



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT  
1046 MARKS ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-HR

JAN 05 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Civilian Casualty Program (Garrison Policy #25)

1. References:

- a. AR 638-8, Army Casualty Program, 23 June 2015.
- b. Department of Defense Instruction 1300.18, 8 January 2008.
- c. Appendix 2, CCIR to Base Emergency Management Plan 5060-14.

2. Purpose: To outline procedures for casualty reporting, notification, and assistance for United States Army Garrison Civilian employees.

3. Notification Process:

a. Any Civilian employee who falls into one of the below categories is reportable to the Garrison Commander:

- (1) Death
- (2) Missing
- (3) Excused Absence Whereabouts Unknown (EAWUN)
- (4) Seriously Ill/Injured (SI)
- (5) Very Seriously Ill/Injured (VSI)

b. When a director/separate agency chief is made aware of an employee who has passed away, missing, EAWUN, SI or VSI, they will refer to Appendix 2 CCIR to Base Emergency Management Plan 5060-14 for actions that need to be initiated.

(1) Ensure that the command group is notified immediately.

(2) Ensure that an initial Serious Incident Report (SIR)/Commander's Critical Information Report (CCIR) (enclosed) is completed on their employee and sent to the command group and the Directorate of Plans, Training, Mobilization and Security (DPTMS) for review and that follow-up SIRs/CCIRs are submitted as necessary.

(3) The Director, DPTMS will submit the SIR/CCIR once approved by the command group to the USARAK Command Center (UCC) and IMCOM-Pacific G3.

c. Once the Alaska Casualty Assistance Center (CAC) receives the CCIR, it will determine if a Casualty Report needs to be generated and forwarded to the Department of the Army Human Resources Command.

IMFW-HR

SUBJECT: Department of the Army Civilian Casualty Program (Garrison Policy #25)

d. The CAC will work with the Civilian Personnel Advisory Center (CPAC) to determine who the emergency contact personnel are so that official notifications can be made.

e. The Deputy to the Garrison Commander (DGC) will select a Civilian employee (who has received proper Casualty Notification Officer Training from the CAC) to conduct the official notification to the Family. Director of Human Resources (DHR) will maintain a DA 6 of all trained Civilian Assistant Officers for the DGC.

f. For death, missing or EAWUN categories, notifications will be made in person by the Civilian Notification Officer and will be accompanied by a Chaplain as coordinated by the CAC. A script will be provided as well as background information needed to complete the notification. Notifications will only be made between 0500 and 2400 hours local.

g. For SI or VSI categories the notification will be made telephonically by the director/separate agency chief or his/her representative as coordinated by the CAC. A script will be provided as well as background information needed to complete the notification. Notifications will only be made between 0500 and 2400 hours local.

h. Once the notification has been made for death, missing or EAWUN categories, the director/separate agency chief will assign a Civilian Assistance Officer who will assist in filing for benefits as well as coordinate with other garrison agencies who may be able to provide aid.

4. Directors/Agency Chiefs will:

a. Ask their employees if they would like to be trained and placed on a list in case a notification and/or Assistance Officer is needed.

b. Ensure that their employees who would like to volunteer to be a Notification Officer attend the CAC Certification Training. Directors/agency chiefs should contact the CAC at 384-3811 to obtain information about upcoming classes.

c. Ensure that the Assistance Officers work with and get guidance from the CAC throughout the entire process.

5. The point of contact for this policy is Mr. Richard Caswell (384-3811) or email at [richard.a.caswell3.civ@mail.mil](mailto:richard.a.caswell3.civ@mail.mil).

Encl

  
SEAN C. WILLIAMS  
COL, SF  
Commanding

DISTRIBUTION:  
Garrison directorates/offices

Initial Report immediately to the USARAK Command Center by phone at 384-6666

Follow up with a written report to the USARAK Command Center NLT Incident +12hrs.

Submit follow-up reports and updates as required.

USARAK Command Center E-Mail

usarmy.jber.netcom.mbx.usarak-command-center@mail.mil

**\*\*THIS UNITED STATES ARMY ALASKA INCIDENT REPORT CONTAINS PERSONAL INFORMATION WHICH IS SUBJECT TO THE PRIVACY ACT (AR 340-21). INFORMATION CONTAINED HEREIN MAY ONLY BE USED FOR OFFICIAL PURPOSES. DO NOT RELEASE TO THIRD PARTIES. \*\***

**FOR OFFICIAL USE ONLY (FOUO)**

**Incident Number:** (to be assigned by the Command Center)

**Reporting IOC: USARAK**

1. **Category:** (if no specific category is listed, but it is believed the Command should know of the event, call the Command Center)
2. **Type of Incident:** (i.e. Range Fire Resulting in Injury)
3. **Date and time:**
  - a) **DTG of Incident:** (i.e. 301600 May 12)
  - b) **DTG of Receipt:**
4. **Location of Incident:**
5. **Personnel involved:** (list each individual involved)
  - a. **Subject:**
    - (1) **Name:**
    - (2) **Rank or Grade:**
    - (3) **SSN:** (last 4 only)
    - (4) **Race:**
    - (5) **Sex:**
    - (6) **Age:**
    - (7) **Position:**
    - (8) **Security Clearance:**
    - (9) **Unit and station of assignment:**
    - (10) **Duty Status:** (i.e Active Duty)
    - (11) **Drugs/Alcohol:** No/Yes
    - (12) **Did Service Member Return from support of OND/OEF within the last 365 days? No/Yes** (if yes, state Month/Year returned)
6. **Summary of Incident:** (should cover the 5 W's)
7. **Remarks:**

- 8. **Publicity:** No/Yes
- 9. **Generates a Higher level of Military Action:** No/Yes
- 10. **Causes a National Reaction:** No/Yes
- 11. **Affects International Relations:** No/Yes
- 12. **Is Clearly Against National Interests:** No/Yes
- 13. **Affects Current National Policy:** No/Yes
- 14. **Command Reporting:** (Command or organization; i.e. DTA Range Control)
- 15. **Originating Point of Contact:** (Name, Position, phone number)
- 16. **Downgrading instruction:** None
- 17. **Was USARAK CG informed:** No/Yes

THIS REPORT CONTAINS PERSONAL INFORMATION, WHICH IS SUBJECT TO THE PRIVACY ACT (AR 340-21). INFORMATION CONTAINED HEREIN MAY ONLY BE USED FOR OFFICIAL PURPOSES. DO NOT RELEASE TO THIRD PARTIES.

**FOR OFFICIAL USE ONLY (FOUO)**

**Prepared By:**  
**Reviewed By:**