



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMLV-ZA

29 February 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy Letter #21, Fatality Review Board

1. REFERENCES:

- a. Army Regulation (AR) 638-8, Appendix J, Army Casualty Program, 23 June 2015
- b. AR 638-2, Army Mortuary Affairs Program, 23 June 2015
- c. AR 600-8-4, Line of Duty Policy, Procedures and Investigations, 4 September 2008
- d. AR 638-34, Army Fatal Incident Family Brief Program, 19 February 2015
- e. Combined Arms Center & Fort Leavenworth (CAC & FT LVN) Standard Operating Procedure (SOP) – Funeral Honors Team Operations, 28 July 2014

2. PURPOSE. The Fatality Review Board (FRB) is crucial in outlining the duties, responsibilities, and staffing actions in the death of an Active Duty Soldier and any Civilian in a TDY status.

3. GENERAL. To outline duties, responsibilities and procedures when conducting Fatality Review Board. The FRB outlines the tasks and responsibilities of the unit Commander at each level of unit command and staff, and installation agencies and staff. The FRB allows all personnel involved with the incident to plan short term and long term actions to support the installation and unit, allowing the best support for our Soldier's and survivors. Board members will discuss required actions, exchange information and furnish the Casualty Assistance Officer (CAO) with information to update the Family.

4. FRB COMPOSITION: The FRB will consists of the following:

- a. Garrison Commander or designated representative
- b. Director Human Resources or designated representative
- c. Chief, Casualty Assistance Center (CAC)
- d. Unit CDR/CSM/1SG of deceased
- c. Chaplain or designated representative
- e. Director of Emergency Services (DES) or designated representative
- f. Criminal Investigation Division (CID) or designated representative
- g. Director of Plans, Training, Mobilization and Security (DPTMS) or designated representative
- h. Staff Judge Advocate (SJA) or designated representative
- i. Army Community Services (ACS)

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- j. Casualty Assistant Officer, (CAO) when available for active duty deaths
- k. Public Affairs Office (PAO) as needed
- l. Housing as needed

All meetings will be held within 24 hours of a death or, if on a weekend, the first working day. Email notification with "read" response will be sent to each designated attendee/agency by the CAC. This will be followed by telephonic notification if necessary. All meetings will be held in the Garrison Conference Room Bldg 77. If that is not available, meetings will be held at the Adjutant General, Bldg 193, training room. Designated representatives must be able to make decisions on their organizations behalf. Directors will provide CAC with the name of the designated representative for Duty Appointments.

5. Casualty Assistant Center (CAC) REQUIREMENTS:

- a. Ensure that the Primary Next of Kin (PNOK) is notified promptly of the death and that a single Point of Contact (POC) is designated to communicate with the Family to avoid passing inaccurate conflicting or erroneous information. This POC is normally the appointed CAO in the case of an active duty death or the Soldier's chain of command in the case of a Family member death.
- b. Ensure that the whereabouts of the deceased, location of the incident, and duty status at the time of death are validated properly.
- c. Ensure that additional information is transmitted as required in follow-up supplemental casualty reports.
- d. Ensure that necessary steps are taken to recover and identify the remains.
- e. Ensure that all required investigations are initiated, investigation officers are assigned and final determinations are validated.
- f. Ensure that a Summary Court Martial Officer (SCMO) is appointed to inventory Personal Effects (PE) and property and determine Person Eligible to Receive Effects (PERE).
- g. Ensure a Line Of Duty Investigator (LODI)/15-6 Investigator is appointed as required.
- h. Ensure that letters of sympathy and condolence, and other case documents are prepared properly, consistent internally, and dispatched promptly.
- i. Assist unit with posthumous award/promotion eligibility.
- j. Coordinate travel for the eligible Family members, as needed for funeral/unit memorial travel.

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k. Ensure unit is aware of all Unit Memorial requirements.

l. Ensure available Chaplain support is offered to the Family and other personnel affected by the incident.

6. CHAPLAIN REQUIREMENTS: Provide Chaplain pastoral and spiritual counseling as needed. Assist unit with preparations for Unit Memorial IAW installation SOP.

7. DES REQUIREMENTS: Upon notification of a serious (life threatening) injury or death of a Soldier, on or off post, DES personnel will:

a. Conduct the following (local) notifications:

(1) Criminal Investigations Division (CID) Duty Agent

(2) Garrison and Unit Chain of Command

(3) AG Casualty Assistance Office

(4) Family Advocacy and or Behavioral Health (as necessary)

b. Complete the initial Serious Incident Report (SIR) in accordance with AR 190-45 (para 8-3) and forward to DPTMS for the Commander's review and approval.

c. Provide a Fatality Review Board member upon request.

8. CID REQUIREMENTS: Upon notification of a serious (life threatening) injury or death of a Soldier, on or off post, CID personnel will:

a. Conduct the local agencies dealing with the casualty and other specified personnel or agency.

b. Complete the initial Serious Incident Report (SIR) in accordance with CIDR 195-1 (para 8.8) and forward to SIR recipients.

c. Conduct investigation IAW CIDR 195-1 (chapter 16), process scene, release scene, and attend Autopsy (if notified).

d. Provide a Fatality Review Board member upon request.

8. DPTMS REQUIREMENTS: Complete the initial Serious Incident Report (SIR) for the Commander's review and approval and copy CAC or SIR when submitted.

9. SJA REQUIREMENTS: Provide legal opine on necessary actions.

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10. ACS REQUIREMENTS: Provide Family Advocacy and or Survivor Outreach Support (SOS) services to Families, survivors, and personnel affected by the fatality.

11. HOUSING REQUIREMENTS: Coordinate with the Privatized Partner to ensure any and all housing requirements deemed appropriate and in accordance with projects legal documents are conveyed by the Privatized Partner.

12. PROPONENCY. The proponent for this command policy is the Casualty Assistance Center, at 684-3557.

Encl
Casualty Flow Charts

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander

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