK	MULTI	SINGLE
		M	
PRECEDENCE			
ACTION	IMMEDIATE		
INFO	PRIORITY		
			DTG
<p><b>FROM:</b> (REPORTING AGENCY)</p> <p><b>TO:</b> CHIEF CASUALTY BRANCH TAGO DA WASH DC</p> <p><b>INFO:</b> TAG DA WASH DC</p> <p>CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND</p> <p>CHIEF SPT SVC DA WASH DC</p> <p>(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING COMD)</p> <p>UNCLAS EFTO FOUO For AGPB-CN</p> <p>Protective marking automatically removed in accordance with para 19b (2), AR 360-5.</p> <p>PUNCH Report Nr 17 (MISSING)</p> <p>A. Doe, Mary C.</p> <p>B. Dependent daughter</p> <p>C. 1st Lt Doe, Jerry C., OF 123 321 repeat OF 123 321; Co B, 63d Eng Det, APO NY 09227.</p> <p>D. Kaiserslautern, Germany</p> <p>E. 20 Sep 68 at 1900 hr.</p> <p>G. Daughter had accompanied parents to festival in city of Kaiserslautern. While she and her parents were walking from their automobile to municipal park, the child ran ahead of the</p>			<p><b>SPECIAL INSTRUCTIONS</b></p> <p>ZFF-1</p> <p>ZYT</p>
			DATE
			TIME
			MONTH
			YEAR
			PAGE NO.
			NO. OF PAGES
1			2
<b>D R A F T E R</b>	TYPED NAME AND TITLE	PHONE	SIGNATURE
	TYPED (or stamped) NAME AND TITLE		
SECURITY CLASSIFICATION			REGRADE INSTRUCTIONS
UNCLAS EFTO FOUO			

**DD FORM 173**  
1 NOV 63

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

Figure 3-10(1). Sample missing person report for dependent.

<b>ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET</b>				SECURITY CLASSIFICATION							
PRECEDENCE		RELEASED BY		DRAFTED BY		PHONE					
ACTION IMMEDIATE											
INFO PRIORITY											
<p>parents and disappeared in the crowd. After unsuccessfully trying to find the child, parents informed military police. German national police and US military police are conducting search.</p> <p>H. Sponsor present when child became missing. Mr. and Mrs. Joe O. Doe, Rural Route 2, Cornfield, Iowa.</p> <p>J. Survivor assistance will be provided by reporting agency.</p> <p>K. 2 Dec 62.</p>											
CONTROL NO		FOR/TOD		PAGE NO.		NO. OF PAGES		MESSAGE IDENTIFICATION		INITIALS	
				2		2					
REGRADING INSTRUCTIONS						SECURITY CLASSIFICATION UNCLAS EFTO FOUO					

**DD FORM 173-1**  
NOV 63

REPLACES EDITION OF 1 MAY 59 WHICH WILL BE USED.

Figure 3-10. Sample missing person report for dependent—Continued.

<b>JOINT MESSAGEFORM</b>			<small>RESERVED FOR COMMUNICATION CENTER</small>		
SECURITY CLASSIFICATION			UNCLAS EFTO FOUO		
TYPE MSG	BOOK	MULTI	SINGLE		
		M			
PRECEDENCE					
ACTION	IMMEDIATE				
INFO	PRIORITY		DTG		
<p style="text-align: center;">FROM: (REPORTING AGENCY)</p> <p style="text-align: center;">TO: CHIEF CASUALTY BRANCH TACO DA WASH DC</p> <p>INFO: (INFO ADDRESSEES AS REQUIRED BY REPORTING COMMAND)</p> <p>UNCLAS EFTO FOUO FOR AGPB-C.</p> <p>Protective marking automatically removed in accordance with paragraph 19b (2), AR 360-5.</p> <p>LOYAL Report Nr. 83.</p> <p>A. Doe, John G.</p> <p>B. RA 14 000 000 repeat RA 14 000 000 (if civilian employee, enter "DAC").</p> <p>C. SP6 (E-6), DMOS: 81 B40. (If DAC, enter grade).</p> <p>D. US Army Hospital, Landstuhl, Germany, APO NY 09180.</p> <p>E. 25 Jan 68 at 0815 Hr.</p> <p>F. Very seriously ill. Med dg 8255 - Gunshot wound of chest. Present for duty. EM was displaying .45 cal revolver to another EM when weapon accidentally discharged. Incident occurred in unit dayroom.</p>				<p style="text-align: center;">SPECIAL INSTRUCTIONS</p> <p style="text-align: center;">ZFF-1</p> <p style="text-align: center;">ZYT</p>	
		DATE	TIME		
		MONTH	YEAR		
		PAGE NO.	NO OF PAGES		
		1	2		
<b>D R A F T E R</b>	TYPED NAME AND TITLE	PHONE	<b>R E L E A S E R</b>	SIGNATURE	
				TYPED (or stamped) NAME AND TITLE	
SECURITY CLASSIFICATION			REGRADE INSTRUCTIONS		
UNCLAS EFTO FOUO					

**DD FORM 173**  
1 NOV 63

REPLACES EDITION OF 1 MAY 62 WHICH WILL BE USED

Figure 3-11. Sample LOYAL report for military member or civilian.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION UNCLAS EFTO FOUO	
PRECEDENCE		RELEASED BY	DRAFTED BY	PHONE	
ACTION	IMMEDIATE				
INFO	PRIORITY				
7					
G. Guarded					
H. Co A, 63d Eng Det, APO NY 09227 (If DAC, agency where employed).					
I. Mrs. John Doe, Mother, 114 Main St, Anytown, Vermont. Quarters and Messing facilities are available. Estimated cost per day \$3.00. Winter clothing should be worn. Upon arrival at APOD, rept to desk for information, where necessary arrangements will be made for onward travel to hospital.					
J. None. See item I.					
K. Evacuation not currently contemplated. Probable chest surgery during second week at this hospital.					
J					
CONTROL NO.	TOR/TOD	PAGE NO. 2	NO. OF PAGES 2	MESSAGE IDENTIFICATION	INITIALS
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION UNCLAS EFTO FOUO	

DD FORM 173-1  
NOV 82

Figure 3-11(3). Sample LOYAL report for military member or civilian—Continued.

<b>JOINT MESSAGEFORM</b>			<i>RESERVED FOR COMMUNICATION CENTER</i>		
SECURITY CLASSIFICATION					
TYPE MSG	BOOK	MULTI	SINGLE		
		M			
PRECEDENCE					
ACTION IMMEDIATE					
INFO PRIORITY					
				DTG	
<p style="text-align: center;">FROM: (REPORTING AGENCY)</p> <p style="text-align: center;">TO: CHIEF CASUALTY BR TAGO DA WASH DC</p> <p style="text-align: center;">INFO: (INFO ADDRESSEES AS REQUIRED BY REPORTING COMMAND)</p> <p style="text-align: center;">UNCLAS EFTO FOUO FOR AGPB-CN.</p> <p>Protective marking automatically removed in accordance with paragraph 19b (2), AR 360-5.</p> <p>PROGRESS REPORT NRI FOR LOYAL REPORT NR 83.</p> <p>A. DOE, JOHN G.</p> <p>B. RA 14 000 000 Repeat RA 14 000 000 (if a DA civilian employee, enter "DAC").</p> <p>C. SP6 (E-6).</p> <p>D. Condition improved. Prognosis good. Estimated further stay in this hospital 6 weeks. Evacuation not repeat not contemplated. NOK, Mrs. John Doe, arrived 29 Jan.</p> <p style="text-align: center;">(OR)</p> <p>D. Agate. Estimated further stay in this hospital undetermined.</p> <p style="text-align: center;">(OR)</p>					<p style="text-align: center;">SPECIAL INSTRUCTIONS</p> <p style="text-align: center;">ZFF-1 ZYT</p>
			DATE	TIME	
			MONTH	YEAR	
			PAGE NO	NO. OF PAGES	
			1	2	
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE	
		TYPED (or stamped) NAME AND TITLE			
SECURITY CLASSIFICATION			REGRADING INSTRUCTIONS		
UNCLAS EFTO FOUO					

**DD FORM 173**  
NOV 83

REPLACES EDITION OF 1 MAY 83 WHICH WILL BE USED

Figure 3-12C. Sample progress report for military member of Department of the Army civilian.

<b>ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET</b>				SECURITY CLASSIFICATION <b>UNCLAS EFTO FOUO</b>			
PRECEDENCE		RELEASED BY		DRAFTED BY		PHONE	
ACTION <b>IMMEDIATE</b>							
INFO <b>PRIORITY</b>							
<p>D. Write 29 Jan 68. Patient will be evacuated to CONU on or about 1 Feb 68.</p> <p style="text-align: center;">(OR) <span style="float: right;">7</span></p> <p>D. Broke 29 Jan 68.</p> <p style="text-align: center;">(OR)</p> <p>D. (Any of the other codes appropriate.)</p>							
CONTROL NO.		NO. OF PAGES		MESSAGE IDENTIFICATION		INITIALS	
		2 : 2					
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION <b>UNCLAS EFTO FOUO</b>			

**DD FORM 173-1**  
1 NOV 65

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

*Figure 3-12. Sample progress report for military member or Department of the Army civilian—Continued.*

<b>JOINT MESSAGEFORM</b>		<i>RESERVED FOR COMMUNICATION CENTER</i>	
SECURITY CLASSIFICATION			
APPROPRIATE CLASSIFICATION			
TYPE MSG	BOOK	MULTI	SINGLE
		M	
PRECEDENCE			
ACTION IMMEDIATE			
INFO PRIORITY		DTG	
<p style="text-align: center;"><b>FROM:</b></p> <p style="text-align: center;">(REPORTING AGENCY)</p> <p style="text-align: center;"><b>TO:</b></p> <p style="text-align: center;">CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>INFO: TAG DA WASH DC</p> <p>CHIEF CLAIMS DIV SETTLEMENTS OPERATIONS FCUSA INDIANAPOLIS IND</p> <p>CHIEF SPT SVC DA WASH DC</p> <p>(OTHER INFO ADDRESSEES AS REQUIRED BY REPORTING AGENCY)</p> <p>(Appropriate classification and cite number)</p> <p>A. (Place and date of occurrence and circumstances):</p> <p>At 1300 hr 27 Nov 69 at the practice firing area outside Kaisersautern, a shell exploded. According to eye witness accounts, unit had finished firing and had begun to clear the area of spent shells and duds. As they began to load these into truck, there was an explosion. It is not known what exploded, but it is assumed that it was dud 155 MM howitzer shell. All persons were evacuated to the U.S. Army Hospital, Landstuhl.</p> <p>Survivor Assistance Actions. Survivor assistance</p>		<p style="text-align: center;"><b>SPECIAL INSTRUCTIONS</b></p> <p>ZFF-1</p> <p>ZYT</p>	
		DATE	TIME
		MONTH	YEAR
		PAGE NO.	NO. OF PAGES
		1	3
<b>D R A F T E R</b>	TYPED NAME AND TITLE	PHONE	SIGNATURE
			TYPED (or stamped) NAME AND TITLE
SECURITY CLASSIFICATION		REGRADING INSTRUCTIONS	
APPROPRIATE CLASSIFICATION			

**DD FORM 173**  
1 NOV 63

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

Figure 3-13①. Sample report of multiple casualties (more than 3) in a single incident.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION APPROPRIATE CLASSIFICATION	
PRECEDENCE		RELEASED BY	DRAFTED BY		PHONE
ACTION	IMMEDIATE				
INFO	PRIORITY				
<p>for Jones, Gray, and Love only being provided by this command.</p> <p>C. (Gratuity Pay Actions). Death gratuity being paid NOK of Jones, Gray, and Love only.</p> <p>D. (LD Status). Dandy.</p> <p>E. (Organization and Address). (If all casualties are from one unit and address, enter the unit and address here; otherwise, indicate after each person listed.)</p> <p>F. (Notification Actions). This command has notified next of kin of Jones, Gray, and Love. Request TAG notify other interested persons indicated on DA Form 41. Field 201 file indicate that all casualties have DA Form 41 on file except Jones. Additional notification desired by wife is indicated below.</p> <p style="text-align: center;">PART I - COACH REPORT (5 NAMES)</p> <p>1. (Name). Jones, James R.</p> <p>A. (Grade).</p> <p>B. (Service Number). RA 55 636 543 Repeat RA 55 636 543.</p> <p>C. (Medical Cause of Death). Multiple Injuries of head as result of the explosion.</p> <p>D. (Basic Pay and SGLI Data). Basic pay: \$398.40.</p> <p>SGLI: Five-Wife.</p>					
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		2	3		
REGRADE INSTRUCTIONS				SECURITY CLASSIFICATION APPROPRIATE CLASSIFICATION	

DD FORM 173-1  
NOV 53

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

Figure 3-13©. Sample report of multiple casualties (more than 3) in a single incident—Continued.

ABBREVIATED JOINT MESSAGEFORM and/or CONTINUATION SHEET				SECURITY CLASSIFICATION APPROPRIATE CLASSIFICATION	
PRECEDENCE	RELEASED BY	DRAFTED BY	PHONE		
ACTION IMMEDIATE					
INFO PRIORITY					
<p>E. (Status of Remains). Ready. <span style="float: right;">┌</span></p> <p>F. (Organization and Address). (Not required if contained in D Above.)</p> <p>G. (Race).</p> <p>H. (Indicate any available additional data on individual, particularly additional notification desires. If a DA Form 41 is not on file at HQ, DA, other specific data from records will be requested by return message.</p> <p>2. (Repeat for second death and itemize each additional death as indicated in item 1 above).</p> <p style="text-align: center;">PART II - LOYAL (6 NAMES)</p> <p>1. (Name).</p> <p>A. Thru (List appropriate items as enumerated in Appendix 3-3 for each person).</p> <p style="text-align: center;">PART III - STATUS OF ALL OTHERS INVOLVED</p> <p>1. (Name).</p> <p>A. (Grade).</p> <p>B. (Service Number).</p> <p>C. (Condition).</p> <p style="text-align: right;">└</p>					
CONTROL NO.	TOR/TOD	PAGE NO.	NO. OF PAGES	MESSAGE IDENTIFICATION	INITIALS
		3	3		
REGRADING INSTRUCTIONS				SECURITY CLASSIFICATION (APPROPRIATE CLASSIFICATION)	

DD FORM 173-1  
1 NOV 63

REPLACES EDITION OF 1 MAY 55 WHICH WILL BE USED.

Figure 3-13③. Sample report of multiple casualties (more than 3) in a single incident--Continued.

<b>JOINT MESSAGEFORM</b>				<small>RESERVED FOR COMMUNICATION CENTER</small>			
SECURITY CLASSIFICATION				UNCLAS EFTO FOUO			
TYPE MSG	BOOK	MULTI	SINGLE				
		M					
PRECEDENCE							
ACTION							
INFO				DTG			
<p>FROM: (REPORTING AGENCY)</p> <p>TO: CHIEF CASUALTY BR TAGO DA WASH DC</p> <p>INFO: (INFO ADDRESSEES AS REQUIRED BY REPORTING COMMAND)</p> <p>UNCLAS EFTO FOUO <span style="float: right;">For AGPB-CN.</span></p> <p>FRIAR Rept Nr 317.</p> <p>A. Brown, Joseph E.</p> <p>B. RA 12 345 678 repeat RA 12 345 678.</p> <p>C. SSGT (E-6). DMOS: 11B4C.</p> <p>D. Treated by US medic team in fld and RTD.</p> <p>E. 3 Mar 68 at 1300 Hr.</p> <p>F. GSW right arm above elbow. Indiv was on admin mission traveling from Tan Hiep to My Tho in mil veh when he was struck by hostile sniper fire at coord WT 489963 Rvn.</p> <p>H. Hq MACV, APO SF 96243.</p> <p>J. Indiv req NOK not repeat not be notified.</p> <p>K. Indiv is not repeat not seriously wounded.</p>						<p>SPECIAL INSTRUCTIONS</p> <p>ZFF-1</p> <p>ZYT</p>	
				DATE	TIME		
				MONTH	YEAR		
				PAGE NO.	NO. OF PAGES		
				1	1		
D R A F T E R	TYPED NAME AND TITLE		PHONE	SIGNATURE			
				TYPED (or stamped) NAME AND TITLE			
SECURITY CLASSIFICATION				REGRADING INSTRUCTIONS			
UNCLAS EFTO FOUO							

**DD FORM 173**  
1 NOV 62

REPLACES EDITION OF 1 MAR 62 WHICH WILL BE USED.

Figure 3-14. Sample notification of light wound as result of hostile action.



### Section III. RESPONSIBILITY AND PROCEDURES FOR NOTIFYING NEXT OF KIN AND OTHER INTERESTED PERSONS

#### 3-8. Responsibility for notification for Army military members.

<i>a. When casualty is—</i>	<i>And the next of kin/persons to be notified are—</i>	<i>This official is responsible for notifying the next of kin/persons to be notified</i>
(1) In CONUS (excluding Alaska, Hawaii, and the Canal Zone).	In CONUS -----	Commander of the Army installation at or nearest the place of incident; or  Chief, Casualty Branch, TAGO, DA, if it is impracticable for the installation commander.*
	Outside CONUS -----	Chief, Casualty Branch, TAGO, DA.**
(2) In oversea command (including Alaska, Hawaii, and the Canal Zone).	In CONUS -----	Chief, Casualty Branch, TAGO, DA.
	In the same command or in an adjacent command accessible to reporting command.	Oversea commander.
	In another oversea area, when reporting commander is unable to notify.	Chief, Casualty Branch, TAGO, DA.**
(3) At sea -----	Aboard the ship -----	Army unit commander or senior Army representative aboard.
	At the port of arrival -----	Port commander.
	Elsewhere than on board ship or at the port.	Chief, Casualty Branch, TAGO, DA.**
(4) Other areas -----	In the same area -----	Senior Army representative.
	Not in the same area -----	Chief, Casualty Branch, TAGO, DA.**

\* Chief, Casualty Branch will inform the installation commander of persons notified; the installation commander is responsible for notifying next of kin about disposition of remains and mortuary entitlements (fig. 3-18).

\*\* When initial notification to an individual residing outside the United States is made by the Chief, Casualty Branch, such message will, if appropriate, contain a request that the Chief, Casualty Branch be advised of the desires of the next of kin concerning remains. Upon receipt of reply, the information contained therein will be relayed to the installation commander concerned for appropriate action.

*b. Army personnel who are patients in non-military hospitals.* The commander of the medical facility administratively responsible for the patient will be responsible for notification.

*c. Special categories of patients (para 67, AR 40-2).* It is considered desirable that the commander of the Army medical treatment facility inform a member of the family or the next of kin of these categories of patients about the patients' condition, even though the patient is neither very seriously ill or seriously ill: Patients who—

- (1) Have sustained severe injuries such as loss of sight or limb.
- (2) Have sustained permanent and unsightly disfigurement of a portion of the body normally exposed to public view.

- (3) Are suffering from incurable diseases or have limited life expectancy.
- (4) Have established psychotic conditions.
- (5) May require extensive medical treatment and hospitalization.
- (6) Are being released from the service under provisions of AR 635-40A for a psychiatric condition, when such notification is deemed appropriate by the medical officer and written permission of the patient is obtained.

*d. Multiple casualties.* In CONUS, Army installation commanders will make certain that not only the next of kin of persons who are very seriously or seriously injured or wounded in an incident, but also the next of kin of persons who are lightly wounded or injured in the same incident, are notified. For lightly in-

jured or wounded persons, the Chief, Casualty Branch, TAGO, DA will notify next of kin living outside an oversea command. Notification messages for lightly injured or wounded persons will include a statement that the person's condition is not considered serious. Information copies of notification messages to the next of kin of persons very seriously or seriously injured or wounded will be sent to Chief, Casualty Branch, TAGO, DA.

*e. Exceptions.* The notification procedures do not apply to—

- (1) Prisoners of war in U.S. Army custody (see Art. 122, CG 1949, DA Pam 27-1).
- (2) Enemy national (see Art. 138, CG 1949, DA Pam 27-1).

**3-9. Relatives to notify.** *a. For Army military members.*

- (1) Initial notification will be made to the next of kin as outlined in paragraph 1-9*i*, when listed on the Record of Emergency Data (DA Form 41), unless the member has indicated otherwise. When the next of kin is less than 21 years old and is not the spouse, the next person in the normal line of family relationship who is 21 years old or older will also be notified.
- (2) In death cases, use paragraph 4-3, AR 638-40 as a guide in determining the person listed on the DA Form 41 who has the primary right to control the disposition of the remains and should receive the notification about mortuary entitlements and request for instructions for disposition of remains. Unless the DA form 41 shows that they are not to be notified, the following persons will also be notified if not already notified as the next of kin and the surviving spouse does not object to the notification:
  - (a) Parents (if not living together, separate notification to each).
  - (b) Minor children if they are not in custody of the surviving spouse or other person being notified.

*b. For Army civilian employees.* Notify the spouse or parents, or other relatives shown in paragraph 1-9*i*, if the information is available.

**3-10. Rules for notification of next of kin.**

*a.* Notification will be made with urgency. However, within CONUS, the notification of next of kin and other persons concerning casualties occurring outside CONUS will be suspended during the period from 2200 hours to 0600 hours daily. This policy applies to notification by means; i.e., message, telegram, personal visit, or telephone call.

- (1) Outside CONUS, either commercial telegram or personal visit may be used to initially notify the next of kin concerning any category of casualty (personal visit is preferable).
- (2) Within CONUS, initial notification concerning illness or injury occurring outside CONUS will be made by commercial telegram, but may be made by personal visit when this method is more appropriate (for example, when the physical or mental condition of the person to be notified makes telegraphic notification inadvisable).
- (3) Within CONUS, initial notification concerning illness or injury occurring within CONUS will be made by either commercial telegram or personal visit. The faster means will be used unless the other is more appropriate under the circumstances (for example, personal notification may be dictated by the poor health of the person to be notified).
- (4) Within CONUS, notification of primary next of kin concerning deaths and missing persons among members of the Active Army will be made by personal visit as specified in section IV of this chapter. Notifications concerning other deaths and other missing persons and notification of secondary next of kin of personnel of the Active Army will be made by either personal visit or commercial telegram. The faster means will be used unless

the other is more appropriate under the circumstances.

(5) Exceptions: In the case of persons who are missing or who have been injured or killed under spectacular circumstances, it is important that the next of kin be spared additional shock from learning of the casualty incident first through public information sources. Accordingly, the following exceptions to the above rules and to the procedures prescribed in section IV of this chapter are applicable:

(a) If there is an indication of intense interest in a casualty incident on the part of public news media, and there is danger that those media might release the casualty information before personal notification of the next of kin could be made (considering restrictions concerning hours of notification contained in this regulation and natural limitations of time and distance), the installation commander responsible for notification of next of kin residing in CONUS may make an exception to the requirement for personal notification of primary next of kin and or the restriction concerning hours when notification may be accomplished prescribed in this paragraph and in section IV of this chapter. In such a case, the installation commander may make notification regardless of the hour, and may make notification by telegram if that method will be faster than personal notification.

(b) Within CONUS or outside CONUS, when there has been a delay in reporting a casualty or there is a strong likelihood that the next of kin may learn of the casualty through unofficial sources, telephonic notification of the next of kin may be made on personal approval of the installation commander only. All

telephonic notifications will be confirmed by telegrams.

b. When commercial telegraph facilities are used, initial telegrams of notification will be filed with the proper access point nearest the point of origin.

c. When personal notification of casualty is made a fitting official notification in standard message format will also be sent or delivered in person.

d. The notification of death (fig. 3-16) will not be combined with instructions regarding disposition of remains (fig 3-18).

e. When the adult next of kin is present at or near the place of death and is personally counseled about disposition of the remains and mortuary entitlements, a letter with the information in figure 3-18 will be given to the adult next of kin to confirm the counseling. When the adult next of kin is not present at or near the place of death, advice about mortuary entitlements and request for instructions about disposition of the remains will be by commercial telegram or letter (fig. 3-18). A copy of the letter or telegram will be sent to the Chief of Support Services, Department of the Army, Washington, D.C., 20315. See paragraph 4-4, AR 638-40.

f. If the DA Form 41 shows the address of one of the persons ordinarily required to be notified as "unknown," or the initial notification is returned undelivered, another member of the family will be asked about the address. The inquiry should ask the addressee to reply by collect telegram.

g. If there is no local record of a person to be notified and the identity of the next of kin cannot be locally determined, the notification and any information which may help in finding the next of kin will be sent to Chief, Casualty Branch, TAGO, DA

3-11. Progress reports for very seriously ill or seriously ill persons. a. *In overseas commands.* During the period that a person is on the very seriously ill/seriously ill list, the commander of the medical treatment facility will notify the Chief, Casualty Branch, TAGO, DA by electri-

cally transmitted message concerning the condition, prognosis, treatment, and whether evacuation to CONUS is contemplated. See figure 3-11 for format and addresses required. Any information that might reduce the anxiety of the family, such as state of consciousness, rationality, morale, whether patient is taking nourishment, and probable length of stay in the hospital; should also be included. If illness is due to injury and the circumstances have not been previously given, they will be included.

- (1) Progress reports will be sent not less frequently than every 5 days and immediately upon a significant deterioration in the patient's condition. See figure 3-12 for format.
- (2) Reports will also be sent immediately if the patient is evacuated to another hospital, or if he is removed from the very seriously ill/seriously ill list. Messages removing a person from the very seriously ill/seriously ill list should include, if possible, an estimate of the time the patient will have to remain in the hospital.
- (3) If an invitation to travel (para 3-12) has been extended, the dates of the next of kin's arrival in and departure from the overseas command will be included in the next progress report after arrival and after departure.

*b. In CONUS.* When the next of kin is not present with the patient notification (progress reports) will be sent to the next of kin or other person to be notified not less frequently than every 5 days and immediately upon a significant deterioration in the patient's condition. A final

notification will be sent when the patient is removed from the very seriously ill/seriously ill list. Progress reports in cases where The Adjutant General is responsible for notifying the next of kin will be sent to the Chief, Casualty Branch, TAGO, DA.

*c. Special notification.* After removal from the very seriously ill/seriously ill list, patients will be encouraged to write to relatives. If a patient is unable to write, assistance should be provided from volunteer workers or hospital staff members.

### 3-12. Travel invitations to the next of kin of very seriously ill or seriously ill persons.

*a.* When the attending physician and commander of an overseas medical treatment facility consider that the presence of a relative is necessary and will contribute to the recovery of a very seriously ill patient, the overseas commander may, when military conditions permit, ask that The Adjutant General extend an invitation for the presence of a relative. The recommendation to the overseas commander concerning the presence of the relative will be made as soon as possible. This procedure may also apply in unusual cases where the patient is considered to be only seriously ill.

*b.* Only military air travel between CONUS ports and overseas ports will be authorized at Government expense. All other expenses will be the responsibility of the traveler and the orders will so state.

*c.* If the patient is in CONUS and the next of kin is in an overseas area, the same procedure will apply.

Telefax

# WESTERN UNION

SENDING BLANK

Telefax



CALL LETTERS	CHARGE TO
(Name and Address of Addressee)	REPORT DELIVERY DO NOT TELEPHONE
<p>It is with deep regret that I inform you that your (relationship), (grade and name), died at (place of death) on (date of death) as a result of (medical cause of death) (available circumstances)-</p>	
<p>(Plus one of the following):</p>	
<p>---(When telegram is addressed to adult next of kin and remains are available for shipment). Additional message concerning return of your late (relationship) and letter follow.</p>	
<p>(or)</p>	
<p>---(When telegram is addressed to person other than adult next of kin and remains are available for shipment). Instructions for return of your late (relationship) are being requested from (name and relationship of adult next of kin). Letter follows.</p>	
<p>(or)</p>	
<p>---(When telegram is addressed to person other than adult next of kin and remains are not immediately available for shipment). Instructions for return of your late (relationship) (when recovered) (when available for shipment) will be requested from (name and relationship of next of kin). Letter follows (if applicable).</p>	
<p>(or)</p>	
<p>---(When telegram is addressed to either adult next of kin or other person and remains cannot be individually identified). Your late (relationship) cannot be individually identified (give details concerning burial). Letter follows (when applicable).</p>	

Send the above message, subject to the terms on back hereof, which are hereby agreed to

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**

1269-[R 4-55]

Figure 3-16①. Sample death notification telegram to next of kin.

*Telefax*

# WESTERN UNION

SENDING BLANK

*Telefax*



CALL LETTERS	CHARGE TO
(Name, grade, and title of installation commander).	

*Send the above message, subject to the terms on back hereof, which are hereby agreed to*

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**  
1269—(R 4-55)

NOTE: Do not combine this telegram with the one in figure 3-18.

*Figure 3-16c. Sample death notification telegram to next of kin—Continued.*

Telefax

# WESTERN UNION

SENDING BLANK

Telefax



CALL LETTERS	CHARGE TO	REPORT DELIVERY DO NOT TELEPHONE
(Name and address of addressee)		
<p>It is with deep regret that I inform you that your (relation-ship), (grade and name), was seriously injured at (place where incident happened) on (date of injury) as a result of (type of injury, nature of incident, and available circumstances). His condition is-----and the prognosis is-----. Please be assured that the best medical facilities and doctors have been made available and every measure is being taken to aid him. A report of his condition will be furnished you in a few days. If there is a significant change in his condition you will be informed immediately. Address mail to him at (name and address of medical treatment facility). (Name, grade, and title of installation commander.)</p>		

Send the above message, subject to the terms on back hereof, which are hereby agreed to

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**

1269-[R 4-55]

NOTE: Furnish Chief, Casualty Branch, TAGO, DA copy of notification telegram to next of kin of person seriously wounded or injured in incident involving multiple casualties.

Figure 3-17. Sample notification telegram to next of kin concerning serious injury or illness.



# WESTERN UNION

SENDING BLANK




CALL LETTERS	CHARGE TO
<p>I. For use when death occurs away from home and military or civil authorities have custody of remains:</p> <p>Mr. Thomas C. Doe 116 Main Street Centerville, Wisconsin INFO: (CG of Army Area in which next of kin resides) (other info addressees required by reporting command)</p> <p>In connection with the untimely death of your (relationship) (grade and name) at (place) on (date), of which you were informed by my telegram dated (date), there are certain details which require prompt attention. It is requested that you wire collect whether you desire the Army to assume responsibility for preparation of remains and their delivery to a destination designated by you or whether you desire to handle all arrangements. The following information is provided to assist you in reaching your decision.</p> <p>If you wish the Army to assume responsibility, the remains will be prepared, placed in a metal casket with an outside case, and shipped to the funeral director selected by you or to any national cemetery in which there is grave space. These services are provided at Government expense. In addition there is an allowance for expenses incident to interment. This allowance may not exceed \$300 for services incident to interment in a civilian cemetery; \$150 when viewing and/or funeral services are held prior to shipment or delivery to a national cemetery; or \$75 when remains are prepared and shipped or delivered direct to a national cemetery without viewing and/or funeral services. This</p>	

*Send the above message, subject to the terms on back hereof, which are hereby agreed to*

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**

1269—(R 4-55)

*Figure 3-18①. Sample supplemental death notification telegram—remains available for shipment (report of delivery of initial notification received).*

Telefax

# WESTERN UNION

SENDING BLANK

Telefax

CALL  
LETTERSCHARGE  
TO

allowance is payable as reimbursement to the person who incurs expenses at destination. (Name and location) is the national cemetery nearest your home in which there is available grave space. Please furnish name and address of funeral director selected or name of national cemetery to which you desire shipment made. Date of funeral should not be set until you are advised of date remains will arrive.

If you desire to assume full responsibility for preparation and disposition of remains, you may be reimbursed for expenses incurred in an amount not to exceed (amount)<sup>1</sup> plus the amount it would have cost the Government for common carrier transportation direct to place of burial, and applicable interment allowance as specified above for expenses incurred at destination. If you wish to assume responsibility, please furnish name and address of funeral director to whom remains can be released at their present location. (Name, grade, and title of installation commander.)

Send the above message, subject to the terms on back hereof, which are hereby agreed to

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**

1269—,E 4-55j

1. Enter either \$400, or the amount from item 2 of the applicable contract (item 1 of applicable contract will be used only if it is known that cause of death is such as to require a sealed casket.

*Figure 3-18E. Sample supplemental death notification telegram—remains available for shipment (report of delivery of initial notification received)—Continued.*

Telefax

# WESTERN UNION

SENDING BLANK

Telefax

CALL  
LETTERSCHARGE  
TO

II. For use when death occurs at, or in the vicinity of, decedent's home:

(Addressee)

In connection with the untimely death of your (relationship) (grade and name), information received indicates remains are now at (name and address of funeral home or morgue) and the following information is furnished to assist you in making a decision concerning burial arrangements.

If you wish to make your own arrangements, you may be reimbursed for expenses incurred as follows: An amount not to exceed (amount)<sup>1</sup> for preparation of remains and casket; an interment allowance not to exceed \$300 if burial is made in a civilian cemetery. \$150 when viewing and/or funeral services are

held prior to shipment or delivery to a national cemetery, or \$75 if remains are shipped or delivered direct to a national cemetery without viewing and/or funeral services; plus the amount it would have cost the Government for common carrier transportation from the place of preparation to the place of burial, if applicable. The national cemetery nearest your home is (name and location).

If you wish the Army to assume responsibility, the Government will arrange and pay for preparation of remains, a metal casket and an outside case, and common carrier transportation to the place of burial, if required. Remains will be delivered at Government expense to a funeral director engaged by you to render services of interment or to the superintendent of a national cemetery. Maximum allowances for services incident to

Send the above message, subject to the terms on back hereof, which are hereby agreed to

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**

1269—(R 4-55j)

Figure 7-18③. Sample supplemental death notification telegram—remains available for shipment (report of delivery of initial notification received)—Continued.

Telefax

# WESTERN UNION

SENDING BLANK

Telefax



CALL LETTERS	CHARGE TO
<p>interment are the same as specified above for instances when relatives wish to make all arrangements.</p>	
<p>If you wish the Army to assume responsibility (<u>this installation</u>)<sup>2</sup> (<u>name and address of installation</u>)<sup>2</sup> will engage a funeral director to assume custody of remains.</p>	
<p>Please advise by collect telegram whether you want the Army to assume responsibility or whether you wish to assume responsibility for remains at their present location. (Name, grade, and title of installation commander.)</p>	

Send the above message, subject to the terms on back hereof, which are hereby agreed to

**PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER—DO NOT FOLD**

769-jR 4-55j

1. Enter either \$400 or the amount from item 2 of the applicable contract (item 1 of applicable contract will be used only if it is known that cause of death is such as to require a sealed casket).
2. Use one--if instal:      and dispatching this message is not nearest installation, enter name and address of nearest installation responsible for care of remains and furnish copy to the installation designated.

Figure 3-18④. Sample supplemental death notification telegram—remains available for shipment (report of delivery of initial notification received)—Continued.

## Section IV. PERSONAL NOTIFICATION OF PRIMARY NEXT OF KIN OF DECEASED AND MISSING MEMBERS

**3-13. Means.** Within CONUS, the primary next of kin of a deceased or missing member of the Active Army will be notified of the casualty initially through a personal visit by a military representative of the Army. Reserve and National Guard personnel on Active Duty for Training, USMA Cadets, and ROTC Cadets attending summer training are considered as a part of the Active Army for this purpose.

a. When the primary next of kin is not present in the vicinity of the place of death thus permitting personal notification by local authorities, information required for notification actions will be initially relayed by telephone through the chain of command to the Army representative designated to make the notification.

b. Notification of secondary next of kin will be accomplished through commercial telegraph facilities after receipt of information that the primary next of kin has been notified.

**3-14. Resources.** a. All personnel of the Active Army (including Army Reserve advisers and ROTC instructors) on duty at class I and II installations and activities and with units of the U.S. Army Air Defense Command located in CONUS are available for use in the personal notification system. Army National Guard advisers may be used with the concurrence of State adjutants general. The use of professional members of the Army Medical Service, except under unusual circumstances, will be limited to local notifications when the primary next of kin is present at the place of death (see AR 40-1). Recruiting Service personnel, students at military or civil schools, and Intelligence Corps personnel whose duties are such that they are required not to wear the uniform will not be used in the system (personnel assigned to such duties as division and corps G2 or to battalion or brigade S2 duties may be used).

b. Military officers will be used to the fullest practicable extent. When this is not feasible, enlisted personnel in grades E-7, E-8, or E-9

may be designated to accomplish notification. Whenever possible, the grade of the Army representative will be equal to, or higher than, that of the casualty. Appendix 3-10 contains guidance for Army representatives designated to accomplish notification.

**3-15. Responsibilities.** a. The Chief, Casualty Branch, TAGO, Department of the Army, when a member of the Active Army whose primary next of kin resides in CONUS dies or becomes missing outside CONUS, will initially notify by telephone the Commanding General of the Z1 army within the geographical limits of which the primary next of kin resides.

b. The Commanding General of each Z1 army will—

- (1) establish procedures to insure that, when a member of the Active Army whose next of kin resides in CONUS dies or becomes missing within his geographical area of responsibility, the Commanding General of the Z1 army within the geographical limits of which the primary next of kin resides is initially notified by telephone.
- (2) upon receipt of notice of death or missing person status requiring notification action, direct the commander of the installation or activity nearest the residence of the primary next of kin to assign responsibility for notification and confirmation action required of the Army representative notifying the primary next of kin.
- (3) upon receipt of information that the primary next of kin has been personally notified, immediately inform by telephone the agency that provided the casualty information (normally the Casualty Branch, TAGO, Department of the Army or a CONUS installation or hospital) of this fact.

c. The commander of a CONUS installation or hospital where a member of the Active Army

whose primary next of kin resides in CONUS dies or becomes missing will make direct notification to the primary next of kin who are present in the vicinity of the installation or hospital. If the primary next of kin is not in the vicinity of the installation or hospital, initial notification will be made by telephone to the Commanding General of the ZI army within the geographical limits of which the primary next of kin resides.

**3-16. Procedures.** *a. Confirmation messages.* Except when the next of kin has been notified locally, every personal notification of primary next of kin will be confirmed by commercial telegram. However, under no circumstances will confirmation messages be sent to the primary next of kin by means of commercial telegram until receipt of telephonic verification from the Commanding General of the ZI army within the geographical limits of which the next of kin resides that personal notification of primary next of kin has been accomplished. Upon receipt of verification, confirmation messages will be sent to primary next of kin by the Chief, Casualty Branch, TAGO, Department of the Army or the appropriate CONUS installation commander through commercial telegraph. The same procedures will apply to the Commanding General of the ZI army concerned in those cases where both the casualty occurs, and the primary next of kin resides, within the geographical limits of the same ZI army.

*b. Method of communication.* Telephonic communication exclusively will be used in order to expedite the dissemination of casualty information among Headquarters, Department of the Army; ZI army headquarters; and CONUS installations. The AUTOVON network will be used when convenient; however, if delay is experienced, commercial facilities will be used.

*c. Hours of notification.* Except where the next of kin is physically present at the place of death; e.g., at bedside, the personal notification of primary next of kin will be restricted to the hours of 0600-2200.

*d. Hours of reporting.* Reports concerning deaths and missing persons will be made by

telephone as soon as possible after receipt of such information. Although personal notification of primary next of kin will not be accomplished during the period from 2200 to 0600 hours, the expediting of reports among Headquarters, Department of the Army; ZI army headquarters; and CONUS installations on a 24-hour basis, 7 days a week, will provide additional time in which to relay instructions to installations and activities responsible for notification and to select Army representatives to personally inform the primary next of kin.

*e. Notification of next of kin.* Regardless of whether the secondary next of kin resides within or outside the ZI army area in which the primary next of kin resides, the primary next of kin will be personally notified and the secondary next of kin will be notified through commercial telegraph services after receipt of information that the primary next of kin has been personally notified. Under no circumstances will the secondary next of kin be notified before the primary next of kin.

*f. Disposition of remains.* In death cases, the message regarding disposition of remains will not be sent to the primary next of kin until information is received that the primary next of kin has been notified.

*g. Redirect actions.*

- (1) *Within the same ZI army area.* Redirect action necessitated by the relocation of primary next of kin within the geographical limits of a ZI army will be the responsibility of the ZI army headquarters. Emphasis will be placed on insuring that regardless of the number of redirect actions involved, the primary next of kin if still residing in the same ZI army area will be personally notified by an Army representative.
- (2) *Outside the ZI army area.* Redirect action necessitated by the relocation of primary next of kin from one ZI army area to another ZI army area will be the responsibility of the organization or activity initially referring the casualty information to the

Commanding General of the ZI army from which the next of kin has relocated (normally the Chief, Casualty Branch, TAGO, DA, or a CONUS installation commander). In such cases, the Commanding General of the ZI army area from which the next of kin has relocated will notify the appropriate organization or activity by telephone of the necessity for redirect action. The responsible organization or activity will then notify the Commanding General of the ZI army area to which the next of kin has relocated for accomplishment of personal notification of the primary next of kin. For next of kin who have relocated outside CONUS, notification of next of kin will be the responsibility of the Chief, Casualty Branch, TAGO, Department of the Army.

*h. Survivor assistance.*

- (1) The mission of survivor assistance is inherent in the initial telephonic casualty notification from the Chief, Casualty Branch, TAGO, DA; Commanding General of a ZI army; CONUS installation commander; or CONUS hospital commander.
- (2) Immediately upon receipt of the initial casualty notification, and concurrent with the designation of the installation or activity commander who will

assign responsibility for notification (para 3-15b(2)), the Commanding General of the ZI army concerned will designate the installation or activity commander who will be responsible for survivor assistance (normally, this will be the commander designated to assign responsibility for notification action).

- (3) Immediately upon receipt of verification of notification of the primary next of kin, the designated installation or activity commander will appoint the survivor assistance officer, who may, or may not, be the Army representative who was designated to make the personal notification. See chapter 4.

*i. Verification.* If evidence exists which casts doubt on a report of death (e.g., letter from deceased subsequent to reported date of death), an immediate query through casualty reporting channels to the command in which death occurred will be made. Such queries will be made by telephone and confirmed by message. The command in which death occurred will make a positive check prior to reply. Verification to next of kin will be made by personal notification in the same manner as the original notification.

**3-17. Exceptions.** See paragraph 3-10a(5) for exceptions to the personal notification procedure contained in this section.

## Section V. LETTERS OF SYMPATHY

**3-18. Letters of sympathy.** *a. When written.* The commander of the deceased or missing member's unit of assignment, the chaplain serving that unit, or the installation commander will write a letter of sympathy to the next of kin of the casualty and to his parents if they are not the next of kin. Letters will be written within 24 hours after the initial notification is dispatched to the next of kin and will be dated when prepared, but will not be mailed until it has been determined that the next of kin has received the notification telegram. In oversea

areas, the letters will be mailed after Headquarters, Department of the Army acknowledges receipt of the death reports. Airmail will be used where it will speed delivery. If death resulted from an Army aircraft accident, the provisions of AR 95-6 apply.

*b. Content.* The text of letters of sympathy will depend on the circumstances and the character of the member's service. The letter will be sincere and in simple language; it will show a warm personal interest in the member or the person to whom it is addressed, will

extend condolences, and will describe the circumstances attending the member's death or missing status.

- (1) Tell the circumstances factually, tactfully, sympathetically, and in sequence. Besides supplying enough facts to answer questions that the family would normally ask, give facts that would in some measure comfort them; for example, state that the member did not suffer, that he received the last rites of his faith, that memorial services were held. When proper, include complimentary remarks about the member's character, personality, work, efficiency, and how he adapted himself to service life. A statement about the collection, safeguarding, and disposition of the personal effects of the member may be included. Avoid unfitting compliments and ghastly descriptions. Do not send photographs. See figure 3-19 for a sample format. This example will be used as a guide and not as a form letter.
- (2) Letters to members of the same family will agree on the circumstances of death or missing status but will be changed somewhat so that each is a personal letter. Letters to relatives who were present or otherwise personally notified of the circumstances of the casualty will be suitably changed.
- (3) The fact that the circumstances require an investigation or laboratory tests should not delay the sending of a letter of sympathy, as it is intended that the family be given the known facts promptly. Send an interim letter, giving whatever facts are available, and telling the addressee that another letter will be sent as soon as all the facts are known. Commanders responsible for review of letters will make certain that another letter is sent, except in the case of missing persons; for this category, the Chief,

Casualty Branch, TAGO, DA will keep the family informed of the facts.

- (4) Where death or status of missing occurred under circumstances that require an investigation, do not use 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 the investigation.
- (5) In cases of homicide or suicide it is necessary to include information about the actual cause of death; for example, "perforating wound of chest from rifle bullet," "strangulation by hanging," or "poisoning due to barbiturates." Include a brief statement of the circumstances of death, but do not attempt to supply information which is not definitely known. Do not include information that will reflect unfavorably on the decedent unless needed to explain the cause of death. Word letters carefully so that the addressee will not misconstrue the cause and manner of death. Do not refer to deaths as accidental unless they in fact were.
- (6) Do not include information that in itself might be the specific basis for a claim against the Government or another agency or individual, or the disclosure of which is prohibited by security regulations.

*c. Review and copies.* Letters written below division or installation level will be sent to division or installation headquarters for review and release for mailing. Letters prepared by small isolated units or activities, such as recruiting main stations and U.S. Army instructor groups (ROTC) (considered installations for this purpose) may be approved and sent direct to addressees. For Reservists who were on Reserve duty training, the letters will be sent to the commander designated by the area commander for review and mailing, and a copy will be sent to the U.S. Army corps commander. Commanders responsible for review of letters of sympathy will establish control

procedures insuring prompt dispatch. There are no restrictions concerning the grade of the commander or the officer designated by him to review the letters. The commander or designated officer will review the letters for com-

passion, clarity, accuracy, and completeness. A copy of each letter will be filed in the member's military personnel records jacket before it is sent to Headquarters, Department of the Army.

Mr. Thomas C. Doe  
4216 Seventh Street  
Johnson, Arkansas 21212

Dear Mr. Doe:

Undoubtedly, you have been informed of the death of your son, Private John J. Doe, in Heidelberg, Germany on the twenty-third of July.

The report of the accident shows that John was a passenger in a rented German automobile driven by another member of his organization. During a heavy rainfall late in the evening, the car ran off the road near Heidelberg and struck a concrete road marker. The car continued down a ditch and struck a tree. Passengers in another car who saw the accident called an ambulance immediately. John was admitted to the station 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 and other injuries. Before he passed away, John received the ministrations of his church. Religious services were conducted by Chaplain C.M. O'Brien, the (Catholic, Protestant, Jewish, or other denomination) chaplain of our unit, at 9:00 a.m. on the twenty-fourth of July in the Army Chapel at Heidelberg.

As a member of his command, John 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, and I trust that you will find a measure of consolation in the knowledge that your grief is shared by the members of this organization who were closely associated with him.

John's personal effects have been collected and will be sent to you. I know that you will treasure his personal possessions, and I hope that they reach you without delay.

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

Sincerely yours,

(Signature block)

*Figure 3-19. Sample letter of sympathy.*

## Section VI. CASUALTY REPORTING AND NOTIFICATION DURING FIELD EXERCISES AND DURING UNIT MOVEMENTS TO AND FROM OVERSEA COMMANDS

**3-19. Casualty reporting during field exercises.** When maneuvers or major exercises of division size or larger are conducted, the maneuver or exercise director, or designated Army representative, will establish a central agency to prepare and process casualty reports for the installation commander. The Chief, Casualty Branch, TAGO, DA will be informed of the headquarters responsible for casualty reporting and inclusive dates of responsibility.

**3-20. Movements by air to and from oversea commands. a. Notification.** When an aircraft transporting Army personnel is reported missing or crashes, Commander, Military Air-lift Command will notify—

- (1) Base of last departure.
- (2) Base of flight origin.
- (3) Bases of en route stops.
- (4) Base of final destination.
- (5) Chief, Casualty Branch, TAGO, DA.

*b. For outbound flights from CONUS.* When a flight originates at a CONUS installation, the commander of that installation will submit the casualty reports and notifications as shown in the applicable appendixes. For all other flights, the aerial port of embarkation authority will submit the reports and notification. If either of these authorities is unable to notify the next of kin, Chief, Casualty Branch, TAGO, DA will be requested to do so. The installation at which a flight originates will keep information needed for notification and for submission of casualty reports to Chief, Casualty Branch, TAGO, DA.

*c. For inbound flights from oversea commands.* The oversea command will keep information needed for submission of casualty re-

ports to Chief, Casualty Branch, TAGO, DA. Chief, Casualty Branch will notify the next of kin, unless the oversea commander has already notified them.

**3-21. Movements by ship to and from oversea commands. a. Notification.** When a ship upon which an Army unit is embarked is sunk or attacked, or meets with other disaster which results in multiple casualties among Army personnel, the Commanding Officer, Military Sea Transportation Service, will notify—

- (1) Port of last departure.
- (2) Port of embarkation.
- (3) Ports of en route stops.
- (4) Port of debarkation.
- (5) Losing and gaining ZI army area and major oversea commanders.
- (6) Chief, Casualty Branch, TAGO, DA.

*b. For outbound movements from CONUS.* The commander of the CONUS port of embarkation (POE) will submit the casualty reports and notifications as shown in the applicable appendixes. If the commander of the POE is unable to notify the next of kin, Chief, Casualty Branch, TAGO, DA, will be requested to do so. The POE for the unit movement will keep information needed for notification and for submission of casualty reports to Chief, Casualty Branch, TAGO, DA.

*c. For inbound movements from oversea commands.* The oversea POE will keep information needed for submission of casualty reports to Chief, Casualty Branch, TAGO, DA. Chief Casualty Branch, will notify the next of kin unless the oversea commander has already notified them.

## Section VII. CASUALTY REPORTING DURING HOSTILITIES

**3-22. Changes in requirements in areas of hostile action.** Objectives of casualty reporting during hostilities are the same as for normal reporting, but for expediency and economical use of communication facilities

under certain conditions, only essential elements of casualty data from areas of hostile action will be required. In specific areas of hostilities, it may be necessary to eliminate the Chief, Claims Division, Settlements Opera-

tions, Finance Center, U.S. Army and the Chief of Support Services, Headquarters, Department of the Army, as information addressees for casualty reports. If so, the Chief, Casualty Branch, TAGO, Department of the Army, will assume responsibility for keeping these addressees informed. As certain changes take place in an area of hostile activity, the elements of information called for in appendixes 3-1, 3-2, and 3-3 will be changed as shown in appendix 3-7. The requirements will be changed under these conditions when authorized by Headquarters, Department of the Army:

- PHASE I Evacuation of all dependents of U.S. Army personnel from the area.
- PHASE II Beginning of burial of U.S. Army dead in area of operations.
- PHASE III Overtaxed communication facilities.

Phase III reporting will be resorted to only under extreme conditions. Punch cards may be used for reporting under Phase I, II, or III. Casualty reports will be processed at each echelon with the least possible delay.

**3-23. Casualty Reporting Plan.** *a. Responsibility and content of plan.* Oversea commanders and CONUS commanders responsible for reporting casualties during hostilities to Chief, Casualty Branch, TAGO, DA will prepare internal plans for prompt and efficient reporting of casualties. These plans will depend on available communications, transportation, evacuation, policy, battlefield clearance procedures, and current press release policies. Plans will provide for at least—

- (1) Verification of casualty status by comparison of casualty information with military police and straggler reports, PW reports, intelligence data reports, medical treatment facilities admission and disposition (A&D) reports, actions of Armed Services Medical Regulating Office, graves registration and mortuary interment reports, and morning reports.

- (2) Method of collecting casualty data within the theater of operations.
- (3) Schedule and method of transmission to Headquarters, Department of the Army.
- (4) Assignment of hospital patients.
- (5) Disposition of personnel records.
- (6) Requirement for letters of sympathy.
- (7) Interrogation of casualties.
- (8) Disposition of remains and personal effects.
- (9) Maintenance of a master casualty file.
- (10) Determination of line of duty status for casualties not a result of hostile actions.
- (11) Establishment of a system to provide for casualty reporting during a mass casualty situation.
- (12) Cutoff and disposition instructions for casualty files (AR 345-210).

*b. Casualty Feeder Reports.* Theater commanders may prescribe the use and reserve supply of—

- (1) Casualty Feeder Report (DA Form 1156).
- (2) Witness Statement on Individual (DA Form 1155).
- (3) Unit Feeder Report.

*c. Joint casualty verification center.* The theater army or other designated headquarters may establish a joint casualty verification center. Suggested reporting procedures are in appendix 3-7 and a schematic illustration of a suggested collection plan is shown in figure 3-20.

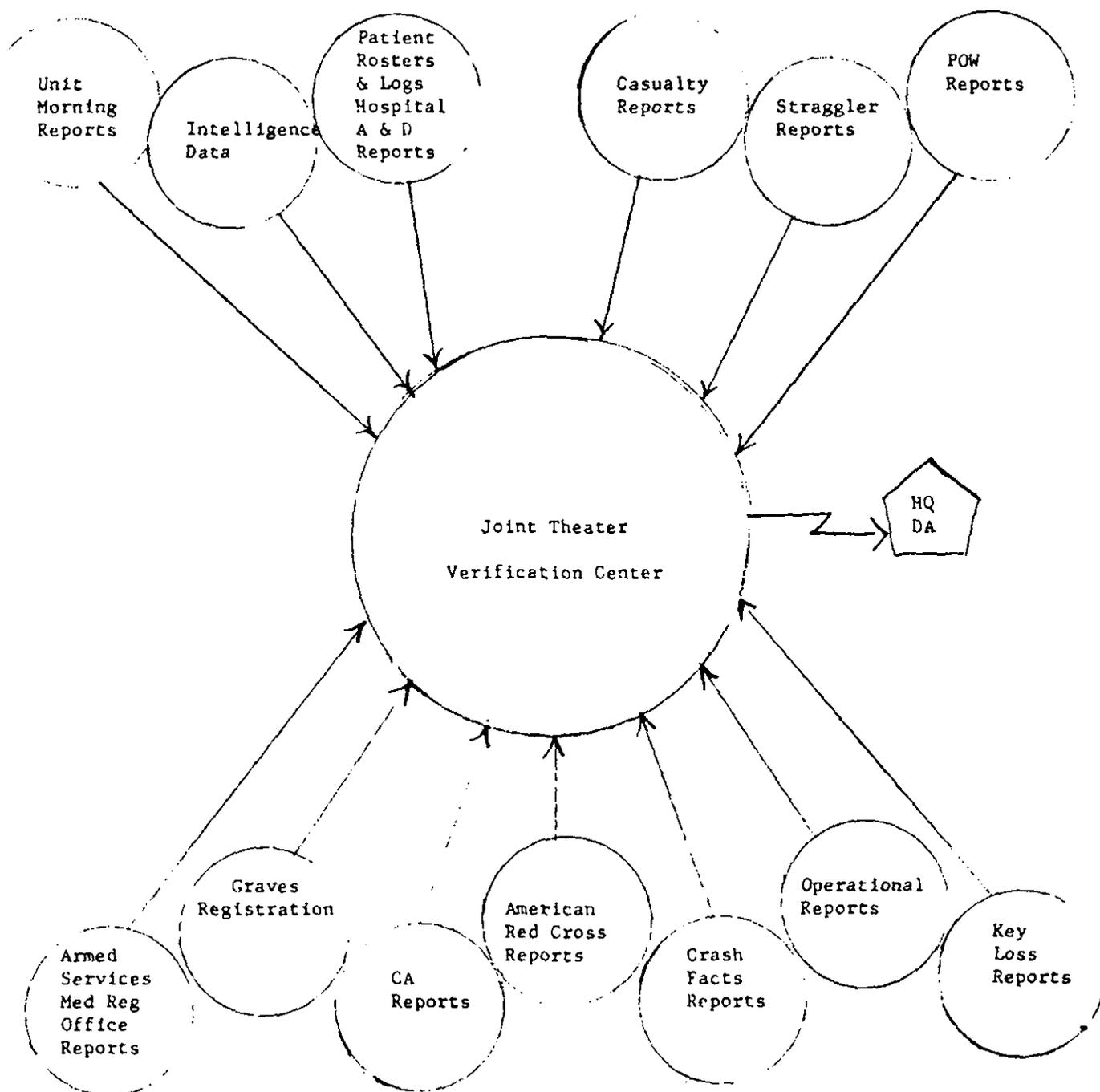
*d. Other guidance.*

- (1) For a sample casualty reporting directive, see appendix 3-8.
- (2) For system of collecting and reporting information to Headquarters, Department of the Army, used during World War II and the Korean War, see appendix 3-9.
- (3) The procedures in appendixes 3-8 and 3-9 represent opposite extremes. The directive in appendix 3-8 is related

to a simplified reporting system, while the system in appendix 3-9 is sophisticated and time-consuming.

3-24. CONUS-based operations. The data required under normal reporting procedures

must be submitted until Headquarters, Department of the Army authorizes less data. The commander of the installation at which the unit stages and where the records are kept is responsible for casualty reporting and notifica-



Each of the designated elements of command report to the centralized verification point by a definite time of each day. Specific procedures to be prescribed by the theater or force commander.

Figure 3-20. Schematic data collection plan for joint theater verification center.

tion procedures as modified below, as though the casualty occurred at his installation. When rear elements and records are moved to the objective area, the Army component commander in the objective area will report casualties direct to Chief, Casualty Branch, TAGO, DA.

a. During the initial phases of an operation, all incidents of injuries, regardless of severity, will be reported promptly. These reports and reports of deceased, missing, very seriously ill, seriously ill, and wounded personnel should include name, grade, organization, date and circumstances. Circumstances should be brief but contain enough information to enable Headquarters, Department of the Army to answer queries and to provide information to news media. Casualties should be categorized as a result of hostile action, training activity, or on- or off-duty activity. Where possible, a separate message should be sent for each casualty.

b. Thirty days after the beginning of operations, unless other instructions are given, reports on persons with minor injuries not the result of hostile action may be discontinued. *Exception:* cases of interest to the press will be reported with a statement of the interest and recommended action by Headquarters, Department of the Army.

### Section VIII. INQUESTS—BOARDS OF INQUIRY FOR MISSING PERSONS

3-28. **Inquests.** a. When at any installation under the exclusive jurisdiction of the United States, any person is found dead under circumstances that require investigation to establish the cause, place, or time of death, the commander will designate and direct a summary court-martial to conduct an inquest. Normally, the same officer should be designated to conduct an investigation for line of duty purposes. If a person is found dead at an installation under the concurrent jurisdiction of the United States and another government, an inquest will be conducted by a summary court-martial, unless the other government objects.

b. The summary court-martial will make its conclusions on the basis of evidence presented

3-25. **Prisoners of war in U.S. Army custody.** The camp (or hospital) commander, or other officer charged with custody of the prisoner before death will comply with paragraph 118a, AR 633-50.

3-26. **Civilian internees in U.S. Army custody.** When a civilian internee is seriously ill because of injury or disease, the camp or hospital commander will comply with paragraph 45d, AR 633-51. When a civilian internee dies, the camp or hospital commander, or other person charged with custody of the civilian internee before death will comply with paragraph 117c, AR 633-51.

3-27. **Attack on CONUS.** a. Upon employment of military resources in support of civil defense operations, civil defense reports (RCS (SGPO-136(R1))) including the number of casualties and fatalities of both military and civilian personnel will be sent by the ZI army commander(s) concerned to the Commanding General, United States Continental Army Command as shown in paragraph 10, AR 500-70.

b. Casualty information required by this regulation will be sent to Headquarters, Department of the Army or other designated headquarters in any form and by any means as soon as the tactical situation permits.

by law enforcement agencies (military or civilian) and from the interrogation of witnesses, including the medical officer or civilian physician who examined the remains. If an autopsy is necessary to ascertain the exact cause and time of death, the summary court-martial will notify the installation commander so that arrangements may be made for performance of an autopsy. See paragraph 5-17f(1). If an autopsy is to be performed in a case of death which occurred outside a hospital, a copy of the report of inquest will be given to the medical officer or physician conducting the autopsy. The testimony of each witness will be put in writing, subscribed to under oath or affirmation, and appended to the report of

inquest. Medical evidence may be submitted in customary form.

c. The summary court-martial will submit a written report of the inquest to the appointing authority. A copy of the report with a copy of report of autopsy, if performed, will be appended to and submitted with the line of duty investigation. If the remains are not identified as that of a military person, the report of the summary court-martial will include a description of the decedent; name, if known; approximate age; sex; color of eyes and hair, and all distinguishing marks, characteristics, and any other particulars which may help identify the body; a statement of identification by a relative or other person who knew the decedent, if possible; and, when practicable, the fingerprints and dental identification. Reports on civilians, or military persons when there is no line of duty investigation, will be disposed of as directed by the appointing authority.

### 3-29. Boards of inquiry for missing persons.

a. *Purpose.* Boards of inquiry will be conducted to insure consideration of all factors in the disappearance of a member and provide the best documentation for later actions.

b. *Appointment of board.* When a person has not returned to military control and conclusive evidence of death has not been received, the general court-martial authority (or a higher authority designated by a commander authorized to make such designation) or, if no general court-martial authority exists, the commander reporting directly to Headquarters, Department of the Army, will appoint a board of inquiry to determine all facts about the status of the missing person. The board may consider in a single meeting the status of more than one person involved in a single incident, or in more than one incident during hostilities. The board will be convened within 10 days after the missing person report was submitted and will consist of not more than three officers. A warrant officer may be appointed a recorder only. The board will be governed by AR 15-6.

#### c. *Record of board proceedings.*

(1) The report of board proceedings will include all evidence considered by the

board, including full details of the duration and extent of the search, the results of it, and the names and identification of all persons who have knowledge of the circumstances of the disappearance.

(2) The board will recommend that the member's status as a missing person be continued or that his status be changed to dead, AWOL, or a different status under the Missing Persons Act (para 1-6d).

#### d. *Convening authority's action.*

(1) When the convening authority approves a recommendation that a member's status as a missing person be continued, he will send the report of board proceedings direct to Chief, Casualty Branch, TAGO, DA, Washington, D.C., 20315, for review and determination of status under the Missing Persons Act. (The convening authority will be informed of the result of this review.)

(2) When the convening authority approves a change in status, he will have records amended or corrected and will send an electrically transmitted notification of change to death (fig. 3-3) or of change from missing to AWOL (fig. 3-8). For all other changes, the report of board proceedings will be the instrument of notification. The convening authority will send the report of board proceedings direct to Chief, Casualty Branch, TAGO, DA, with information of action taken to change the status and amend or correct records and of previous notifications. In death cases, the board will suffice for determining line of duty status.

(3) Normally the report of board proceedings should be submitted to Chief Casualty Branch, TAGO, DA, within 45 days after the incident. The convening authority will immediately notify Chief, Casualty Branch, TAGO

DA, of any other information received after the report of proceedings has been submitted.

*e. International incidents.* A person allegedly involved in an international incident who is supposedly held by a foreign government because of an alleged border violation or for purely political reasons, and who is not in a status of desertion or absence without leave, will be reported under this regulation as a missing person in the applicable category.

**3-30. Determinations under Missing Persons Act.** Determinations under the provisions of the Missing Persons Act\* are made in The Adjutant General's Office under authority delegated by the Secretary of the Army. This authority includes the responsibility to—

\* Act 7 March 1942 (56 Stat. 143) ; 50 U.S.C. App. 1001 1015.

## Section IX. OTHER ADMINISTRATIVE RESPONSIBILITIES AND INSTRUCTIONS

**3-31. Release of information.** *a. Identity of deceased or injured persons.* Information about the identity of deceased or injured military persons will be released to public information media through prescribed public information channels in accordance with AR 360-5.

*b. Investigations.* No statement about line of duty status or misconduct will be released to persons or agencies who are not entitled to this information because of their official duties unless the Secretary of the Army or The Adjutant General has authorized access to the information. The Adjutant General is responsible for coordinating and releasing any details of information in these types of investigations of casualties: accident investigations; aircraft accident investigations, line of duty investigations, and military police reports of investigations. The verbatim statements and extracts of these reports are considered official Government documents and normally will not be given to agencies outside the Government except for official purposes. This does not preclude The Adjutant General from giving a narrative summary of the factual information to the next of kin and to commercial life insurance com-

*a. Make all determinations of death or other status, and of essential dates, exclusive of determinations of facts of dependency, necessary to the administration of the Act.*

*b. Review the cases of persons missing or missing in action; direct continuance of the missing status or make "Findings of Death," and determine the date upon which death shall be presumed to have occurred, under the provisions of Section 5 of the Act.*

*c. Make all determinations necessary under the provisions of Section 9 of the Act. For the purposes of the Act, determinations so made will be conclusive as to death or finding of death, or as to any other status included or incorporated in the Act. The determination will be conclusive as to whether information received on any person is to be construed and acted on as an official report.*

panies to determine liability for payment of insurance entitlements.

**3-32. Report of Casualty (DD Form 1300), Statement of Casualty (DA Form 52-2), and Claim for Death Benefits (VA Form 29-8283).**

*a. Report of Casualty.* The Adjutant General issues and distributes reports of casualty to authorized Government agencies that need the information. Reports are issued for these deceased or missing persons: active duty members, National Guardsmen and Reservists during any type of training or while traveling to or from training, retired persons, and civilian employees of the Army who die overseas.

*b. Statement of Casualty.* The Adjutant General provides five copies of a Statement of Casualty to the next of kin of the following categories of persons as documentary proof of death for commercial insurance companies, cashing bonds, and settling other claims: active duty members, National Guardsmen and Reservists who were on active duty for 30 days, retired persons, and civilian employees of the Army (para 2-4d, item 18). For retired persons who died within 120 days after retirement and for retired general officers, the Chief,

Casualty Branch, TAGO, DA issues the statement; for other retired persons, the Commanding Officer, U.S. Army Administration Center, 9700 Page Boulevard, St. Louis, Missouri, 63132 issues the statement.

*c. Claim for Death Benefits.* The Adjutant General provides claims forms for Servicemen's Group Life Insurance to designated beneficiaries or, if no beneficiary has been designated, to beneficiaries according to law.

**3-33. Statistics.** *a.* The Casualty Branch, TAGO, DA, will keep statistical data on specifically designated actions and will be the official source of such statistical data. Commanding General, U.S. Army Data Support Command is designated as responsible for providing statistical data of a general nature

not in conflict with special actions that have been designated as a responsibility of the Chief, Casualty Branch, or The Surgeon General. When specific action ends, Casualty Branch will give the data to U.S. Army Data Support Command for correlation before disposition.

*b.* In areas of hostile action, the designated force commander will keep a master casualty file as a ready source of reference to help verify reports and prevent the submission of duplicate or erroneous reports.

**3-34. Reports control exemption.** Casualty reports and notifications to authorized persons; to Chief, Casualty Branch, TAGO, DA; and to other agencies; and reports of board proceedings under this regulation are exempt from reports control under paragraph 39*h*, AR 335-15.

## APPENDIX 3-1

DEATH—ELEMENTS OF NOTIFICATION  
TO HEADQUARTERS, DEPARTMENT OF THE ARMY

Each notification of death will be prefaced by code word indicating the type (CROWN, ETHER, HINGE, REACH, or COACH) and casualty report number of the notification.

For military personnel on active duty, active duty for training, or reserve duty training, and for retired personnel continuously hospitalized from date of retirement to date of death, include items A through Q.

For retired personnel not continuously hospitalized from date of retirement to date of death, include applicable items A through K.

For civilians, include applicable items A through S.

For dependents, include applicable items A through K.

## ITEMS TO BE REPORTED

- A. Last name, first name, middle initial.
- B. Service number (service number must be repeated). If a civilian, state whether DA employee or dependent. If dependent, state relationship to sponsor.
- C. Grade (include pay grade for warrant officer or enlisted man); branch of service (officers and warrant officers only); and duty MOS (oversea death only).

For persons in grades E-2 through E-8, W-1 and O-1, state whether the decedent, prior to his death, was officially recommended by competent authority for appointment to the next higher pay grade. If the decedent was so recommended, enter the date of the recommendation (DA Form 78 in the case of personnel in grades W-1 and O-1).

If retired person, indicate USA, Retired or AUS, Retired; date of retirement; name, relationship, and address of next of kin. If

retired person was continuously hospitalized from date of retirement to date of death, so state. If civilian, state whether paid from United States appropriated or nonappropriated funds and by whom employed. If dependent, give grade, name, service number and organization of sponsor.

- D. Date and place of death. (State place as specifically as possible in unclassified message, including latitude and longitude for death at sea; if specific place is classified, state general unclassified area). (Express date of death, if known, in local time. If date of death is unknown, the date will be determined in accordance with paragraph 1-7f(3).)
- E. Cause of death. Include specific medical diagnosis except if previously reported very seriously ill or seriously ill and there is no change in diagnosis, the remark "Previously LOYAL" is sufficient. Use the diagnoses listed in AR 40-401 (do not merely state, for example: "heart attack" or "multiple injuries received in automobile accident"; be specific). Injuries should be described.
- F.
  1. Complete summary of circumstances surrounding death. Do not delay initial death reports because of incomplete circumstances. Report additional circumstances in a supplemental report as soon as known.
  2. State whether or not misconduct or negligence on the part of the decedent was the cause of his death.
  3. Duty status and nature of duty at time of injury or disease resulting in death. If not present for duty, give reason; e.g., pass, leave, AWOL. If AWOL, give beginning date and hour. If dropped from rolls as a deserter, give date dropped.

4. If death was due to motor vehicle accident, state whether privately owned or Government owned vehicle and whether decedent was driver or passenger.

5. If death occurred in a military aircraft, state whether crew member. If crew member, state position on crew; e.g., pilot, copilot, gunner. If not crew member, state whether member of ground crew to service plane. If passenger, state whether travel by air was in furtherance of travel orders while in duty status; include type of aircraft; e.g., C-123, UH-1B.

6. If death was due to accident, be specific concerning date and type of accident as well as time of death.

G. Amount of basic pay, additional pay status (enter "NONE," if applicable). For proficiency pay, show the appropriate indicator; e.g., PROOF (P1), PROOF (P2). Include information on Servicemen's Group Life Insurance (para 2-10).

H. Whether investigation of death required (enter "DOUBT" or "DANDY"). If line of duty investigation is required, show unit or activity and station that will conduct the investigation. If this cannot be determined, state, "(show title of major commander in whose area death occurred) will designate activity to conduct line of duty investigation."

I. Status of remains. Use one of the codes listed in appendix 3-5 or make other appropriate statement. If applicable, give name, address, and relationship of any person being consulted concerning disposition of remains and name of installation assuming responsibility for care of remains, if different from reporting installation. If burial is at sea, give reasons and latitude and longitude of burial.

J. Organization and station (if assigned to medical holding detachment, also show last organization before assignment to medical holding detachment).

K. Names, relationships, and addresses of persons actually notified, or to be notified including date of notification (if none, so

state). If death occurred overseas and a person notified is overseas, give both permanent address and temporary oversea address of the person notified. If the decedent is a sponsor, give name, address and relationship of any person not listed in the Record of Emergency Data that the surviving dependent desires to be notified by The Adjutant General. If the decedent is a dependent, give name, address, and relationship of any person the sponsor of the dependent desires to be notified by The Adjutant General. If sponsor does not desire anyone notified, so state. If a sponsor is seriously injured or killed in an accident in which his spouse was also injured or killed, report the name, relationship, and address of the spouse's next of kin to the Chief, Casualty Branch, TAGO, DA, together with information on welfare, whereabouts, and arrangements for temporary care of surviving children, if any. Give date of DA Form 41. If Department of the Army civilian or dependent, state religious preference and, if appropriate, whether individual received religious ministrations.

L. State whether death gratuity will be paid by finance and accounting officer in accordance with AR 37-104 and AR 37-104-2. When death occurs in an oversea command and the surviving spouse residing in a different oversea command is notified by the oversea commander, include authorization for maximum partial payment of death gratuity (computed on basic pay only) to the surviving spouse.

M. Race.

N. State whether survivor assistance will be provided by the reporting agency.

O. Citizenship.

P. Date of birth.

Q. Decorations and awards (awarded and pending). This item is applicable only to deaths as a result of hostile action and training deaths.

R. Home address when hired and legal residence.

S. Place of hire.

NOTES

1. When report pertains to one of multiple deaths, use sample shown in figure 3-13.
2. In the special instructions block of DD Form 173 (Joint Messageform) enter the procedure signals ZFF-1 and ZYT.

APPENDIX 3-2

MISSING PERSON—ELEMENTS OF NOTIFICATION  
TO HEADQUARTERS, DEPARTMENT OF THE ARMY

Each notification concerning a missing person will be prefaced by the code word PUNCH and casualty report number of the notification. The appropriate status under the Missing Persons Act will be entered in parentheses following the word "PUNCH"; e.g., PUNCH (Detained).

For military personnel include applicable items A through J.

For DA civilians or dependents include applicable items A through K.

ITEMS TO BE REPORTED

- A. Last name, first name, middle initial.
- B. Service number (service number must be repeated). If a civilian, state whether DA employee or dependent. If dependent, include relationship to sponsor.
- C. Grade (include pay grade for warrant officer or enlisted man); branch of service (officers and warrant officers only); and duty MOS. For civilian, state whether paid from United States appropriated or nonappropriated funds and by whom employed, or if dependent, give grade, name, and service number of sponsor.
- D. Area where missing.
- E. Date missing (include hour, if known, expressed in local time).
- F. State nature of duty at time missing. (If engaged in military duty, describe. If in a military aircraft crash or if aboard a missing military aircraft, state crew position. If not a crew member, state whether member of ground crew to service plane. If a passenger state whether orders required travel by aircraft, or if not, whether travel by air was in furtherance of travel orders while in a duty status. If on maneuvers, describe type and extent; other duties of unusual risk or danger.) If not present for duty give reason (on pass, on leave, etc.).
- G. Contributory circumstances, other than duties of unusual risk or danger described in F above.
- H. Name, relationship, and address of persons actually notified or to be notified; include date of notification (if none so state). If missing overseas and any person notified is overseas, give both permanent address and temporary oversea address. If the missing person is a sponsor, give name, address, and relationship of any person not listed in the Record of Emergency Data that the dependent desires to be notified by The Adjutant General. If missing person is a dependent,

give name, address, and relationship of any person the sponsor of the dependent desires notified by The Adjutant General. If sponsor does not desire anyone notified, so state. Give date of DA Form 41.

- I. Organization and station. If civilian employee, indicate place of hire.
- J. State whether survivor assistance will be provided by the reporting agency. If survivor assistance will not be provided by the reporting agency, include the ZI army commander or major oversea commander who will be responsible for survivor assistance as an information addressee on the PUNCH report.
- K. Date of birth.

#### NOTES

1. When this report pertains to one of a group of persons missing as a result of the same incident, use sample shown in figure 3-13.
2. In the special instructions block of DD Form 173 (Joint Messageform) enter the procedure signals ZFF-1 and ZYT.

APPENDIX 3-3

**VERY SERIOUSLY ILL OR SERIOUSLY ILL PERSONS—  
ELEMENTS OF NOTIFICATION TO HEADQUARTERS.  
DEPARTMENT OF THE ARMY**

Each notification of very serious or serious illness will be prefaced by the code word LOYAL and casualty report number of the notification.

ITEMS TO BE REPORTED

- A. Last name, first name, middle initial.
- B. Service number (if a civilian, so state).
- C. Grade (include pay grade for officer or enlisted person); branch of service (officer and warrant officers only); and duty MOS. For civilian, state whether paid from United States appropriated or non-appropriated funds and by whom employed, or if dependent, give grade, name, and service number of sponsor.
- D. Place where hospitalized, with complete mailing address.
- E. Date of occurrence.
- F. Specific medical diagnosis, including whether very seriously ill or seriously ill. Diagnosis will be expressed as listed in AR 40-401. Injuries should be described, giving causative agent and circumstances.
- G. Prognosis. If death is likely, the notification will show that the individual has received religious ministrations, when applicable.
- H. Organization and station of individual.
- I. Name, relationship, and address of a person whose presence overseas is desired. This applies to very seriously ill cases only (if other than next of kin, include reason this person's presence is necessary). If presence of next of kin is not advisable from a medical standpoint, so state. State whether quarters and messing facilities are available and estimated cost per day, clothing to be worn, and instructions for processing after arrival.
- J. Name, relationship, and address of persons actually notified, including date of notification (if none, so state). If subject is civilian give name, address, and relationship of any person to be notified by The Adjutant General.
- K. Additional brief information which in the opinion of the commander of the medical treatment facility will be useful to persons to be notified. Include information on any plans for evacuation or other disposition, if available.

**NOTES**

1. When this report pertains to one of a group of persons injured or ill as a result of the same incident, use sample shown in figure 3-13.
2. In the special instructions block of DD Form 173 (Joint Messageform) enter the procedure signals ZFF-1 and ZYT.

APPENDIX 3-4

DEATH, MISSING PERSON STATUS, VERY SERIOUS ILLNESS, OR  
SERIOUS ILLNESS OF ALLIED NATIONALS—ELEMENTS OF  
NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY

Notifications will not be prefaced by code indicating the type i.e., CROWN, PUNCH, or LOYAL as for U.S. personnel.

ITEMS TO BE REPORTED

- A. Last name, first name, and middle initial.
- B. Service number (or other identification).
- C. *Grade*
- D. Branch of service.
- E. Unit of casualty.
- F. Nationality of casualty's unit.
- G. Installation where training and course attended (if applicable).
- H. Status (use one of following):
  - 1. Very seriously ill or seriously ill (indicate date placed on or removed from very seriously ill list or seriously ill list).
  - 2. Missing (include date, place from which absent, and all available circumstances).
  - 3. Died (show date, place, cause, and available circumstances; name and address of next of kin, if known; if present, state whether or not notified; if notified, give date of notification; state whether remains are available for shipment and if next of kin is present and notified, give desires of next of kin as to disposition).
- I. Place where hospitalized, with complete mailing address.
- J. Specific medical diagnosis. Injuries should be described, giving causative agent and circumstances. If applicable, state that loss of hand, foot, limb or eye has occurred or that patient is psychotic or indicate extent if severely disfigured.
- K. Prognosis. If death is likely, the notification will indicate that the individual has received religious ministrations, when applicable.
- L. Name, relationship, and address of a person whose presence in hospital is desired (expenses for travel performed will be born by the traveler or by the government of the patient's country when authorized).
- M. Additional brief information which in the opinion of the commander

of the medical treatment facility will be useful to the government to be notified.

NOTE

In the special instructions block of DD Form 173 (Joint Messageform), enter the procedure signals ZFF-1 and ZYT.

APPENDIX 3-5

CODES USED IN REPORTING

	<i>Code</i>		<i>Code</i>
<b>1. Status of casualty.</b>		<b>f. Special pay; Medical, Dental or Veterinary Corps Officers</b> . . . . .	
<b>a. Dead:</b>			<b>MEDIC</b>
(1) Training death . . . . .	COACH	<b>g. Special pay, diving duty</b> . . . . .	<b>DIVER</b>
(2) Died as a result of hostile action (died before reaching medical facility) . . . . .	ETHER	<b>h. Special pay, proficiency</b> . . . . .	<b>PROOF</b>
(3) Died as a result of wounds or injuries received as a result of hostile action (died after reaching medical facility) . . . . .	HINGE	<b>i. Hostile fire pay</b> . . . . .	<b>POWER</b>
(4) Died as a result of wound or injuries not received as a result of hostile action (died after reaching medical facility) . . . . .	REACH	<b>j. Incentive or special pay, other (describe)</b> . . . . .	<b>GLOBE</b>
(5) Death from other causes . . . . .	CROWN	<b>4. Notification of progress.</b>	
<b>b. Missing person</b> . . . . .	PUNCH	<b>a. Making normal improvement</b> . . . . .	<b>AGATE</b>
(In parentheses, indicate category under Missing Persons Act; e.g., missing or detained.)		<b>b. Convalescing</b> . . . . .	<b>BIBLE</b>
<b>c. Ill, wounded, or injured.</b>		<b>c. Not making normal improvement</b> . . . . .	<b>CRIMP</b>
(1) Very seriously or seriously wounded injured as a result of hostile action . . . . .	SMITE	<b>d. Condition remains the same</b> . . . . .	<b>STALE</b>
(2) Very seriously or seriously injured or ill not as a result of hostile action . . . . .	LOYAL	<b>e. Serious, not previously reported serious, or previously removed from serious</b> . . . . .	<b>RISKY</b>
(3) Lightly wounded or injured as a result of hostile action . . . . .	FRIAR	<b>f. Complication classified as serious after hostile wound</b> . . . . .	<b>RHINO</b>
(4) Minor injuries which may be of special interest to news media . . . . .	MISCELLANEOUS (MISC).	<b>g. Sinking rapidly</b> . . . . .	<b>ROGUE</b>
<b>d. Returned to military control from status as a missing person</b> . . . . .	BRICK	<b>h. Removed from "Serious"</b> . . . . .	<b>WRITE</b>
<b>2. Line of duty status.</b>		<b>i. Released from hospital</b> . . . . .	<b>ERECT</b>
<b>a. Investigation required</b> . . . . .	DOUBT	<b>j. Seriously ill or very seriously ill evacuated to United States</b> . . . . .	<b>BROKE</b>
<b>b. Investigation not required</b> . . . . .	DANDY	<b>k. Removed from seriously ill or very seriously ill and will be evacuated to United States</b> . . . . .	<b>SCRAM</b>
<b>3. Additional pay status.</b>		<b>l. Evacuated to United States</b> . . . . .	<b>EVENT</b>
<b>a. Incentive pay, parachute</b> . . . . .	PUMAS	<b>5. Status of remains.</b>	
<b>b. Incentive pay, demolition</b> . . . . .	DEMON	<b>a. Remains recovered, individually identified, and will be shipped to the United States or if in the United States, disposition will be accomplished as directed by the next of kin</b> . . . . .	<b>READY</b>
<b>c. Incentive pay, aerial flight (crew member)</b> . . . . .	ANGLE	<b>b. Remains recovered, individually identified, and will be interred in oversea cemetery</b> . . . . .	<b>COVER</b>
<b>d. Incentive pay, aerial flight (non-crew member)</b> . . . . .	FAULT	<b>c. Status of identification not yet determined. Immediately upon determination, a supplemental report indicating status of identification will be sent</b> . . . . .	<b>DETER</b>
<b>e. Special pay, foreign or sea duty</b> . . . . .	FORGE	<b>d. Remains recovered with others but not individually identified, and will be shipped to the United States, or if in the United States, to a national cemetery as directed by higher authority</b> . . . . .	<b>UNITE</b>

e. Remains recovered with others but not individually identified, and will be interred in an overseas cemetery in group burial ..... AUGUR

f. Remains not recovered ..... WASTE  
g. Next of kin has custody of remains and is arranging disposition ..... RAVEN

APPENDIX 3-6

DEATH OR MISSING PERSON IN AREA OF HOSTILE ACTION—ELEMENTS OF ABBREVIATED NOTIFICATION TO HEADQUARTERS, DEPARTMENT OF THE ARMY (FOR USE ONLY WHEN DIRECTED BY HEADQUARTERS, DEPARTMENT OF THE ARMY)

1. Death

- A. Name.
- B. Service number (repeat service number).
- \*C. Grade (include pay grade) and branch of service (when an enlisted person meets all requirements for posthumous promotion under AR 600-200, put the letter "P" in parentheses after the pay grade; e.g., "Sgt (E-5) (P)").
- \*D. Date and hour of incident.
- \*E. Circumstances.
- \*F. Race.
- \*G. Organization and address.
- \*H. Name and address of next of kin.
- \*I. Amount of basic pay, types of additional pay, basic pay entry date, and SGLI information.
- J. Cause of death (if decedent was previously reported as a missing person, include the estimated time of death).
- K. Status of remains.
- L. Date tour in area of hostile action commenced.
- M. Duty MOS. Decorations awarded and pending (applicable only to death as a result of hostile action).
- N. Line of duty status (applicable only to deaths not the result of hostile action).
- O. Religion (in those cases where the DA Form 41, does not indicate the religion).

2. Missing Person.

Items A through I as indicated in appendix 3-2.

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\* Not required when reporting deaths of persons previously reported as missing persons. *Exception:* if circumstances not previously reported are available, include them as item E.

## APPENDIX 3-7

SUGGESTED PROCEDURES FOR CASUALTY REPORTING  
IN AREAS OF HOSTILE ACTION

## Section I. CONTENT OF CASUALTY REPORTS TO DEPARTMENT OF THE ARMY

1. Elements of information. These elements of information will be required:

	<i>Dead and missing persons</i>	<i>Normal</i>	<i>Phase I</i>	<i>Phase II</i>	<i>Phase III</i>
1. Name	X	X	X	X	X
2. Service number	X	X	X	X	X
3. Grade (pay grade)	X	X	X	X	X
4. Place and date of death	X	X	X	X	X
5. Cause of death	X	X	X	X	X
6. Circumstances	X	X	X	X	X
7. Amount of basic pay—type of additional pay	X	X	X	X	X
8. Race	X	X	X	X	X
9. Status of remains	X	X			
10. Organization and address	X	X	X	X	
11. Next of kin and address	X	X	X	X	X*
12. Whether death gratuity will be paid	X				
13. Line of duty status	X				
14. Whether survivor assistance will be given	X				
15. Awards	X	X	X	X	X*
16. Duty MOS	X	X	X	X	X*
17. SGLI Information	X	X	X	X	X

\* These items may be omitted. (If Chief, Casualty Branch, TAGO, DA does not have a Record of Emergency Data card (DA Form 41), he will query the reporting commander.)

## Section II. REPORTING PROCEDURES UNDER PHASES I, II, and III

2. Reports of dead or missing persons. *a. Unit or activity commanders* are responsible for reporting assigned personnel who die or are missing as a result of hostile action as fast as possible and for notifying other commanders when they know of any dead or missing persons not assigned to their organization or activity. Unit or activity commanders will—

- (1) Use the Casualty Feeder Report (DA Form 1156) (fig. 3-21) for reporting dead or missing persons and will make available a supply of this form and DA Form 1155 to other persons responsible for collecting and reporting casualty information to the unit commander.

- (2) As often as conditions permit, and at least once every 12-hour period, collect individual casualty feeder reports and all other available data on casualties from group leaders, adjacent units, and any other available sources. Check the feeder reports for accuracy and verification of the casualty status; enter the line of duty status for casualties not a result of hostile action; and authenticate the report (authority to authenticate may be delegated). *Do not* report a person as dead unless the remains have been recovered and are positively identified. If the remains are not recovered, report the person as missing.

- (3) Fill out a Witness Statement on Individual (DA Form 1155) (fig. 3-22) and attach it to the feeder report, or submit it as soon as possible after reporting the casualty. Witness statements, along with information from other sources, are valuable to the Department of the Army in resolving the status of missing persons.
- (4) Send feeder reports in *three* copies to the unit personnel section, personnel services company, or personnel services division by the fastest means. For persons assigned to other units, send the feeder reports through the personnel officer to the commander concerned.

*b. Personnel officers of unit personnel sections, personnel services companies, or personnel services divisions will—*

- (1) Control reports from subordinate units by number to detect and locate missing reports.
- (2) Verify the information on the reports against the member's personnel records. Where the casualty status is questionable (remains not recovered, missing), check reports against all available information (medical treatment facilities admission and disposition reports, interment reports, and provost marshal straggler, AWOL, and prisoner of war reports) to determine the correct status. Where the exact status is unknown, report casualties as missing persons.
- (3) As soon as the casualty status is decided, verify the personnel data against the member's personnel record; authenticate (personnel officer) the DA Form 1156 and send one copy with the Unit Feeder Report (to be locally devised) in duplicate, to the joint casualty verification center at theater army or other headquarters responsible for reporting casualties to the Chief, Casualty Branch, TAGO,

DA during hostilities. Number the Unit Feeder Reports consecutively for each calendar year. File one copy of the DA Form 1156 in member's personnel record and the other copy in the master casualty file. File one copy of the Unit Feeder Report in the master casualty file.

- (4) Notify the unit commander of any changes made in the status of casualties.

**3. Reports of persons very seriously ill or seriously ill, wounded, or injured as a result of hostile action.** *a.* Commanders of medical treatment facilities will report persons admitted in a very seriously ill or seriously ill, wounded, or injured condition to the joint casualty verification center or other designated headquarters in the same manner as unit or activity commanders and personnel officers report deceased or missing persons. Progress reports will be submitted as indicated in paragraph 3-11 of this regulation.

*b.* The need for immediate evacuation usually precludes interrogating wounded or injured persons for information about casualties. On approval of medical authorities, the hospital commander or his designated representative will interrogate each seriously wounded or injured patient. The results of this interrogation will be recorded on the DA Form 1155 (Witness Statement on Individual), which will be sent to the joint casualty verification center or, for interrogations in the continental United States, to Chief, Casualty Branch, TAGO, DA.

**4. Joint casualty verification center.** The joint casualty verification center (theater army or other designated headquarters), on receipt of casualty reports from personnel officers or commanders of medical treatment facilities, is concerned with verifying the casualty status; reporting casualties to Chief, Casualty Branch, TAGO, DA; collecting statistical data; and disseminating casualty information to lower echelons.

5. **Oversea and CONUS commanders.** Oversea commanders and CONUS commanders responsible for reporting casualties during hostilities to Chief, Casualty Branch, TAGO, DA will include in their casualty reporting plan besides the information shown in paragraph 3-23, the following:

a. Instructions for preparation of the Casualty Feeder Report (DA Form 1156), the Witness Statement on Individual (DA Form 1155), and the Unit Feeder Report.

b. Establishment of a joint casualty verification center at the proper headquarters.

CASUALTY FEEDER REPORT (AR 600-10)		CONTROL NO. 6	CHECK APPLICABLE BOX <input checked="" type="checkbox"/> HOSTILE ACTION <input type="checkbox"/> NON-HOSTILE ACTION
1. LAST NAME - FIRST NAME - MIDDLE INITIAL RAWLINS, ALLAN D.			
2. SERVICE NO. 064318	3. GRADE 1ST LT	4. HOUR AND DATE OF INCIDENT 160600 MAR 69	
5. UNIT A/1/9 INF CHORWAN, N. KOREA 340734			
6. GEOGRAPHICAL LOCATION (nearby town) AND GRID COORDINATES			
7. TYPE OF CASUALTY (Check applicable box(es))			
<input checked="" type="checkbox"/> KILLED IN ACTION	<input type="checkbox"/> MISSING IN ACTION	<input type="checkbox"/> WOUNDED OR INJURED IN ACTION	
<input type="checkbox"/> ED BY WOUNDS OR INJURIES	<input type="checkbox"/> CAPTURED	<input type="checkbox"/> LIGHTLY WOUNDED OR INJURED IN ACTION*	
<input type="checkbox"/> DIED AS A RESULT OF HOSTILE ACTION	<input type="checkbox"/> DETAINED	<input type="checkbox"/> SERIOUSLY WOUNDED OR INJURED IN ACTION*	
<input type="checkbox"/> BY A DOCTOR	<input type="checkbox"/> INTERIED	<input type="checkbox"/> SERIOUSLY INJURED AS A RESULT OF HOSTILE ACTION	
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> MISSING	<input type="checkbox"/> LIGHTLY INJURED NOT AS RESULT OF HOSTILE ACTION	
8. BURIED TO			
USA MORTUARY, SEOUL			
* To be initiated by medical personnel only.			

DA FORM 1155, 1 Jun 66

REPLACES EDITION OF 1 MAY 61 WHICH WILL BE USED UNTIL EXHAUSTED

9. WITNESSES WHO SAW INCIDENT OR IDENTIFIED REMAINS (Name, grade, service number and unit)		
JACK R. ANDERS, MSGT, RA 6,958,210, COA, 1 <sup>st</sup> BN 28 <sup>th</sup> INF		
CLYDE N. MORRIS, 2 <sup>nd</sup> LT, 0958426, COA, 1 <sup>st</sup> BN, 28 <sup>th</sup> INF		
10. REMARKS (Additional circumstances, any religious ministrations performed, etc.)		
KILLED BY HOSTILE MORTAR FIRE. CATHOLIC CHAPLAIN GAVE LAST RITES.		
11. FOR USE BY C.O. OR MED OFF (only for casualties not the result of hostile action)	12. AUTHENTICATED BY (CO or Med Off)	13. VERIFIED BY (Pers Off)
LINE OF DUTY — YES — NO — UNDER		
UNIT	GRADE	SERVICE NO.
DATE	SIGNATURE OF PERSON PREPARING REPORT	
16 MAR 69	George H. Cummings	

Figure 3-21. Sample Casualty Feeder Report.

WITNESS STATEMENT ON INDIVIDUAL (AR 600-10)			CHECK APPLICABLE BOX			
			<input type="checkbox"/> MIS	<input type="checkbox"/> MIA	<input checked="" type="checkbox"/> CAP	<input type="checkbox"/> DET
			<input type="checkbox"/> DEFD (Remains not recovered)			
1. LAST NAME - FIRST NAME - MIDDLE NAME				2. SERVICE NO.		
SMITH, CHARLES				UNKNOWN		
3. GRADE		4. DATE OF BIRTH OR WHEN LAST SEEN				
SGT		16 AUG 69				
5. ORGANIZATION			6. GEOGRAPHICAL LOCATION (Include grid coordinates and nearby town)			
UNKNOWN			YONG DONG PO, KOREA			
7. IF ITEMS 1 AND 2 ARE UNKNOWN OR NOT POSITIVE, COMPLETE ITEMS LISTED BELOW:						
AGE	WEIGHT	HEIGHT	HAIR	EYES	RACE	
25	165	5'9"	BROWN	BROWN	WHITE	
8. HOME TOWN		9. CIVILIAN OCCUPATION		10. NICKNAME		
CHICAGO, ILL.		AUTO. MECH.		CHUCK		
11. WAS HE MARRIED? (If so, give wife's name if known)			12. DID HE HAVE ANY CHILDREN? (If so, give names if known)			
YES - NAME UNKNOWN			ONE - A GIRL			
13. OTHER IDENTIFYING MARKS (such as tattoo or birthmarks)			14. OTHER PERSONS WHO MAY HAVE WITNESSED THIS INCIDENT OR HAVE FURTHER INFORMATION			
SCAR ON BACK OFRIGHT HAND			SFC JAMES KITCHEN, 28 <sup>th</sup> INF			

DA FORM 1155, 1 Jun 66

REPLACES EDITION OF 1 JUN 61, WHICH WILL BE USED UNTIL EXHAUSTED.

15. CIRCUMSTANCES SURROUNDING INCIDENT (If known, include cause of death or condition when last seen, and how identified)	
I met Smith at Camp #3. He was in bad condition physically and was supposedly taken to the prison hospital about 16 Aug 69. That is the last time I saw him or heard anything about him.	
16. NAME OF PERSON MAKING STATEMENT	17. SERVICE NO. 18. UNIT
Robert Bruce, Jr.	RA5289678/ C/1/20th
19. DATE	20. SIGNATURE
10 Nov 69	Robert Bruce, Jr.

Figure 3-22. Sample Witness Statement on Individual.



## APPENDIX 3-8

HISTORICAL EXAMPLE OF A CASUALTY REPORTING  
DIRECTIVE FOR AN AREA OF HOSTILE ACTION

HEADQUARTERS

UNITED STATES MILITARY ASSISTANCE COMMAND, VIETNAM  
APO San Francisco 96243DIRECTIVE  
NUMBER 600-623 January 1965  
(MACAG)

Effective until 22 January 1966 unless sooner rescinded or superseded

PERSONNEL - GENERAL  
REPORTING OF ARMY CASUALTIES

1. PURPOSE. To prescribe procedures for the reporting of casualties pertaining to US Army personnel occurring in the Republic of Vietnam.
2. RESPONSIBILITY. Responsibility for the accurate and prompt reporting of Army casualty information to this headquarters is as follows:
  - a. CG, USASCV. All reportable personnel assigned or attached to USASCV.
  - b. Senior Army Advisors (Corps and separate detachments which report directly to Headquarters USMACV). All reportable personnel assigned or attached to their organization.
  - c. Chiefs, Staff Offices, Headquarters USMACV. All reportable personnel assigned or attached to their offices.
3. REPORTABLE PERSONNEL.
  - a. Members of the US Army on active duty.
  - b. US Civilian employees of the US Army.
  - c. Civilian employees of contractors of the US Army who are citizens or residents of the United States and for whom the conditions of employment provide for reporting such information. (Technical representatives are an example of this category).
  - d. Dependents of US Army personnel and US civilian employees, if residing with sponsor in Vietnam.
  - e. Retired US Army personnel in case of death only.
4. REPORTABLE CASUALTIES. See Inclosure 1.
5. SUBMISSION OF REPORTS. Reports will be submitted by the most expeditious means available. Report, whether by telephone or message, will be in format indicated on MACV Form 10 (Inclosure 2).
  - a. Information reported **MUST BE ACCURATE**. Complete data is required but initial report will not be delayed due to lack of required data. Supplemental reports will be submitted as additional confirmed data becomes available.

Directive Number 600-6, HQ MACV (Cont)

23 January 1965

b. All delayed initial reports will include an explanation of cause of delay. A report is considered a "delayed" report when it is released for transmission more than 12 hours after the casualty occurred.

c. Telephone calls will be directed to:

(1) Duty hours: (MACAG Casualty Office) 60181, 60383, or Lion 183.

(2) Non-duty hours: (EAC) 40662, 40663, or Tiger 510.

d. Messages (Immediate precedence) will be addressed to: COMUSMACV, for MACAG-BPA.

6. FOLLOW-UP ACTIONS. Administrative actions required as result of casualties (disposition of personal effects, LOD investigations, appointment of boards to determine status of missing personnel, etc) will be accomplished by the following commanders as indicated:

a. CG, USASCV: All reportable personnel assigned or attached to USASCV.

b. COMUSMACV: All other reportable personnel.

#### 7. LETTERS OF CONDOLENCE/SYMPATHY.

a. Condolence.

(1) COMUSMACV will forward a letter of condolence to the next of kin of all Army personnel who die or who are missing. The letter will not include the circumstances surrounding the casualty.

(2) The writing of similar letters by subordinate Army commanders, chiefs of staff offices and senior army advisors is encouraged. (See 7c (1) and (2) below).

b. Sympathy. The official letter of sympathy to the next of kin will include all circumstances surrounding the death or missing status that are consistent with security restrictions and good taste. It is essential, however, that all data furnished be absolutely accurate. Photographs of memorial services will be included as required by MACV Directive 600-5. Official letters of sympathy will be signed and released as follows:

(1) Regarding Army personnel assigned or attached to USASCV: As directed by CG, USASCV. (See 7c (1) below).

(2) Regarding Army personnel assigned or attached to staff offices, headquarters, and army field advisory units: CG, US Army Element, MACV.

Directive Number 600-6, HQ MACV (Cont)

23 January 196

## c. Distribution of Letters.

(1) Letters prepared by USASCV: Two copies of all condolence and sympathy letters will be furnished this headquarters, ATTN: MACAG-BPA

(2) Condolence letters prepared by chief of staff offices, this headquarters, and senior army advisors: Signed original and three copies will be submitted to this headquarters, ATTN: MACAG-BPA for review and release to the next of kin.

8. RELEASE OF CASUALTY INFORMATION. See MACV Directive 600-5.

9. MAIL.

a. Mail addressed to US Army personnel reported as "deceased" or "missing" will be delivered to the unit commander, senior army advisor or chief of MACV staff office concerned, who will have the status of the addressee verified and the mail indorsed "deceased" or "missing" as appropriate. Signature, grade and branch or service of verifying officer will be indicated.

b. After mail is indorsed in accordance with a, above, it will be forwarded to this headquarters in a sealed envelope marked ATTN: MACAG-BPA, for disposition in accordance with paragraph 20 a(3), AR 65-75.

10. REFERENCES.

- a. MACV Directive 1-6.
- b. MACV Directive 600-3.
- c. MACV Directive 600-5.
- d. MACV Directive 638-1
- e. AR 600-65; 600-66; 600-67.

FOR THE COMMANDER:

OFFICIAL:

RICHARD G. STILWELL  
Major General, USA  
Chief of Staff

/B/

S. J. MURDAY  
Colonel, AGC  
Adjutant General

2 Incl

1. Reportable Casualties
2. MACV Form 10 (Casualty Report Format)

AR 600-10

Directive Number 600-6, HQ MACV (Cont)

23 January 1965

DISTRIBUTION:

E

Less Cdr, 2d Air Div  
Ch, USAF Adv Gp  
Ch, US Naval Adv Gp  
CO, HSAS  
CTU 79.3.5  
AFTU

REPORTABLE CASUALTIES

1. HOSTILE CASUALTY. Any person who is KILLED, WOUNDED, or MISSING, provided the incident occurs in combat or going to or returning from a combat mission, when the occurrence was directly related to actions of a hostile force, or actions of our own or allied forces while engaging hostile forces.

a. Killed in action (CROWN). Those killed outright or those who die of wounds before reaching any medical treatment facility.

b. Died of wounds received in action (HINGE). Died as a result of wounds after reaching a medical treatment facility.

c. Missing in action (PUNCH). Whereabouts and status unknown and absence appears to be involuntary, including those definitely known to have been taken into custody by a hostile force as a result of and for reasons arising out of any armed conflict.

d. Seriously wounded in action (LOYAL). Life is seriously and imminently endangered or permanent severe disability, such as loss of sight or any eye, loss of a limb, or permanent and unsightly disfigurement, has occurred.

e. Lightly wounded in action (MISCELLANEOUS). Life is not seriously and imminently endangered nor has a permanent severe disability been incurred, including all kinds of wounds and injuries as well as the effects of gases and like chemical warfare agents.

2. NON-HOSTILE CASUALTY. Any person who is killed, injured, or becomes seriously ill from causes not directly related to a hostile force or action of US or allied forces while engaging hostile forces.

a. Non-hostile death (CROWN). Those killed or who subsequently die from other than hostile causes.

b. Seriously ill or injured (LOYAL). Condition is such that life is seriously and imminently endangered.

c. Miscellaneous non-hostile (MISCELLANEOUS). Not normally reported as the individual is not seriously ill or injured; however, such cases will be reported where there is close press coverage by news media representatives or when the incident which caused the injury or illness may result in a widespread adverse reaction on the part of the government or the public. The sole purpose of reporting such incidents is to provide official notification of next of kin before such notice is obtained from news media.

Inclosure 1 to MACV Directive Number 600-6, 23 January 1965

US ARMY CASUALTY REPORT FORMAT

(Not to be submitted - For use in submitting telephonic and message reports to insure submission of complete information in standard sequence)

Report submitted by: \_\_\_\_\_  
(Name, Grade and Unit)

1. Type of report: \_\_\_\_\_ (See paragraph 1 of instructions)

A. \_\_\_\_\_  
(Last Name, First, MI)

B. \_\_\_\_\_  
(Service Number)

C. \_\_\_\_\_  
(Grade/Rank and Pay Grade) (Branch, officer only)

D. \_\_\_\_\_  
(DMOS)

E. (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Death or Missing - Geographical location or Grid coordinates Injured or seriously ill - Where hospitalized with APO address

F. \_\_\_\_\_  
(Date and time of casualty)

G. (1) Diagnosis: \_\_\_\_\_

(2) Prognosis: \_\_\_\_\_

H. Circumstances: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. \_\_\_\_\_  
(Organization and station of individual to include APC address)

\*J. Deceased only: \_\_\_\_\_  
(Base Pay) (Additional Pay Codes) (BPED)

\*K. Investigation of death required: (Yes or No) Reference AR 600-140

L. Status of remains: \_\_\_\_\_  
(If recovered and identified, indicate the two individuals who made the identification)

MACV Form 10  
(MACAG-B) 23Jan 1965

Inclosure 2 to MACV Directive Number 600-6, 23 January 1965

- \*M. Religious preference: \_\_\_\_\_  
(If deceased, indicate whether ministrations received prior to death)
- N. Individual desires next of kin be notified: (Yes or No)
- \*O. Next of kin: \_\_\_\_\_  
(Name, Relationship, Address and Date of DA Form 41)
- \*P. \_\_\_\_\_  
(Social security number of deceased. If NGUS, indicate date and place of entry into service.)
- \*Q. \_\_\_\_\_  
(Race of deceased)
- \*R. \_\_\_\_\_  
(Awards and Decorations, deceased only, including pending awards if CIB. MB)
2. Civilian personnel only:
- A. \_\_\_\_\_  
(Whether DA employee or dependent and name of sponsor when appropriate)
- B. \_\_\_\_\_  
(Date of Birth)
- C. \_\_\_\_\_  
(Citizenship)
- D. \_\_\_\_\_  
(Place where hired)
- E. \_\_\_\_\_  
(Home address when hired)
- F. \_\_\_\_\_  
(Legal residence)
3. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Items marked by asterisk are not required from Army field advisory units since personnel records are maintained at Headquarters USMACV.

\*Army field advisory units report only "Pending Awards" (see above note)

INSTRUCTIONS

1. Types of Casualty Reports:
 

Killed in action or died from other causes-	CROWN
Died from wounds received in action -	HINGE
Missing Personnel -	PUNCH
Seriously ill, wounded or injured -	LOYAL
Not seriously wounded or minor injuries which may be of special interest to news media -	MISCELLANEOUS
  
2. All personnel data furnished must be verified from personnel records. When the service number of the individual differs from the service number recorded on his DA Form 41, both numbers and their source will be explained in the remarks section.
  
3. Item E(2). When an individual has been treated at a medical facility indicate whether held for further treatment or returned to duty. When hospitalized, information as to expected period of hospitalization and whether evacuation is probable will be entered in the remarks section.
  
4. Item G. Show specific medical diagnosis and prognosis.
  
5. Item H. Circumstances surrounding an incident will clearly indicate the duty status of the individual, the cause of the incident and where it occurred. Grid coordinates will be used when specific geographic location is unidentifiable.
  
6. Additional Pay Codes to be used in Item J:
 

Incentive Pay, Parachute -	PUMAS
Incentive Pay, Demolition -	DEMON
Incentive Pay, Aerial Flight (Crew Member) -	ANGLE
Incentive Pay, Aerial Flight (Non-Crew Member)-	FAULT
Special Pay, Foreign and Sea Duty -	FORCE
Special Pay, Medical, Dental and Veterinary Corps Officer -	MEDIC
Special Pay, Diving Duty -	DIVER
Special Pay, Proficiency -	PROOF
Combat Pay -	POWER
Incentive or Special Pay, Other (Describe, e.g., Separation -	GLOBE
  
7. Item C. Particular attention will be paid to the address of the next of kin. If information available indicates an address different than the one recorded on the DA Form 41, both will be furnished and the source explained.
  
8. The names of any relatives who become aware of casualty information, prior to submission to the reporting office, will be shown in the remarks section. Relationship to the individual will be shown.

## APPENDIX 3-9

**SYSTEM OF COLLECTING AND REPORTING INFORMATION TO  
HEADQUARTERS, DEPARTMENT OF THE ARMY, WHICH WAS  
USED DURING WORLD WAR II AND THE KOREAN WAR**

**I. Reporting procedures.** *a. Individual.* Any individual having information concerning a casualty will record such information on DA Form 1156 (Casualty Feeder Report) as soon after the incident as possible. A supply of these report forms will be made available to squad, platoon, and similar group leaders and other persons who will be responsible for collecting and reporting such data to the unit commander. In completing reports on wounded cases, the degree of wounds (i.e., serious or light) will be indicated only when report is completed by medical personnel.

*b. Unit level.* As often as conditions permit, but at least once each 24-hour period, unit commanders will obtain individual feeder reports and all available data concerning casualties from group leaders, aid men, adjacent units, and other available sources.

- (1) In death cases where the remains are recovered, the names of at least two witnesses who identified the remains will be shown on DA Form 1156. When the remains are not recovered, or the individual is reported as "missing," "missing in action," or "captured," DA Form 1155 (Witness Statement on Individual) will be completed and attached to the feeder report or submitted as soon as possible thereafter. Witness statements, along with information obtained from other sources, are valuable to the Department of the Army in resolving these three types of casualties at some future date.
- (2) The feeder reports will be checked for accuracy, the line of duty status entered for nonbattle casualties, and

authenticated by the commander or his designated representative. The forms will be dispatched to the unit personnel section by the most expeditious means.

*c. Unit personnel section.* Casualty reports will be prepared on DA Form 1154 (Casualty Report) by personnel officers of battle groups, separate battalions, companies, detachments, and similar units, and will include casualties among military personnel assigned or attached to the organization. Information for such reports will be obtained from unit commanders, completed casualty feeder reports, admission and disposition reports, interment reports, straggler reports, and any other reliable sources. Reports will be checked against all available information in order to determine the correct status of each individual. Feeder reports for wounded personnel which do not show the degree of severity (i.e., serious or light) will be checked against admission and disposition reports received in order to obtain the degree of severity. If the degree of severity cannot be ascertained, the report will not be held but will be forwarded as wounded in action (WIA), and corrected reports submitted when degree of severity is obtained from a medical treatment facility. Discrepancies between the unit feeder report and other information will be resolved as soon as possible. In many cases, an immediate determination of the correct status is possible. If the correct status of the individual cannot be determined, the personnel officer will suspend preparation of the official report on that individual pending verification. As soon as the personnel data are verified against each individual record, the casualty report will be prepared, authenti-

cated, and dispatched to higher headquarters. The unit commander will be notified of any changes in the status of casualties made by the personnel officer. The unit feeder report will be filed in the individual's master casualty file at the unit personnel section.

*d. Division.* In addition to unit reports, the adjutant general's section of the division obtains much information from other sources, e.g., graves registration officer, division surgeon, admission and disposition reports. Such information must be extracted promptly and transmitted to lower units for their information and correction of casualty records when appropriate. Controls will be established to insure that casualty reports are submitted, based on the additional information.

*e. Corps.* Unless otherwise prescribed by the appropriate commander, corps headquarters will process reports only for corps troops, division reports being transmitted direct from division to field army. However, full use of corps courier service by division will be made if it will expedite reports.

*f. Army.* The adjutant general's section at field army or similar headquarters receives essential information from many sources in addition to the casualty reports from division, corps, and separate units. These include evacuation hospitals, general hospitals, theater headquarters, allied commands, etc. Since much of this information is not available to lower echelons in reporting channels, it must be disseminated to subordinate commanders responsible for preparation of casualty reports and recorded in the master file to be used as a check against incoming reports. The machine records unit in the field army headquarters is responsible for preparation of casualty punched cards, maintenance of casualty punched card files, followup action in case of discrepancies, and transmission of casualty punched cards to theater army headquarters.

*g. Theater army headquarters.* The adjutant general's section at theater army headquarters is concerned with the review, verification, and correction of casualty reports, and dissemination of information obtained from sources not available to subordinate headquarters. The re-

coding and checking of reports and verification of the status of each person reported against all available information is accomplished in the same manner as at field army headquarters. Upon completion of the verification and processing of casualty reports, the machine records unit will prepare casualty punched cards. Punched cards for battle casualties will be transmitted to The Adjutant General, Department of the Army, Washington, D.C. by means of transceivers. Nonbattle casualty reports will be transmitted by electrically transmitted messages. DA Form 1155 (Witness Statement on Individual) will be transmitted to Headquarters, Department of the Army by airmail. DA Form 1154 will be retained in the theater army headquarters.

*h. Interment reports.* Daily individual reports of interment will be prepared by graves registration personnel and forwarded to field army headquarters as fast as possible.

*i. Admission and disposition reports.* Admission and disposition reports will be prepared and distributed by hospital commanders in accordance with AR 40-2.

*j. Casualties resulting from enemy action against hospital.* Hospital commanders will render casualty reports on all assigned personnel and all patients who, after admission, become casualties as a result of enemy action against the hospital.

*k. Interrogation of hospitalized personnel.* Since the necessity for immediate evacuation usually precludes the interrogation of wounded personnel, it is essential that such patients be interviewed at the earliest possible date in regard to additional information they may have concerning other casualties. After clearance is given by medical authorities, each medically evacuated casualty will be interrogated and the results recorded on DA Form 1155 (Witness Statement on Individual). These reports will be furnished to the theater army headquarters, or in the case of interrogations in the continental United States, to The Adjutant General, ATTN: AGPB-C.

*l. Casualties resulting from action against hospital trains.* Hospital train commanders will

submit feeder casualty reports to the gaining hospital on patients who die while on hospital trains, or who become casualties as a result of action against the train.

**2. Preparation and checking of DA Form 1154.** *a.* DA Form 1154 will be prepared in sufficient copies so that one copy may be retained at each headquarters through which the report passes on its way to theater army headquarters. In addition, a copy of each report will be forwarded with the original copies of unit morning reports submitted to the machine records unit.

*b.* When practicable, instructions will be issued by local commanders that the information included in items 11, 12, 13, and 14 (duty branch, MOS, race, and basic pay entry date) on casualty reports will not be filled in manually by the personnel officer preparing the initial report. Processing casualty punched cards and corresponding status cards will be matched and the information for these items will be punched into the casualty report cards.

*c.* Reports will be checked against the latest corrected monthly personnel roster. If discrepancies are noted between data contained in this MRU roster and the service records, such discrepancies will be noted on a separate listing, showing date corrections will be made on the morning report, and the listing will be attached to the casualty report. This will prevent return of reports by MRU for verification.

*d.* Where a discrepancy is indicated in the verification process that requires further investigation or information from the preparing organization, or from other sources, immediate action will be taken by the most expeditious means to adjust the discrepancy. Where casualty data are of record which clearly indicate the need for a corrected report (for instance, where the preparing organization has shown the casualty status as missing and the reviewing headquarters has an official record of burial of the individual concerned), the reviewing headquarters will prepare the corrected report, if submission would be materially delayed by causing the preparing organization to submit it. A frequent correction would be a change from WIA

to SWA or LWA based on information on admission and disposition reports from a hospital. Where corrected reports are prepared by reviewing headquarters, the appropriate file copies will be sent to the organizations concerned.

*e.* When an individual is reported as a casualty and his status changes to another casualty status or he is returned to military control, he will be reported immediately with other types of casualties. The "Casualty Status" and "Date of Casualty" items will reflect the new status. Under the "Remarks" the previous and the new status will be shown together with dates (*example:* From MIA 10 Dec 00 to RMC 2 Jan 00). Some instances which result in changes in casualty status are indicated below:

- (1) Receipt of additional information.
- (2) Correction of erroneous report previously forwarded.
- (3) Returned to military control from a missing or captured status.
- (4) Reported as MIA but later determined to be KIA. Reports of death require a specific date. When the body of an individual, previously reported MIA, is recovered, the specific date of death will be the date reported MIA unless there is irrefutable evidence to support an earlier or later date of death.
- (5) Reported MIA but later found to be in a captured status. Status of individuals will not be changed from missing in action to another casualty status unless irrefutable evidence exists that they are no longer missing in action.
- (6) Reported deceased but later found to be alive. Status of individuals will not be changed from deceased to any other casualty status unless irrefutable evidence exists that they are alive after the date reported deceased.
- (7) Whenever the casualty status of an individual is changed because of erroneous reporting, a full explanation of the reason for the erroneous report will be included after the personnel

data. The following are some instances requiring explanation:

- (a) KIA to any other casualty status.
- (b) SWA to DOW when date DOW is earlier than date SWA.
- (c) Battle casualty status to nonbattle casualty status (or vice versa)
- (d) When date of casualty is changed.
- (e) MIA to SWA.
- (f) DIE or ILL.

**3. Mail handling procedures.** Unit commanders will insure that mail addressed to casualties formerly assigned to their organizations are indorsed and processed in accordance with AR 65-75.

**4. Instructions for mass casualty reporting.**

a. The preceding paragraphs prescribe casualty reporting under normal conditions and through normal channels; however, there are some special situations that require consideration. Amphibious operations, marine disasters (see AR 55-19), or hostilities involving nuclear weapons, where the loss of a complete organization or major portion thereof requires mass casualty reporting. Until a commander is specifically designated, the commander nearest the affected unit will take the following action:

- (1) Notify higher headquarters of his assumption of this assignment.
- (2) Establish a control point or points for the purpose of collecting and channeling information to a central location where casualty reports may be prepared.
- (3) Use of available communications and or transportation system for rapid transmission of casualty information. Available facilities should be augmented by higher headquarters.

- (4) Establish liaison with every organization or agency that may be a source of aid in rescue, recovery, and identification of remains. Close contact should be maintained with medical collecting units and graves registration units.
- (5) Organize search teams comprised of capable personnel, preferably under the leadership of an individual familiar with identification procedures and casualty reporting requirements. Assign teams to specific areas in the disaster zone.

b. The next higher headquarters will take the following action:

- (1) Designate commander to be responsible for rescue and recovery operation.
- (2) Determine unit(s) involved and furnish decks of MRU status cards for ready reference and use of commanders concerned in resolving the status of individuals in the stricken unit(s).
- (3) Provide any additional personnel (casualty reporting teams) and equipment needed to accomplish mission.
- (4) If appropriate, and action will expedite reports, dispatch personnel to the area with personnel records of the unit(s) concerned.

c. Under these special situations a thorough check of all sources of information will be made for survivors. Those accounted for will be placed in the appropriate casualty status; the remainder will be reported as missing or missing in action, and resolved as additional information is received.

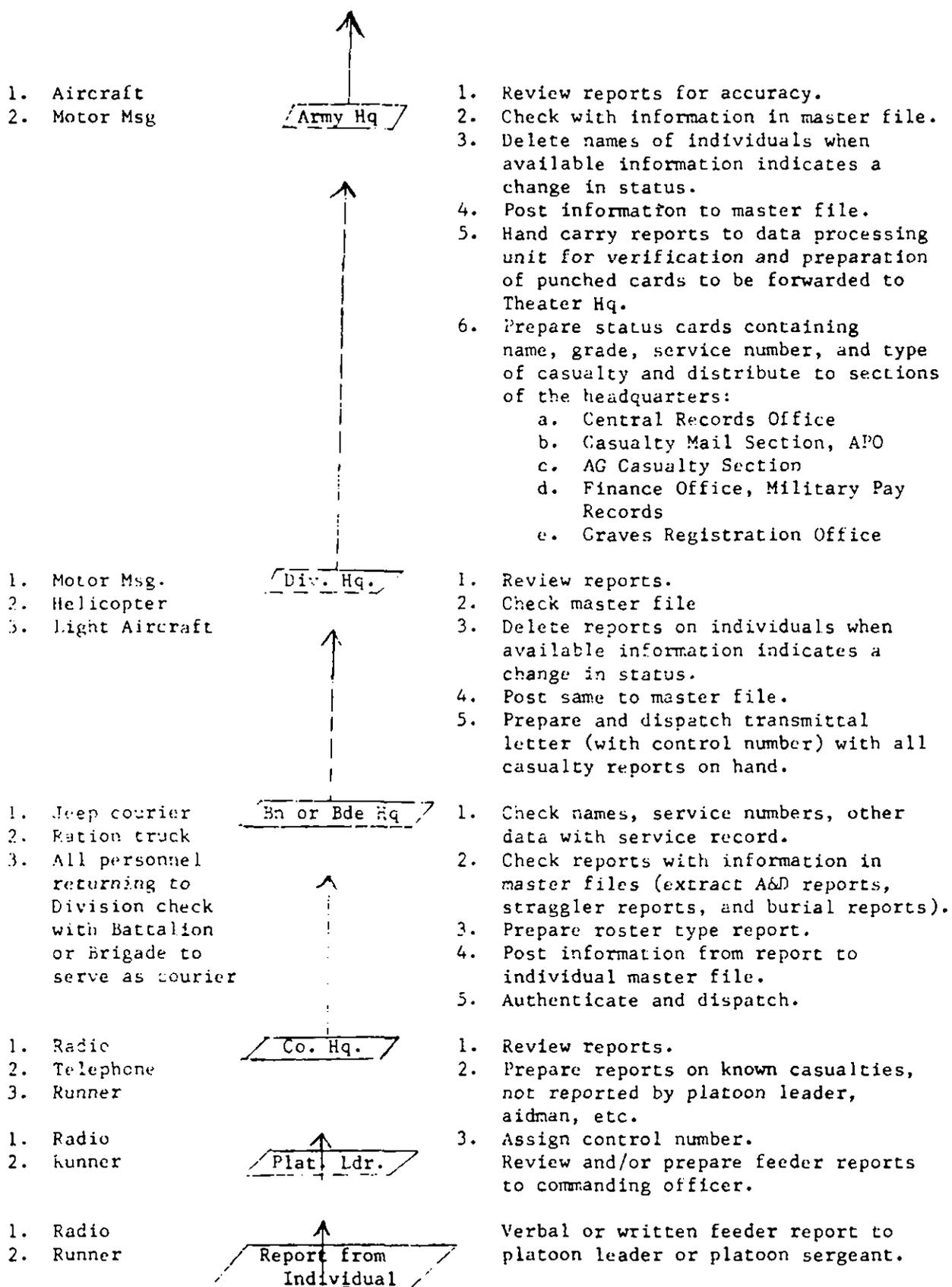
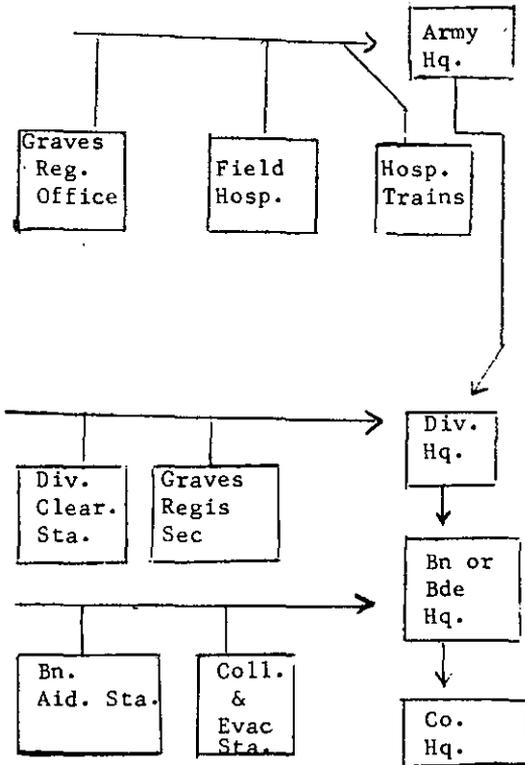


Figure 3-24. Casualty reporting—passing casualty information to higher headquarters (courier system).



1. Admission and disposition Reports (field hospitals)(hospital trains)
2. Reports of burial
3. Straggler and absentee reports
4. Chaplain reports of burial
5. Data processing status cards on units transferred into or out of command
6. Data pertaining to adjacent unit
7. Information from recovered military personnel
8. Captured enemy documents
  - a. Hospital and burial reports
  - b. Antiaircraft and btry reports

1. Admission and disposition reports (mobile army surgical hospital) and patient log or treatment rosters
2. Information from recovered military personnel

1. Patient log and treatment rosters.
2. Casualty information from one battalion for personnel of another battalion

Pass casualty information on personnel assigned to another company

Figure 3-25. Casualty reporting--passing casualty information to lower and adjacent units.

## APPENDIX 3-10

## GUIDANCE FOR PERSONAL NOTIFICATION

**REMEMBER:**

As a personal representative of the Secretary of the Army, you are expected to be courteous, helpful, and sympathetic toward the next of kin. The sensitive nature of personal notification is apparent and your presence is designed to soften the blow, if possible, and show the Army's concern for its personnel and their dependents or next of kin. More than likely, each notification will be different, precipitating different reactions from each one. Your alertness to the needs of the individual will assist the Department of the Army in maintaining a rapport with the next of kin at this time of greatest need and acquiring public confidence in support of the notification system.

**DO'S**

1. DO call on next of kin only during the hours from 0600 to 2200.
2. DO make visit as inconspicuous as possible.
3. DO be neat in appearance and attire—cleanly shaven, well groomed, and dressed in freshly pressed uniform, if possible, in order to make as favorable an impression as possible.
4. DO be as natural as possible in speech, manner, and method of delivery of the notification.
5. DO be alert for any reaction to the news. If there apparently is no other adult member of the family at home and the news produces a shock that would seem to make it desirable for someone to be with the next of kin, the Army representative should ask, "Is there anything I can do?" or in case of severe reaction he should say, "May I call someone or ask a neighbor to step in?"
6. DO inform next of kin of subsequent visit of survivor assistance officer.
7. DO inform next of kin of followup confirmatory message which he/she will receive through commercial telegraph channels. Advise that a 24-hour lapse of time in this process is not considered excessive.
8. DO, in a death case, if the remains have been recovered, inform next of kin that a message on disposition of remains will be forthcoming.
9. DO furnish next of kin essentially the following information:

*FOR DEATH*

The Secretary of the Army has requested me to inform you of the death of your husband (son, brother) who died from mortar wounds of the head and chest in a combat operation in Vietnam (died as a result of cerebral hemorrhage), on (date). The Secretary extends his deepest sympathy to you and your family in your tragic loss.

*FOR MISSING PERSON*

The Secretary of the Army has asked me to inform you that your husband (son, brother) has been missing in Vietnam since (date). He was the gunner aboard a helicopter which was struck by hostile small arms fire and crashed while on a combat assault mission. When additional information is received, you will be promptly informed. The Secretary extends his deepest sympathy to you and your family.

10. DO solicit help of neighbors, friends, postmaster, or police chief as appropriate in locating next of kin who are not at home. If absence is temporary (shopping or visiting) you can await his/her return or go in search depending upon the circumstances. If the next of kin is out of town on visit or vacation, you should ascertain exact location and accomplish visit if within reasonable geographic distance or redirect action through telephonic chain of command if applicable.

11. DO, in the case of a missing person, request cooperation of next of kin in making public only information concerning the missing person's name, grade, service number, and date of birth.

**DON'TS**

1. DON'T touch or handle the next of kin in any manner unless there is extreme shock or fainting, in which case assist next of kin to a chair or couch or obtain glass of water and summon medical assistance if considered necessary.

2. DON'T hold prepared speech in hand when approaching residence of next of kin.

3. DON'T continuously refer to notes when talking to next of kin.

4. DON'T speak hurriedly, or extend oversympathetic gestures or manifestations which might be misconstrued.

5. DON'T discuss entitlements in death cases. (Acknowledge the fact that you are not knowledgeable in this field and that a survivor assistance officer will call upon him/her in the immediate future to discuss such matters. If you are to be the survivor assistance officer also, don't discuss entitlements initially, but inform next of kin that you will return later that day evening next morning after he/she has regained his/her composure.)

6. DON'T notify next of kin by telephone under any circumstances.

7. DON'T call for an appointment prior to visiting next of kin.

8. DON'T discuss disposition of remains with next of kin.

9. DON'T divulge your message except to the person or persons concerned.

## APPENDIX 3-11

NATO - UNCLASSIFIED

Original English/French Translation.

STANAG NO. 2075  
NAVY/ARMY/AIR

## TERMS OF AGREEMENT

## PATIENT REPORTING BY MEDICAL TREATMENT FACILITIES

1. OBJECT

The purpose of this agreement is to ensure that all NATO Armed Forces give and receive adequate information concerning the patients of other nations and their own patients, respectively, by standardizing the reporting procedures to be used among the forces.

2. RELATED DOCUMENTS

STANAG NO. 2061 - Procedures for Disposition by Medical Installations of Allied Patients.

3. RATIFICATION

<u>National Ratifying References</u>	<u>Service Applicability</u>
BELGIUM : DGS/RC/N.1043 of 8.7.58	NAVY/ARMY/AIR
CANADA : Hqs 8950-4-7-47(DWD 2c) of 15.7.58.	NAVY/ARMY/AIR
DENMARK : DFO/ARMY/MAS/58/461 of 4.11.58.	NAVY/ARMY/AIR
FRANCE : 67/3.T/DCSSA of 23.7.58.	NAVY/ARMY/AIR
GERMAN FEDERAL REPUBLIC : Fu B IV 3 - Az:03-51-35 Tgb.No.3359/58 of 2.11.58.	NAVY/ARMY/AIR
GREECE : G.Army Staff 4917/46/c/394564	NAVY/ARMY/AIR
ITALY : S.M.D.n. 3215647 dated 10.10.58.	NAVY/ARMY/AIR
LUXEMBOURG : S.1811/58 of 2.10.58.	ARMY
NETHERLANDS : VVCS No. 58041 of 11.9.58.	NAVY/ARMY/AIR
NORWAY : 4012/58/F san/HWK/AS/013.06 of 8.7.58.	NAVY/ARMY/AIR
PORTUGAL : No. 1720/C.Pr.1641/58 of 17.6.58.	NAVY/ARMY/AIR
TURKEY : SS:2307.6 5/58 NAT-MAS of 23.6.58. 1140/58 of 25.6.58.	NAVY/ARMY/AIR
UNITED KINGDOM : 0189/689 (DNS) of 29.10.58.	NAVY/ARMY/AIR
UNITED STATES : D/A ltr file: OPS OT DC 3 dated 10.12.59.	NAVY/ARMY/AIR

NATO -UNCLASSIFIED

ksb.

NATO - UNCLASSIFIED4. IMPLEMENTATION

<u>Implementation Details</u>		<u>Service Implementing</u>	
	<u>Forecast Date</u>	<u>Actual Date</u>	
BELGIUM	:	: April 1960	: NAVY ARMY
CANADA	:	: August 1960	: NAVY ARMY AIR
DENMARK	:	: September 1960	: NAVY ARMY AIR
FRANCE (See paragraph 5.b.(1) below)	:	: January 1960	: NAVY ARMY AIR
GERMAN FEDERAL REPUBLIC (See paragraph 5.b.(2) below)	:	: February 1962	: NAVY ARMY AIR
GREECE	:	: January 1960	: NAVY ARMY AIR
ITALY	: April 1960	: . . . / . . .	: NAVY ARMY AIR
LUXEMBOURG	:	: April 1960	: ARMY
NETHERLANDS	: . . . . .	: . . . . . November 1959	: . . . (ARMY (AIR
NORWAY	:	: July 1960	: NAVY ARMY AIR
PORTUGAL	: . . . . . January 1961 . . . . .	: . . . . . . . . . . . . . . .	: . . . : ARMY : . . .
TURKEY	: . . . . .	: . . . . .	: . . . . . . . . .
UNITED KINGDOM:	:	: March 1962	: NAVY ARMY AIR
UNITED STATES:	:	: February 1960	: NAVY ARMY AIR

NATO - UNCLASSIFIED

ksb.

NATO - UNCLASSIFIED5. RESERVATIONSa. To Ratificationb. To Implementation

(1) FRANCE: French authorities will use the following English terminology in the English part of the text (instead of the terms shown at paragraph 9.i. of the Details of Agreement) in the forms circulated to French medical units:

- Battle Casualty
- Accident
- Sick

(2) FEDERAL REPUBLIC OF GERMANY: A fourth category "Psychiatric" will be added to the three listed at paragraph 9.i. of the Details of Agreement, and will be shown as follows:

"(4) Psychiatric".

6. AGREEMENT

- a. The Details of Agreement in the following pages (pages 4 to 5) have been approved by all those nations shown as ratifying it in paragraph 3 above. No departure may be made from the agreement without consultation with the Military Agency for Standardization.
- b. Nations may propose alterations to the Details of Agreement at any time, should they consider it to have become obsolete or require improvement. Such proposals should be submitted at the earliest opportunity to the Military Agency for Standardization where they will be processed in the same manner as the original agreement.

7. NATIONAL ORDERS, MANUALS AND INSTRUCTIONS

Ratifying Nations agree that National Orders, manuals or instructions implementing this STANAG will include a reference to the STANAG number for the purpose of identification.

/Sgd/ M. PONCELET,  
Major-General, Belgian Army,  
Chairman, MAS

Date of Promulgation of Agreement: 20 July, 1959.

NATO - UNCLASSIFIED

NATO - UNCLASSIFIEDSTANAG No. 2075DETAILS OF AGREEMENTPATIENT REPORTING BY MEDICAL TREATMENT FACILITIESGENERAL

1. This agreement takes into account the fact that any one National medical formation/unit in a force may admit, transfer and discharge nationals of the other NATO countries. Further, that each medical formation/unit has the responsibility for notifying the national authority concerned of information concerning casualties of that nation, either direct or through the reporting nation's staff channels.

2. It is agreed that the NATO Armed Forces will follow the procedures set forth herein so that patient reporting between nations will be standardized.

PROCEDURES

3. Medical treatment facilities which administratively admit patients (some are described below) will prepare daily separate lists of admissions, transfers and discharges of personnel of each NATO nation serving in the Force.

4. These lists (paragraph 3) will contain the information detailed in paragraph 9 below, and will cover the period 0001 hours to 2400 hours, being serially numbered.

5. The lists will be despatched to medical authorities to be detailed by the Force Commander.

6. Special lists will be maintained of patients considered by the appropriate medical authority to be Very Seriously Ill and/or Seriously Ill. The placing on or removal from these lists of a patient will be made known by fastest means to the authorities detailed in accordance with paragraph 5.

7. a. Notification of deaths in medical installations will be made by fastest means to the authorities detailed in accordance with paragraph 5, showing cause of death.

b. Notification of loss of a hand(s), foot (feet), limb(s) or eye(s) will be made to the authorities detailed in accordance with paragraph 5.

MEDICAL LEVEL OF NOTIFICATION

8. The following equation of some NATO medical installations is given for illustrative purposes only. Notification in accordance with preceding paragraphs would normally be made by the installations underlined:-

<u>UK</u>	<u>US</u>	<u>FR</u>
Regimental Aid Post	Battle Group (Bn) Aid	Corps Medical Unit
Casualty Clearing Post	None Station	Medical Company
Advanced Dressing Station	Clearing Station	Medical Battalion
Casualty Clearing Station	MASH & Evac, Hospitals	Field Hospital
Hospital (forward)	Hospital (station/field)	Hospital (forward)
Hospital (rear)	Hospital (general)	Specialized Fwd Hospital
		Hospital (rear)

NATO - UNCLASSIFIED

NATO - UNCLASSIFIEDPATIENT REPORTING

9. The following details will be the minimum shown on all lists issued under the preceding paragraphs:-

- a. Designation and nationality of medical unit issuing list.
- b. Serial number and date of issue of list.
- c. Personal number of each casualty.
- d. Rank/grade of each casualty.
- e. Surname and initials of forenames of each casualty.
- f. Unit/Regiment of each casualty.
- g. Nationality of the casualty's Unit/Regiment.
- h. Diagnosis (also showing whether Very Seriously Ill (V.S.I.) or Seriously (S.I.) and indicating if loss of a hand(s), foot (feet), limb(s) or eye(s) has occurred.)
- i. Categorization:
  - (1) Battle Casualty (BC)
  - (2) Non-Battle Accident/Injury (NBA/NBI)
  - (3) Sick/Disease (S/D)
- j. Date of:-
  - (1) Admission
  - (2) Transfer out, or
  - (3) Discharge.
- k. Unit to which transferred or discharged (show nationality or unit).
- l. If died, to be shown as DIED giving date.

NATO - UNCLASSIFIED

APPENDIX 3-12

SOLOG AGREEMENT 74

UNITED STATES - UNITED KINGDOM - CANADIAN - AUSTRALIAN  
ARMIES  
NONMATERIEL STANDARDIZATION PROGRAM

TITLE OF AGREEMENT

PATIENT REPORTING BY  
MEDICAL TREATMENT FACILITIES

## SOLOG AGREEMENT 74

DECLARATION OF AGREEMENT1. Object

The purpose of this Agreement is to ensure that the Armies of the United States, the United Kingdom, Canada and Australia give and receive adequate information concerning the patients of other nations and their own patients, respectively, by standardizing the reporting procedures to be used among the Armies.

2. Effective Date

The terms of this Agreement will be effective on signature.

3. Release to NATO and SEATO

Not applicable.

4. Promulgation of Agreement

National promulgation will be effected by incorporation, or revision when necessary, in national military directives.

5. Implementation

The dates on which this Agreement has been implemented are:-

US - 12 June 1964

UK - 12 June 1964

CDA - 12 June 1964

AUST - 12 June 1964

6. Reference

This Agreement results from SOLOG Study C4 - Reporting Procedures for Casualties, and STANAG 2075 promulgated by the Army Board MAS on 20 July 1959.

7. National Ratifying Reference

United States - FOR MR MC-1 dated 18 February 1964.

United Kingdom - O160/4468 SD3 (NATO Standardization) dated 22 July 1963.

Canada - HQS 8921-2 TD 3191 (DEP 2c) dated 25 July 1963.

Australia - CL 876 dated 8 November 1963.

8. Other Service Interests

In the United States, The US Navy and the US Air Force subscribe.

In the United Kingdom, To be notified.

In Canada, The Royal Canadian Navy and the Royal Canadian Air Force subscribe.

In Australia, To be notified.

9. Amendments

No amendments to the procedures agreed upon herein will be undertaken by any of the four Armies without the sanction of the other three. Any amendment proposed will be processed in accordance with the Basic Standardization Agreement Among the Armies of the United States, United Kingdom, Canada and Australia.

10. Agreement

The provisions stated on the succeeding page are hereby agreed upon in accordance with the terms stated above.

BY THE WASHINGTON STANDARDIZATION OFFICERS:

G.W. POWER  
Major General

R.E.T. ST. JOHN  
Major General

(Signed)  
United States Army

(Signed)  
British Army

J.A.W. BENNETT  
Brigadier

E.J.H. HOWARD  
Colonel

(Signed)  
Canadian Army

(Signed)  
Australian Army

DATE SIGNED

12 June 1964

## SOLOG AGREEMENT 74

DETAILS OF AGREEMENT

The Armies of the United States, United Kingdom, Canada and Australia agree to adopt STANAG 2075, Patient Reporting by Medical Treatment Facilities, including such changes and amendments and revised editions as may be agreed to without reservations by these Armies, in the ABCA Non-Materiel Program.

## CHAPTER 4

### SURVIVOR ASSISTANCE

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**4-1. Purpose.** This chapter establishes policies and outlines procedures for providing prompt, courteous, and efficient survivor assistance to the next of kin and other dependents (hereafter referred to in this chapter as next of kin) of deceased and missing members and employees of the Army.

**4-2. Responsibilities.** *a. Area commanders.* Area commanders are responsible for administering and monitoring the survivor assistance program within their respective areas. Initial area responsibilities and coordinating responsibilities are outlined in paragraphs 4-5 through 4-7. Within an area, the commander, for reasons of economy and timely assistance, may assign assistance cases to commanders of—

- (1) Units at class I and II installations and activities (defined in AR 10-50),
- (2) Those units assigned to either the U.S. Army Materiel Command, the U.S. Army Combat Developments Command, or the U.S. Army Air Defense Command that are located nearest the residence of the next of kin,
- (3) U.S. Army Reserve component activities, including National Guard advisor groups and ROTC instructor groups,
- (4) U.S. Army Recruiting Districts, and
- (5) Senior Army representatives.

Survivor assistance cases will be transferred to other area commanders if considerations of economy so dictate.

*b. Installation, unit, and activity commanders.* Commanders of installations, units, or activities (and commander of units or activities

and senior Army representatives who are assigned assistance cases) are responsible for—

- (1) Appointing a survivor assistance officer or officers, preferably field grade, from assigned personnel. Persons appointed survivor assistance officers must be competent, dependable, and sympathetic with the objectives of the survivor assistance program.
- (2) Providing administrative support to the appointed officer or officers.
- (3) Making sure in each case that survivor assistance officers personally visit the next of kin as soon as practicable after the next of kin receive the casualty notification, and that the assistance required by this regulation is given promptly.
- (4) Appointing the survivor assistance officer a class A agent officer to the finance and accounting officer most readily accessible to the survivor assistance officer for the purpose of making a death gratuity payment only to a designated surviving spouse when—
  - (a) Direct payment of gratuity to the decedent's spouse by the local finance and accounting officer is impracticable or direct payment is not otherwise authorized by AR 37-104.
  - (b) The Adjutant General, ZI army commander, oversea commander, or commander who submits the death report authorizes payment of a maximum partial death gratuity pay to the designated spouse and specifies the decedent's monthly basic pay.

- (5) Notifying the Chief, Claims Division, Settlement Operations, Finance Center, U.S. Army, by telephone or priority message when maximum partial gratuity payment authorized under (4) above will not be made through the survivor assistance officer because the servicing finance and accounting officer is not located within a reasonable distance, or other circumstances preclude payment through the survivor assistance officer on a timely basis. This notification should be given within 72 hours of receipt of the casualty notification.

*c. Senior Army representatives outside CONUS.* The Senior Army representatives in areas outside the continental United States where there are no Army installations will assume responsibility for giving assistance under this regulation.

*d. Survivor assistance officers.* Survivor assistance officers are responsible for—

- (1) Communicating with the next of kin as soon as possible after the next of kin receive the casualty notification, assuring them of the Army's interest in their welfare, and arranging for a personal visit on the earliest date convenient to them.
- (2) Determining the immediate needs of the next of kin and giving them prompt, courteous, efficient, and sympathetic assistance. Inadequate or unsympathetic actions or attitudes by survivor assistance officers are discrediting to the Army.
- (3) Arranging for emergency financial help, if needed, with the Army Emergency Relief, Army Relief Society, or the American Red Cross.
- (4) Assisting in funeral arrangements and arranging military honors if desired.
- (5) Giving the next of kin of deceased active duty members a copy of DA Pamphlet 608-4 (For Your Guidance) and advising them of monetary and

other benefits or entitlements as a result of the death for which they should file applications and helping them file applications. Survivor assistance officers will not inform the next of kin of the amount of expected monetary benefits or entitlements, except that they may specify an approximate dollar amount for death gratuity pay entitlements only. They will stress that the office or agency administering the benefit or entitlement determines the exact entitlement and makes the actual payments (except as stated in (6) below). The installation legal assistance officer is always available to help the next of kin and survivor assistance officers. If legal help is not needed immediately, the survivor assistance officer will tell the family that the services of the legal assistance officer are available when needed. Military reproducing equipment may be used without charge for copies of documents to support claims for benefits.

- (6) Paying the death gratuity pay to a designated surviving spouse when appointed class A agent to an appropriate finance and accounting officer. Actions required in connection with this responsibility are—
  - (a) Giving the appropriate finance and accounting officer a duly certified Claim Certification and Voucher for Death Gratuity Payment (DD Form 397) completed as to blocks 5 through 14, less block 12, and the claim certification portion of block 18. The DD Form 397 will be supported by copies of orders appointing the survivor assistance officer a class A agent officer and copies of the message from The Adjutant General, ZI army commander, oversea commander, or commander who submits the death report, authorizing the gratuity payment to the designated spouse.

- (b) Obtaining from the finance and accounting officer the gratuity check with original and one copy of payment voucher (DD Form 397) for hand delivery to the eligible payee.
  - (c) Obtaining the required certification and signatures on the original and copy of DD Form 397 before presenting the check to payee. The payee is required to complete the certification in block 15, sign the voucher in block 17a, and have it witnessed in block 17. The survivor assistance officer will complete the claim certification portion of block 18.
  - (d) Informing the payee that additional forms with instructions will be received from the Finance Center, U.S. Army, for signatures and return for purpose of receiving unpaid pay and allowances due the deceased member at the time of his death. If applicable, these claim forms will cover the unpaid amount of death gratuity applicable to foreign service and hazardous duty pay.
  - (e) Returning to the finance and accounting officer the original and copy of the completed voucher, DD Form 397. If the payee cannot or will not sign the voucher, both the voucher and check will be returned to the finance and accounting officer.
- (7) Filling out a Survivor Assistance Report (DA Form 2204) (fig. 4-1). A report on Department of the Army civilians is discretionary with the oversea commander. See paragraph 4-12 for disposition of complete or incomplete survivor assistance reports.
- (8) Immediately notifying the Chief, Casualty Branch, TAGO, DA by the fastest means if the next of kin has moved or will move to another address. The old and new addresses and effective date will be included. Notifi-

cation to TAGO will be recorded on the DA Form 2204.

4-3. Survivor assistance when personal notification of next of kin is made under the provisions of section IV, chapter 3. a. The mission of survivor assistance is inherent in the initial telephonic casualty notification from the Chief, Casualty Branch, TAGO, DA; Commanding General of a ZI army; CONUS installation commander; or CONUS hospital commander (para 3-13a).

b. Immediately upon receipt of the initial casualty notification, and concurrent with the designation of the installation or activity commander who will assign responsibility for notification (para 3-15b(2)), the Commanding General of the ZI army concerned will designate the installation or activity commander who will be responsible for survivor assistance (normally, this will be the commander designated to assign responsibility for notification action).

c. Immediately upon receipt of verification of notification of the primary next of kin, the designated installation or activity commander will appoint the survivor assistance officer who may, or may not, be the Army representative who was designated to make the personal notification.

d. In order to accomplish timely maximum partial payment of the death gratuity to surviving spouses, the following procedures (applicable only if there is a surviving spouse) will be followed in death cases:

- (1) Reports of delivery of notification messages made to the agency that provided the casualty information (para 3-15b(3)) will include the duty title and address of the installation commander designated to appoint the survivor assistance officer and/or name and address of the survivor assistance officer. Upon receipt of this information, the agency that provided the casualty information will send a message to the installation commander designated to appoint the survivor assistance officer or direct to the sur-

vivor assistance officer, as applicable, authorizing maximum partial payment of the death gratuity to the surviving spouse and including data concerning the basic pay and years of service of the decedent (for completion of DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment)).

- (2) The survivor assistance officer will use a copy of the message authorizing maximum partial payment of the death gratuity to arrange payment with the nearest finance and accounting officer, who will accept the message as authority for payment. The survivor assistance officer will then accomplish the actions outlined in paragraph 4-2d(6).

**4-4. Persons entitled to assistance.** *a.* Persons entitled to assistance covered by this regulation are shown in figure 3-1.

*b.* Formal survivor assistance as such normally is not extended to the survivors of civilian employees of the Department of the Army, because employees are normally a part of the civil community in which employed. Oversea commanders may prescribe survivor assistance within their respective commands to dependents of deceased civilian employees when considered necessary. When given, it will not exceed that prescribed here for military dependents. Except in extraordinary cases, survivor assistance to dependents of Department of the Army civilian employees will not be given after they enter CONUS. However, civilian personnel officers should give Department of the Army civilian personnel such assistance as is considered proper under CPR P 1.10.

*c.* When two or more persons at different addresses are entitled to assistance, it may be necessary that more than one installation command provide the assistance. Usually, the person giving instructions for disposition of remains will be the only one to receive help. However, children of deceased members who are in custody of persons other than the person

directing disposition of remains should be helped when necessary.

*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.

**4-5. Assignment and transfer of assistance cases.** *a. Assignment.*

- (1) When an Army member dies or is reported missing, the area commander in whose area the next of kin lives will designate the commander in his area to give survivor assistance.
- (2) When the next of kin lives in another oversea command, or when the deceased or missing person was in CONUS and the next of kin lives in an oversea command, Chief, Casualty Branch, TAGO, on receipt of report of death or missing person status, will notify the proper major oversea commander or senior Army representative in the area. This commander or representative will then extend assistance.

*b. Transfer.*

- (1) When, before survivor assistance actions are completed, the next of kin returns to CONUS or moves to another oversea command, the commander providing survivor assistance will promptly notify the gaining area commander by message or telephone. He will give the mode of travel; departure time; estimated time of arrival and address at destination; and other information needed by the gaining commander to effectively give assistance, including specific actions that should be completed as soon after arrival as possible.
- (2) Oversea commanders are authorized to prescribe the authority to send survivor assistance cases (DA Form 2204) direct to the gaining area commander (exempt report, para 39af, AR 335-15). The gaining area com-

mander will assign the case by the fastest available means to the Army installation, unit, or activity commander nearest the address of the next of kin. That commander will give assistance in all actions not completed by the commander giving initial and en route assistance.

- (3) When the next of kin moves to another area, the losing commander will send the case with the Survivor Assistance Report (DA Form 2204) to the gaining area commander, with an information copy to the losing area commander. When the next of kin moves within the area, the losing commander will send the case with the DA Form 2204 to his area commander who will reassign it.
- (4) The Chief, Casualty Branch, TAGO, will be informed promptly of movement of survivors and transfer of each survivor assistance case.

*c. Controls.* Area commanders may set up controls or require reports (within the provisions of AR 335-15) from survivor assistance officers to administer and monitor the program effectively.

**4-6. Assistance at intermediate points.** When assistance will be needed at intermediate points en route to the survivor's final destination (as at ports of embarkation or debarkation, or when remains are to be interred elsewhere than at survivor's final destination), the commander providing assistance will promptly inform the area commanders between point of origin and final destination of the travel details and needs of next of kin while en route, and request assistance.

**4-7. Assistance at national and post cemeteries.** *a.* When the remains of a deceased active duty Army member are to be interred in a national or post cemetery, the area commander of the area in which the cemetery is located will make sure that a military attendant of at least equal grade to the decedent meets the next of kin or their representatives at the point of ar-

rival in the city where the cemetery is located. If practical, the attendant may be the survivor assistance officer.

*b.* The survivor assistance officer will send the following information by message to the proper area commander:

- (1) Names of next of kin arriving for funeral services.
- (2) Estimated time of arrival.
- (3) Mode of travel.
- (4) Accommodation requirements.
- (5) Any other applicable information.

*c.* The attendant to the next of kin will give any needed assistance. This will include, but will not be limited to, transporting dependents to temporary quarters previously arranged for, informing them of arrangements for interment, and making sure that departure arrangements are made.

*d.* The attendant will inform the next of kin that facilities for viewing remains are not available at national cemeteries except to a limited extent at Golden Gate National Cemetery, San Francisco, California, and Arlington National Cemetery, Arlington, Virginia. The attendant will advise the next of kin that if viewing of the remains is desired, a local funeral director must be employed to open the casket to insure the remains are suitable for viewing, and that payment for this service is a matter between the next of kin and the funeral director. As an alternate method of payment, those persons wishing this service may sign DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) to secure direct payment to the funeral director by the Government. The amount so paid will be deducted from the allowable interment expense.

**4-8. Missing persons.** Assistance to the next of kin of missing persons will differ considerably from assistance given survivors of deceased personnel. Generally, assistance will be limited to a genuine concern for the welfare of the next of kin; emergency financial help; legal help; establishment or change of allotments (see ch. 13, part one, and chs. 2 and 3, part two, AR 37-104); travel of dependents and disposi-

tion of household goods (if status as a missing person continues beyond 30 days); and informing them of the continuance of service privileges such as medical care and the use of commissary and post exchange facilities. They will not be given DA Pamphlet 608-4 unless the status is changed to dead. Survivor assistance officers will periodically visit or call the next of kin while the member is in a missing person status.

**4-9. Retired personnel.** *a.* Because of delay in receiving information of the death of retired persons, it will not always be possible to establish contact with the survivors. When an installation commander does receive information that a retired person has died, he will provide survivor assistance to the next of kin.

*b.* The survivor assistance officer will visit and provide assistance to next of kin who live close enough to his installation, unit, or activity that they can be visited and counseled in about half a day. When the survivors live so far from an installation that a personal visit by the survivor assistance officer is not feasible or practical, the installation, unit, or activity commander will write the family to extend condolences and inform them of the availability of an officer to assist them (see fig. 4-2 for sample format). If a reply to the letter is not received and the letter is not returned by postal authorities for a better address, it may be assumed that the recipient is disinterested, and the case may be closed. It may be reopened if the survivor later inquires.

**4-10. Survivor assistance kits.** Survivor as-

sistance officers will refer to the publications listed below in assisting and counseling the next of kin. Each installation, unit, or activity that is required to appoint a survivor assistance officer under paragraph 4-2*b* will prepare and keep up-to-date reference kits, including a standing operating procedure, for survivor assistance officers' use on a loan basis. These kits will contain at least: an extract of chapters 13 and 19, part one, AR 37-104; chapter 6, AR 37-104-2; this regulation; AR 600-25; AR 608-50; AR 638-40; AR 643-50; DA Pamphlet 600-5; DA Pamphlet 608-2; DA Pamphlet 608-4; DD Forms 397 and 766; DA Form 2204; Standard Forms 117 and 1012, and VA Forms 21-534, 21-535, and 29-8283 (available at the nearest Veterans Administration Regional Office).

**4-11. Transportation.** When Government vehicles are used for travel to and from the home of the next of kin in the assistance program, they may be operated beyond the permissible operating distance of the installation, unit, or activity extending assistance, if it is necessary in accomplishing the mission.

**4-12. Disposition of survivor assistance reports.** Survivor assistance officers will send completed reports through channels to the proper Army area headquarters. Each headquarters will review and take any corrective action that is within their scope of responsibility and authority. The Army area headquarters is the normal file repository for these reports. Reports (except on DA civilians) that contain derogatory or controversial comments will be sent to the Chief, Casualty Branch, TAGO, DA, for resolution.

SURVIVOR ASSISTANCE REPORT AR 600-10		DATE
TO: Commanding General Third U. S. Army Fort McPherson, Georgia		FROM: Survivor Assistance Officer U.S. Army Infantry Center Fort Benning, Georgia
DECEASED OR MISSING		15 March 1969
1. LAST NAME - FIRST NAME - MIDDLE INITIAL Doe, John F.		2. GRADE SFC (E-7)
4. ORGANIZATION AND STATION 57th Ordnance Detachment, Fort Benning, Georgia		3. SERVICE NUMBER RA 30 000 000
8. DEATH OR MISSING STATUS	a. DATE 9 March 1969	b. PLACE Fort Benning, Georgia
9. DEATH - INTERMENT	a. DATE 12 March 1969	b. PLACE Arlington National Cemetery, Arlington, Virginia
NEXT OF KIN AND DEPENDENTS		
7. GIVE NEXT OF KIN FIRST AND ADULT NEXT OF KIN SECOND. INDICATE IF SAME.		
LAST NAME - FIRST NAME - MIDDLE INITIAL	ADDRESS	RELATIONSHIP
Doe, Mary F.	2300 Main Street Columbus, Georgia	Wife
(Wife is also adult next of kin)		
Doe, James F.	Same	Son
Doe, Jane P.	Same	Daughter
8. NEW ADDRESS OF NEXT OF KIN (No., street, city and state). IF MOVING		9. SCHEDULED DATE OF ARRIVAL
Next of kin expects to remain at present address		N/A
IN THE FOLLOWING LIST OF ACTIONS AND OR BENEFITS INDICATE THE DATE OR DATES THAT ACTION WAS TAKEN SPECIFY TYPE OF ACTION AS FOLLOWS: COUNSELLING (C), ASSISTANCE (A) OR REFERRAL (R), CLAIM OR APPLICATION SUBMITTED (CS), NO ACTION REQUIRED (NA), COUNSELLED, NO ACTION REQUIRED (CN).		
ITEM	ACTION	DATE(S)
9. INITIAL CONTACT MADE (include time with date) <sup>1</sup>		1100 hours, 9 March 1969
10. BURIAL ARRANGEMENTS AND RIGHTS		
a. FUNERAL SERVICES	A	9 March 1969
b. MILITARY HONORS	A	9 March 1969
c. NATIONAL OR POST CEMETERY	A	9 March 1969
d. FLAG TO DRAPE CASKET	A	9 March 1969
e. HEADSTONE OR MARKER	A	9 March 1969
f. REIMBURSEMENT FOR PREPARATION AND TRANSPORTATION OF REMAINS IF PRIVATELY ARRANGED <sup>2</sup>	N/A	
g. INTERMENT ALLOWANCE <sup>2</sup>	N/A	
h. SOCIAL SECURITY LUMP-SUM PAYMENT FOR BURIAL EXPENSES	CS	13 March 1969
i. VA BURIAL ALLOWANCE (Retired cases only)	N/A	
<sup>1</sup> Which may be applicable to "missing" personnel cases.		
<sup>2</sup> NOT generally applicable to retired personnel cases		
CONTINUE ON REVERSE 1 Jul 62		

DA FORM 2204

REPLACES DA FORM 2204, 1 JUL 62, EXISTING SUPPLIES OF WHICH WILL BE ISSUED AND USED UNTIL 1 JULY 1969 UNLESS SOONER EXHAUSTED.

Figure 4-1. Sample Survivor Assistance Report.

ITEM	ACTION	DATE(S)
11. FINANCIAL ASSISTANCE (AER, ARS, or ARC) <sup>1</sup>	See remarks	
12. DA PAMPHLET 608-4 FURNISHED <sup>2</sup>		10 March 1969
13. OFFICIAL STATEMENT OF DEATH		12 March 1969
14. WILL AND/OR PERSONAL AFFAIRS RECORD	N/A	
15. PERSONAL EFFECTS <sup>1 2</sup>	N/A	
16. TRAVEL OF DEPENDENTS <sup>1 2</sup>	C	13 March 1969
17. MOVEMENT OF HOUSEHOLD GOODS <sup>1 2</sup>	C	13 March 1969
18. DEATH GRATUITY <sup>2</sup>	A	10 March 1969
19. VA COMPENSATION OR PENSION	CS	13 March 1969
20. SOCIAL SECURITY BENEFITS	CS	13 March 1969
21. UNIFORMED SERVICES CONTINGENCY OPTION ACT (Retired cases only)	N/A	
22. GOVERNMENT LIFE INSURANCE (USGLI, NSLI, and SGLI)	C	13 March 1969
23. COMMERCIAL LIFE INSURANCE	C	13 March 1969
24. SETTLEMENT OF ACCOUNTS	C	13 March 1969
25. UNITED STATES SAVINGS BONDS	C	13 March 1969
26. ALLOTMENT ADJUSTMENTS (Missing cases only) <sup>1 2</sup>	N/A	
27. LEGAL ASSISTANCE <sup>1</sup>	R	13 March 1969
28. UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARDS (DD Form 1173) <sup>1</sup>	A	13 March 1969
a. MEDICAL CARE <sup>1</sup>	A	13 March 1969
b. COMMISSARY STORE PRIVILEGE <sup>1</sup>	A	13 March 1969
c. POST EXCHANGE PRIVILEGE <sup>1</sup>	A	13 March 1969
d. MILITARY MOTION PICTURE THEATER PRIVILEGE <sup>1</sup>	A	13 March 1969
29. INCOME TAX <sup>1</sup>	C	13 March 1969
30. CIVIL SERVICE SURVIVOR ANNUITIES	C	13 March 1969
31. CIVIL SERVICE JOB PREFERENCE	C	13 March 1969
32. CLAIMS FOR LOSS OR DESTRUCTION OF PERSONAL PROPERTY <sup>1 2</sup>	N/A	
33. DECORATIONS AND AWARDS <sup>1 2</sup>	CS	13 March 1969
34. HOMESTEAD PREFERENCE	C	13 March 1969
35. HOME LOAN GUARANTY BY VA	C	13 March 1969
36. RAILROAD RETIREMENT DEATH BENEFITS	N/A	
37. STATE BENEFITS	C	13 March 1969
38. EDUCATION OF CHILDREN	C	13 March 1969
39. Assistance at intermediate points	N/A	
40. Assistance at National/Post Cemetery	R	9 March 1969
41. Claims in favor of U.S. (AR 27-18)	N/A	
42.		
43. REMARKS (Give any favorable or unfavorable comments made by next of kin. Express attitude shown toward DA, whether appreciative or critical.) Item 27. (a) Mrs. Doe inquired as to what steps would be taken against civilian whose car crashed into her husband's (b) Also could she get the decorations and awards her husband was entitled to and never received? Referred her to legal assistance officer concerning item (a). Prepared letter to DA for item (b). Financial assistance not required as local finance officer paid Mrs. Doe death gratuity in amount of \$1,710. Mrs. Doe expressed her thanks for the prompt and efficient manner in which everything was taken care of and said she never would have been able to get through this without the Army's help.		
44. TIME AND DATE CASE RECEIVED BY ASSISTANCE OFFICER 0900 9 March 1969	45. DATE CASE COMPLETED 13 March 1969	
TYPED NAME AND GRADE OF SURVIVOR ASSISTANCE OFFICER  Alfred B. Jones, Major	SIGNATURE OF SURVIVOR ASSISTANCE OFFICER	
<sup>1</sup> Which may be applicable to "missing" personnel cases. <sup>2</sup> NOT generally applicable to retired personnel cases.		

DD FORM 1300 (1-64)

Figure 4-1. Sample Survivor Assistance Report—Continued

## (LETTERHEAD)

-----  
 (Title and name) -----  
 -----  
 (Street address) -----  
 -----  
 (City, State, ZIP code) -----

-----  
 (Date)

Dear Mrs. Doe:

It was with deep regret that I learned of the death of your husband, Master Sergeant James R. Doe, USA Retired.

I have appointed Major John Smith to assist you concerning rights and benefits to which you may be entitled as a result of your husband's military service. Major Smith's office address is ----- . His telephone number is ----- . He will be pleased to help you apply for benefits. You should promptly file applications with the nearest Veterans Administration and Social Security offices, so that they may determine your entitlement to benefits as soon as possible.

Please feel free to call on me if I can be of further help to you in the settlement of your husband's affairs.

I speak for the Army in extending deepest sympathy in your bereavement.

Sincerely yours,

-----  
 (Signature)

*Figure 4-2. Sample letter offering survivor assistance to next of kin of a retired person.*

## CHAPTER 5

## LINE OF DUTY DETERMINATIONS AND INVESTIGATIONS

**5-1. General.** This chapter defines the requirements and establishes the procedures for determining line of duty status of individual members of the Army.

**5-2. Importance of determinations and investigations.** Determination, whether made administratively or after formal investigation, should be made as soon after an incident as possible, thus insuring the availability of all witnesses and the recording of the facts and circumstances while fresh in the minds of the witnesses. A complete and thorough investigation and report are of great value in furnishing information which is used extensively in determining—

*a.* Time lost to be made good under Title 10, U.S. Code, Section 972 and paragraph 14, AR 635-200.

*b.* Recommendations of physical evaluation boards for retirement of individuals.

*c.* Entitlement to benefits under statutes administered by the Secretary of the Army.

*d.* The rights of individuals under statutes administered by the Veterans Administration and other Government agencies. While the determinations made under this regulation are not in themselves conclusive as to the status of the individual concerned under statutes conferring benefits not administered by the Secretary of the Army, the Secretary furnishes the information required to make a determination to the other agencies concerned.

**5-3. Requirement for line of duty determinations.** *a.* Line of duty and misconduct determinations, whether made by the Department

of the Army or the Veterans Administration, are required for—

- (1) Injuries, diseases, and deaths incurred by personnel on active duty and while traveling to their homes immediately following discharge or release from active duty.
- (2) Injuries, diseases, and deaths incurred by Army National Guard and Army Reserve personnel while on active duty for training and while traveling to and from such training during the period authorized.
- (3) Injuries and deaths incurred by Army National Guard and Army Reserve personnel while performing inactive duty training, and disabling injuries or deaths resulting from injuries of these personnel incurred while proceeding directly to or directly from inactive duty training.
- (4) Injuries, diseases, and deaths incurred by cadets of the United States Military Academy.
- (5) Injuries, diseases, and deaths incurred by members of the Reserve Officers Training Corps or by applicants for membership in that corps, while performing authorized travel to or from, or while attending, ROTC advanced or basic camp or other field training within the meaning of Chapter 103 of Title 10, U.S. Code. See AR 145-124.
- (6) Injuries and deaths incurred by members of the Reserve Officers Training Corps, or by applicants for membership in that Corps, while engaged in

a flight or in flight instruction under Chapter 103 of Title 10, U.S. Code. See AR 145-124.

- (7) Injuries and diseases resulting in disability or death incurred by personnel who have been provisionally accepted for duty, or who have been selected for active service under the Universal Military Training and Service Act, and who are traveling to or from, or are at, a place for final acceptance or entry on active duty in the Army.
- (8) Injuries, diseases, and deaths incurred by members of other branches of the Armed Forces, when the Army is required or requested to make such determination.

b. For the purpose of line of duty determination and investigation of death, any condition included in section XVII, chapter 2, AR 40-401, will be considered an injury.

c. For the purpose of line of duty determination and investigation of death, any condition included in sections I through XVI, chapter 2, AR 40-401, will be considered a disease.

**5-4. Types of determinations and investigations.** The following are the types of determinations and investigations which are authorized to be made under these regulations. Detailed instructions are contained in paragraphs 5-5, 5-6, and 5-7.

a. *Administrative determination.*

b. *Informal investigation.* Recorded on Statement of Medical Examination and Duty Status, DA Form 2173 (see fig. 5-1).

c. *Formal investigation.* Recorded on Report of Investigation—Line of Duty and Misconduct Status, DD Form 261 (see fig. 5-3).

**5-5. Administrative determinations of line of duty.** a. An administrative determination of line of duty status may be made by the organization commander with the concurrence of the medical officer in all cases not requiring a formal or informal investigation under the pro-

visions of paragraphs 5-6 and 5-7. The determination of the member's immediate commanding officer (at company level or equivalent unit level) that, at the time of the injury or disease, the member was present for duty or absent with authority is final, unless manifestly erroneous. When there is manifest error, a formal investigation will be conducted.

b. This line of duty determination and the fact that it was agreed upon by the commanding officer of the member and the medical officer will be shown on the records as follows:

(1) *For personnel for whom a health record is maintained.*

(a) On DA Form 8-275 (Clinical Record Cover Sheet) for members treated in an excused-for-duty status.

(b) On SF 600 (Health Record—Chronological Record of Medical Care) for members treated in an outpatient status.

(2) *For personnel for whom a Health Record is not maintained.*

(a) On DA Form 8-275 (Clinical Record Cover Sheet) for members treated in an excused-from-duty status.

(b) On DA Form 8-255 (Outpatient Medical Record) for members treated as outpatients.

(c) For cases handled at military sick call, the entries shown on DD Form 689 (Individual Sick Slip) will constitute the line of duty determination. The DD Form 689 will be stapled to the copy of DA Form 8-275 which will be filed as a part of the clinical records for persons in an excused-from-duty status, and to the copy of DA Form 8-255 for outpatients. The notation "See DD Form 689, attached," will be made on the form to which the Individual Sick Slip is stapled.

c. (1) For Army National Guard personnel attending service schools under the

jurisdiction of the Active Army or performing active duty for training under the Reserve Enlistment Program of 1963, determinations will be made as provided in *b*(1) or (2) above, as appropriate. In these cases, a brief description of the circumstances will be made on DA Form 2173 (Statement of Medical Examination and Duty Status) and filed in the individual's field military personnel file which is returned to the State adjutant general concerned at the end of the service school or active duty for training.

- (2) For National Guard personnel performing all other training, determinations will be accomplished by National Guard authorities pursuant to instructions contained in National Guard Regulations No. 28.

*d.* For injuries covered in paragraph 5-6 incurred by reservists during inactive duty training and treated by civilian physicians, DA Form 2173 should be completed by the civilian physician and the commanding officer. The form should include sufficient details of the accident to show clearly why the injury is held to have been incurred in line of duty. The back of the form may be used if necessary to record the circumstances fully.

5-6. Informal investigation and recording circumstances on Statement of Medical Examination and Duty Status (DA Form 2173) when formal report of investigation is not required. *a.* An informal investigation will be conducted and circumstances will be recorded on DA Form 2173 in the following cases:

- (1) Death or injury likely to result in future impairment (disability) received as the proximate result of the performance of duty when no misconduct is involved.
- (2) Death or injury which is likely to result in future impairment (disability) occurring while a passenger in a motor vehicle, aircraft, or other mode of transportation, when no absence without authority or misconduct is involved.

*b.* Within 24 hours after the time of the incident, the commander of the medical treatment facility will initiate a DA Form 2173 and forward it through the unit commander of the individual concerned to the officer exercising special court-martial jurisdiction. An original and two copies will be prepared for deaths and an original and one copy for injuries.

*c.* The unit commander will complete section II, DA Form 2173, including circumstances in sufficient detail to show that no absence without authority or misconduct is involved and that a formal report of investigation is not required. The determination of the member's immediate commanding officer at (company level or equivalent unit level) that, at the time of the injury or death, the member was present for duty or absent with authority is final, unless manifestly erroneous. When there is manifest error, a formal investigation will be conducted. The names of witnesses, details of the accident, and if a vehicle accident is involved the name of the driver of the vehicle will be furnished. The back of the form may be used if necessary to record the circumstances fully. Any available statements from witnesses and pertinent diagrams or photographs will be attached to the DA Form 2173 and forwarded.

- d.* (1) DA Form 2173 with attachments will be forwarded, in duplicate for injuries and in triplicate for deaths, to the officer exercising special court-martial jurisdiction, who will review the form to determine completeness of information and whether the finding of "in line of duty" is proper.
- (2) The original and duplicate copies for deaths and the original for injuries will be forwarded to the appropriate final approving authority. The final approving authority will review the form to determine completeness of information and whether, in the case of injury, the finding of "in line of duty" is proper. In those cases where the final approving authority considers the information incomplete or disagrees with the finding of "in line of

duty," he will return the form to the appropriate commander for a formal investigation or other required action. Upon approval of the findings in the case of injury, the final approving authority will annotate and authenticate the form on the reverse side as set forth in paragraph 5-13a. In death cases, both copies of the form will be annotated on the reverse side and authenticated as indicated in paragraph 5-13b. Upon completion of action by the final approving authority, the forms will be forwarded as follows:

(a) *Injury and illness cases.*

1. *Pertaining to officers.* To The Adjutant General, ATTN: AGPF, Department of the Army, Washington, D.C., 20310.

2. *Pertaining to enlisted personnel.* To the Commanding Officer, U.S. Army Personnel Services Support Center, Fort Benjamin Harrison, Indianapolis, Ind., 46249.

(b) *All death cases.* Original and one copy to the Chief, Casualty Branch, The Adjutant General's Office, Department of the Army, Washington, D. C. 20315.

(c) *Cases concerning Reserve officers and Reserve enlisted personnel (injury and illness during ANACDUTRA and INACDUTRA).* To the Commanding Officer, U. S. Army Administration Center, 9700 Page Boulevard, St. Louis, Mo., 63132.

(3) One completed copy will be returned to the medical treatment facility which initiated it.

e. For Army National Guard personnel—

(1) In Federal status performing active duty for training under the Reserve Enlistment Program of 1963, an extra copy of DA Form 2173 will be prepared for file in the military personnel file which is returned to the

State adjutant general concerned at the end of active duty for training.

(2) In State status attending service schools under the jurisdiction of the Active Army, the DA Form 2173 will be furnished the State adjutant general concerned.

(3) Performing all other training, determinations will be accomplished by National Guard authorities and recorded pursuant to instructions contained in National Guard Regulations No. 28.

f. For injuries covered in this paragraph and in paragraph 5-7b incurred by Reservists during inactive-duty training and treated by civilian physicians, DA Form 2173 should be completed by the civilian physician and the commanding officer.

g. For injuries covered in paragraph 5-7b, the original DA Form 2173 will be retained in the individual's personnel file maintained by the organization, after the DA Form 2173 has been reviewed by the officer exercising special court-martial jurisdiction.

h. It will be noted that the use of DA Form 2173 to record a line of duty finding is appropriate only for those injuries or death incurred beyond question in line of duty. Where misconduct or absence without leave is involved, a formal report of investigation is required.

5-7. **Requirements for investigation.** Commanders will be guided by the following in deciding whether a formal line of duty investigation is necessary. When there is any doubt as to whether a formal report is required, the provisions of a below, will govern.

a. Requires formal investigation and recording on DD Form 261, Report of Investigation — Line of Duty and Misconduct Status:

(1) Injury likely to result in future impairment (disability) which was not received as the proximate result of the performance of duty or while a passenger in a vehicle.

- (2) Death, injury, or disease—
- (a) Apparently due to misconduct.
  - (b) Self-inflicted.
  - (c) Incurred while member is absent without authority, or in desertion for less than 4 months.
- (3) Death of—
- (a) Operator of a vehicle.
  - (b) Military senior in grade riding in a Government vehicle.
  - (c) Occupant of a vehicle when the operator cannot be determined.
  - (d) Army National Guard or Army Reserve personnel from any cause while on active duty for training or inactive-duty training.
- (4) Death or disabling injuries incurred by members of the Reserve Officers Training Corps while traveling to or from, or while at, summer training camp or while undergoing flight instruction.
- (5) Death or disabling injury of member traveling to his home immediately following discharge or release from active duty.
- (6) Death due to injury or disabling injury incurred by Army National Guard and Army Reserve personnel traveling directly to or from inactive-duty training.
- (7) Disagreement regarding line of duty finding between commanding officer and medical officer which cannot be resolved by officer exercising special court-martial jurisdiction. (Report of investigation must show that disagreement was the reason for the investigation.)
- (8) When a member of the Army National Guard of the United States, Army Reserve, or Reserve Officers Training Corps alleges, subsequent to release from a tour of active duty for training, that he incurred an injury or contracted a disease during that tour.
- (9) Upon the request of the adjutant general of Puerto Rico, of the District of Columbia, or of the State concerned, with respect to an injury incurred or disease contracted by a member of the National Guard while training at a service school or otherwise with the active military establishment.
- b. Does not require either formal or informal investigation or submission of Statement of Medical Examination and Duty Status (DA Form 2173) to the final approving authority. Administrative determination is made in those instances not described in paragraphs 5-6 and *a* above, including—
- (1) Injury not likely to result in permanent impairment, or claim against the Government for future medical care, when no absence without authority or misconduct is involved (para 5-6).
  - (2) Disease, nonfatal (unless commanding officer and medical officer are unable to agree on the finding, and the officer exercising special court-martial jurisdiction does not feel competent to make the decision).
  - (3) Death of Active Army member from—
    - (a) Natural causes.
    - (b) Disease not involving misconduct.
    - (c) Cause previously subject to line of duty investigation.
  - (4) Death or injury incurred after member is absent without authority or in a desertion status for 6 months or more, unless there is evidence that the member may have been mentally unsound at the inception of absence without authority.
  - (5) Battle casualties (will be determined "in line of duty").
  - (6) Death as a result of hostile action.
- c. Army National Guard personnel on active duty for training or on inactive-duty training.
- (1) For individuals in Federal status performing active duty for training under the Reserve Enlistment Program

of 1963 or in State status attending service schools under the jurisdiction of the Active Army, investigations will be made as provided in paragraphs 5-5, 5-6, and *a* and *b* above. Disposition of all reports of investigation will be in accordance with paragraph 5-11e(3).

- (2) For individuals performing all other training duty, investigations will be conducted by National Guard authorities for reasons outlined in, and in accordance with instructions contained in, National Guard Regulations No. 28.

*d.* Members of Army National Guard, Army National Guard of the United States, Army Reserve, and Reserve Officers Training Corps hospitalized beyond tour of duty. Liability for expenses or hospitalization after expiration of tour of duty for conditions held to be incurred "not in line of duty" are as set forth in paragraph 8, AR 40-3.

**5-8. Appointment of investigating officer.** *a.* When circumstances require a formal investigation, an officer exercising special court-martial jurisdiction will appoint a disinterested commissioned officer as investigating officer. This officer will report the facts and make findings as to line of duty and misconduct status.

*b.* In cases involving the death or injury of members of the Army Reserve while participating in Reserve duty training, the commanding general of the U.S. Army Corps having jurisdiction over the area in which the Reservist resides will appoint an investigating officer. This authority may be delegated to the sector commander.

*c.* For injuries and deaths of Army National Guard personnel under the jurisdiction of National Guard authorities on active duty for training, other than those attending service schools, or on inactive-duty training, the investigating officer will be appointed by National Guard authorities in accordance with instructions contained in National Guard Regulations No. 28.

*d.* The same officer should be appointed to investigate all injuries or deaths which occurred as the result of a single accident or incident.

*e.* The investigating officer also may be appointed to conduct an inquest, to dispose of effects in accordance with AR 643-50 or AR 643-55, or to investigate a claim or possible future claims in accordance with AR 27-20 if a separate claims investigation is required. The line of duty investigation will be in lieu of the investigation by a claims officer required under the provisions of AR 27-20 if the injury or death of the person whose line of duty status is being investigated is the only basis for possible subsequent claim against the Government or other party or agency.

*f.* The unit commander of the individual concerned, or any other officer who is in a position to offer evidence in the case, will not be appointed to conduct the investigation.

*g.* Under some conditions, it will be desirable to have the line of duty investigation conducted by an officer not assigned or attached to the same station as the individual subject to the investigation. In such cases, direct communication between installation commanders is necessary. Conditions under which such action may be appropriate are as follows:

- (1) If any member of the Armed Forces is injured or contracts a disease away from his station, the commander of the Army installation where the member is taken for initial hospitalization or of the medical treatment facility charged with administrative responsibility (AR 40-3) will, at the same time that he reports the injury or disease to the commander of the member's home station, ascertain which agency is to conduct the line of duty investigation.
- (2) If any member of the Armed Forces dies away from his home station, the commander of the Army installation to which the decedent is taken or the commander who is assigned responsi-

bility for disposition of remains (AR 638-40) will, at the same time that he reports the death to the member's home station, ascertain which agency is to conduct the line of duty investigation, when investigation is required.

- (3) If all material witnesses are located at a distant installation and it is impracticable to secure evidence by correspondence.
- (4) If there is no Army installation within a reasonable distance of the place where injury or death of a member of the Army occurred and there is an Air Force or Naval installation in the vicinity, provided the commander of Air Force or Naval installation agrees to conduct the investigation.
- (5) If other factors exist which indicate that it is in the interest of the Government or of the individual concerned to have the investigation conducted at another installation.

**5-9. Conduct of formal investigation.** *a.* An individual subject to a line of duty investigation will be notified of the impending investigation. The individual will be permitted to submit evidence or statements, sworn or unsworn. Before his statement is taken, he should be advised of his rights under the Uniform Code of Military Justice, Article 31, and of the purpose of the investigation. If a statement from the individual is not obtained, the reason for failure to obtain a statement will be stated.

*b.* If practicable, the individual will be permitted to be present at the examination of witnesses if the investigation is to be continued beyond the examination of documentary evidence. If not present, he will be permitted to meet adverse allegations.

*c.* The investigating officer will have the pertinent sections of DA Form 2173 (Statement of Medical Examination and Duty Status) completed as follows:

- (1) Section I—by the Service hospital registrar or the attending doctor, show-

ing the nature and extent of the injury or disease.

- (2) Section II—by the organization commander as to duty status at the time of the incident. The determination of the member's immediate commanding officer at (company level or equivalent unit level) that, at the time of the injury, disease, or death, the member was present for duty, absent with authority, or absent without authority is final, unless manifestly erroneous. However, as to the excusal of an unauthorized absence, the determination of the officer empowered to excuse is final (see para 10a, AR 630-10). In the case of a Reservist participating in Reserve duty training, the unit advisor or, in his absence, the unit commander, will complete the section.
- (3) If the individual's commanding officer and the medical officer are located at different installations, one copy of DA Form 2173 may be forwarded to each for completion of their respective sections.
- (4) If a member is absent without authority, the following information will be included in the remarks section of the form:
  - (a) If absent during normal duty hours, the type of duty missed and the scheduled hours of such duty.
  - (b) If absent from a scheduled duty or restriction, the nature of the duty or restriction, the date scheduled or imposed, duration, the reason for restriction, and the hour and date the individual was notified of the scheduled duty or restriction.
  - (c) If the individual's pass privileges were revoked, when and why revoked and for how long.
  - (d) If hospitalized as a result of injuries received or disease contracted prior to termination of unauthorized absence, the hour and date of admission to the hospital.

- (e) If reported absent without authority for overstaying leave or pass, the hours and effective dates of the leave or pass and the time that the period of absence without authority began.
- (f) If reported absent without authority for deviating from an authorized route, the authorized route and the deviation should be diagrammed or otherwise explained.

d. The investigating officer will attempt to determine all facts and circumstances leading to and connected with the injury or death in order to make a report which will be comprehensive as to every feature of the case. Particular attention will be given to the accuracy of times, dates, places, identity of persons, and sequence of events.

- (1) Before the testimony of witnesses is taken, they should be advised of their rights under the Uniform Code of Military Justice, Article 31, or the Fifth Amendment to the United States Constitution (incriminating and degrading statements).
- (2) Primary effort should be directed toward procuring evidence from persons who have a personal knowledge of an incident or of material conditions leading up to the incident. So far as practicable, all known witnesses who have personal knowledge of the facts will be interviewed and their testimony will be recorded in full. A deposition should be obtained from witnesses who are not located in the immediate area.
- (3) Although spontaneous statements are preferable to questions and answers, such statements are often ambiguous or obscure on material points, and in such cases the testimony will be developed further by recorded questioning by the investigations officer. If the testimony is conflicting, the witnesses will be re-interrogated to de-

termine the facts. Any injury or death involving the testimony of a group of individuals who may be suspected of giving partial testimony, such as members of the same organization as the injured or deceased person, will be carefully investigated to determine whether there are any other witnesses who may be disinterested and impartial.

- (4) DA Form 19-24 (Statement) will be used to record the statements of witnesses (fig. 5-2).

e. If it is not well established by a coroner's inquest or other means that a death was accidental or the result of foul play or self-destruction, the investigating officer will recommend to the appointing authority that an officer be appointed as a summary court-martial to conduct an inquest.

f. In cases of disease, particular consideration will be given to the question of whether the illness was due to any condition or disease which existed prior to entry upon active duty.

g. *Sobriety.*

- (1) If the sobriety of the injured or deceased member may be a material point in determining the extent of misconduct, or if it is known, suspected, or alleged that the person was under the influence of intoxicants or narcotics, an attempt will be made to determine the extent of the influence. Testimony of witnesses will be secured as to the general behavior, rationality of speech, and muscular coordination of the individual as compared to similar factors at a time when it was known that the individual was not under such influence.
- (2) Blood alcohol and other tests for intoxicants will be made whenever appropriate and feasible. When obtained, the results will be added as Exhibit B-1 to the line of duty investigation.
- (3) Laboratory tests may be made if narcotic intoxication is in question. Such

tests constitute a medical officer's aid to a diagnosis and will not be interpreted by nonprofessional individuals.

*h.* Self-destruction.

- (1) In a case of self-destruction, attempted self-destruction, or any other case in which mental competency is questioned, the investigating officer will obtain the opinion of a psychiatrist as to the mental condition of the individual. This opinion will be attached as a part of the medical statement, Exhibit B.
- (2) In addition, the investigating officer will extend his investigation to include all available evidence concerning the mental condition of the individual, during and prior to the events leading up to self-destruction or attempted self-destruction, which might disclose the cause, nature, and extent of any mental unsoundness. Every clue pointing to a possible source of evidence that may be material on any of the points will be pursued to the extent that all available individuals having close contact with the individual will be interviewed for evidence of characteristics which may have been indicative of mental unsoundness, although not recognizable or apparent to close associates at the time. It is within the competency of any individual without medical or psychiatric training to describe in lay terms the personality, reactions, and adjustment of an individual with whom associated.
- (3) If the individual was absent without authority at the time of self-destruction, evidence will be obtained which will describe the factors associated with the individual's mental condition both at the commencement of absence without authority and at time of self-destruction or attempted self-destruction.

*i.* If resistance to custody by law enforcement agents is alleged, the investigation will be extended to determine whether lighting conditions, uniforms, and other factors were such that the individual concerned should have recognized the agents as such, should have understood any instructions or commands given, and should have understood the degree of any restraint imposed.

*j.* If death resulted from the actions of another person who is still alive, a statement of the disciplinary action to be taken or expected to be taken against the other person will be obtained.

*k.* Copies of report of autopsy and report of coroner's inquest, if conducted, will be secured. If an autopsy has not been conducted and there is any doubt as to the medical cause of death, the investigating officer will request the responsible installation commander to have an autopsy conducted under the conditions set forth in paragraph 71, AR 40-2. If a medical officer is not available, the investigating officer may request the installation commander to authorize the employment of a civilian physician to conduct the autopsy. A statement concerning the circumstances will be prepared and submitted to the medical officer or physician conducting the autopsy, if death occurred outside a hospital and an inquest is not conducted.

*l.* Diagrams and photographs pertinent to the case will be obtained if practicable.

*m.* Investigation of an injury or death will be completed, if possible, within 7 days from the date of injury or death. The appointing authority will establish control procedures to insure that investigating officers are appointed immediately following an incident requiring investigation and that any delay in completing the investigation is reduced to the minimum.

**5-10. Report of formal investigation.** *a.* The investigating officer will prepare his report on DD Form 261 (Report of Investigation Line of Duty and Misconduct Status) in quintuplicate (in quadruplicate when the appointing and reviewing officer are the same) (fig. 5-3).

b. The report will be unclassified unless the circumstances involve security or classified exhibits are attached. Classified security information will not be attached unless it is material to the determination of line of duty.

c. A copy of each exhibit will be attached to each copy of the report of investigation. The original copies of the exhibits normally will be attached to the original of the report of investigation. If it is necessary to make a type-written copy of the original for any reason (e.g., illegibility, additional copies, or translation), the typed copy will be attached in addition. Copies of exhibits in lieu of the original exhibits may be attached to the original of a report of investigation only when there is a requirement that the original exhibits are to be filed elsewhere, or such documents are the personal property of individuals or estates; e.g., personal letters or suicide notes addressed to particular persons. When possible, these documents should be reproduced by autostat or similar means of duplication.

d. Copies of exhibits, properly authenticated, may be prepared for attachment to copies of a report of investigation.

e. A copy of a statement taken in another investigation for a different purpose may be used as an exhibit of a line of duty investigation if the information contained is material to a determination of line of duty and the person whose line of duty is being investigated has been permitted to examine the statement and to refute any unfavorable testimony.

f. The following information will appear under item 9g, "Remarks," DD Form 261, whenever appropriate:

- (1) Reasons for failure to interview a living person whose line of duty status is being investigated or any witnesses whose testimony may have been material.
- (2) Clarification of any discrepancy in the evidence as to the duty status of the individual or in the date of injury or death.
- (3) The statement that one copy of the re-

port of investigation has been furnished either in person or by mail to a living individual whose status is under investigation or that the individual was not available to receive a copy.

- (4) The comments of the investigating officer concerning the credibility of statements of witnesses.

g. Documentary exhibits, as appropriate, will be attached to DD Form 261 in the following order:

- (1) Order appointing the investigating officer Exhibit A.
- (2) Statement of Medical Examination and Duty Status (DA Form 2173), Exhibit B.
- (3) Report of autopsy and autopsy protocol in death cases.
- (4) Report of inquest in death cases.
- (5) Laboratory reports.
- (6) Copy of orders to active duty or periodic advance training schedule for Reservist on active duty or Reserve duty training.
- (7) Copy of sympathy letter written to the next of kin in death cases.
- (8) Testimony of witnesses or other persons on DA Form 19-24.
- (9) Photographs which are relevant to the case (highway markings, showing condition of highway, terrain, etc.).
- (10) Any other exhibits which are material to a proper determination in the opinion of the investigating officer.
- (11) A copy of any report conducted by criminal investigators.

h. If the next of kin of a deceased member requests from field authorities copies of statements contained in the report of investigation, the request will be transmitted promptly to The Adjutant General and the next of kin will be advised of such referral.

i. The original and four copies of each report concerning an injury or disease, or the original

and four copies of each death case, will be transmitted to the appointing authority.

*j.* All reports of investigation pertaining to injuries or deaths resulting from the same accident or incident will be forwarded simultaneously by one letter of transmittal.

*k.* The investigating officer will review and evaluate the evidence under the general policies outlined in this regulation and make a finding as to the line of duty and misconduct status of the member. The determination of the member's immediate commanding officer (at company or equivalent unit level) that, at the time of the injury, disease, or death, the member was present for duty, absent with authority, or absent without authority is final, unless manifestly erroneous. However, as to the excusal of an authorized absence, the determination of the officer empowered to excuse (para 10a, AR 630-10) is final. If manifest error exists, it will be explicitly stated on the DD Form 261. Findings must be expressed in one of the following terms:

- (1) In line of duty.
- (2) Not in line of duty—not due to own misconduct.
- (3) Not in line of duty—due to own misconduct.

No findings will be shown in reports of investigation pertaining to deaths.

*l.* If the investigating officer cannot readily arrive at a finding based on the policies and guidance outlined herein, or is doubtful as to the proper findings, he should refer to the opinions of The Judge Advocate General of the Army as published in JAG bulletins or in the latest JAG Digest of Opinions, or opinions citing authority as "JAGA" in the Digest of Opinions, Judge Advocates General of the Armed Forces and DA Pamphlet 27-6. Primary consideration should be given to the opinion in which the basic principles of the case involved most nearly conform to those of the case being considered, provided that Department of the Army policy at the time the opinion was rendered has been subsequently unchanged.

*m.* In arriving at a finding, the investigating officer should note that paragraph 5-18 authorizes consideration of any evidence except as specifically prohibited therein; therefore, circumstantial evidence should be evaluated.

**5-11. Action by appointing authority.** *a. Review of report.* The appointing authority will not attempt in any way to influence the investigating officer in arriving at his finding in a report of investigation. He, or a designated representative, will review the report. If the review reveals that the report is incomplete or is not based upon a thorough investigation, the appointing authority will require further investigation before indicating his action.

*b. Entering findings.* The appointing authority or a designated representative will indicate his approval or disapproval of the findings in the appropriate space on the original and all copies of DD Form 261. If the appointing authority is the same person as the reviewing authority, "Same as Reviewing Authority" will be entered on all copies of the report in the space provided for the appointing authority's action. No findings will be shown on reports pertaining to deaths, but reports will be reviewed to insure completeness and accuracy of information furnished. No change of the determination by the immediate unit commander (company level or equivalent unit level) that the member, at the time of the injury, disease or death, was present for duty, absent with authority, or absent without authority, will be made unless that determination is manifestly erroneous. As to the excusal of an unauthorized absence, no change will be made in the determination of the officer empowered to excuse (para 10a, AR 630-10). If manifest error exists, it will be explicitly stated on the DD Form 261.

*c. Entering disapproval of investigating officer's findings.* Whenever the appointing authority disapproves the findings of the investigating officer, in addition to indicating his disapproval on DD Form 261, he will enter on the reverse of the original and all copies of DD Form 261 the reasons for his disapproval and his substi-

tuted findings, using the bottom of the form as the top of the reverse, so that the remarks can be read by turning back the bottom of the form (i.e., "head to foot"). Remarks will be preceded by the official designation of the headquarters or command of the appointing authority.

*d. Reporting delay in completing investigation.* If the investigation of an injury or death cannot be completed within 7 days, the appointing authority will so notify the officer exercising general court-martial jurisdiction over the command, giving the reasons for the delay and the expected date that the report will be submitted. Control procedures will be established by commanders exercising special court-martial jurisdiction (appointing authorities) to insure that investigations are initiated as soon after an incident as possible. Hospital admission and disposition reports, morning reports, and accident reports will be used as means of checking incidents which may require investigation.

*e. Disposition of copies of report for members of the Army.*

- (1) The appointing authority will retain one complete carbon copy of the report of investigation, with exhibits, when the investigation pertains to a member on active duty or on active duty for training for more than 30 days.
- (2) The Commanding General, United States Army Corps concerned will be furnished one complete carbon copy of all reports of investigation pertaining to members of the Army Reserve on active duty for training for 30 days or less or on Reserve duty training.
- (3) The adjutant general of the State from which the guardsman was ordered to duty will be furnished all copies of reports of investigation pertaining to National Guard personnel performing duty under Title 32 U.S. Code, Section 503, 504, or 505. See National Guard Regulations No. 28.
- (4) One complete carbon copy will be forwarded to the medical treatment facility of initial admission.

- (5) The original report and remaining copies will be forwarded to the headquarters exercising general court-martial jurisdiction over the installation of the appointing authority.

*f. Disposition of copies of report for members of other Services.* The appointing authority will retain one complete copy of a report of investigation pertaining to a member of another Service and will forward the original and all other copies as indicated below:

- (1) *Navy and Marine Corps.*  
The Judge Advocate General  
Office of the Secretary of the Navy  
Washington, D.C. 20350
- (2) *Air Force.*  
Director of Military Personnel  
Headquarters, USAF  
ATTN: AFPMP-S-I  
Washington, D.C. 20330
- (3) *Coast Guard.*  
Chief Medical Officer  
United States Coast Guard  
Washington, D.C. 20226

*g. Disposition of copies of reports pertaining to ROTC cadets.* Reports will be made and distributed in accordance with the provisions of AR 145-124.

*h. Notification to organizational commander.* Upon receipt of notification of determination by the final approving authority, the appointing authority will inform the organizational commander in order that any change in line of duty status may be entered in organizational records.

**5-12. Action by reviewing authority.** *a. Review of report.* The officer exercising immediate general court-martial jurisdiction over the installation of the appointing authority will cause a careful review to be made of the entire proceedings.

*b. Entering findings.*

- (1) The reviewing authority will indicate, or have an authorized representative indicate, his approval or disapproval

of the findings of the appointing authority in the appropriate space on the original DD Form 261 and all copies of the report received in his headquarters. No findings will be shown on reports of investigation pertaining to deaths, but reports will be reviewed to insure that complete and accurate information is included. No change of determination by the immediate unit commander (company level or equivalent unit level) that the member, at the time of injury, disease, or death, was present for duty, absent with authority, or absent without authority, will be made unless that determination is manifestly erroneous. As to the excusal of an unauthorized absence, no change will be made in the determination of the officer empowered to excuse (para 10a, AR 620-10). If manifest exists, it will be explicitly stated on the DD Form 261.

- (2) If the reviewing authority is the same person as the appointing authority, "Same as Reviewing Authority" will be entered on all copies of DD Form 261 in the space provided for the signature of the appointing authority. The signature will be entered in the space provided for the signature of the reviewing authority.
- (3) Care will be taken that the identity of the reviewing headquarters is clear, including complete address. If the address includes an APO, the city of the appropriate U.S. Post Office will be indicated; i.e., New York, San Francisco, etc., and the Zip Code.
- (4) The reviewing authority's approval or disapproval of the findings is held to constitute approval or disapproval of the appointing authority's findings.

*c. Entering disapproval of appointing authority's findings.* Whenever the reviewing authority disapproves of the findings of the appointing authority, his reasons for disapproval and his

substituted findings will be entered on the reverse of DD Form 261, using the bottom of the form as the top of the reverse, so that the remarks can be read by turning back the bottom of the form (i.e., "head to foot"). Remarks will be preceded by the official designation of the headquarters or command of the reviewing authority.

*d. Technical advice.* The reviewing authority should freely seek the advice of the command surgeon or judge advocate.

*e. Disposition of copies of report of investigation.* One copy of each report of investigation, with exhibits, will be retained for file at the headquarters of the reviewing authority. The remaining copies will be forwarded to the final approving authority. A letter of transmittal is not desired except to insure the simultaneous receipt of several reports of investigation pertaining to the same accident or incident.

*f. Reporting delay in completing investigation of death.* If the report of investigation of a death has not been reviewed and forwarded within 10 days after date of death, the reviewing authority will advise the final approving authority, giving the reasons for the delay and the expected date on which the report will be forwarded.

**5-13. Action by final approving authority.** *a. Review in injury and illness cases.* Review and final action in cases of disease or injury will be accomplished, as set forth below, by the final approving authority. The following officers are final approving authorities: commanding generals of ZI armies; Commanding General, Military District of Washington; commanders of major oversea commands; Superintendent, U.S. Military Academy; Chief, National Guard Bureau; and commanders of newly organized commands or Army elements of joint headquarters who have general court-martial authority and report direct to Headquarters, Department of the Army.

- (1) Except those cases covered in (2) below, the final approving authorities are

designated to take final action in the name of the Secretary of the Army on cases coming within the purview of this regulation.

(2) Chief, National Guard Bureau, will take the final action in the name of the Secretary of the Army for cases involving Army National Guard personnel on training duty except:

(a) Those in Federal status for active duty for training under the Reserve Enlistment Program of 1963.

(b) Those in State status attending service schools under the jurisdiction of the Active Army.

(3) All tentative decisions of "not in line of duty" pursuant to this designation of authority will be referred to the staff judge advocate or appropriate legal adviser of the final approving authority for an opinion prior to making a final determination in the case. The final approving authority will make a thorough review of all reports of investigation received and will enter on the report the approval or disapproval of the findings of the reviewing authority in the name of the Secretary of the Army. No change of the determination by the immediate unit commander (company level or equivalent unit level) that the member, at the time of the injury, disease, or death, was present for duty, absent with authority, or absent without authority, will be made unless that determination is manifestly erroneous. As to the excusal of an unauthorized absence, no change will be made in the determination of the officer empowered to excuse (para 10a, AR 630-10). If manifest error exists, it will be explicitly stated on the DD Form 261. The following notations preceded by the official designation of the headquarters and the date, will be entered on DD Form 261, as appropriate:

(a) "Approved. BY AUTHORITY OF THE SECRETARY OF THE ARMY (AR 600-10):

(Signature)

(Signature block)" or:

(b) "The findings of the reviewing authority are disapproved and the following substituted therefor: -----

-----  
Reasons for disapproval are -----

-----  
BY AUTHORITY OF THE SECRETARY OF THE ARMY (AR 600-10):

(Signature)

(Signature block)"

*b. Review in death cases.* The final approving authority will review all reports in death cases to insure completeness of the investigation. The report will be annotated as follows, preceded by the official designation of the headquarters and the date:

"Reviewed for completeness. No determination made.

BY AUTHORITY OF THE SECRETARY OF THE ARMY (AR 600-10):

(Signature block)"

(Signature)

*c. Delegation of authority.* Commanders designated in *a* above, are not authorized to delegate final action authority under this regulation. However, such commanders may designate officers of The Adjutant General's Corp or Judge Advocate General's Corps not below field grade, assigned to their headquarters, to authenticate DD Form 261. The Chief, National Guard Bureau, may designate an officer not below field grade, on duty with the National Guard Bureau, to authenticate DD Form 261. He may further designate an alternate to any officer so designated, to authenticate DD Form 261 in the absence of the principal designee. The alternate will be an officer not below field grade or a civilian employee of the National Guard Bureau whose regularly assigned duties are commensurate with duties normally assigned to officers not below field grade.

*d. Notification of findings.* No findings are made in death cases. In all other cases, the final approving authority will notify the following:

- (1) The person whose line of duty status was investigated. With the exception of any report made by the military police or criminal investigators, the final approving authority will furnish one complete copy of the report of investigation (including all accompanying exhibits and documents (para 5-10g) and reports of actions by the investigating officer, appointing authority, reviewing and final approving authority) to the person whose line of duty status was investigated. The omission of the reports by the criminal investigators and military police will be noted on the member's copy of the completed report with the comment that The Provost Marshal General is the releasing authority for information contained in those reports. At the same time, the final approving authority will also advise the member in detail of his right to appeal any adverse determinations, through the final approving authority, to The Adjutant General (para 5-14 and 5-15). The member will sign a statement acknowledging receipt of the complete report, indicating that he understands his right to appeal, and indicating whether he will or will not appeal. If the person has been transferred from the command of the final approving authority, his copy of the complete report will be mailed to him. If the individual's forwarding address is unknown, his copy will be forwarded by letter of transmittal to the proper officer indicated below, citing this paragraph, and requesting that the copy of the report be transmitted to the member.
  - (a) *For officers.* To The Adjutant General, ATTN: AGPF, Department of the Army, Washington, D.C., 20310.
  - (b) *For enlisted personnel.* To the Commanding Officer, U.S. Army Person-

nel Services Center, Fort Benjamin Harrison, Indianapolis, Ind., 46249.

A notation of such forwarding will be made by the final approving authority on the original of the report.

- (2) The appointing authority in any case acted upon in which the person investigated was on active duty for more than 30 days and the findings of the reviewing authority have been approved. A copy of this notification will be forwarded to the reviewing authority and to the member whose line of duty status has been determined. The member will be advised of his right to appeal in case of a determination of "not in line of duty."
- (3) The reviewing authority in any case acted upon in which the person investigated was on active duty for more than 30 days and the findings of the reviewing authority have been disapproved. The reviewing authority will notify the appointing authority and the member whose line of duty status has been determined of the final decision. The member will be advised of his right to appeal in case of a determination of "not in line of duty."
- (4) The appropriate corps commander, in the case of a member of the Army Reserve, in any case in which the person investigated was on active duty for 30 days or less or on Reserve duty training. It will be the responsibility of the reviewing authority to notify or inform the appointing authority of the final action in this type case whenever the appointing authority is not the corps commander. The appointing authority will notify the reserve member of the final decision. The member will be advised of his right to appeal in case of a determination of "not in line of duty."
- (5) The Chief, National Guard Bureau, in all cases involving a member of the Army National Guard in which the

Chief, National Guard Bureau, is not the final approving authority.

- (6) A copy of the notification will be forwarded to the commanding officer of the medical treatment facility completing Part I of DA Form 2173.
- (7) A copy of the notification concerning officers and warrant officers on active duty for more than 30 days, in which the final determination "not in line of duty—due to own misconduct" is made, will be forwarded to the Chief of Personnel Operations, ATTN: appropriate career branch, Department of the Army, Washington, D.C., 20315.

*e. Disposition of copies of report of investigations.*

- (1) In case of injury or disease incurred by an officer or warrant officer, the original to The Adjutant General, ATTN: AGPF, Department of the Army, Washington, D.C., 20310.
- (2) In case of injury or disease incurred by enlisted personnel, the original to the Commanding Officer, U.S. Army Personnel Services Support Center, Fort Benjamin Harrison, Indianapolis, Ind., 46249.
- (3) Reserve officer and enlisted personnel cases (injury and illness during AN-ACDUTRA and INACDUTRA) to Commanding Officer, U.S. Army Administration Center, 9700 Page Boulevard, St. Louis, Mo. 63132.
- (4) In death cases, officer and enlisted, the original and one carbon copy to the Chief, Casualty Branch, The Adjutant General's Office, Department of the Army, Washington, D.C., 20315.

**5-14. Appeals.** If a member of the Army who has been the subject of a line of duty investigation of any injury or disease, in which a determination of "not in line of duty" is made, desires to appeal the action of the final approving authority, he may file such appeal, in writing, through channels, to the officer who took such

final action. If the final approving authority determines that there is no basis to change the original determination, he will so indicate by indorsement and forward the appeal to the Chief, Casualty Branch, The Adjutant General's Office. If a member is not within the command jurisdiction of the final approving authority at the time the appeal is filed, the member will forward the appeal with copies of all available reports and correspondence direct to The Adjutant General, ATTN: AGPB-C, Department of the Army, Washington, D.C., 20315, who will cause the appeal to be reviewed and will advise the service member, through channels, of the final jurisdiction. The Adjutant General will advise the commander of the appropriate medical treatment facility of any change in final determination.

**5-15. Revision or correction of line of duty determinations by the Secretary of the Army.** The Secretary of the Army, or The Adjutant General acting therefor, may revise or correct any determination made under this regulation at any time. Determinations, otherwise final, concerning rights and benefits administered by the Department of the Army under particular statutes are not affected by subsequent revision or correction of a line of duty determination.

**5-16. Processing cases for physical disability separation.** Agencies involved in processing cases for physical disability separation are not bound by line of duty findings previously made. Controversial cases will be resolved at the departmental level prior to the direction of separation for physical disability.

**5-17. Controlling factors in line of duty and misconduct determination.** *a. Presumptions in line of duty and misconduct determination.* Injury or disease will be presumed to have been incurred in line of duty and not because of the member's own misconduct.

*b. Evidence required to rebut presumption.*

- (1) *Line of duty.* The presumption favoring line of duty may be overcome only by substantial evidence that injury or

disease, or condition causing injury or disease, was—

- (a) Proximately caused by the intentional misconduct or willful gross neglect of the individual.
  - (b) Incurred or contracted during a period of unauthorized absence.
  - (c) Incurred or contracted while neither on active duty nor engaged in authorized training in an active or Reserve duty status and was not aggravated by the service.
- (2) *Misconduct.* The presumption against misconduct may be overcome only by substantial evidence that the injury or disease, or condition causing injury or disease, was proximately caused by the intentional misconduct or willful gross neglect of the individual.

*c. Nature of evidence to be considered.*

- (1) In general, any evidence may be considered in making line of duty and misconduct determinations, with the exception that any signed statement of a person in the Armed Forces, against his interest, relating to the origin, incurrence, or aggravation of any injury or disease suffered by him may not be considered in making determinations as to such injury or disease unless he has first been advised of his rights under the Uniform Code of Military Justice, Article 31 (b).
- (2) Standard Forms 89 (Report of Medical History) which were signed prior to the time the individual subject to investigation became a member of the Armed Forces and Standard Form 88 (Report of Medical Examination) are admissible in evidence in line of duty investigations.
- (3) Accident reports referred to in paragraph 15 (a) (6), (7), and (8), AR 385-40, may not be used as evidence or to obtain evidence in determining the misconduct or line of duty status of any person.

*d. Medical records.*

- (1) Care should be taken in the evaluation of medical records as evidence in line of duty investigations. This is necessary inasmuch as medical records are prepared primarily with a view toward assisting the physician in discharging his responsibilities to his patients and not necessarily with a view toward formulating a record admissible for evidentiary purposes. Further, the technical terminology frequently employed in such records is susceptible to being properly interpreted only by a person completely versed in such terminology. Accordingly, advice and assistance should be freely sought from medical officers in connection with using medical records as evidence in line of duty investigations.
- (2) Whenever the sources of the information in medical records are not clearly identified, the sources should be ascertained, if possible. If the sources cannot be identified or appear to be of dubious value, this factor should be considered in whatever weight, as evidence, this information is given in the investigation. Persons preparing medical records are encouraged to verify and note down the source of entries whenever possible. If verification is not possible, an entry to this effect should be made; e.g., "According to the patient ---" or "The enlisted man says ---," etc.

**5-18. Interpretation of basic factors.** *a. Intentional misconduct or willful neglect.*

- (1) Misconduct for line of duty purposes must be intentional; however, intent may be expressed or implied. Negligence (i.e., neglect) to constitute misconduct within the purview of this regulation must be willful; however, the willfulness likewise may be ex-

pressed or implied. Negligence so gross as to evidence a reckless or wanton disregard to the consequences thereof should be regarded as willful. Simple negligence is not misconduct for line of duty purposes.

(2) The presence of misconduct does not of itself fix misconduct as the producing cause of the injury or disease. A finding that disease or injury resulted from misconduct is proper and sustainable only when it has been established by substantial evidence that misconduct was the moving or direct (proximate) cause thereof. When misconduct is only a contributing cause, the disease or injury should not be determined to have resulted from misconduct.

(a) A violation of military regulations, orders, or instructions, or of civil laws, in itself, and in the absence of a further showing of misconduct, should be deemed to establish no more than simple negligence. As simple negligence does not constitute misconduct for line of duty purposes, injury or disease resulting from such a violation may not be held "not in line of duty" on that basis alone.

(b) The use of a Government vehicle or other Government conveyance without authority will not be sufficient in itself, without other evidence of misconduct, to sustain a finding that any injury incurred during such unauthorized use was incurred not in line of duty. Such unauthorized use is considered on the same basis as a violation of orders, and further evidence of misconduct either in handling the vehicle or of intent not to return the vehicle is to be evaluated with other evidence in determining misconduct status.

(3) The following diseases and injuries, and the effects directly attributed

thereto, should be considered as having resulted from misconduct:

(a) Any disease or injury directly resulting from the intemperate use of intoxicating liquor or habit-forming drugs.

1. *Intemperate use of intoxicating liquor.* The term "intemperate use of intoxicating liquor" is defined as a use which is excessive under all circumstances of the case (considering, for example, the amount, type, and relative intoxicating effect of the liquor used; the period of time over which it was consumed; the physical condition of the user and whether he was a habitual user of intoxicants; whether the use of the liquor was such as to reflect discredit upon the military service, etc.).

2. *Intemperate use of habit-forming drugs.* The term "intemperate use of habit-forming drugs" is defined as the willful, unauthorized use of such drugs as cocaine; opium and its derivatives, such as morphine and heroin; marijuana and its derivatives; or any other habit-forming drugs when their use results directly in absence from regular duty. Any use of such drugs will be considered "unauthorized" within the meaning of this paragraph, except when their use is specifically authorized by a qualified civil or military authority for specific medical treatment. Absence from regular duty resulting from symptoms due to the withdrawal of the habit-forming drugs is within the purview of this provision, regardless of whether such withdrawal constitutes treatment or is the result of inability by the patient to obtain the habitually used drugs.

3. *Simple (alcoholic) drunkenness.* This is not a disease (nor a symptom of disease) requiring a line of duty determination. Any period of hospitalization after the individual

has recovered from simple (alcoholic) drunkenness will require a change in diagnosis. Unless the diagnosis is directly related to, or can be proved to be the direct result of, alcoholic intoxication, the later period of hospitalization should be shown as "in line of duty" unless the condition existed prior to service.

- (b) Disease or injury deliberately self-inflicted, or ill effect resulting from attempted self-destruction, when mental unsoundness does not exist.

*b. Unauthorized Absence.*

- (1) Any injury or disease incurred while the member is in a period of unauthorized absence is incurred not in line of duty. If there is no further misconduct shown other than the absence without authority, the correct finding is "not in line of duty—not due to own misconduct."
- (2) In order to establish that an individual was in a period of unauthorized absence for the purpose of line of duty determination, it must be shown that he voluntarily absented himself from his unit or organization or other place of duty without proper authority, or was absent from a scheduled duty or restriction, *at the time* the injury or disease was incurred.
- (3) If a member has been *granted* a normal off-duty pass or other type of pass, he will not be considered to be in a period of unauthorized absence merely because of failure to "sign out" or to pick up his pass upon *departure on authorized pass or leave*, or because he was in an area beyond the geographic limits specified in his pass or other authority to be absent at the time the injury or disease was incurred. Merely exceeding the geographic limits of a pass is not sufficient to place a member in an unauthorized absence status for line of duty purposes.
- (4) When there is a requirement that an individual be present in barracks between specified hours at night, such as between bedcheck and reveille, such a requirement establishes an administrative restriction for line of duty purposes. In order to corroborate this restriction, the pertinent part of the directive establishing the requirement should be extracted and attached following the DA Form 2173 in the report of investigation.
- (5) If the driver of a Government vehicle on an authorized trip is injured during an unjustified material deviation from his assigned route, he should be considered absent without authority for line of duty purposes.
- (6) Two passes may not be combined to permit a member to be absent from his organization for more than 72 hours. If a member is absent on a normal off-duty pass, he must return to his unit before the provisions of a special pass become effective. Likewise, he must return to his organization from special pass or leave before the provisions of his ordinary pass again become operative. See AR 630-20.
- (7) In cases of self-destruction or attempted self-destruction during absence without authority when there is a question of mental soundness, mental soundness at the beginning of the absence without authority must be determined as well as mental soundness at the time of injury or death.
- (8) If item 19 of DA Form 2173 indicates that the individual was absent without authority at the time injury or death occurred, items 20 and 21 will be completed. The following information which is used by the Veterans Administration as a basis for determination under Title 38, U.S. Code, Section 105, will be furnished in item 30 or on the back of the form:

- (a) Normal duty assignment.
- (b) Hours of duty at the time of absence without authority.
- (c) Length of duty week at the time of absence without authority (days and hours of beginning and end).
- (d) Any extra duty requirement, such as "subject to call at any time."
- (e) A statement by his commanding officer as to whether the *absence prior* to the time of the injury or death, did not, or did, "materially interfere with the performance of military duty" by the individual concerned. The appropriate determination will be recorded in item 21 and explained in item 30, if applicable, on DA Form 2173.

- (9) Absences which are initially considered to be without authority, if excused by the proper officer pursuant to paragraph 10a, AR 630-10, will be deemed to be absences with authority.

*c. Injury or disease incurred while not on active duty or in training status.*

- (1) A member of the Army will be presumed to have been in sound physical and mental condition upon entering active service or authorized training in an active duty for training or Reserve duty training status. In order to overcome this presumption, it must be shown by substantial evidence that the injury, disease, or condition causing the injury or disease, was sustained or contracted while the individual was neither on active duty nor engaged in authorized training in an active duty for training or Reserve duty training status. Manifestations of lesions or symptoms of chronic disease so close to the date of the patient's entry into active service that they could not have originated after such entry, or manifestations of disease within less than the minimum incubation period after

the patient's entry into active service will be "substantial evidence" of inception prior to service.

- (2) It is further presumed that, even if the foregoing provision is overcome by such evidence, any additional disability or death resulting from the pre-existing injury or disease was caused by service aggravation. Only specific findings of "natural progress" of the pre-existing injury or disease based upon well-established medical principles, as distinguished from medical opinion alone, are sufficient to overcome the presumption of service aggravation.
- (3) Any disability having its inception in line of duty during one period of service or authorized training in any of the Armed Services which recurs or is aggravated during a subsequent period of service or authorized training, regardless of the intervening time, should be determined to have recurred or have been aggravated in line of duty, unless such recurrence or aggravation is determined to fall within the purview of paragraph 5-16.
- (4) Acute infections, such as pneumonia, active rheumatic fever (even though recurrent), acute pleurisy, acute ear disease; and sudden developments, like hemotysis, lung collapse, perforating ulcer, decompensating heart disease, coronary occlusion, thrombosis, or cerebral hemorrhage, occurring while in service, will be regarded as service-incurred or service-aggravated, unless it can be clearly and unmistakably shown that there was no increase in severity during active service.

*d. Self-destruction.*

- (1) When there is nothing to show whether death was caused by accident or intentional self-destruction, substantial evidence of intentional self-destruction is required to overcome the presump-

tion that accident rather than intentional self-destruction was the cause of death. The unintentional taking of one's own life through gross negligence or simple negligence will be termed accidental self-destruction.

- (2) When there is reasonable doubt whether death was caused by intentional self-destruction, determination will be made by inquest (para 3-28).
- (3) An investigation of intentional self-destruction will necessarily include a determination of whether the decedent was mentally sound at the time of the act. The question of sanity is one of fact, the correct resolution of which is dependent on a searching inquiry into the character, behavior, and personal relationships of the decedent. Although the mere fact of self-destruction is not alone sufficient to overcome the legal presumption that every person is sane and intends the natural and probable consequences of his acts, any affirmative evidence that the member was so mentally unsound as to be unable to realize the direct physical or moral consequences of his act, or having such realization was unable to refrain from the act, overcomes the presumption. In cases where no reasonably adequate motive for self-destruction is supplied by the evidence, a finding of mental unsoundness will be made.
- (4) If the decedent is determined to be mentally unsound, the investigation should be expanded to determine whether his mental unsoundness existed prior to service or was aggravated by service, or was due to his own misconduct.

*c. Psychoses.* Schizophrenic and manic depressive reactions and other psychoses of a similar nature are characterized by a tendency toward chronicity with remissions and exacerbations. Disorganization occurring in an unfamiliar environment may at times simulate

illness of recent origin when, in fact, the process has existed unrecognized for a considerable period of time. In the absence of unusual stress, such exacerbation represents the natural course of the illness. Careful differentiation should be made between acute psychotic reactions of recent origin and exacerbations of chronic psychoses. The time of inception of a psychotic reaction may be established by consideration of all pertinent factors, including a careful evaluation of the past history in the light of subsequent developments. Ordinarily, the following will be considered to be "in line of duty":

- (1) Psychoses in individuals in whom evidence of the disorder in question did not manifest itself prior to entry into service or was manifested long enough after entry to contraindicate its existence prior to service.
- (2) Cases where evidence exists that a pre-existing condition was aggravated by unusual stress in the service.

*f. Psychoneurotic disorders.* Illnesses listed in section V, item B, chapter 2, AR 40-401. Unhealthy reactions to situations and emotions are not necessarily psychoneurotic and can be seen in individuals who have no psychiatric disease. Psychoneuroses are illnesses characterized primarily by internalized conflicts which may be quite evident or controlled by various psychological defense mechanisms. These illnesses result from the exclusion from consciousness of powerful emotional changes usually attached to childhood experiences. Symptoms appear with or without stimulations from external situations. In the military setting, apparent psychoneurotic symptoms are often seen in individuals with a basic personality defect and disappear with the removal of situational pressures. These individuals have character and behavior disorders. Ordinarily, the following will be considered to be "in line of duty":

- (1) Psychoneurotic reactions occurring after entry into military service of an individual in whom no evidence of the actual disorder in question existed prior to entry into service.

- (2) Those occasional cases where there is definite evidence to show that unusual stress or prolonged hazardous duty aggravated an individual's psychoneurosis which existed prior to entry into service.

*g. Character and behavior disorders.* The conditions listed in section V, item C, (3200 to 3242), chapter 2, AR 40-401, are considered to be due to basic personality defects and to have existed prior to the individual's entry on active duty. Therefore, regardless of the length of service of the individual, these conditions are always held to have been incurred "not in line of duty—not due to own misconduct."

*h. Hernia.*

- (1) Members on active duty who develop a hernia will be considered to have acquired the hernia in line of duty unless it was noted on Standard Form 88 at the time of entry into the service.
- (2) Members of Reserve components on active duty for training or Reserve duty training will be considered to have acquired or aggravated the hernia in line of duty if there was no evidence of hernia at time of medical examination and there is evidence of accident or other circumstances sufficient to cause the hernia or aggravation.

*i. Operations and treatments.*

- (1) The line of duty determination for an operation or treatment of an injury or disease generally will be the same as that of the injury or disease for which the operation or treatment was instituted, except as noted in (2) below.
- (2) Any ill effect directly attributable to treatment, anesthetic, or operation will be considered—
  - (a) "In line of duty" if the administration or performance of such treatment, anesthetic, or operation was

not a criminal offense under Federal or State law and it was administered or performed by an authorized person of the medical service of a Government agency or by other properly licensed medical person.

- (b) "Not in line of duty" if it was administered or performed during a period of unauthorized absence or if performed on a member of the Reserve components not on active duty for a disease which was contracted while he was engaged in Reserve duty training.

*j. Proceeding directly to or from training.* In determining whether disability or death was the result of an injury incurred while proceeding direct to or direct from active duty for training or Reserve duty training, consideration will be given to the following factors:

- (1) Whether the member was authorized or required to perform such training; i.e., whether he was complying with competent orders.
- (2) The hour on which the member began to so proceed or return.
- (3) The hour on which he was scheduled to arrive for duty, or on which he ceased to perform such duty.
- (4) The method of travel employed.
- (5) His route to and from training duty.
- (6) The manner in which travel was performed.
- (7) The immediate cause of death.

*k. Proceeding to home following active duty.* In determining whether an individual died or was injured while traveling to his home after discharge or release from active duty, consideration will be given to the following factors:

- (1) Whether the individual was traveling by the most direct route from the place of discharge or release from active duty to his home.
- (2) The method of travel employed.

- (3) The time required to perform the travel.
- (4) The manner in which the travel was performed.
- (5) The immediate cause of death.
- (6) If death was due to disease, whether the disease existed prior to discharge or release and whether it was incurred on active duty or aggravated by active duty.
- (7) If death or injury occurred prior to midnight on the day of discharge or release.
- (8) Date and hour travel began; i.e., how soon after discharge.
  1. *Pregnancies.* Pregnancy and associated diagnoses (section XI, chapter 2, AR 40-401) are exempt from line of duty determination, except that an induced nontherapeutic abortion and any complication or sequela thereof will be subject to line of duty determination in the same manner as diseases requiring a line of duty determination.

5-19. **Reports control exemption.** Reports required by this regulation are exempt from reports control under paragraph 39t, AR 335-15.

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS (AR 600-10)			
THRU: Commanding General Military District of Washington, US Army, Washington, D.C. 20315		TO: Chief, Casualty Branch The Adjutant General's Office, Department of the Army, Washington DC 20315	
FROM: Commanding Officer Fort Myer, Virginia 22208			
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Doe, John F.		2. SERVICE NUMBER RA 17 000 000	3. GRADE SFC (E7)
4. ORGANIZATION AND STATION Co 2, 3d Inf Regt, Ft Myer, Va.		5. ACCIDENT INFORMATION a. DATE 2 Jan 69 b. PLACE (City and State) Alexandria, Virginia	
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL REGISTRAR (From hospital records)			
6. INDIVIDUAL WAS <input type="checkbox"/> ADMITTED <input checked="" type="checkbox"/> DEAD ON ARRIVAL		7. NAME OF HOSPITAL <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY DeWitt Army Hospital, Ft Belvoir, Va.	
8. HOUR AND DATE ADMITTED		9. HOUR AND DATE EXAMINED	
10. NATURE AND EXTENT OF <input checked="" type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input checked="" type="checkbox"/> RESULTING IN DEATH (Explain) Fractured skull; multiple injuries, extreme.			
11. MEDICAL OPINION: INDIVIDUAL <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify): <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach psychiatric evaluation if appropriate). INJURY <input type="checkbox"/> IS <input type="checkbox"/> IS NOT LIKELY TO RESULT IN CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE: <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:			
12. THE FOLLOWING DISABILITY MAY RESULT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL		13. BLOOD ALCOHOL TEST MADE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD 05 mg/100 ml
15. DETAILS OF ACCIDENT OR HISTORY OF DISEASE (how, where, when)			
16. DATE 2 Jan 69	17. TYPED OR PRINTED NAME OF MEDICAL OFFICER Richard Martin, Major, MC	18. SIGNATURE OF MEDICAL OFFICER <i>Richard Martin</i>	
SECTION II - TO BE COMPLETED BY UNIT COMMANDER OR UNIT ADVISER			
19. DUTY STATUS <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY <input type="checkbox"/> ABSENT WITH AUTHORITY: <input type="checkbox"/> ON PASS <input checked="" type="checkbox"/> ON LEAVE		20. HOUR AND DATE OF ABSENCE a. FROM 0001 hrs 30 Dec 68 b. TO 0045 hrs 2 Jan 69	
21. ABSENCE WITHOUT AUTHORITY MATERIALLY INTERFERED WITH THE PERFORMANCE OF MILITARY DUTY (Explain in item 30 type of duty missed, hours of duty, and how it did or did not interfere with performance) <input type="checkbox"/> YES <input type="checkbox"/> NO			
22. INDIVIDUAL WAS ON <input checked="" type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> ACTIVE DUTY FOR TRAINING <input type="checkbox"/> INACTIVE DUTY TRAINING		23. HOUR AND DATE TRAINING a. BEGAN NA b. ENDED NA	
24. RESERVIST *DIED OF INJURIES RECEIVED PROCEEDING <input type="checkbox"/> DIRECTLY TO TRAINING <input type="checkbox"/> DIRECTLY FROM TRAINING			
25. MODE OF TRANSPORTATION NA	26. HOUR BEGINNING TRAVEL NA	27. DISTANCE INVOLVED	28. NORMAL TIME FOR TRAVEL
29. DUTY STATUS AT TIME OF DEATH IF DIFFERENT FROM TIME OF INJURY OR CONTRACTION OF DISEASE <input type="checkbox"/> PRESENT FOR DUTY <input type="checkbox"/> ABSENT WITH AUTHORITY <input type="checkbox"/> ABSENT WITHOUT AUTHORITY			
30. DETAILS OF ACCIDENT - REMARKS (If additional space is needed, continue on reverse) Sergeant Doe was a passenger in a civilian automobile driven by Private Robert Young, which was struck at 0030 hours, 2 January 1969 by a car driven by Mr. James Jones, on Duke Street, Alexandria, Va. Mr. Jones made a left turn suddenly and without signalling, directly in front of the car driven by Private Young. (See reverse)			
31. FORMAL LINE OF DUTY INVESTIGATION REQUIRED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		32. INJURY IS CONSIDERED TO HAVE BEEN INCURRED IN LINE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO	
33. DATE 4 Jan 69	34. TYPED NAME AND GRADE OF UNIT COMMANDER OR UNIT ADVISER David S. Johnson, Capt.	35. SIGNATURE OF UNIT COMMANDER OR UNIT ADVISER <i>David S. Johnson</i>	

DA FORM 2173

- Printed 14 Mar 66 -

Figure 5-1(1). Sample Statement of Medical Examination and Duty Status.

Doe, John F., SFC (E7), RA 17 000 000

30. (continued) who turned sharply to the right to avoid colliding, but could not avoid striking the left rear of Mr. Jones's car. Private Young was not injured, but Sergeant Doe was thrown out of the car and sustained the injuries resulting in his death.

Incl:  
(list inclosures)

*David S. Johnson*  
DAVID S. JOHNSON  
Capt, Inf  
Commanding

HQ, FT MYER, VIRGINIA 22208 3 Jan 69  
Reviewed for completeness. No determination made.

Incl:  
(list inclosures)

*W. E. Johnson*  
W. E. JOHNSON  
Col, Inf  
Commanding

HQ, MILITARY DISTRICT OF WASHINGTON, US ARMY, WASHINGTON, D.C. 20315 4 Jan 69  
Reviewed for completeness. No determination made.

BY AUTHORITY OF THE SECRETARY OF THE ARMY (AR 600-10):

Incl:  
(list inclosures)

*T. L. Johnson*  
T. L. JOHNSON  
Col, AG  
Adjutant General

FIG 5-1 (2)

Figure 5-1(2). Sample Statement of Medical Examination and Duty Status—Continued.

STATEMENT (AR 190-45; AR 600-10)		
Explain the nature of the investigation. If person making statement is accused or suspected of an offense he or she must be so informed and this fact affirmatively shown.		
PLACE	DATE	FILE NUMBER
Danville, Virginia	3 Jul 1969	
LAST NAME - FIRST NAME - MIDDLE INITIAL	SERVICE NUMBER	GRADE
Johnson, David R.	ER 26 893 471	PVT - 2
ORGANIZATION (If civilian, give address)		
Co C, 180th Abn Inf Regt, USAR		
<p>I HAVE BEEN INFORMED BY <u>Captain James A. Jones</u>  WHO STATED HE IS (s) (an) <u>officer</u>  OF THE UNITED STATES (Army) <del>(Navy) (Air Force)</del> AND THAT HE IS CONDUCTING AN INVESTIGATION OF  <u>the death of Sergeant John C. Smith and injury of PFC Robert H. James on 28</u>  <u>June 1969.</u>  <input type="checkbox"/> <del>OF WHICH I AM (accused) (suspected).</del> (Strike out words between brackets if person is neither accused nor  suspected of a criminal offense.)</p> <p>"THE UNIFORM CODE OF MILITARY JUSTICE, ARTICLE 31, (and Title 10, United States Code, Sec-  tion 1219) (Retain words in parentheses if statement is taken in connection with line-of-duty investigation)  <input type="checkbox"/> <del>the Fifth Amendment to the Constitution of the United States</del> (Retain words between brackets if person making  statement is a civilian) <del>(has)</del> (have) BEEN READ AND EXPLAINED TO ME BY <u>Captain James A. Jones</u>  I UNDERSTAND THAT I DO NOT HAVE TO MAKE ANY STATEMENT WHATSOEVER AND ANY STATEMENT I  MAKE MAY BE USED AS EVIDENCE AGAINST ME.</p> <p>We were driving north on Route 29 about 5 miles from Danville in  Sergeant Smith's car when a large trailer-truck coming from the opposite  direction crossed over the center line of the highway and forced us off the road.  Our car ran into a large tree and was almost completely demolished. The  men in the car behind us pulled me out of the wreck, but Sergeant Smith and  Private James were pinned in the wreckage. It wasn't until a wrecker  came from Danville that they could be removed.</p> <p>Q. Was Sergeant Smith driving the car?  A. No sir. Private James was driving. Sergeant Smith had said he was too  tired to drive.</p> <p>Q. Was James responsible in any way for the accident?  A. No sir. He was in line in the convoy and the truck suddenly crossed  the road in front of us. He couldn't avoid being hit.</p> <p>//////////////////////////////////////END OF STATEMENT//////////////////////////////////////</p>		
EXHIBIT	INITIALS OF PERSON MAKING STATEMENT	Page 1 of <u>2</u> Pages
G		
Additional pages must contain the heading "STATEMENT OF ___ TAKEN AT ___ DATED ___ CONTINUED." The bottom of each additional page must bear the initials of the person making the statement and be initialed as "PAGE ___ OF ___ PAGES."		

DA FORM 19-24  
1 SEP 62

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

Figure 5-2①. Sample Statement.

STATEMENT (Continued)	
<b>AFFIDAVIT</b>	
<p>I, <u>PVT David R. Johnson</u> <small>HAVE HAD READ TO ME (have read)</small> THIS STATEMENT WHICH BEGINS ON PAGE ONE (1) AND ENDS ON PAGE <u>1</u>. I FULLY UNDERSTAND THE CONTENTS OF THE ENTIRE STATEMENT MADE BY ME. THE STATEMENT IS TRUE. I HAVE INITIALED ALL CORRECTIONS AND HAVE INITIALED THE BOTTOM OF EACH PAGE CONTAINING STATEMENT MATTER. THIS STATEMENT HAS BEEN MADE BY ME FREELY WITHOUT HOPE OF BENEFIT OR REWARD, WITHOUT THREAT OF PUNISHMENT, AND WITHOUT COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT.</p>	
<p>SWORN TO AND SUBSCRIBED BEFORE ME THIS <u>3rd</u> DAY OF <u>July</u>, 19<u>69</u>, AT <u>Fort Bragg, North Carolina</u></p>	<p><small>(Signature of person making statement)</small></p>
<p>WITNESSED BY:</p>  <p>_____</p>	<p>_____</p> <p><b>JAMES A. JONES</b>  <b>Capt, Inf, 009300</b>  <b>Investigating Officer</b></p>
<p><b>ART 136 (b) (4) UCMJ 1951</b></p> <p><small>(Authority to administer oaths)</small></p>	
<p><b>RIGHTS UNDER UNIFORM CODE OF MILITARY JUSTICE, ARTICLE 31, TITLE 10, UNITED STATES CODE, SECTION 1219; AND THE FIFTH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES</b></p>	
<p><b>UNIFORM CODE OF MILITARY JUSTICE, ARTICLE 31, PROVIDES THAT:</b> NO PERSON SUBJECT TO THIS CODE SHALL COMPEL ANY PERSON TO INCRIMINATE HIMSELF OR TO ANSWER ANY QUESTION THE ANSWER TO WHICH MAY TEND TO INCRIMINATE HIM. NO PERSON SUBJECT TO THIS CODE SHALL INTERROGATE, OR REQUEST ANY STATEMENT FROM AN ACCUSED OR A PERSON SUSPECTED OF AN OFFENSE WITHOUT FIRST INFORMING HIM OF THE NATURE OF THE ACCUSATION AND ADVISING HIM THAT HE DOES NOT HAVE TO MAKE ANY STATEMENT REGARDING THE OFFENSE OF WHICH HE IS ACCUSED OR SUSPECTED AND THAT ANY STATEMENT MADE BY HIM MAY BE USED AS EVIDENCE AGAINST HIM IN A TRIAL BY COURT-MARTIAL. NO PERSON SUBJECT TO THIS CODE SHALL COMPEL ANY PERSON TO MAKE A STATEMENT OR PRODUCE EVIDENCE BEFORE ANY MILITARY TRIBUNAL IF THE STATEMENT OR EVIDENCE IS NOT MATERIAL TO THE ISSUE AND MAY TEND TO DEGRADE HIM. NO STATEMENT OBTAINED FROM ANY PERSON IN VIOLATION OF THIS ARTICLE, OR THROUGH THE USE OF COERCION, UNLAWFUL INFLUENCE, OR UNLAWFUL INDUCEMENT SHALL BE RECEIVED IN EVIDENCE AGAINST HIM IN A TRIAL BY COURT-MARTIAL.</p>	
<p><b>TITLE 10, UNITED STATES CODE, SECTION 1219, PROVIDES THAT:</b> NO PERSON IN THE ARMED FORCES MAY BE REQUIRED TO SIGN A STATEMENT OF ANY NATURE RELATING TO THE ORIGIN, OCCURRENCE, OR AGGRAVATION OF ANY DISEASE OR INJURY HE MAY HAVE. ANY SUCH STATEMENT AGAINST HIS OWN INTEREST, WHENEVER SIGNED, IS OF NO FORCE AND EFFECT.</p>	
<p><b>FIFTH AMENDMENT TO THE CONSTITUTION OF THE UNITED STATES PROVIDES THAT:</b> NO PERSON SHALL BE COMPELLED IN ANY CRIMINAL CASE "TO BE A WITNESS AGAINST HIMSELF."</p>	
<p>INITIALS OF PERSON MAKING STATEMENT</p>	<p>Page 2 of <u>2</u> Pages</p>

U.S. GOVERNMENT PRINTING OFFICE: 1962 O - 661015

Figure 5-2②. Sample Statement—Continued.

REPORT OF INVESTIGATION LINE OF DUTY AND MISCONDUCT STATUS (AR 600-10 or AFR 35-67)						DATE 5 July 1969	
1. INVESTIGATION OF <input checked="" type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> DEATH						3. STATUS a. <input type="checkbox"/> REGULAR OR EAD	
2. TO: <input type="checkbox"/> The Adjutant General, Department of the Army, Washington 25, D. C. <input type="checkbox"/> (Major Air Command) <input checked="" type="checkbox"/> Commanding General, Third U. S. Army						b. CALLED OR ORDERED TO AG FOR (1) <input type="checkbox"/> MORE THAN 30 DAYS (2) <input checked="" type="checkbox"/> 30 DAYS OR LESS	
4. LAST NAME - FIRST NAME - MIDDLE INITIAL James, Robert H.						5. SERVICE NUMBER ER 52 756 879	
6. GRADE PFC (E3)						c. <input type="checkbox"/> INACTIVE DUTY TRAINING (Type)	
7. ORGANIZATION AND STATION OF INDIVIDUAL Co C, 180th Abn Inf Regt, USAR, Fort Bragg, North Carolina						d. <input checked="" type="checkbox"/> SHORT TOUR ACTIVE DUTY OR INACTIVE DUTY TRNG	
8. OTHER MILITARY PERSONNEL INVOLVED IN THE SAME INCIDENT (Last Name - First Name - Middle Initial)						COMMENCED	
Smith, John C.			SERVICE NUMBER ER 35 268 732	GRADE Sgt	LOD INVESTIGATION MADE YES X NO	DATE 14 June 1969	HOUR 0001
			ER 26 893 476	Pvt	X	TERMINATED	
						DATE 28 June 1969	HOUR 2400
9. BASIS FOR FINDINGS (As determined by investigation)							
CIRCUMSTANCES		(1) HOUR 1600	(2) DATE 28 June 1969	(3) PLACE 5 miles south of Danville, Va., on U. S. Route 29.			
(4) HOW SUSTAINED While driver of civilian car which collided with a trailer truck.				b. MEDICAL DIAGNOSIS Crushed right femur; multiple lacerations and contusions.			
c. <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT PRESENT FOR DUTY				e. INTENTIONAL MISCONDUCT OR NEGLECT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT THE PROXIMATE CAUSE			
d. ABSENT <input type="checkbox"/> WITH <input type="checkbox"/> WITHOUT AUTHORITY				f. <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND			
4. REMARKS Private James was driving the personal car of Sergeant Smith in convoy returning to home station from two-weeks active duty for training at Fort Bragg, N. C. Sergeant Smith, Private James, and Private Johnson were authorized to travel by privately-owned automobile. The car was forced from the highway by a trailer-truck coming from the opposite direction on the wrong side of the highway. Sergeant Smith was killed in the accident, Private James was severely injured, and Private Johnson received minor scratches and bruises. Private James has been furnished a full copy of the report of investigation. All witnesses to the accident were interrogated.							
10. FINDINGS <input checked="" type="checkbox"/> IN LINE OF DUTY <input type="checkbox"/> NOT IN LINE OF DUTY - NOT DUE TO OWN MISCONDUCT <input type="checkbox"/> NOT IN LINE OF DUTY - DUE TO OWN MISCONDUCT				ORGANIZATION AND STATION OF INVESTIGATING OFFICER Hq and Hq Co, 82d Abn Div, Fort Bragg, North Carolina			
				SIGNATURE AND TYPED NAME OF INVESTIGATING OFFICER James A. Jones			
HEADQUARTERS		DATE		GRADE		BRANCH	
Ft Bragg, North Carolina		10 July 1969		Captain		Infantry	
SERVICE NUMBER		01 268 476					
ACTION BY APPOINTING AUTHORITY				ACTION BY REVIEWING AUTHORITY			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Reasons and substituted findings are on reverse)				<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED FOR THE COMMANDER: (Reasons and substituted findings are on reverse)			
SIGNATURE AND TYPED NAME Same as Reviewing Authority				SIGNATURE AND TYPED NAME LOUIS J. JACKSON			
GRADE		BRANCH		SERVICE NUMBER			
Colonel		AGC		0 29 479			
FOR ACTION OF OFFICE INDICATED IN ITEM 2							
HQ THIRD US ARMY, Fort McPherson, Ga. 30330 17 July 1969							
Approved.							
BY AUTHORITY OF THE SECRETARY OF THE ARMY (AR 600-10):							
HOWARD A. JONES Colonel, AGC Adjutant General							

DD FORM 261 1 AUG 58 PREVIOUS EDITION OF THIS FORM IS OBSOLETE.

Figure 5-8. Sample Report of Investigation—Line of Duty and Misconduct Status.

**CHAPTER 6**  
**INTEGRATED CASUALTY INFORMATION PROGRAM**

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Headquarters, Department of the Army currently is developing the requirements for an information program regarding statistics to satisfy the needs of the Department. Details of the program will be published at a later date.

## ★CHAPTER 7

## CASUALTY REPORTING DURING CIVIL DISTURBANCES

**7-1. General.** This chapter defines responsibilities, establishes procedures, and provides guidance in the reporting of casualties incident to civil disturbance.

**7-2. Responsibilities.** *a.* The task force commander is responsible for:

- (1) The reporting of all casualties as outlined in paragraph 7-3*a* and *b*.
- (2) Establishing a casualty reporting unit deployed on site as an integral organizational element of the task force.
- (3) Establishing immediate communications, for casualty reporting purposes, with the CONUS Army Commander responsible for the area in which the task force is deployed.
- (4) Establishing immediate communications, for casualty reporting purposes, with all commanders of installations from which Active Army units are employed.
- (5) Establishing procedures to accommodate timely reporting of casualties from elements of the task force to the task force casualty unit.

*b.* Commanders of installations (Active Army) from which units are employed are responsible for the processing of all casualties reported by the task force commander, on personnel from their installations, in accordance with chapter 3 and paragraph 7-3*c*(4).

*c.* The CONUS Army Commander having jurisdiction over the civil disturbance area is responsible for:

- (1) The processing of all casualties reported by the task force commander, on Army National Guard personnel as outlined in paragraph 7-3*c*(3).
- (2) Monitoring all casualties reported by the task force commander to insure prompt and accurate reporting.
- (3) Assisting the task force commander, when required, in all aspects of casualty reporting to include communications, liaison and administrative support.

*d.* The principal CONUS Army Commander designated to provide Active Army units (deter-

mined by CG, USCONARC when more than one Army Commander is involved) is responsible for providing the task force commander with adequate personnel, from within command resources, to perform the casualty reporting functions.

**7-3. Procedures.** *a. Persons to be reported.*

- (1) All Active Army personnel assigned to the task force.
- (2) All Army National Guard personnel CALLED into active military service, assigned to the task force. Casualties which occur prior to the time Army National Guard units are CALLED into active military service remain the responsibility of the State Adjutant General and will not be reported by the task force commander. However, extreme caution will be exercised to note the time of casualties during the initial 24-hour period of operation. The task force commander will insure that all Army National Guard personnel who become casualties are properly reported through Army National Guard channels in the event it is determined that the casualty actually occurred prior to the time the units were CALLED to active military service. All questionable casualties, in terms of the time of incident, will be reported through Active Army channels as prescribed in *c* below.
- (3) Active Army personnel on leave, pass, TDY, AWOL, or in a desertion status who are not members of the task force.

*b. Reportable casualties.*

- (1) Deaths.
- (2) Missing persons.
- (3) Very seriously ill or seriously ill.
- (4) Persons injured or wounded regardless of severity as a direct result of sniper fire, mob action, or individual rioters.

*c. Reporting.* All reportable casualties will be reported as "not as the result of civil disturbance" or "as the result of civil disturbance" as appropriate.

*d. Nonreportable casualties.* All accidental injuries that are not directly related to riot disturb-

ance and otherwise not reportable under the criteria established in *b* above.

*e. Operations and administration.*

- (1) It is envisioned that normally when the decision is made to use military force in any civil disturbance, employment of such force will occur in two phases. During phase 1, Army National Guard units will be initially used, ordered to State active duty, remaining entirely under State control. Under phase 2, the Army National Guard units will be CALLED into active military service and Active Army units will be deployed in the area, at which time all units will be commanded by a task force commander.
- (2) Casualty reporting of Army National Guard personnel remains the responsibility of the State Adjutant General during phase 1 and continues to be administered under the provisions of NGR 28. When phase 2 is invoked, the reporting of Army National Guardsmen will conform to the same procedure used for the reporting of Active Army personnel. The provisions of chapter 3 apply, except as supplemented by this chapter.
- (3) Casualties concerning Army National Guard personnel CALLED into active military service will be reported telephonically or by electrical transmission (IMMEDIATE PRECEDENCE) by the task force commander to the CONUS Army Commander having jurisdiction over the disturbance area for action. When reports are made by electrical means Casualty Division, Office of The Adjutant General, Department of the Army will be information addressee. Action by the CONUS Army Commander will include notification of next-of-kin. The responsible CONUS Army Commander will report casualties by message (IMMEDIATE PRECEDENCE) to the Chief, Casualty Division, Office of The Adjutant General, Department of the Army, in those instances when telephonic reports are made by the task force commander.

- (4) Casualties concerning Active Army personnel will be reported telephonically or by electrical transmission (IMMEDIATE PRECEDENCE) by the task force commander to the home station commander of the individual for action. When reports are made by electrical means the CONUS Army Commander having jurisdiction over the civil disturbance area, the CONUS Army Commander having jurisdiction over the home station of the individual, and Casualty Division, office of The Adjutant General, Department of the Army will be information addressee. In instances when telephonic reports are made by the task force commander, the installation commander will report casualties by message (IMMEDIATE PRECEDENCE) to the appropriate CONUS Army Commanders and Casualty Division, office of The Adjutant General, Department of the Army.

*f. Other reports.* In addition to the requirement for casualty reports prescribed above, the task force commander will compile, record and develop statistical data on all casualties categorically listed by types (*b* above) to include nonreportable casualties (*d* above) by component. The term, component for this purpose means Army National Guard personnel CALLED into active military service (NG) or Active Army personnel (AA). Statistical data recording will commence from the onset of the operation and continue until termination. Data will be cumulatively compiled on a 24-hour basis terminating at 2400 hours daily. Data will be readily available for reporting upon request by Headquarters, Department of the Army and other commanders (need to know) authorized by the Commanding General, United States Continental Army Command. At the conclusion of the operation the task force commander will submit an after action report concerning casualty reporting which will include a copy of the final statistical report prescribed above. In addition, the final action report will include recommendations to overcome noted problem areas that require consideration by Headquarters, Department of the Army.



0001153309

AR 600-10

[AGPB]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,  
*Major General, United States Army,  
The Adjutant General.*

HAROLD K. JOHNSON,  
*General, United States Army,  
Chief of Staff.*

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