



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON
BLDG. 237, B AVE, P.O. Box 105021
FORT IRWIN, CA 92310-5000

AMIM-NTG-ZA

22 June 2023

MEMORANDUM FOR All Garrison Directors

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center
Policy #19, Death of a Civilian Employee

1. PURPOSE: To establish an Installation Policy for reporting procedures for the death of a Civilian Employee.
2. APPLICABILITY: This policy applies to all Civilians assigned or attached to the Fort Irwin United States Army Garrison (USAG).
3. REFERENCES: IMCOM Regulation 190-45-1, Serious Incident Reports (SIR) and Commanders Critical Information Requirements (CCIRs), 16 May 2018.
4. POLICY: This policy outlines actions required for reporting the death of an employee that occurs on or off duty, on or off the installation. Every Civilian assigned or attached to the USAG will notify the Directorate of Plans, Training, Mobilization and Security (DPTMS) upon the discovery of the death of an employee, this includes contract employees as well.
 - a. When reporting a death, ensure the following information is provided:
 - (1) Complete Name (First, Last, MI).
 - (2) Social Security Number.
 - (3) Directorate Assigned.
 - (4) Duty Title and Grade (Lead Mechanic, WG09).
 - (5) Length of Service (if known).
 - (6) Cause of Death (description of accident, hostile attack, or unknown).
 - (7) Date, Time, and Location of Death.
 - (8) Next of Kin and Relationship (spouse, son, daughter).

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b. Upon notification of the death of an employee, DPTMS will make notification to the Garrison Commander (GC), Deputy to the Garrison Commander (DGC), Garrison CSM (GCSM), Employee's Director, on-call chaplain, and the Directorate of Human Resources (DHR) Director, who will in turn notify the Casualty Assistance Center (CAC) representative. The DHR/CAC will notify the local Civilian Personnel Advisory Center (CPAC).

c. Upon notification of the death the GC, DGC, GCSM, the commander or their designated representative will make immediate telephonic notification to the ID-READINESS Director and the IMCOM Operations Center. A Serious Incident Report (SIR) / Commanders Critical Information Report (CCIR) IAW IMCOM REG 190-45-1, will be submitted within 2 hours. DPTMS will prepare and send the SIR/CCIR report to higher headquarters.

d. Upon notification of the death of a DA Civilian or full-time contract employee, DPTMS will submit an SIR/CCIR by 0800 of the next day (Business Day, Weekend, or Holiday) via email to the ID-READINESS Operations Center, IMCOM Operations Center, and Senior Commander.

e. IAW 190-45-1, the Director of Emergency Services will prepare the official Law Enforcement SIR and send to IMCOM, FORSCOM, and HQDA Watch.

f. Directors will make Next of Kin (NOK) notification (face-to-face) when the death occurs on the installation for any NOK that reside within a 100-mile radius of Fort Irwin. For deaths occurring off the installation, local law enforcement will make official NOK notification.

g. Upon completion of NOK notification, the director will appoint a directorate employee to assist the NOK coordinate with CPAC for benefits processing. The appointed employee will provide assistance to the NOK until all CPAC-ABC benefits are resolved.

h. The director will consider scheduling an on post memorial service as soon as possible, normally not earlier than two business days and not later than five business days after the death. The director will coordinate directly with the Installation Chaplain's Office and notify the Public Affairs Office of the date, time, and location. The director will coordinate employee grief counseling with the Installation Chaplain's Office or Employee Assistance Program as appropriate.

i. The DHR will ensure timely reporting to HQDA/HRC IAW AR 638-8.

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5. The death of a Civilian or contract employee is a traumatic event that impacts our ability to perform our mission. Our response to these losses will be precise, in compliance with regulatory guidance, and commensurate with the service of our employees. Enclosure 1 is provided as a quick reference checklist for this process.

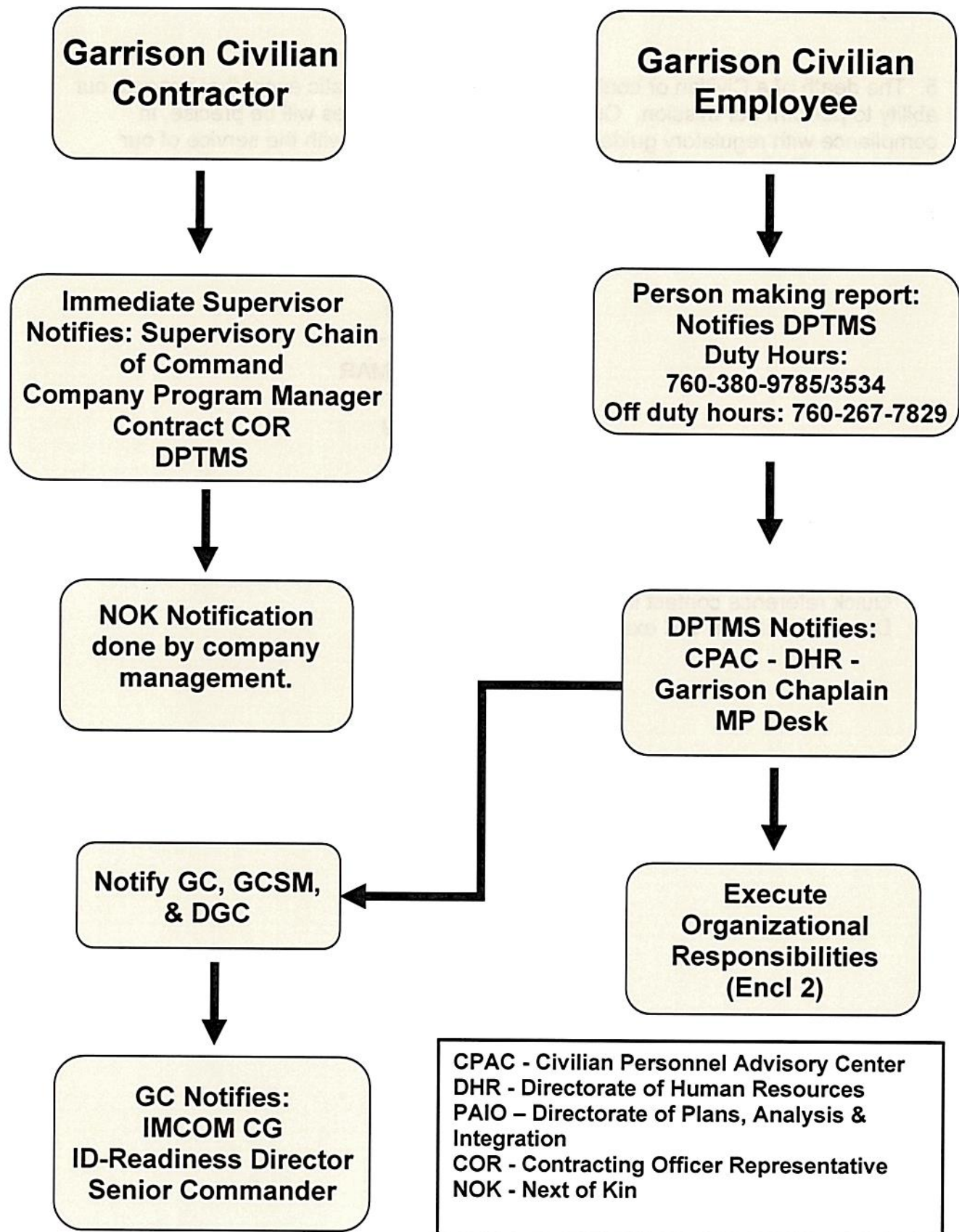
6. The point of contact for this policy memorandum is the Director of DPTMS, 380-3534.


LANE A. BOMAR
COL, AR
Commanding

4 Encls

1. Reporting Policy Flow Chart
2. Garrison Civilian Employee
Death Reporting Policy Checklist
3. Quick reference contact list
4. Death of a civilian SIR example

Garrison Death of a Civilian Reporting Policy



Garrison Civilian Employee Death Reporting Policy Checklist

Item #	Task	Yes	No
Plans, Analysis & Integration Office (PAIO)			
1	When notified of death, immediately inform GC, DGC, GCSM, CPAC, DHR, and MP Desk (if applicable). Notification will be made within two hours.		
1a	Prepare SIR and submit to the Garrison Commander for approval, within two hours		
1c	Follow established reporting procedures to higher headquarters		
1d	Consolidate data and provide command update every six hours		
Directorate of Responsibility (Deceased Employee's Directorate)			
1a	Verify deceased employee's NOK and forward information to PAIO.		
1b	Notify NOK: Notification shall be done in person (if possible) within two hours of death, accompanied by supervisor, Director, and Chaplain		
1c	Immediate supervisor is responsible for collecting deceased employee's ID card, badges, GPC, and any other government property from Family members		
1d	Coordinate with chaplain to schedule memorial service		
1e	If appropriate, initiate Commander's Award for Civilian service, consult with CPAC to verify dates of federal service		
1f	Coordinate with CPAC to complete the employee Death/Survivor Benefits Data Sheet for ABC-C. Complete Request for Personnel Action and forward to CPAC immediately.		
1g	Provide information to surviving Family member(s) if applicable: (1) CPAC POC. (2) Military Retiree: Family may ask for assistance from the Casualty Assistance Office at (760) 380-4036 and a Casualty Assistance Officer will be assigned to assist them. (3) Veteran: Family may contact the Casualty Assistance Office at (760) 380-4036 for assistance with Military Honors. (4) Receiving VA benefits contact the VA Benefits Office at (760) 951-2599		
1f			
Directorate of Human Resources (DHR)			
3	Notify the Casualty Assistance Center (CAC) representative		
3a	Provide Casualty Notification/Assistance Training for Garrison Civilian Employees (When it becomes available from CMAOD)		
3b	Prepare condolence letter for GC		
3d	Maintain contact with DPTMS to ensure information flow of any developments		
Garrison Chaplain			
Item #	Task	Yes	No
Civilian Personnel Advisory Center (CPAC)			

Appropriate Fund Employee Procedure (AF)			
4	Upon notification of employee death, the CPAC will inform Army benefits Center (ABC-C) through the ABC website.		
4a	CPAC will review the Employee Death/Survivor Benefits Data Sheet and forward to the address provided by ABC. The report should be processed immediately, even if the surviving member's information is not available		
4b	Requests for CPAC assistance from the surviving member(s) will be honored, but will be kept to a minimum, in accordance with the designation of the tasks on the Integrated Definition. Counseling and assistance are responsibilities of ABC-C		
4c	Provide assistance to Directorate on calculating years of federal service for Commander's Award for Civilian Service if requested		
Civilian Personnel Advisory Center Non-Appropriate Fund Employee Procedure (NAF)			
5	Upon notification of the death of a NAF employee, the NAF HR Office will identify and provide any emergency contact information on record to the organization where the death occurred if requested.		
5a	The NAF HR Office will instruct the supervisor of the employee to complete the DA 4017 or eRPA (electronic Request for Personal Action) regarding the employee's death and forward the DA 3434 (Notification of Personnel Action) to the NAF Payroll office and the Family and Morale, Welfare and Recreation Center NAF Benefits Division.		
5b	The NAF HR Office will provide appropriate benefits counseling to the person identified as the beneficiary in the employee's official personnel record. If there is no beneficiary listed or the beneficiary is also deceased, then appropriate legal procedures would be followed to identify the legal beneficiary and that person(s) would be provided counseling and assistance.		
5c	Provide assistance to Directorate on calculating years of NAF and/or federal service for the Commander's Award for Civilian Service if requested.		

Garrison Quick Reference Contact List for Death of Civilian Employee Notification

PAIO Notify within 2 hours	Yes	Phone Number	Comments
Garrison Commander		760-380-6267 - Work 760-267-7614 - Cell	
Deputy to the Garrison Commander		760-380-6271 - Work 760-447-2905 - Cell	
Garrison Command Sergeant Major		760-380-1235 - Work 210-709-9375 - Cell	
Directorate of Human Resources (DHR)		760-380-7532 - Work 760-267-7016 - Cell	
Civilian Personnel Advisory Center (CPAC)		760-380-3304 - Work 760-625-8361 - Cell	
Directorate of Plans, Training, Mobilization & Security (DPTMS)		760-380-3534 - Work 760-267-7829 - Cell	
Garrison Chaplain		760-380-4212 - Work 760-617-2933 - Cell	

USAG Fort Irwin Serious
Incident Report

Subject: IR/SIR Number: (DPTMS use only)

1. Region or Installation: ID-READINESS/Fort Irwin, CA.

2. What: Loss of Life (IMCOM Civilian Employee).

4. Where:

5. When:

6. Army Watch Notified: N/A.

7. Summary of Incident: (brief description of incident).

a. Actions taken:

(1) Garrison Commander, was notified on

(2) Deputy to the Garrison Commander, was notified on

(3) Garrison Command Sergeant Major, was notified on _____

(4) Garrison Chaplain was notified approximately

b. Next of Kin:

Name:

Address:

Phone:

Relationship:

c. Employee History

(1) Grade:

(2) Duty Position:

(3) Length of Service:

POC (name/title/phone of person submitting report)