



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

AMIM-LVG-ZA (638)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #06, Fatality Review Board

1. REFERENCES.

- a. Army Regulation (AR) 638-8, Army Casualty Program, 7 June 2019
- b. AR 638-2, Army Mortuary Affairs Program, 28 November 2016
- c. AR 600-8-4, Line of Duty Policy, Procedures, and Investigations, 15 March 2019
- 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 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 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.

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 meeting 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 their organizations' behalf. 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 (638)

SUBJECT: Command Policy Letter #06, 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 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.

AMIM-LVG-ZA (638)

SUBJECT: Command Policy Letter #06, Fatality Review Board

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 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 as appropriate.

j. Coordinate travel for the eligible Family members, as needed for funeral/unit memorial travel.

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. DESOPS 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) for the Commander's review and approval and copy CAC when submitted.

AMIM-LVG-ZA (638)

SUBJECT: Command Policy Letter #06, Fatality Review Board

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.

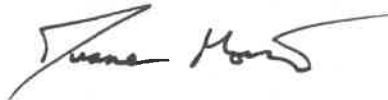
b. Conduct investigation IAW AR 195-2, process scene, release scene, and attend Autopsy (if notified).

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. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer, at email [thomas.c.reitmeier.civ@army.mil](mailto:thomas.c.reitmeier.civ@army.mil) or phone number (913) 684-2993.



DUANE L. MOSIER  
COL, SF  
Commanding

DISTRIBUTION:

DFMWR

DHR

DPTMS

DES

DPW

PAIO

DRM

IMO

PAO

RSO

Safety

EEO

AMIM-LVG-ZA (638)

SUBJECT: Command Policy Letter #06, Fatality Review Board

C:\Users\1023081772121002.CIV\OneDrive - US Army\GARCMD - Common\1.  
Admin\ADMIN 2024\Command Policy Letters 2024