



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

AUG 19 2021

AMIM-LVG-ZA (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #6, Fatality Review Board

1. REFERENCES.

- a. Army Regulation (AR) 638-8, Army Casualty Program
- b. AR 638-2, Army Mortuary Affairs Program
- c. AR 600-8-4, Line of Duty Policy, Procedures and Investigations.
- d. AR 638-34, Army Fatal Incident Family Brief Program.
- e. Combined Arms Center & Fort Leavenworth (CAC & FT LVN) Standing Operating Procedure (SOP) – Funeral Honors Team Operations.

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 the FRB. 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- and long-term actions to support the installation and unit, allowing for the best support to 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.

4. FRB COMPOSITION. All initial 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 Casualty Assistance Center (CAC). This will be followed by telephonic notification, if necessary. All meetings will be held in the Garrison Conference Room, Building 77. If that is not available, meetings will be held in the training room at the Adjutant General (AG), Building 193. Designated representatives must be able to make decisions on behalf of their organizations. Directors will provide the Casualty Assistance Center (CAC) with the name of the designated representative for Duty Appointments. The FRB will consist of the following:

AMIM-LVG-ZA (100)

SUBJECT: Command Policy #6, Fatality Review Board

- a. Garrison CDR or designated representative
- b. Director Human Resources (DHR) or designated representative
- c. Chief, Casualty Assistance Center (CAC)
- d. Unit CDR/CSM/1SG of deceased
- e. Chaplain or designated representative
- f. Director of Emergency Services, Operations, Plans & Security (DESOPS) or designated representative
- g. Criminal Investigation Division (CID) or designated representative
- h. Staff Judge Advocate (SJA) or designated representative
- i. Army Community Services (ACS)
- j. CAO, when available for active duty deaths
- k. Public Affairs Office (PAO), as needed
- l. Housing, as needed
- m. In the event a spouse is also a Service member, Unit CDR/CSM/1SG

5. CAC REQUIREMENTS.

- a. 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 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.

AMIM-LVG-ZA (100)

SUBJECT: Command Policy #6, Fatality Review Board

- 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 are appointed as required in conjunction with SJA.
 - h. Ensure the propriety, internal consistency, and prompt dispatch of letters of sympathy and condolence and other case documents.
 - i. Assist unit with posthumous award/promotion eligibility as appropriate.
 - j. Coordinate travel of eligible Family members for funeral/unit memorial travel, as needed.
 - 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)

AMIM-LVG-ZA (100)

SUBJECT: Command Policy #6, Fatality Review Board

b. Complete the initial Serious Incident Report (SIR) for the Commander's review and approval and copy CAC when submitted.

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. Conduct investigation IAW AR 195-2, process scene, release scene, and attend autopsy (if notified).

9. SJA REQUIREMENTS. Provide legal advice as necessary.

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 all housing requirements in accordance with regulatory guidance.

12. PROPONENCY. The proponent for this command policy is the Casualty Assistance Center, at 913-684-3557.



JOHN G. MISENHEIMER JR.
COL, AG
Commanding

DISTRIBUTIONS:

Garrison CDR

SJA

CID

DES

ACS

Unit of DSM