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Personnel—General

Army in Europe Casualty Management

***This regulation supersedes AE Regulation 600-8-1, 27 April 2010.**

For the Commander:

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Summary. This regulation prescribes peacetime Army casualty-management policy and procedures for the Army in Europe.

NOTE: Because of the urgent and sensitive nature of casualty-management functions and related actions, everyone involved in casualty management should contact the Europe and Africa Casualty Assistance Center (CAC) concerning matters not covered by AR 600-8-1, this regulation, or other publications on casualty management.

Summary of Change. This revision—

- Changes the name of the USAREUR CAC to the Europe and Africa CAC.
- Changes the term “after-action report (AAR)” to “casualty after-action report (CAR).”
- Incorporates information about providing logistic support for Family members attending unit memorial ceremonies (para 6k).
- Incorporates administrative changes throughout.

Applicability. This regulation applies to HQ USAREUR staff offices, USAREUR major subordinate and specialized commands (AE Reg 10-5, app A), and IMCOM-Europe. It also applies to U.S. Army units and personnel permanently or temporarily located within the area of responsibility (AOR) of the Europe and Africa CAC. These units and personnel include the following:

- Active and Reserve Component Soldiers assigned or attached to U.S. Army elements in the European theater, and those permanently or temporarily located within the AOR of the Europe and Africa CAC.

- Family members of active-duty Soldiers.
- Department of the Army (DA) civilians and their Family members.
- DOD civilians and their Family members who receive support from DA civilian personnel offices.
- Retired Army personnel.
- Contract field technicians employed by or under contract with DA.
- DOD contractors and technicians providing support to DA.
- Representatives of DA-sponsored organizations (for example, the American Red Cross, banking facilities, United Service Organizations).
- Contract representatives of the Department of Veterans Affairs and the Department of Labor.
- Nonaffiliated individuals accompanying the Force.

Supplementation. Organizations will not supplement this regulation without approval by the Military Policy Section, Military Personnel and Plans Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR.

Forms. This regulation prescribes AE Form 600-8-1A and AE Form 600-8-1B. AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <https://aepubs.army.mil/>.

Suggested Improvements. The proponent of this regulation is the Military Policy Section, Military Personnel and Plans Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR (DSN 370-6816/6086 or civ (0049) 6221-57-6816/6086). Users may send suggested improvements to this regulation by e-mail to the USAREUR G1 (AEPE-M) at usarmy.badenwur.usareur.mbx.usareur-military-personnel-@mail.mil.

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SECTION I GENERAL

1. PURPOSE

This regulation prescribes policy and procedures for peacetime Army casualty management. This includes casualty reporting, next-of-kin (NOK) notification, casualty assistance, and summary court-martial officer (SCMO) appointment for Army units based in the European theater and deployed units. FM 1-0 prescribes wartime casualty-reporting procedures.

2. REFERENCES

Appendix A lists references.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

SECTION II RESPONSIBILITIES

4. USAREUR G1

a. The USAREUR G1 will—

(1) Be responsible for managing the Army in Europe Casualty Program.

(2) Direct and monitor casualty notification and assistance services in the Europe and Africa Casualty Assistance Center (CAC) area of responsibility (AOR).

(3) Ensure subordinate commanders train unit personnel on basic casualty-reporting procedures and standards.

(4) Determine if military funeral honors are required in a USAREUR-designated country outside the IMCOM-Europe or USAREUR AOR. The Europe and Africa CAC will request that the Central Tasking Branch, Operations Division, Office of the Deputy Chief of Staff, G3, HQ USAREUR, task a USAREUR major subordinate command for the honors detail.

(5) Maintain AE Regulation 600-8-2.

(6) Provide assistance to and evaluate casualty operations of subordinate units.

(7) Provide casualty-management support (reporting, notification, and assistance) for casualties in the Europe and Africa CAC AOR.

b. The Chiefs, Enlisted Personnel Management Division and Officer Personnel Management Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR, will coordinate and expedite emergency “Blue Bark” requests for curtailment and reassignment (para 44).

c. The Europe and Africa CAC will—

(1) Serve as an information and coordination link for transmitting casualty information to and from United States Army garrisons (USAGs); the Casualty and Mortuary Affairs Operations Center (CMAOC), United States Army Human Resources Command (HRC); and the United States Army Mortuary Affairs Activity, Europe, 21st Theater Sustainment Command.

(2) Coordinate casualty-related matters with USAG casualty managers, based on geographic-area jurisdiction. This includes providing a casualty notification officer (CNO), a casualty assistance officer (CAO), an SCMO, unit escorts, funeral honor details, chaplains, and other support as needed.

(3) Provide the Army in Europe updated information from the CMAOC to support theater casualty-notification and -assistance programs.

(4) Provide casualty-management support (reporting, notification, and assistance) for casualty operations for countries outside the IMCOM-Europe and USAREUR AOR.

(5) Enforce Department of the Army (DA) and USAREUR personnel policy relating to Army casualty operations in Europe.

(6) Ensure the content requirements of CAO kits are published as needed.

(7) Help maintain AE Regulation 600-8-2.

(8) Establish and operate a casualty information center mass-casualty assistance team when ordered to do so.

(9) Prepare Defense Casualty Information Processing System (DCIPS) reports in accordance with AR 600-8-1 on reportable personnel who become casualties.

(10) Prepare followup reports to initial (INIT) DCIPS casualty reports as necessary. Followup reports include supplemental (SUPP), progress (PROG), and status change (STACH) reports.

(11) Protect the confidentiality of personal information by handling and processing casualty reports and casualty information as For Official Use Only (FOUO).

(12) Provide USAGs a model CAO kit as well as CMAOC-standardized CNO and CAO classroom training and certification material to ensure standardized, high-quality training.

(13) Provide completed CAO casualty after-action reports (CARs) to the CMAOC within 120 days after the date on which a death occurs and after communicating with the NOK being assisted (if the NOK is still physically in the Europe and Africa CAC AOR).

(14) Provide information to the USAREUR Crisis Action Team.

(15) Provide seriously wounded, injured, or ill (SI) and very seriously wounded, injured, or ill (VSI) travel and transportation order (T&TO) information to the CMAOC and coordinate NOK travel plans with the CMAOC and the appropriate USAG.

(16) Provide technical guidance and assistance to USAGs on casualty management, reporting, and notification, and on casualty-assistance programs.

(17) Send DCIPS reports to the CMAOC.

(18) Coordinate with units and USAGs to ensure that the primary next of kin (PNOK) are invited to unit memorial events that the unit is required to hold.

(19) Coordinate directly with unit commanders to ensure line-of-duty investigations (LODIs) are processed in a timely manner.

(20) Direct and monitor the casualty-notification and -assistance process until the process is complete and assistance is no longer needed.

5. IMCOM-EUROPE

a. IMCOM-Europe will—

(1) Manage casualty operations at the garrison level.

(2) Coordinate annual casualty-training workshops with IMCOM-Europe theater installation casualty managers.

(3) Ensure garrisons maintain effective mass-casualty standing operating procedures (SOPs).

(4) Provide staff assistance and evaluation of theater installation casualty operations to ensure compliance with established laws, regulations, policy, and guidelines.

(5) Publish internal guidance outlining garrison casualty-manager responsibilities.

b. Garrison commanders will—

(1) Support casualty-notification and -assistance procedures for NOK using the assets of all units assigned in their geographic AOR.

(2) Ensure that appointed CNOs and CAOs are mature Soldiers with 6 or more years of active-duty service and are certified as trained to serve.

NOTE: Enlisted CAOs must be in the grade of sergeant first class (SFC) or above, officer CAOs must be in the grade of captain or above, and warrant officer CAOs must be in the grade of chief warrant officer 2 (CW2) or above. All CAOs must have been on active duty for 6 or more years. When officers, enlisted Soldiers, or warrant officers in the appropriate grades are unavailable, an exception to policy may be requested by calling the Europe and Africa CAC (DSN 370-4369/4370 or civ 06221-57-4369/4370), which will relay the request to the CMAOC for approval.

(3) Ensure that casualty workgroups (CWGs) are established and operated according to AR 600-8-1 and paragraph 43 of this regulation.

(4) Ensure that casualty notifications in their geographic AORs are timely, dignified, and accomplished in an understanding manner. Notifications will be made with urgency and completed within the timelines established in AR 600-8-1.

NOTE: Unless the PNOK is physically present at the place of death, personal notification will be made between 0500 and 2400 local time. Exceptions to this time period require CMAOC approval, which may be obtained by contacting the Europe and Africa CAC.

(5) Maintain sufficient garrison casualty-management staff to have an effective casualty-reporting, -notification, and -assistance program 24 hours a day.

(6) Ensure that units have effective programs for—

(a) Appointing CNOs, CAOs, and SCMOs on memorandums signed by the garrison casualty manager or a designated representative.

(b) Maintaining a sufficient pool of trained and certified CNOs, CAOs (both military and civilian), and SCMOs.

NOTE: Garrison commanders must ensure that the civilian personnel advisory center (CPAC) and the Department of Defense Dependents Schools office responsible for their garrison AOR identify DA civilians to attend the Army standardized 2-day CNO and CAO classroom training with the garrison casualty-management office. This will ensure that these agencies have certified and trained personnel available to provide casualty assistance to the NOK. Consistent with paragraph 5b(2), sufficient garrison personnel in the civilian equivalent grade of GS-9 and above, except for commanders and chaplains, must be casualty-trained and certified to perform CNO and CAO duties when required.

(c) Mass-casualty operations.

(7) Ensure casualty managers have sufficient updated CAO kits available for CAOs. Sufficient CAO kits (that is, enough for 3 percent of assigned Soldiers) must be maintained to facilitate reaction to a mass-casualty event. The kits should be tailored to the needs of the particular type of deceased person (for example, active-duty Soldier, civilian, retiree).

(8) Maintain a complete list of contact information of casualty-trained personnel by unit who are available and on call for CNO, CAO, and SCMO duties.

(9) Maintain a garrison mass-casualty SOP.

(10) Monitor and assist CNOs, CAOs, and SCMOs in the performance of their duties. Garrison commanders will include comments about casualty duties on officer and noncommissioned officer (NCO) evaluation reports.

(11) Not directly contact NOK who are outside the USAREUR AOR until confirmation is received from the Europe and Africa CAC that the NOK has been officially notified. The CMAOC, the responsible CAC, or the CONUS CAO will initiate all contact with NOK who are outside the command.

(12) Provide support within the garrison AOR using assigned unit assets to conduct military funerals, unit memorial ceremonies, honors, and escorts in accordance with AR 600-25, paragraph 6-10. AR 638-2, chapter 12, provides more information on escorts.

(13) Ensure the casualty manager calls the Europe and Africa CAC immediately after the NOK has been notified to report the completion of the notification process and forwards the CNO appointment orders with the casualty notification actions report.

NOTE: The record of casualty notification actions report must include the name, grade, and date of certification of the notifier; the date, time, and place of notification; and the NOK's confirmed 45-day address and telephone number (that is, the address at which the NOK may be contacted for 45 days following the notification). Additional information about the Family should be included as appropriate, such as the Family's response to notification, health problems, or financial needs, to help the CAO prepare for the initial telephone call and visit.

(14) Ensure reportable casualty incidents are reported promptly, completely, and accurately to the Europe and Africa CAC and the servicing medical treatment facility (MTF).

(15) Ensure that the servicing MTF classifies reportable personnel hospitalized in the garrison AOR on DA Form 2984 and submit the form to the Europe and Africa CAC for further processing.

6. COMMANDERS OF SUBORDINATE UNITS AND U.S. ARMY ELEMENTS

Commanders of subordinate units and U.S. Army elements will—

a. Ensure that Soldiers and U.S. Government civilians assigned to emergency-essential positions or deploying in support of military operations maintain an updated DD Form 93. Soldiers must also have an updated Department of Veterans Affairs (VA) Form SGLV-8286.

b. Ensure that the staff duty NCO knows that information on casualty incidents is releasable by telephone to the garrison casualty-management office and the Europe and Africa CAC.

c. Provide the names of military and civilian personnel eligible for casualty training and subsequent appointment as CNOs, CAOs, or SCMOs to their servicing garrison casualty manager.

NOTE: The casualty's assigned rear-detachment command will be offered the "right of first appointment" of CNOs, CAOs, and SCMOs. The unit may choose to accept all, part, or none of these duties. If a unit chooses not to accept all or any casualty duties, the garrison casualty manager will initiate normal appointment procedures. In this case, the unit will remain subject to performing duties when it is next scheduled to do so on the tasking roster. Notification of the NOK will not be delayed.

d. Initiate collateral investigations (formal or informal) for all hostile, accidental, or self-inflicted deaths in accordance with AR 15-6.

e. Not directly contact NOK who are outside the USAREUR AOR until confirmation is received from the Europe and Africa CAC that the NOK has been officially notified. The CMAOC, the responsible CONUS CAC, or the CONUS CAO will initiate all contacts with NOK who are outside the USAREUR AOR.

f. Promptly notify the servicing military finance officer when Soldiers are classified as SI, VSI, or special category (SPECAT). Rear-detachment commands should notify by telephone NOK who are outside the USAREUR AOR if the Soldier is in the category of not seriously injured or ill (NSI), SI, or VSI.

g. Promptly notify the servicing MTF and garrison casualty manager when a Soldier or civilian employee is admitted to a host-nation (HN) hospital. Units must request a determination from the servicing MTF as to whether the Soldier or civilian employee should be classified as SI, VSI, or SPECAT.

(1) The rear-detachment command must notify the MTF and the garrison casualty manager within 2 hours after the official casualty report is received. If the 2-hour time requirement is not met, the CMAOC will make the notification. Requests for exception to the 2-hour notification requirement will be considered on a case-by-case basis and must be sent through the garrison casualty manager to the CAC. The CMAOC, the responsible CONUS CAC, or the CONUS CAO will initiate all contacts with NOK who are outside the USAREUR AOR for casualties in the category of *deceased* or *missing in action*.

(2) Commanders will ensure that a CAO CAR is completed and forwarded to the Europe and Africa CAC before the CAO is released from his or her duties. The CAO will submit a CAR as soon as the NOK has departed the garrison AOR or all CAO actions are completed. A copy of the report must be filed in the garrison casualty-management office.

h. Release preliminary United States Army Criminal Investigation Command (USACIDC) reports to the Europe and Africa CAC on request when they pertain to active-duty casualties. The Europe and Africa CAC will not release the information in these reports to third parties (including NOK) without prior USACIDC coordination and approval to release.

i. Report reportable casualty incidents promptly, completely, and accurately to their chain of command, the servicing MTF, and the garrison casualty manager.

j. Support the servicing garrison casualty manager by providing a CNO, CAO, or SCMO to perform duties on request.

k. Conduct unit memorial ceremonies and coordinate with the Europe and Africa CAC for the official invitation of Family members. Commanders will also provide logistic support for Family members attending unit memorial ceremonies.

7. MEDICAL TREATMENT FACILITIES

MTF commanders will—

a. Ensure DA Form 2984 is completed. DA Form 2984 must be completed and signed by the attending U.S. physician and promptly sent to the local garrison casualty manager to be forwarded to the Europe and Africa CAC by e-mail (usarmy.badenwur.usareur.mbx.casualty-usareur@mail.mil) or fax (DSN 370-4368 or civ 06221-57-4368).

b. Ensure an attending or controlling U.S. physician is appointed for each reportable casualty, including casualties in HN medical facilities. The name, grade, and duty and home telephone numbers of the attending U.S. physician must be provided to the Europe and Africa CAC.

c. Ensure medical and patient administration division (PAD) personnel know that patient and casualty information is releasable by telephone to the Europe and Africa CAC without violating the Privacy Act or physician-patient confidentiality. Under the privacy provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, only the minimum information that the Europe and Africa CAC needs to complete its mission may be given. The military clause of the HIPAA does not allow for the complete release of patient information without the authorization of the patient or the patient's NOK.

d. Ensure PROG reports state if the patient is on a life-support system and, if so, the type of system (for example, respirator).

e. Ensure that NSI, SI, VSI, special interest (SPEINT), and SPECAT determinations are made immediately and copies of DA Form 2984 are provided to the Europe and Africa CAC immediately on notification of a reportable person being admitted to an HN hospital.

f. Establish and maintain liaison with HN civilian hospitals in their geographic AOR for casualties outside the military MTF. MTF commanders will obtain information on reportable casualties (including SPEINT casualties) from HN medical facilities and give this information to the Europe and Africa CAC.

g. Forward medical and dental records to the Armed Forces Regional Medical Examiner. If an active-duty Soldier dies and an autopsy is required (AE Reg 40-57), the Soldier's medical and dental records must be forwarded to the Armed Forces Regional Medical Examiner to help conduct the autopsy. The MTF casualty officer will dispose of the Soldier's medical and dental records in accordance with AR 600-8-104.

h. Promptly forward AE Form 600-8-1B information, PROG reports, medical evacuation reports, and other required information about military MTF and HN hospital patients to the Europe and Africa CAC according to AR 600-8-1.

i. Determine whether the presence of the PNOK is necessary and will contribute to the recovery of the Soldier. A DA Form 2984 documenting this determination and signed by the MTF commander, attending physician, PAD representative, or administration officer of the day is required to obtain a T&TO.

j. Not directly contact NOK who are outside the USAREUR AOR until confirmation is received from the Europe and Africa CAC that the NOK has been officially notified. MTF personnel, including physicians, will not initiate direct contact with NOK who are outside the USAREUR AOR. The CMAOC, the responsible CONUS CAC, or the CONUS CAO will initiate all contacts with NOK who are outside the USAREUR AOR.

k. Notify the Europe and Africa CAC when a reportable patient is to be transferred to a CONUS MTF. The losing MTF will inform the Europe and Africa CAC of the patient's scheduled departure date and destination, and provide a final PROG report.

l. Notify the Europe and Africa CAC when a reportable patient is transferred within the Army in Europe and provide a PROG report. This includes reportable patients moved from an HN medical facility to a military MTF or another HN medical facility. On the patient's arrival, the gaining MTF will provide a PROG report and include the name and telephone number of the new attending U.S. physician.

m. Promptly report reportable casualty incidents (including those involving casualties being treated in HN hospitals) completely and accurately to the Europe and Africa CAC.

n. Provide a final PROG report when a patient is removed from a reportable category and not placed into another reportable category, regardless of the normal PROG report due date.

o. Provide PROG reports on reportable VSI, SI, SPECAT, and SPEINT patients to the Europe and Africa CAC by fax or e-mail. The Europe and Africa CAC will send the report to the HRC, which uses these reports to officially describe the patient's condition to NOK who are not in the European theater of and to respond to media and other sensitive inquiries. The MTF will complete PROG reports using AE Form 600-8-1B. A PROG report must be submitted when—

(1) The patient is admitted to an MTF. A PROG report must be submitted on the day of admission and every 5 calendar days thereafter until the patient is released.

(2) The patient's condition significantly changes (for better or worse), regardless of the report due date.

(3) The patient is moved to another MTF or to an HN facility.

(4) The patient is classified NSI or removed from a reportable status.

8. CIVILIAN PERSONNEL OFFICES

Personnel officers at the Operations Center, United States Army Civilian Human Resources Agency, Europe Region, and CPACs will—

a. Ensure civilian employees are required to periodically update their emergency data information online at <http://cpol.army.mil/library/emergency/contacts/>.

b. Ensure civilian employees assigned to or working in the Army in Europe provide current emergency data information to their servicing CPAC.

c. Ensure civilian personnel specialists know that information in the casualty's personnel file is releasable by telephone to the garrison casualty manager and the Europe and Africa CAC.

d. In coordination with the local garrison management office, identify a civilian personnel specialist to help process all NOK benefits and entitlements from the Army Benefits Center in coordination with the appointed DA civilian CAO. This assistance will be comparable to that prescribed in this regulation and AR 600-8-1 for military Family members. The Army Benefits Center, in coordination with the appointed CAO, will help process all benefits and entitlements. After Family members enter CONUS, the gaining CPAC, in coordination with the closest CONUS CAC, will normally provide for any remaining assistance that may be necessary.

- e. Assign a civilian personnel specialist to provide technical personnel guidance to the CAO and the CWG.
- f. Provide information as requested from the casualty's personnel file for the casualty report.
- g. Provide POCs to the garrison casualty manager and Europe and Africa CAC to facilitate casualty-management activities, including POCs for retrieving civilian personnel records after normal duty hours.
- h. Report deaths of civilian employees and Family members of civilian employees for whom they maintain records to the servicing garrison casualty manager, the responsible MTF, and the 266th Finance Center.
- i. Prepare the "verification of employment" memorandum addressed to the Landstuhl Regional Medical Center within 4 hours after receiving the initial casualty report from the Europe and Africa CAC.

9. ARMY AND AIR FORCE EXCHANGE SERVICE, EUROPE (AAFES-EUR)

AAFES-Eur personnel officers will—

- a. Ensure AAFES-Eur civilian personnel specialists know that information in the casualty's personnel file is releasable by telephone to the garrison casualty manager and the Europe and Africa CAC.
- b. Identify an employee to serve as a CAO.
- c. Provide assistance and technical civilian personnel guidance to the NOK and the CWG.
- d. Provide information as requested from the casualty's personnel file for the casualty report.
- e. Report deaths of U.S.-citizen civilian employees and their Family members to the garrison casualty manager.

10. PROVOST MARSHAL OFFICES AND STATIONS

Provost marshals and station commanders who obtain information on the circumstances of a casualty will—

- a. Ensure military-police desk personnel know that information on casualties (including identities of personnel involved in an incident and a general description of the incident circumstances) is to be provided to the garrison emergency operations center for its notification to the garrison casualty management office.
- b. Not directly contact NOK who are outside the USAREUR AOR until confirmation is received from the Europe and Africa CAC that the NOK has been officially notified. The CMAOC, the responsible CONUS CAC, or the CONUS CAO will initiate all contacts with NOK who are outside the USAREUR AOR.
- c. Report reportable casualty incidents promptly, completely, and accurately to the garrison emergency operations center.

11. UNITED STATES ARMY CRIMINAL INVESTIGATION COMMAND

USACIDC field offices and elements that obtain information on the circumstances of a casualty will give the following to the garrison casualty manager or the Europe and Africa CAC:

- a. A copy of the initial investigation report.
- b. A copy of the inventory of personal property withheld as evidence.
- c. The name and telephone number of the special-agent POC for Europe and CONUS (when available).

SECTION III PUBLIC RELEASE OF CASUALTY INFORMATION

12. REQUESTS FOR INFORMATION

- a. AR 360-1 provides guidelines for the public release of information on SI, VSI, SPEINT, SPECAT, and deceased patients.

NOTE: Public release of casualty information will not be made until 24 hours after the PNOK and the secondary NOK (SNOK) of all individuals involved in the incident have been notified and, for deceased persons, a positive identification (PID) of the remains has been made. When circumstances demand, the CMAOC may grant an exception to this requirement. Public release of information on SI, VSI, SPEINT, and SPECAT casualties will not be made without authorization from the patient or the patient's NOK. The Europe and Africa CAC will verify to garrison commanders that notification has been completed. The USAMAA-E will verify the PID of remains.

- b. Media requests received by non-public affairs offices will be referred without comment to the Office of the Chief, Public Affairs, HQ USAREUR, or to the parent command.
- c. DOD and DA have established specific policy and methods for announcing deaths in combat zones and in general. Public affairs offices will comply with this policy.

SECTION IV CASUALTY REPORTING

13. PRINCIPLES OF REPORTING

The casualty report is the factual basis for notifying the NOK. This report must be accurate and timely. Notification will not be made until the official notification script is received from the CMAOC notification cell.

14. REPORTABLE DEATHS

- a. AE Regulation 40-400 provides guidance on issuing birth and death certificates. Infant and fetal deaths will be reported only if U.S. military medical authorities issue a death certificate. U.S. military medical authorities, based on local HN laws, will make miscarriage and infant-death determinations. For incidents classified as miscarriages, death certificates issued solely for funeral or religious purposes may not be used as grounds to warrant a casualty report.
- b. Deaths will be reported in accordance with AR 600-8-1, chapter 3.

15. REPORTABLE WOUNDED, INJURED, OR ILL

a. All personnel in the SPEINT category will be reported, regardless of their desire or severity of injuries. The Europe and Africa CAC declares a patient as SPEINT. To ensure the HRC is prepared to respond to media, Family, and other inquiries, all personnel involved in SPEINT casualty incidents will be reported, whether or not they were injured or categorized as VSI, SI, or SPECAT.

b. The categories of VSI, SI, and NSI will be reported in accordance with AR 600-8-1, chapter 3-20.

NOTE: Only U.S. and U.S.-contracted attending physicians may classify an individual as VSI, SI, or NSI.

16. MEMBER OF HOUSEHOLD

For casualty-reporting purposes, an official “member of household” is a member of the U.S. Army military or civilian component in Europe who possesses a military member of household ID card.

a. A visiting relative of a sponsor is categorized as a tourist and is not a member of household. Tourists are not considered members of the U.S. Army military or civilian support network in Europe, and a casualty report will not be submitted unless an individual or incident is classified as SPEINT. The unit commander should provide local support as necessary to Soldiers and civilian employees in solving problems arising from the death of a visitor.

b. Specific support and assistance can be obtained through the consular services section of the servicing U.S. consulate.

17. PREPARATION OF CASUALTY REPORTS

AR 600-8-1 includes procedures, terms, formats, and information requirements for casualty reports. The Europe and Africa CAC will use DCIPS to generate casualty reports.

18. METHOD OF REPORTING

The garrison casualty manager will report casualty incidents to the Europe and Africa CAC by telephone or e-mail (usarmy.badenwur.usareur.mbx.casualty-usareur@mail.mil). Reports by e-mail must be followed by a telephone call to inform the Europe and Africa CAC of the e-mail notification. The numbers for telephonic reports are as follows:

a. Military: DSN 314-370-4370/3500.

b. Civilian:

(1) Calls from within Germany: 06221-57-4370/3500.

(2) Calls from within Europe: 0049-6221-57-4370/3500.

(3) Calls from outside Europe: 011-49-6221-57-4370/3500.

19. REPORTING COMMAND

Only the Europe and Africa CAC will submit DCIPS casualty reports to the CMAOC on reportable casualties in the European theater and in the Europe and Africa CAC AOR as outlined in AR 600-8-1.

20. CASUALTY REPORTING UNDER SPECIFIED CIRCUMSTANCES

Reports will be sent to the Europe and Africa CAC by the quickest means available for the following categories of incidents, which should be recorded as SPEINT:

- a. Incidents involving high-level Government officials or public figures assigned to or visiting the Army in Europe.
- b. Incidents involving officers in the grade of colonel and above including retired general officers, general-officer designees, and their Family members.
- c. Multiple reportable casualties, mass-casualty incidents, casualties resulting from terrorist activities or other newsworthy incidents, and aircraft or training accidents.
- d. Unusual incidents that are believed to be newsworthy because of their highly unusual or unique nature, regardless of the extent or seriousness of injuries sustained.

21. CASUALTY-REPORTING PROCEDURES

The following reports will be used for reporting casualties:

a. INIT Reports. When notified of a casualty incident, the Europe and Africa CAC will—

- (1) Notify the CMAOC by telephone of the casualty or incident.
- (2) Obtain as much information as possible from the reporting source, other available sources, and the responsible MTF.
- (3) Obtain relevant personal data and casualty documents from the responsible USAG or CPAC.
- (4) Prepare an INIT report using the DCIPS, and send the report by e-mail to the CMAOC, the USAREUR G1, the Casualty Watch Officer, and the responsible USAG.
- (5) Verify that PID has been made, if applicable.

b. SUPP Reports. Once notification of the PNOK and SNOK has been completed, the Europe and Africa CAC will give copies of the INIT report to the sponsor's unit and other agencies actively involved in the INIT casualty report, casualty assistance, or subsequent investigation or inquiry (for example, MTF, USACIDC, USAMAA-E). Garrison commanders will ensure that—

- (1) A copy of all casualty reports is given to the sponsor's unit or agency after the PNOK and SNOK have been notified.
- (2) Reports on deaths are provided to the garrison CWG. The garrison CWG will review the reports and inform the Europe and Africa CAC immediately of inaccuracies, inconsistencies, and new information on the circumstances of the incident. The Europe and Africa CAC will provide this information in SUPP reports to the CMAOC.

22. FOLLOWUP INQUIRIES

The PNOK may send inquiries directly to the unit or through Presidential, congressional, inspector-general, or casualty channels. Except for inspector-general issues, the garrison CWG coordinator will serve as the central POC for inquiries and will inform the Europe and Africa CAC of inquiry details and the proposed response.

23. DISPOSITION OF CASUALTY ASSISTANCE REPORTS

a. The Europe and Africa CAC will maintain files for CAO reports for the duration of the year of death plus 2 years.

b. The CAC will ensure a CAO CAR pertaining to Family members remaining in theater is completed not more than 5 days after the CAO has completed required actions.

c. The original copy of each completed CAO CAR and supporting documents will be sent to the USAREUR G1 (AEPE-AGP/Casualty) Unit 29351, APO AE 09014-9351. The Europe and Africa CAC will forward the CAO CAR to the CMAOC.

d. When Family members of a deceased sponsor relocate to CONUS, the Europe and Africa CAC will forward the CAO-completed CAR to the gaining CAC. AR 600-8-1 provides AORs and mailing addresses for CACs. Whenever possible, the USAREUR CAO will contact the CONUS CAO to provide background information on the Family and a briefing on casualty-assistance activities that have occurred up to the time of the briefing. The CMAOC website at <https://www.hrc.army.mil/TAGD/CMAOC> provides the most current list of CACs showing AOR and contact information under the *Casualty Assistance Center Locator* tab. The CAO CAR must be completed as soon as possible, but not later than 5 workdays after Family members leave. If a final report cannot be submitted, interim reports will be submitted every 10 days until required actions have been completed. If no additional information is added to the interim CAR, the CAO will submit a copy of the CAR with “No additional entries” annotated on the top of the report.

SECTION V CASUALTY NOTIFICATION

24. NOTIFICATION OF NEXT OF KIN AND BENEFICIARIES

USAG commanders will ensure that the NOK of deceased Soldiers and civilian employees in their AORs are notified by a CNO appointed on a memorandum signed by the garrison casualty manager. Notification will be made in person in a timely, dignified, and understanding manner in accordance with AR 600-8-1. VSI, SI, SPEINT, SPECAT, and hostile-NSI notifications will be made in accordance with the guidance applicable to notifications involving deceased and missing personnel, except that notifications may be made by telephone or as directed by the garrison commander. If the USAG is instructed to notify the NOK in person for casualties involving other than deceased or missing personnel, the notifier will not wear a class A uniform.

25. NOTIFICATION OFFICIALS

a. If the NOK of the deceased is present in the MTF at the time of death, the attending U.S. physician will notify the NOK.

b. If the NOK is not present at the time of death, the NOK (if in theater) will be notified in person by the CNO designated by the garrison casualty manager. The sponsor’s unit will have the opportunity to decline CNO duties entirely or in part.

(1) Enlisted CAOs must be in the grade of SFC or above. Officer CAOs must be in the grade of captain, CW2, or above and must have been on active duty for 6 or more years. The CNO must be in the same grade as the casualty or in a higher grade and will not serve as the CAO for the PNOK. For the SNOK, the CNO will also be the CAO, unless the SNOK requests otherwise.

(2) The garrison casualty manager will call the Europe and Africa CAC and give the name, grade, unit, and position of the person making the notification; the date-time group (local time) and place of notification; and the NOK's confirmed 45-day address and telephone number.

(3) To enable commanders of casualties to render assistance to the NOK in the future, they are discouraged from personally notifying the NOK. However, commanders will have the opportunity to render official condolences within 1 week after the death of the Soldier and after the CNO has officially notified the NOK (app B). All personnel are prohibited from making in-person or telephonic notification to the NOK of deceased casualties outside the European theater. Notifications outside the European theater will be made through the CMAOC. Local commanders are prohibited from making independent casualty notifications. Notification must be made in coordination with the local garrison casualty manager.

26. NOTIFICATION HOURS

a. Hours of notification are normally between 0500 and 2400 local time.

b. All notification actions will be reported to the Europe and Africa CAC immediately on completion.

c. If a casualty incident has or is expected to generate immediate publicity and the responsible garrison commander believes it is in the best interest of the NOK and the Army to make immediate notification outside of normal notification hours, the garrison commander may request authorization from the CMAOC through the Europe and Africa CAC to make the notification outside of normal notification hours.

d. If a commander believes that delaying notification would be in the best interest of the NOK, he or she must submit an official request to do so to the Europe and Africa CAC for CMAOC approval.

SECTION VI PREPARATION AND DISPATCH OF LETTERS

27. LETTERS OF SYMPATHY, CONDOLENCE, AND CONCERN

Letters of sympathy (LOSs) and letters of condolence (LOCs) prepared after a Soldier's, civilian employee's, or retiree's death will not be sent or presented until verification is received from the Europe and Africa CAC that the NOK has been officially notified.

a. AR 600-8-1, chapter 8, provides procedures for preparing and reviewing LOSs and LOCs, defines their purpose, and includes sample letters. Commanders will follow these procedures when preparing LOSs and LOCs.

b. Commanders of personnel hospitalized and listed as VSI, SI, SPECAT, or NSI and subject to special interest may send the NOK a letter of concern. If a letter is prepared, the procedures in AR 600-8-1, chapter 8, for preparing and reviewing LOSs must be followed.

d. LOSs and LOCs will be reviewed by the first lieutenant colonel in the chain of command for compassion, clarity, accuracy, completeness, and compliance with AR 600-8-1, chapter 8, before they are sent. If no lieutenant colonel is available in the unit chain of command, the review should be completed by the Europe and Africa CAC. The preparing commander will coordinate with the Europe and Africa CAC to ensure that all aspects of the letter are proper, correct, and in agreement with the casualty report and any relevant investigation findings before it is sent.

e. The commander most knowledgeable of the Soldier and the circumstances (usually the unit commander) will prepare the LOS. Senior commanders may also send a letter. If the unit commander sends an LOS, the senior commander should send an LOC.

SECTION VII CASUALTY ASSISTANCE

28. PERSONS ENTITLED TO ASSISTANCE

The NOK of active-duty Soldiers are entitled to casualty assistance and the appointment of a CAO. In the Army in Europe, the PNOK of retired Army members and DOD or DA civilian sponsors receiving support from a CPAC are entitled to casualty assistance and the appointment of a CAO. The garrison commander responsible for the geographic area where the PNOK is located will appoint a CAO. Formal appointment of a CAO is not required on the death of Family members of Soldiers and DOD or DA civilians. The Soldier's chain of command or the civilian employee's chain of supervision must provide necessary assistance to the Soldier or civilian employee.

29. PREPARATIONS

a. Unit commanders will ensure that officers and NCOs appointed as CAOs are released from conflicting duties (including duty rosters and field exercises) to provide maximum support and service to the PNOK. Temporary duty and leave will not be approved until CAO duties have been completed, unless personally approved by the appointing authority.

b. Garrison casualty managers and unit commanders will maintain a current roster of CNOs and CAOs trained by the USAG for use during individual casualty incidents.

c. Garrison commanders will ensure that sufficient CAOs are trained and certified to facilitate casualty assistance during a mass-casualty situation. Training should fully prepare individuals for the duties anticipated of a CAO.

d. To obtain certification, CAOs must participate in standardized classroom training. Certification expires after 1 year. Online recertification training is available on the CMAOC website at <https://www.hrc.army.mil/TAGD/Training>.

30. CAO KITS

Each USAG will establish and maintain a supply of updated CAO kits. Sufficient kits (that is, a number corresponding to 3 percent of assigned Soldiers) should be maintained to facilitate casualty assistance during a mass-casualty situation. An explanation of these kits and their contents will be given during CAO training. A kit will be given to each CAO at the time of appointment. The contents may be tailored to the needs of the command but must include at least the items listed in appendix C. The Europe and Africa CAC maintains a sample CAO kit.

31. CAO QUALIFICATIONS AND RESPONSIBILITIES

a. Garrison commanders are required to appoint a CAO. Figure 1 provides the format for appointing CAOs. The CAO will be a member of the garrison CWG and must—

(1) Be an officer in the grade of captain, CW2, or higher; or an NCO in the grade of SFC or higher.

**UNIT
LETTERHEAD**

OFFICE SYMBOL

Date

MEMORANDUM FOR *Name, Title, APO AE Address*

SUBJECT: Appointment as Casualty Assistance Officer and Member of the USAG (*Name of USAG*)
Casualty Workgroup

1. Effective (*date*), you are appointed as casualty assistance officer (CAO) and member of the USAG (*Name of USAG*) Casualty Workgroup (CWG).
2. Authority: AR 600-8-1 and AE Regulation 600-8-1.
3. Purpose: To provide casualty assistance to (*name of the next of kin*), (*relation to the deceased*) of deceased (*name of the deceased*).
4. Period: From (*date*) until officially relieved of appointment.
5. Special Instruction: Report to (*grade and name, duty title*) at (*location*) for a briefing on (*date*) at (*time*). Your appointment as a CAO has priority over all other duties and tasks. Leave, pass, and temporary duty (TDY) are not authorized during this appointment unless specifically approved by the appointing authority. You will notify the Europe and Africa Casualty Assistance Center (DSN 370-4369/4370, civ 06221-57-4369/4370) on receipt of this appointment memorandum and on receipt of any approval for leave, pass, or TDY.
6. The following information is provided:
 - CAO mailing address:
 - Duty telephone number:
 - Home telephone number:
 - E-mail address:

FOR THE COMMANDER:

SIGNATURE BLOCK

Figure 1. Format for Appointment of a CAO and CWG Member

(2) Have 6 or more years of active-duty service.

(3) Be trained and certified.

b. Requests for waivers may be made by e-mail or telephone through the Europe and Africa CAC to the CMAOC. Paragraph 18 provides the Europe and Africa CAC telephone numbers and e-mail address.

c. The CAO should complete as much of the casualty's personal business as possible before the NOK departs the command. This, however, will depend on the ability and desire of the NOK to deal with such matters.

d. Immediately after being appointed and briefed by the garrison casualty manager, the CAO will—

(1) Contact the Europe and Africa CAC (para 18) for an additional briefing and specific guidance on additional casualty issues.

(2) Contact the USAMAA-E (DSN 486-7031/7072/7073 or civ 06371-86-7031/7072/7073) for guidance on remains in Army mortuary channels, information on the disposition of remains, and to make appointments for special briefings and the receipt and disposition of personal effects received at the mortuary with the remains.

(3) Learn as much as possible about the Family including cultural background, specific needs and concerns, and find out what information has already been given to the NOK.

(4) Contact the PAD of the servicing MTF to find out the disposition of remains in MTF channels and to learn what information has been given to the NOK. The CAO should not be present when the NOK is notified of the casualty, but should be present when the NOK is briefed on entitlements and the disposition of remains.

e. Because of potential insurance liability, CAOs are encouraged to use Government vehicles for official duties associated with casualty assistance. If Government vehicles are not available, the use of privately owned vehicles will be authorized on a reimbursable basis. A statement of nonavailability of a Government vehicle must be obtained from the garrison transportation motor pool and submitted with the request for reimbursement.

f. At the end of the initial meeting, the CAO will give the NOK a completed casualty-assistance referral card with the garrison casualty manager's and Europe and Africa CAC's telephone numbers added to the CAO contact information. Casualty-assistance referral cards may be obtained from the appointing authority and are included in CAO kits.

g. When requested, the CAO will help make travel arrangements for the PNOK and Family members.

(1) Travel arrangements will be made through the local transportation officer or Sato travel office. Movement orders, if applicable, can be obtained from the garrison casualty manager by presenting the casualty report.

(2) The CAO will determine if the NOK will need assistance at stops en route and at the final destination, and advise the garrison casualty manager and Europe and Africa CAC accordingly.

(3) The CAO will contact the servicing CPAC concerning travel entitlements and orders for Family members of DOD and DA civilian employees.

h. With assistance from the staff judge advocate, the CAO will determine whether the casualty's personal effects should be administered through HN courts or secured by the person eligible to receive effects.

i. The CAO will coordinate with the local finance office to facilitate payment of the death gratuity (DG). The CAO must verify with the Europe and Africa CAC to ensure that payment of the DG is appropriate before coordinating with the local finance office. The DG must be paid to the beneficiaries within 72 hours after receipt of the official casualty report. The CAO will immediately notify the garrison casualty manager and Europe and Africa CAC when the DG is paid. The U.S. Army cannot pay the DG to the beneficiaries of deceased retirees (para 39b).

j. The CAO will obtain the NOK's 45-day address (that is, the address where official mail, insurance forms, and death certificates can be forwarded) and the common name of the deceased. The CAO will send this information to the garrison casualty manager and Europe and Africa CAC as quickly as possible.

k. The Europe and Africa CAC will inform the OCONUS CAO of the name, telephone number, and unit address of the appointed CONUS CAO. The OCONUS CAO will use the telephone to contact the CONUS CAO who will be assisting the PNOK on arrival in CONUS to coordinate CAO actions.

l. If applicable, the CAO will discuss options for media coverage and PNOK and Family attendance at the dignified transfer at Dover Air Force Base (app D).

32. SUMMARY COURT-MARTIAL OFFICER (SCMO)

a. An SCMO for the disposition of personal effects is required by section 4712, Title 10, United States Code. This statute gives the Army authority to collect and dispose of a deceased or missing person's personal effects. An SCMO is required for—

(1) A deceased Soldier.

(2) A Soldier missing or captured and not expected to return to the unit of assignment.

(3) A deceased or missing Army civilian or Army contract employee who is subject to military law.

(4) A civilian not subject to military law who dies at a place under military control.

b. The SCMO for the disposition of personal effects must be a commissioned officer appointed on orders and should be assigned to the same unit as the deceased Soldier. For medically evacuated Soldiers, the SCMO may be a staff sergeant or above.

c. Chapters 18 and 19 of AR 638-2 prescribe the duties and responsibilities of an SCMO. SCMOs must attend SCMO training conducted by their brigade mortuary affairs NCO in charge. This training must be completed before an individual may be appointed as an SCMO on DA Form 6.

33. LINE-OF-DUTY INVESTIGATIONS

a. Informal LODI. An informal LODI (completed normally 45 days after the date of the incident) and monthly interim reports are required until the investigation is completed. The Europe and Africa CAC will notify the CMAOC when the investigation is initiated and send copies of investigation updates and the unredacted final report to the CMAOC through DCIPS.

(1) The medical authority will complete DA Form 2173, section I, and send it to the Soldier's unit commander within 10 days after the incident for completion of section II. The medical authority will also send a copy to the Europe and Africa CAC for information and monitoring.

(2) The unit commander will complete DA Form 2173, section II, and send it to the special court-martial convening authority (SPCMCA) of the Soldier.

(3) The SPCMCA will review DA Form 2173 for completeness and may approve an informal LODI if the death was due to natural causes. The medical authority will then send the approved DA Form 2173 to the Europe and Africa CAC with a copy of the death certificate showing the cause of death.

(4) The Europe and Africa CAC will send DA Form 2173 with a copy of the death certificate to the HRC.

b. Formal LODI. A formal LODI (completed normally 75 days after the date of the incident) and monthly interim reports are required until the investigation is completed. The Europe and Africa CAC will notify the CMAOC when the investigation is initiated and send copies of investigation updates and the unredacted final report to the CMAOC through DCIPS.

(1) A formal LODI is a detailed investigation that normally begins with a DA Form 2173 that is completed by the medical authority and annotated by the unit commander to show that a formal LODI is required. On receipt of DA Form 2173, the line-of-duty appointing authority (normally the SPCMCA) appoints an investigation officer. The investigation officer completes DD Form 261, enters or attaches the appropriate statements and other documentation to support his or her determination, and sends the form to the general court-martial convening authority for approval.

(2) On receipt of his or her appointment order, the investigation officer will send a copy of the order to the Europe and Africa CAC. He or she will also send all approved final investigation reports and monthly interim reports to the Europe and Africa CAC. The investigation file should include the following documents:

- (a) Completed DD Form 261 (investigation report).
- (b) Completed DA Form 2173.
- (c) All exhibits.
- (d) Investigation officer statements.
- (e) Witness statements.
- (f) Police report.
- (g) Medical documentation (death certificate, autopsy report, and clinical results).

- (h) Toxicology report (if required).
- (i) Investigation officer appointment order.
- (j) Delegation of authority memorandum (if required).
- (k) Legal review.

c. LODI Final Report. The Europe and Africa CAC will send a copy of the final report to the CMAOC.

34. DISPOSITION OF PERSONAL EFFECTS

a. The USAMAA-E mortuary officer is responsible for the inventory and handover of personal effects of deceased Army in Europe Soldiers. The mortuary officer should be contacted for instructions on coordinating the handover of personal effects (DSN 486-7072/7073 or civ 06371-86-7072/7073).

b. Within 15 days after the date of death, the SCMO will prepare an interim report describing the disposition of personal effects (fig 2) and send it to the Europe and Africa CAC by certified mail or deliver it in person. Inquiries about the disposition of personal effects should be directed to the Europe and Africa CAC.

35. ACTIONS ON THE DEATH OF A SPONSOR

The following actions must be taken on the death of a sponsor who is residing in the European theater:

a. Family members who are authorized dependents of a deceased Soldier may be authorized Government transportation to their country of origin or to another area they select as an interim move location within 1 year after the Soldier's death. The final move must occur within 3 years after the Soldier's death.

b. When Family members are relocating from the European theater and travel arrangements have been completed, the CAO must immediately report the travel arrangements to the Europe and Africa CAC. The report must be made at least 24 hours before the NOK's departure.

36. ACTIONS ON THE DEATH OF A SOLDIER'S FAMILY MEMBER

The following actions must be taken on the death of a Soldier's immediate Family member who is residing with the sponsor in the European theater:

a. The personnel officer will interview the Soldier to determine whether the Soldier desires emergency leave or emergency curtailment and reassignment (Blue Bark). The CG, USAREUR, may authorize curtailment or emergency leave to place the Soldier with the Soldier's Family support network as quickly as possible after the death. During the interview, the personnel officer should emphasize that the Soldier may choose only one of these options (subject to command approval) and that he or she must make the choice within 30 days after the date of death. After the personnel officer has obtained all pertinent information from the Soldier, he or she will submit the request by telephone to the USAREUR G1 (para 44).

**UNIT
LETTERHEAD**

OFFICE SYMBOL

Date

MEMORANDUM THRU Operations Branch, United States Army Mortuary Affairs Activity, Europe,
CMR 402, APO AE 09180

FOR United States Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division
Avenue, Fort Knox, KY 40122-5405

SUBJECT: Final Report of Disposition of Personal Effects

1. The personal effects of (*name, grade, social security number, unit name, and APO address*), who died on (*date*) in (*city, country*), have been disposed of according to applicable directives.
2. The next of kin, (*name*), was in possession of all personal effects at the time of the decedent's death. DA Form 54 (Record of Personal Effects) was not initiated.
3. The next of kin has given a power of attorney to the casualty assistance officer to dispose of household goods and to take care of personal matters on (*his or her*) behalf.

SIGNATURE BLOCK
Casualty Assistance Officer

APPROVED:

SIGNATURE BLOCK
Appointing Authority

Figure 2. Format for Memorandum on the Disposition of Personal Effects

b. If the Soldier does not desire curtailment and reassignment, the Soldier's commander may grant emergency leave for the Soldier's return to CONUS on a space-available basis. Family members traveling with the sponsor on emergency leave are also authorized space-available transportation.

c. Unless the USAREUR G1 grants a waiver, commanders will not allow Soldiers who are being curtailed and reassigned to leave the Army in Europe without specific reassignment instructions.

d. If personnel officers do not receive assignment instructions by the 3d duty day after the request is submitted, they should contact the responsible office (para 44) to request assistance.

e. Processing must be quick under these emergency conditions. Commanders will ensure that processing is orderly and the Soldier has enough time to attend to personal affairs before leaving. Commanders should ensure that a power of attorney is obtained and arrangements are made to complete unfinished requirements.

f. The Soldier must be made aware of the following:

(1) The normal processing and shipping time for remains to arrive in CONUS is 4 to 7 days after the date of death or 2 days after the date the remains are received in U.S. mortuary channels. The sponsor or the sponsor's authorized representative (through a power of attorney) must contact the mortuary that is processing the remains as soon as possible to provide disposition instructions. This must be done before the sponsor leaves.

(2) If the USAREUR G1 grants a waiver (c above) and the Soldier chooses to depart to a leave address before receiving orders to a specific CONUS unit, he or she must be able to pay all personal and Family travel expenses.

(3) If the sponsor leaves the European theater without a specific CONUS assignment, the delivery of household goods at the CONUS duty station may be delayed.

g. Commanders reassigning Soldiers because of the death of a Family member may authorize a delay en route as chargeable ordinary leave (AR 600-8-10 and AE Suppl 1).

h. Soldiers must be eligible for a permanent change of station (that is, they must have at least 13 months in service remaining) to qualify for curtailment and reassignment to CONUS.

37. ACTIONS ON THE DEATH OF A DOD CONTRACTOR EMPLOYEE

The following actions must be taken on the death of a DOD contractor employee for contracts managed by commands in the Army in Europe:

a. Contractor casualty services in the European theater are limited to ensuring notification of the NOK. Casualty assistance and property accounting are the responsibility of the contracting company. The 21st Theater Sustainment Command Mortuary provides mortuary services on a reimbursable basis.

b. Initial casualty information should be directed to the local garrison casualty manager. To ensure notification of NOK, the Europe and Africa CAC will process reports received from the operational theater. The Europe and Africa CAC will—

(1) Coordinate with the garrison casualty manager and the 409th Support Brigade to ensure that the NOK is properly notified.

(2) Direct the contracting company through the contracting officer's representative (COR) to notify the NOK. The company representative will make the actual notification, since all employee records are with the contracting company. If applicable, the garrison casualty manager and the Europe and Africa CAC will advise the COR to have the company contact the USAMAA-E at DSN 486-7031/7072/7073 or civilian 06371-86-7031/7072/7073 to coordinate the disposition of remains.

c. A CAO or SCMO will be appointed only for contractors who have concurrent status (for example, those who are U.S. Army retirees).

d. After receiving confirmation that the contracted company has notified the NOK, the Europe and Africa CAC will submit a final DCIPS casualty report to the CMAOC and close the case, unless the employee is a retiree.

38. CASUALTY MAIL

Mail addressed or sent to deceased persons will be—

a. Forwarded or returned only after verification has been received that the PNOK has been informed of the death.

b. Redirected if it was addressed to the deceased and another person (for example, Mr. and Mrs., Sergeant and Mrs.). This mail will be sent to the surviving addressee only after confirmation has been received that the PNOK has been notified of the death. This mail will not be sent to the Postal Operations Branch, Garrison Support Element, IMCOM-Europe.

39. PAYMENT OF DEATH GRATUITY

a. The DG for active-duty casualties is payable to certain survivors of the deceased. AR 600-8-1, chapter 9, prescribes specific requirements and procedural guidance for payment of the DG.

(1) The garrison casualty manager will ensure that actions are taken to facilitate payment by the local finance office to the DG beneficiaries in the Army in Europe within 72 hours after a Soldier's death.

(2) The Soldier's DD Form 93 identifies the authorized recipients for payment of the DG. A CAO will be appointed to assist authorized recipients with DG payments at the local finance office.

b. The beneficiaries of Soldiers who die within 120 days after separation (including retirement) may be eligible for payment of the DG (AR 600-8-1, chap 9). The VA determines eligibility. Only after the VA confirms eligibility will the Defense Finance and Accounting Service (not the local finance office) will make the payment. To expedite payment of the DG to the survivors of eligible separated Soldiers, the CAO must obtain a completed and signed copy of SF 1174, DD Form 214, and DD Form 397. DD Form 214 can be obtained from the local transition center. SF 1174 and DD Form 397 can be obtained from the local finance officer or the garrison casualty manager. The CAO must send the completed forms to the Europe and Africa CAC. The Europe and Africa CAC will send the forms to the CMAOC and request assistance from VA in expediting the DG payment.

40. POSTHUMOUS PROMOTIONS

The Commander, HRC, will process posthumous promotions for enlisted personnel in accordance with AR 600-8-19 and for officers in accordance with AR 600-8-29. Local commanders may authorize posthumous promotions up to grade of E4 in accordance with AR 600-8-19 eligibility criteria. DA may authorize promotions for grades E5 and above.

a. The Commander, HRC, directs posthumous promotion by issuing DD Form 1300 and DA Form 3168 in the name of the deceased Soldier. To receive a posthumous promotion, the name of the deceased must be on a DA selection list (officers and senior enlisted Soldiers), in the unit enlisted promotion report (AAA-117) (privates first class and below), or in the Enlisted Distribution and Assignment System C10 report (specialists and sergeants) at the time of death.

b. To facilitate the completion of the required documents, the responsible garrison commander must provide documentation to the Europe and Africa CAC confirming that the deceased Soldier met the criteria of AR 600-8-19 at the time of death. The Europe and Africa CAC will then forward the documentation to the CMAOC for further processing.

41. POSTHUMOUS CITIZENSHIP

a. Public Law 101-249 provides for granting U.S. citizenship to an alien or noncitizen national whose death resulted from an injury or disease incurred while on active duty with the U.S. Armed Forces during specified periods of military hostilities. If the application is approved, a Certificate of Citizenship will be issued in the name of the decedent or deceased veteran. The certificate establishes that the decedent is considered a citizen of the United States as of the date of his or her death.

b. As soon as the CAO and USAG find out that a deceased Soldier was not a U.S. citizen, the USAG or the U.S. embassy will inform the Europe and Africa CAC. The Europe and Africa CAC will immediately contact the DA casualty assistance program action officer at DSN (312) 983-8335 or civilian (502) 613-8335 to request guidance on how to initiate the application process.

42. TRAVEL AND TRANSPORTATION ORDERS

An attending U.S. physician may request T&TOs for up to three Family members (NOK) of SI or VSI active-duty Soldier patients. All requests for T&TOs will be entered on DA Form 2984. Attending U.S. physicians will not discuss T&TOs with the NOK.

a. When the attending U.S. physician requests a T&TO, the MTF commander will agree or disagree with the physician's request. If the MTF commander disagrees, the action is terminated. If the MTF commander agrees, he or she will send the signed DA Form 2984 by fax to the Europe and Africa CAC (DSN 370-4368 or civ 06221-57-4368).

b. The Europe and Africa CAC will process the request and forward it to the CMAOC for final action. The MTF will provide the name, duty telephone number, and home telephone number (both DSN and civilian) of the administrative officer of the day, so that questions concerning the request for T&TOs can be answered.

NOTE: The Europe and Africa CAC will not act on T&TO requests that are initiated or submitted by anyone other than the attending U.S. physician (for example, NOK, commanders, supervisors). Army personnel will not commit the Army to issuing a T&TO.

c. The CMAOC will provide approved T&TOs directly to the NOK. The CMAOC is the only agency that is authorized to offer T&TOs.

(1) After the NOK has accepted an approved T&TO, the CMAOC will send the T&TO to the Europe and Africa CAC and provide the NOK travel plans to the Europe and Africa CAC.

(2) A representative of the unit or agency to which the patient is assigned, or a representative from the servicing USAG, should—

(a) Meet the NOK at the point of debarkation.

(b) Help the NOK obtain local transportation and lodging.

(3) A T&TO entitles the NOK to roundtrip air or ground transportation from their residence to the medical facility where the patient is located. A per-diem rate is also paid to the NOK. All other costs incurred are at the traveler's own expense.

(4) Unit and garrison personnel will give T&TO travelers (NOK) the maximum logistic and morale support possible.

(5) When the NOK arrive in theater, the Army's designated representative must take action to ensure that the travelers have valid passports and a copy of the T&TO for return travel. If not, arrangements should be made with the nearest U.S. consulate to obtain passports. The Europe and Africa CAC can provide a copy of the T&TO.

SECTION VIII FACTFINDING BOARD

43. CASUALTY WORKGROUPS

Garrison commanders will form CWGs to coordinate casualty management and casualty-assistance programs in their AORs. The USAG will provide necessary guidance, information, and assistance.

a. As a minimum, the persons in (1) through (16) below (or their senior representatives) will be officially appointed as permanent members of the CWG. The chair will determine if additional attendees are required at work sessions. Figure 3 provides the format for CWG appointments.

(1) Garrison commander or deputy commander (chair).

(2) CAO or SCMO.

(3) Garrison casualty manager.

(4) Chaplain.

(5) Civilian personnel officer.

(6) Commander of the supporting USACIDC field office.

(7) Finance officer.

(8) MTF commander.

(9) Military personnel detachment (MPD) chief.

(10) Provost marshal.

(11) Public affairs officer.

(12) Retirement services officer.

(13) Safety officer.

(14) Soldier's unit commander or civilian employee's immediate supervisor (when the group convenes as the result of a casualty).

(15) Staff judge advocate.

(16) Transportation officer.

**UNIT
LETTERHEAD**

OFFICE SYMBOL

Date

MEMORANDUM FOR *Name, Title, APO AE Address*

SUBJECT: Appointment as a Member of the USAG (*name of the USAG*) Casualty Workgroup

1. Effective (*date*), you are appointed as a member of the USAG (*name of the USAG*) Casualty Workgroup (CWG).
2. Authority: AR 600-8-1 and AE Regulation 600-8-1.
3. Purpose: To coordinate casualty administration.
4. Period: From (*date*) until officially relieved of appointment.
5. Special Instruction: You will meet at the call of the CWG chair and ensure the proper administration of casualty issues.

FOR THE COMMANDER:

SIGNATURE BLOCK

Figure 3. Format for CWG Appointment Memorandum

b. The CWG will—

(1) Coordinate staff actions associated with the casualty reporting of deaths in its geographic AOR. The CWG will ensure that required actions are taken to prevent giving conflicting or erroneous information to the NOK, the media, or other agencies. Individual members of the CWG will provide timely advice, guidance, and assistance in their area of expertise to the CAO and SCMO. The CWG should convene, if directed by the chair, for any fatality to ensure that required actions are properly coordinated and to provide the CAO and SCMO immediate assistance.

(2) Meet to coordinate, plan, and train for casualty actions. Meetings should include input from recent casualty cases, especially problems encountered and lessons learned.

(3) Develop or provide information for developing and updating the unit mass-casualty plan.

**SECTION IX
CURTAILMENT AND REASSIGNMENT UNDER EMERGENCY CONDITIONS (BLUE
BARK)**

44. BLUE BARK PROCEDURES

a. “Blue Bark” is a term used to designate DOD personnel and their Family members who are traveling from an overseas command to CONUS or to another overseas command in connection with the death of a member of the sponsor’s immediate Family. These personnel must be otherwise authorized transportation under the Joint Travel Regulations or Joint Federal Travel Regulations. The term “Blue Bark” helps ensure these travelers receive every possible comfort and courtesy. Commanders and personnel officers will use this term in all messages and orders pertaining to these travelers.

b. The term “Blue Bark” is also used in association with the emergency leave or emergency curtailment of an overseas tour based on the death of a Soldier’s immediate Family member residing in the Soldier’s household (para 36).

c. The USAREUR G1 is the theater manager for Blue Bark curtailments and reassignments of military personnel. The MPD should immediately refer requests for curtailment and reassignment as follows:

(1) Requests for enlisted Soldiers must be referred to USAREUR G1 (AEPE-AGE), Unit 29351, APO AE 09014-9351 (DSN 370-5617 or civ 06221-57-5617).

(2) Requests for officers must be referred to USAREUR G1 (AEPE-AGO), Unit 29351, APO AE 09014-9351 (DSN 370-5127 or civ 06221-57-5127).

d. Curtailment of an overseas tour and reassignment, as processed by the U.S. Army for its military members, is not available to civilian employees. Civilian employees should contact their servicing CPAC to request reassignment and travel under emergency conditions.

APPENDIX A REFERENCES

SECTION I PUBLICATIONS

Posthumous Citizenship for Active Duty Service Act of 1989 (Public Law 101-249)

10 USC 4712, Disposition of Effects of Deceased Persons by Summary Courts-Martial

AR 15-6, Procedures for Investigating Officers and Boards of Officers

AR 360-1, The Army Public Affairs Program

AR 600-8-1, Army Casualty Program

AR 600-8-4, Line of Duty Policy, Procedures, and Investigations

AR 600-8-10 and AE Supplement 1, Leaves and Passes

AR 600-8-19, Enlisted Promotions and Reductions

AR 600-8-29, Officer Promotions

AR 600-8-104, Military Personnel Information Management/Records

AR 600-25, Salutes, Honors, and Visits of Courtesy

AR 600-34, Fatal Training/Operational Accident Presentations to the Next of Kin

AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects

DA Pamphlet 638-2, Procedures for the Care and Disposition of Remains and Disposition of Personal Effects

FM 1-0, Human Resources Support

AE Regulation 10-5, Headquarters, United States Army Europe

AE Regulation 40-57, Forensic Pathology Investigations of Deaths

AE Regulation 40-400, Reporting Births, Deaths, and Diseases

AE Regulation 600-8-2, Mass Casualty Operations

SECTION II FORMS

SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Services

DD Form 93, Record of Emergency Data

DD Form 214, Certificate of Release or Discharge From Active Duty

DD Form 261, Report of Investigation - Line of Duty and Misconduct Status

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

DD Form 1300, Report of Casualty

DD Form 1351-2, Travel Voucher or Subvoucher

DD Form 1375, Request for Payment of Funeral and/or Interment Expenses

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

DD Form 2656-7, Verification for Survivor Annuity

DA Form 6, Duty Roster

DA Form 54, Record of Personal Effects

DA Form 2028, Recommended Changes to Publications and Blank Forms

DA Form 2173, Statement of Medical Examination and Duty Status

DA Form 2984, Very Seriously Ill/Seriously Ill/Special Category Patient Report

DA Form 3168, Posthumous Promotion (Enlisted)

DA Form 4475, Data Required by the Privacy Act of 1974 - Personal Information From the NOK of a Deceased Service Member

DA Form 7302, Disposition of Remains Statement

AE Form 600-8-1A, Casualty Report Worksheet

AE Form 600-8-1B, Casualty Progress Report Worksheet

Department of Veterans Affairs (VA) Form 21-530, Application for Burial Benefits

VA Form 21-534, Application for Dependency and Indemnity Compensation, Death Pension and Accrued Benefits by a Surviving Spouse or Child (Including Death Compensation if Applicable)

VA Form 21-535, Application for Dependency and Indemnity Compensation by Parent(s) (Including Accrued Benefits and Death Compensation when Applicable)

VA Form 21-8834, Application for Reimbursement of Headstone or Marker Expense

VA Form 22-5490, Dependents' Application for VA Education Benefits

VA Form 40-1330, Application for Standard Government Headstone or Marker

VA Form SGLV-8283, Claim for Death Benefits

VA Form SGLV-8286, Servicemembers' Group Life Insurance Election and Certificate

APPENDIX B

USAREUR Commanders' Contact with the Next of Kin of Deceased Soldiers

B-1. GENERAL GUIDANCE

As outlined in this regulation, the Department of the Army has established procedures for making initial notification to the next of kin (NOK) of fallen Soldiers and for expressing the Army's official condolences, providing assistance with the memorial ceremony, and helping to activate benefits and entitlements for the Soldier's survivors. In addition to the Army's official program, USAREUR commanders must take every opportunity to express their condolences to the Soldier's NOK.

B-2. WHEN A USAREUR SOLDIER DIES

When a USAREUR Soldier dies, the following occurs:

a. The garrison casualty manager will ask the deceased Soldier's unit to accept responsibility for providing a casualty notification officer (CNO). Units usually accept this offer and often provide a casualty assistance officer (CAO) for the NOK as well. If the NOK's place of residence is not in the local military community, current policy assigns responsibility for providing a CNO and CAO to the community nearest the NOK's residence.

b. In USAREUR, the unit or rear-detachment commander of the deceased Soldier will do the following in addition to carrying out prescribed casualty-management procedures:

(1) Obtain the work- and cell-phone numbers of the assigned CNO and CAO.

(2) Contact the CNO to verify the date, time, and method by which the NOK was notified and to obtain a reliable telephone number for the NOK. The commander will also ask if there is anything he or she should know before contacting the NOK.

(3) Contact the CAO to verify that assistance has begun or that an appointment has been made to assist the survivors. The commander will also ask once more if there is anything he or she should know before contacting the NOK.

(4) Contact the Soldier's NOK by telephone or in person within 1 week after the CNO has made initial notification. During this discussion with the NOK, the commander will describe the full circumstances, consistent with AR 600-34, paragraph 1-18b, that resulted in the Soldier's death. The commander will also notify the NOK if the full circumstances of death are not available because of an ongoing investigation.

(5) Immediately after contacting the NOK, the unit commander will inform the Europe and Africa Casualty Assistance Center (CAC), which will track the unit's contact with the NOK.

(6) Send a letter of sympathy to the primary NOK.

APPENDIX C

CASUALTY ASSISTANCE OFFICER KITS

Casualty assistance officer (CAO) kits (basic reg, para 30) will include the items listed in paragraphs C-1 through C-3. Commanders may include other materials to help the CAO.

C-1. LOCAL GUIDANCE

Local guidance may include unit and United States Army garrison (USAG) standing operating procedures and other guidance for casualty reporting and assistance.

C-2. CASUALTY ASSISTANCE TELEPHONE DIRECTORY

A casualty assistance telephone directory must list the following:

- a. The name and telephone number of the casualty manager who appointed the CAO and who is responsible for overseeing CAO actions.
- b. The name and telephone number of the chief, patient administration division, of the servicing medical treatment facility.
- c. The telephone and fax numbers of the Europe and Africa Casualty Assistance Center (CAC) (DSN 370-4370/4369 or civ 06221-57-4370/4369; fax DSN 370-4368 or civ 06221-57-4368).
- d. The telephone number of the Casualty and Mortuary Affairs Operations Center (CMAOC), United States Army Human Resources Command (DSN 312-983-8335/8309/8268 or civ (502) 613-8335/8309/8268).
- e. The telephone number of the United States Army Mortuary Affairs Activity, Europe (USAMAA-E), 21st Theater Sustainment Command, for instructions on the disposition of remains (DSN 486-7031/7072/7073 or civ 06371-86-7031/7072/7073).
- f. The telephone number of the Mortuary Officer, USAMAA-E, for instructions on coordinating the turnover of personal effects (DSN 486-7072/7073, civ 06371-86-7072/7073).
- g. U.S. consulate telephone numbers:
 - (1) Berlin (civ 030-832-9233, emergencies: 030-8305-0).
 - (2) Frankfurt (DSN 329-2440/2441, civ 069-7535-0, emergencies: 069-7535-2102).
 - (3) Leipzig (only for emergencies: 0341-213-840).
 - (4) Munich (civ 089-2888-0, emergencies: 089-2888-575).
 - (5) Vienna (civ 0043-131-339).
- h. Telephone numbers of local agencies that may be helpful, including numbers for the following:
 - (1) Army Community Service.
 - (2) Chair of the local casualty workgroup (CWG).

- (3) Military police.
- (4) Military personnel detachment.
- (5) Red Cross.
- (6) Transportation office.
- (7) United States Army Criminal Investigation Command field office.

C-3. PUBLICATIONS

The following publications, forms, and documents must be included in the kit:

a. Publications:

- (1) The following Army regulations (ARs):
 - (a) AR 600-8-1, Army Casualty Program.
 - (b) AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects.
- (2) DA Pamphlet 638-2, Procedures for the Care and Disposition of Remains and Disposition of Personal Effects.
- (3) AE Regulation 600-8-1, Army Casualty Management.

b. Forms:

- (1) SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Services.
- (2) The following DOD forms:
 - (a) DD Form 397, Claim Certification and Voucher for Death Gratuity Payment.
 - (b) DD Form 1351-2, Travel Voucher or Subvoucher.
 - (c) DD Form 1375, Request for Payment of Funeral and/or Interment Expenses.
 - (d) DD Form 2656-7, Verification for Survivor Annuity.
- (3) The following DA forms:
 - (a) DA Form 4475, Data Required by the Privacy Act of 1974 - Personal Information From the NOK of a Deceased Service Member.
 - (b) DA Form 7302, Disposition of Remains Statement.

(4) The following Department of Veterans Affairs (VA) forms:

(a) VA Form 21-530, Application for Burial Benefits.

(b) VA Form 21-534, Application for Dependency and Indemnity Compensation, Death Pension and Accrued Benefits by a Surviving Spouse or Child (Including Death Compensation if Applicable).

(c) VA Form 21-535, Application for Dependency and Indemnity Compensation by Parent(s).

(d) VA Form 21-8834, Application for Reimbursement of Headstone or Marker Expense.

(e) VA Form 22-5490, Dependents' Application for VA Education Benefits.

(f) VA Form 40-1330, Application for Standard Government Headstone or Marker.

(g) VA Form SGLV-8283, Claim for Death Benefits.

c. Miscellaneous Documents:

(1) CAO after-action report.

(2) Casualty assistance referral card.

(3) CAO Guide (available from the garrison casualty manager).

(4) CAO QuickGuide (available from the Europe and Africa CAC).

(5) Letter to the Army Family member from the Director, CMAOC, addressing the release of information to private individuals and organizations.

(6) List of local POCs, including POCs for members of the CWG.

(7) Post or community telephone directory or a list highlighting key personnel to be contacted for casualty purposes.

(8) Day-ahead binder for surviving PNOK (available from the garrison casualty manager).

(9) Any other materials that will help the CAO perform his or her duties.

APPENDIX D

USAREUR GUIDANCE FOR CASUALTY-NOTIFICATION AND -ASSISTANCE MANAGEMENT REGARDING DOD POLICY FOR MEDIA COVERAGE OF DIGNIFIED TRANSFER AT DOVER AIR FORCE BASE

D-1. DOD POLICY

a. At the direction of the Secretary of Defense, DOD policy governing media coverage of the dignified transfer of fallen Servicemembers at Dover Air Force Base in Delaware has been modified to allow certain Family members to attend the dignified transfer of remains. Media coverage is now allowed if the immediate Family of the Servicemember has granted approval.

b. This policy applies only to deaths that occur in a theater of combat operations where the fallen Servicemember or DOD civilian is returned through Dover Air Force Base. (DOD civilians include Department of the Army (DA) civilians, but exclude contractors.)

D-2. RESPONSIBILITIES

a. The primary duty of the casualty notification team (informing Families about the loss of their loved ones and the circumstances surrounding the loss) has not changed.

b. If possible, the casualty assistance officer (CAO) will follow the notification team to the home of the primary next of kin (PNOK) in a separate vehicle. The CAO will obtain the PNOK's decision regarding media coverage of their loved one's dignified transfer at Dover Air Force Base and help eligible Family members travel to observe the transfer. The CAO is also responsible for helping the next of kin initiate procedures to obtain all eligible benefits.

D-3. DECISION AUTHORITY

a. Decisions regarding whether or not to grant media coverage of the dignified transfer at Dover Air Force Base will be made by the PNOK of the fallen Servicemember or DOD civilian. If the PNOK is a minor, the legal guardian of the minor will make the decision on the PNOK's behalf.

b. The decisions that a Family makes are independent from one another. For example, a Family is authorized travel to Dover Air Force Base to observe the dignified transfer, regardless of whether or not the Family decides to grant media coverage of the dignified transfer.

D-4. TRAVEL ARRANGEMENTS

a. The PNOK may travel to Dover Air Force Base at Government expense to observe the dignified transfer. The PNOK may also designate up to two additional Family members to travel to Dover Air Force Base. Service Secretaries may approve additional Family-member travel on a case-by-case basis.

b. The Secretary of Defense has authorized the CAO to travel with the PNOK to Dover Air Force Base for the dignified transfer. This authorization applies if the PNOK requests that the CAO travel with them. The PNOK should be encouraged to exercise this option if they decide to travel. DA policy also allows the casualty notification officer to travel with the PNOK in this capacity. This option, however, should be used only if the CAO is not available and only at the PNOK's specific request. The CAO will provide the PNOK's travel decisions by telephone to the Casualty and Mortuary Affairs Operations Center (CMAOC), United States Army Human Resources Command, as quickly as possible. The CAO will call the CMAOC Travel and Transportation Section (T&TS) directly to provide this information and initiate a travel order.

c. The CMAOC T&TS will communicate directly with the PNOK to arrange travel for the Family members and will publish the invitational travel orders. The Europe and Africa Casualty Assistance Center (CAC) is responsible for issuing travel orders (DD Form 1610) to CAOs. The CMAOC T&TS, however, will make the travel arrangements for the CAO to ensure the travel is synchronized with that of the Family.

d. Family travel will be provided only if the Family will be able to arrive at Dover Air Force Base before the arrival of the aircraft carrying their loved one's remains. The CMAOC will provide the Europe and Africa CAC and the CAO updated information on the status of flights any time the status changes.

GLOSSARY

AE	Army in Europe
AOR	area of responsibility
AR	Army regulation
CAC	casualty assistance center
CAO	casualty assistance officer
CAR	casualty after-action report
CG, USAREUR	Commanding General, United States Army Europe
CMAOC	Casualty and Mortuary Affairs Operations Center, United States Army Human Resources Command
CNO	casualty notification officer
CONUS	continental United States
CPAC	civilian personnel advisory center
CW2	chief warrant officer 2
CWG	casualty workgroup
DA	Department of the Army
DCIPS	Defense Casualty Information Processing System
DG	death gratuity
DOD	Department of Defense
FM	field manual
HIPAA	Health Insurance Portability and Accountability Act
HN	host nation
HQ USAREUR	Headquarters, United States Army Europe
HRC	United States Army Human Resources Command
ID	identification
IMCOM-Europe	United States Army Installation Management Command, Europe Region
INIT	initial
LOC	letter of condolence
LODI	line of duty investigation
LOS	letter of sympathy
MPD	military personnel detachment
MTF	medical treatment facility
NCO	noncommissioned officer
NOK	next of kin
NSI	not seriously injured or ill
OCONUS	outside the continental United States
PAD	patient administration division
PID	positive identification
PNOK	primary next of kin
POC	point of contact
POV	privately owned vehicle
PROG	progress
SCMO	summary court-martial officer
SF	standard form
SFC	sergeant first class
SI	seriously wounded, injured, or ill
SNOK	secondary next of kin
SOP	standing operating procedure

SPCMCA	special courts-martial convening authority
SPECAT	special category
SPEINT	special interest
SUPP	supplemental
T&TO	travel and transportation order
T&TS	Travel and Transportation Section, Casualty and Mortuary Affairs Operations Center, United States Army Human Resources Command
TDY	temporary duty
U.S.	United States
USACIDC	United States Army Criminal Investigation Command
USAG	United States Army garrison
USAMAA-E	United States Army Mortuary Affairs Activity, Europe, 21st Theater Sustainment Command
USAREUR	United States Army Europe
VA	Department of Veterans Affairs
VSI	very seriously wounded, injured, or ill