



DEPARTMENT OF THE ARMY  
JOINT BASE MYER - HENDERSON HALL  
204 LEE AVENUE  
FORT MYER, VIRGINIA 22211-1199

AMIM-MHG-H

10 August 2023

MEMORANDUM FOR All Joint Base Myer – Henderson Hall Personnel

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum HR-9,  
Fatality Review Board (FRB)

1. REFERENCES.

- a. Army Regulation (AR) 638-8, Appendix J, Army Casualty Program, 7 Jun 19.
- b. AR 638-2, Army Mortuary Affairs Program, 28 Nov 16.
- c. AR 600-8-4, Line of Duty Policy, Procedures and Investigations, 12 Nov 20.
- d. AR 638-34, Army Fatal Incident Family Brief Program, 19 Feb 15.

2. PURPOSE. To provide guidance when unattended death occurs in the JBM-HH area of operations. Unattended deaths are defined as those deaths occurring outside of a medical facility or physician's care. Deaths include criminal acts, accidents, suicides, and deaths in the course of training, exercises, or military operations.

3. APPLICABILITY. This policy applies to all Army Active-Duty Soldiers who die within the JBM-HH area of operations.

4. POLICY. Commanders and leaders are responsible for maintaining a system that ensures their representative can be reached to execute Fatality Review Board (FRB) functions and is available to work 24 hours a day, 7 days a week.

5. PROCEDURES.

a. The FRB outlines the tasks and responsibilities of the 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 Soldiers and survivors. Board members will discuss required actions, exchange information, and furnish the Casualty Assistance Officer (CAO) with information to update the Family.

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b. FRB Composition. The FRB will consist of the following:

- (1) Chairperson—Joint Base Commander or designated representative.
- (2) Alternate Chairperson—Director Human Resources (DHR) or designated representative.
- (3) Chief, Casualty Assistance Center (CAC).
- (4) Unit CDR/1SG of deceased.
- (5) Chaplain or designated representative.
- (6) Director of Operations (DoO) or designated representative.
- (7) Criminal Investigation Division (CID) or designated representative.
- (8) Staff Judge Advocate (SJA) or designated representative.
- (9) Public Affairs Office (PAO), as needed.
- (10) CAO, when available for active-duty deaths.
- (11) Suicide Prevention Coordinator, as needed.
- (12) Army Community Services (ACS).

c. All meetings will be held within 24 to 48 hours of a death or, if on a weekend or holiday, the first working day. Email notification with “read receipt” 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 Joint Base Conference Room, building 59. If building 59 is not available, meetings will be held at the DHR, building 203 or virtually through web format. Designated representatives must be able to make decisions on their organizations’ behalf.

d. CAC Requirements.

(1) Ensure that the Primary Next-of-Kin 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.

(2) Ensure that the whereabouts of the deceased, location of the incident, and duty status at the time of death are validated properly.

(3) Ensure that additional information is transmitted as required in follow-up supplemental casualty reports.

(4) Ensure that necessary steps are taken to recover and identify the remains.

(5) Ensure that all required investigations are initiated, investigation officers are assigned, and final determinations are validated.

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(6) Ensure that a Summary Court Martial Officer is appointed to inventory Personal Effects and property and determine Person Eligible to Receive Effects.

(7) Ensure a Line of Duty Investigator is appointed, as required, for Soldiers.

(8) Ensure that letters of sympathy and condolence and other case documents are prepared properly, consistent internally, and dispatched promptly to the Soldier's next-of-kin.

(9) Assist unit with the Soldier's posthumous award/promotion eligibility.

(10) Coordinate travel for the eligible Family Members, as needed, for the Soldier's funeral/unit memorial services.

(11) Ensure unit is aware of all unit memorial requirements for Soldiers.

(12) Ensure available chaplain support is offered to the Family and other personnel affected by the incident.

e. Chaplain Requirements. Provide Chaplain pastoral and spiritual counseling as needed. Assist unit with preparations for unit memorial IAW installation and unit SOP.

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

(1) Conduct the following (local) notifications:

(a) CID Duty Agent.

(b) Garrison and unit chain-of-command.

(c) CAC.

(d) Family Advocacy and/or Behavioral Health (as necessary).

(2) Complete the initial Serious Incident Report (SIR) in accordance with AR 190-45 (para 8-3) and forward to appropriate distribution channel. Provide a copy of the SIR to the Casualty Assistance Center at email: [usarmy.jbmhh.asa.mbx.hrd-casualty-assistance@mail.mil](mailto:usarmy.jbmhh.asa.mbx.hrd-casualty-assistance@mail.mil), or fax (703) 696-3236.

(3) Provide a FRB member upon request.

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

(1) Contact the local agencies dealing with the casualty and other specified personnel or agencies.

(2) Complete the initial SIR and forward to DES and DoO for final completion and approval.

(3) Conduct investigation IAW CID regulations to process scene, release scene, and attend autopsy (if notified).

(4) Provide a FRB member upon request.

h. DoO Requirements. Ensure the SIR meets mandatory guidelines and complete follow-up reports as necessary.

i. SJA Requirements. Provide legal opinion on necessary actions.

j. ACS Requirements. Provide Family Advocacy and/or Survivor Outreach Support (SOS) services to Families, survivors, and personnel affected by the fatality.

k. PROPONENT. The proponent and POC for this policy is the Chief of the Casualty Assistance Center at (703) 696-3237/3238.

  
TASHA N. LOWERY  
COL, AG  
Commanding