



United States Corps of Cadets
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-1602

**Memorandum of Instruction for Notification of Next of Kin and Administrative Procedures
Concerning Death or Seriously Injured Cadets at USMA**

Purpose. This memorandum prescribes procedures for United States Corps of Cadets notification of next of kin (NOK) for death and seriously injured personnel as mandated by the Army Casualty Program policies.

Summary. The person charged with making the notification, whether in-person notification of a death or telephonic notification of a serious injury or illness, is doing so on behalf of the Secretary of the Army. The personal notification to the Families of Soldiers who become injured, ill, unaccounted for, or deceased, while in a reportable duty status, is one of the most challenging and important tasks a Soldier may ever perform. Notifications are not to be confused with reporting procedures. Directors, staff, and other individuals will not notify NOK without permission from Casualty and Mortuary Affairs Operations Center (CMAOC) at HRC or Casualty Assistance Center (CAC) at Fort Dix, NJ or West Point, NY. The following notification instructions and administrative procedures are to be followed in the event of a serious injury, hospitalization, or death involving Cadets.

Applicability. This memorandum of instruction applies to all members of the United States Corps of Cadets (USCC).

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to USCC S1.

References. Army Regulation 638-8 (Army Casualty Program), 23 June 2015, Department of the Army Pamphlet 638-8 (Procedures for the Army Casualty Program), and Military Personnel Division (MPD) United States Army Garrison - West Point (USAG - WP)

Expiration. This memorandum of instruction remains in effect until superseded or rescinded.

By order of Corps of Cadets Commandant:

STEVEN W. GILLAND
Brigadier General, USA
Commandant

Official:

Mr. Billy F. Austin
Human Resources Officer
Effective 22 May 2018

Memorandum of Instruction for Notification of Next of Kin and Administrative
Procedures Concerning Death or Seriously Injured Cadets at USMA

1. PROCEDURE:

a. Upon death or serious injury of a Cadet, the USCC officer in charge will obtain as much information as possible concerning the incident and immediately inform the Deputy Commandant, USCC CSM, BTO, RTO, USCC S3, United States Military Academy (USMA) Chief of Staff and CSM, the Company Tactical Officer of the Cadet concerned, and the USCC S1, in that order. Obtaining complete information must not delay submission of the initial accident or death report. USCC officer in charge office is located at the Central Guard Room (CGR) and can be reached on the duty phone at: 845-938-3030.

b. In the event of death, Tactical Officers are NOT responsible for or authorized to notify the next of kin. The Casualty Assistance Center (CAC) will ensure that a Casualty Notification Officer (CNO) is appointed and through the CNO the official notification of next of kin is made. When completed, the Casualty Assistance Center will notify USMA, G1, and that information will be shared with USCC. As a matter of information, personal notifications of death are not made between 2200 and 0600. Cadets and the military chain of command will be directed not to notify the Family until official notification is completed. Direct communications between the USCC chain of command and the next of kin will be limited to expressions of condolences and Cadet particular matters of which can often be express thru the CAO.

c. All questions concerning funeral transportation arrangements will be referred to the USMA Memorial Affairs Officer, USMA x2504 and after duty hours through USMA Duty Officer x3500. The Family or the Tactical Officer should not make any memorial arrangements until advised by the Memorial Affairs Officer. If arrangements are made to a funeral home without Memorial Affairs assistance, the Family may incur monetary costs. The Memorial Affairs Officer can be contacted x2504.

d. In the event of death, the Tactical Officer will provide information and assistance to the Family for Cadet involvement with funerals thru the assigned CAO. Also, the Tactical Officer will sign a letter of condolence and forward it to the CAO for the Family. Likewise, coordination must be made between the CAO and the Memorial Affairs Officer who is the focal point of all funeral arrangements. The Memorial Affairs Officer also will assist the Family with any other local arrangements which may be required.

e. Provided that the chain of command has been informed and in the event of an accident resulting in both deaths to a Cadet and serious injury to another, notification of the injured Cadet's parents need not be delayed pending confirmation of notification of the deceased Cadet's parents. If an injury is not considered serious and there also was a death resulting from the same accident, the Tactical Officer will delay notification of the injured Cadet's parents until confirmation of the death notification of the deceased Cadet's parents has been received.

**Memorandum of Instruction for Notification of Next of Kin and Administrative
Procedures Concerning Death or Seriously Injured Cadets at USMA**

f. Provided that the chain of command has been informed and when an injury is classified as severe by medical authorities, the company Tactical Officer, after ascertaining the information obtained from the proper medical or hospital representative is complete, will notify the primary next of kin as indicated on the Cadet's DD Form 93 ensuring that items 8a and b are strictly followed. Once notified also inform the Cadet's primary next of kin that the Cadet's doctor will contact them to provide a complete medical evaluation of the case. The Tactical Officer should negotiate a similar agreement with the attending physician.

g. In the cases where a Cadet is expected to be hospitalized or scheduled for surgery, the company Tactical Officer will inform the Cadet's primary next of kin ensuring that items 8a and b are strictly followed on the Cadet's DD Form 93, of the nature of the illness, injury, or surgery, approximate duration of hospitalization, and other pertinent data.

h. Upon notification, the USCC S1 will send the initial (INIT) casualty report using a DA Form 1156's with the minimum required fields and other information to the Casualty Assistance Center. Preliminary information may include personal data on the casualty being reported, as well as information about the circumstances surrounding the incident. The INIT should answer who the casualty is, what the casualty was doing when the event occurred, and what protective gear was the casualty wearing (if applicable), when it happened, why it happened, what caused the casualty, and where it happened. The initial information will also include the cause of death (if known) for deceased; and a preliminary diagnosis for injured or ill casualties, as well as information on where the casualty is hospitalized.

i. Following initial notification to the CAC notify AG Casualty Operations at x4217/3910, USMA Public Affairs Office (PAO) Officer; Post Chaplain, after hours 845-401-8171; duty hours x8653/x3316; Transportation Branch x2047; USMA Safety Office, x6129, and Cadet Publications (for Cadet Photos), x2780/7989. Assist in the preparation of letters of sympathy for the Commandant's, BTO, RTO, and Tactical Officer signature.

j. Uniform for Funerals are as follows unless ordered otherwise:

- (1) Staff: ASU/A Army Service Uniform A
- (2) Cadets: (Summer) Dress Gray over White, Gray Hat.
(Winter) Dress Gray over Gray

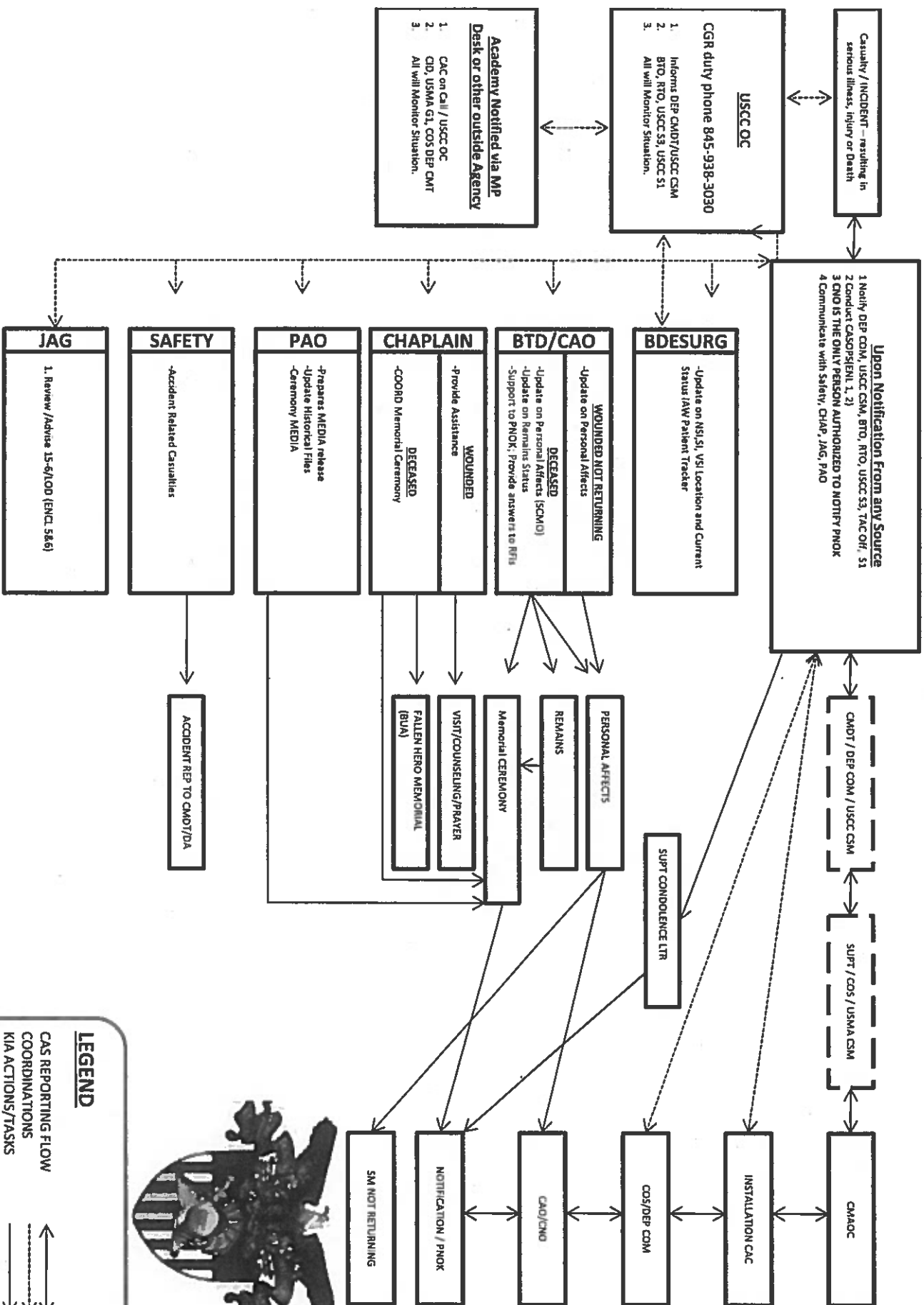
**Memorandum of Instruction for Notification of Next of Kin and Administrative
Procedures Concerning Death or Seriously Injured Cadets at USMA**

2. POINT OF CONTACT: The proponent for this MOI is the USCC S1 x2213.

Appendix:

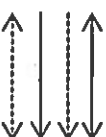
- 1 Casualty Flow Chart**
- 2. Casualty Notification Drill**
- 3. Casualty Notification Drill (VSI/SI)**
- 4. LOD Information Sheet**
- 5. 15-6 Information Sheet**

APPENDIX 1



LEGEND

CAS REPORTING FLOW
COORDINATIONS
KIA ACTIONS/TASKS
OPERATIONS INFO



APPENDIX 2

APPENDIX 2: USCC Casualty Notification Drill

UPON NOTIFICATION FROM ANY SOURCE, FOLLOW STEPS BELOW:

1. Notify Deputy Commandant, USCC CSM, BTO, RTO USCC S3, and USCC S1 in that order with complete SWs and status as of that moment.
 2. Deputy Commandant will inform the Commandant, USMA COS, USMA CSM (unless already informed, the Superintendent)
 3. The CAC will contact CMOAC and appoint a Casualty Notification Officer (CNO) and a Casualty Assistance Officer (CAO)
 4. The CNO and Chaplain will make contact with NOK and update CAC once complete
 5. The CAC will notify USMA/USCC once official notification to NOK has been completed.
 6. The COS and DEP COMDT will continue updates and communication flow to the Superintendent, Commandant, Dean and G3
 7. USCC S1 will contact the Casualty Assistance Center and prepare Initial Casualty Report DA Form 1156.
 8. Supplementary Reports will follow until Casualty Report is complete.
 9. USMA G3 will submit Serious Incident Report (SIR)
 10. A summary court-martial officer (SCMO) will be appointed, usually the tactical officer of the cadet concerned.
 11. Appoint a 15-6 investigation officer to make a line of duty determination.
 12. Prepare the appropriate announcement of death black border letter which is staffed through the CMDT and forwarded to the SUPT for signature.
 13. Prepare letter of sympathy for the SUPT, verify that it has been mailed then prepare and mail and letter of sympathy for the CMDT.
 14. Certificate of attendance prepared and completed by the office of the Dean
 15. Follow up on End of Service Award (DECEASED), if any.
 16. Cadet Brief and Photo for all Deceased due upon request; S1 will FWD copy to PAO and CHAPLAIN.
 17. Get Words of Remembrance (WOR) from BTD/BDE NLT 3 Days from incident.
 18. Coordinate memorial service
 19. Follow up on 15-6 Investigation Status NLT 38 Days from incident.
 20. Get Final Scanned Final Copy of 15-6 Investigation NLT 65 days.
- **During the entire Casualty Operation, cross-talk regularly with COS, DEP COM, USMA CSM, USCC CSM, BTO, S3, S1, Safety and CAO on Casualty statuses, location, verification, personal affects. Daily SITREPs may be required in order to ensure information is shared, accurate and timely.
 - **Ensure DA Form 1156 Report is sent to Casualty Assistance Center.
 - **Ensure Casualty's Information is kept to a "Need to Know" basis only
 - **Create a File Folder for every Casualty.

APPENDIX 3

APPENDIX 3: USCC Casualty Notification Drill 2 (VSI/SI)

UPON NOTIFICATION FROM ANY SOURCE, FOLLOW STEPS BELOW:

1. Notify Deputy Commandant, USCC CSM, BTO, RTO USCC S3, and USCC S1 in that order with complete SWs and status as of that moment.
2. Deputy Commandant will inform the Commandant and USMA COS (unless already informed the Superintendent)
3. The commandant will determine who will make notification unless deferred to CMAOC.
4. If deferred CMAOC will make notification to PNOK and/or SNOK (parents) for VSI and/or NSI and only PNOK for all NSI.
5. Notification for injured and ill casualties will be accomplished telephonically, unless the NOK does not have a telephone. Units may pay personal visits to the NOK after notification is complete. Injured and ill notification will be made between 0500 and 2400 local time in the area of the PNOK. The CMAOC must approve any requests for exceptions to this time period.
6. USCC S1 will contact the Casualty Assistance Center and prepare initial Casualty Report DA Form 1156.
7. Supplementary Reports will follow until Casualty Report is complete.
8. Appoint a 15-6 investigation officer to make a line of duty determination.
9. Get names of Investigating Officer (as required) NLT 12 Hours from incident (SUPP Report).
10. Follow up on 15-6 investigation Status (as required) NLT 38 Days from incident.
11. Get Final Scanned Final Copy of 15-6 investigation (as required) NLT 65 days.
12. If Casualty Status is changed to Deceased, follow Battle Drill 1.
13. If RTD, update Chain of Command.

- **During the entire Casualty Operation, cross-talk regularly with COS, DEP COM, USCC CSM, BTO, S3, S1, Safety and CAO on Casualty statuses, location, verification, personal affects.
- **Ensure DA Form 1156 Report is sent to Casualty Assistance Center.
- **Ensure Casualty's Information is kept to a "Need to Know" basis only
- **Create a File Folder for every Casualty.

TYPES OF LOD:

INFORMAL: Documentation for an informal LD investigation typically consists of DA Form 2173 completed by the MTF and the unit commander and approved by the appointing authority. The final determination of an informal LD investigation can result in a determination of "in LD" only.

FORMAL: A formal LD investigation is a detailed investigation that normally begins with DA Form 2173 completed by the MTF and annotated by the unit commander as requiring a formal LD investigation. The appointing authority, on receipt of the DA Form 2173, appoints an investigating officer who completes DD Form 261 and appends appropriate statements and other documentation to support the determination, which is submitted to the GCMCA for approval. A formal LD investigation must be conducted in the following circumstances:

- (1) Injury, disease, death, or medical condition that occurs under strange or doubtful circumstances or is apparently due to misconduct or willful negligence.
- (2) Injury or death involving the abuse of alcohol or other drugs.
- (3) Self-inflicted injuries or possible suicide.
- (4) Injury or death incurred while AWOL.
- (5) Injury or death that occurs while an individual was en route to final acceptance in the Army.
- (6) Death of a USAR or ARNG soldier while participating in authorized training or duty.
- (7) Injury or death of a USAR or ARNG soldier while traveling to or from authorized training or duty.
- (8) When a USAR or ARNG soldier serving on an AD tour of 30 days or less is disabled due to disease.
- (9) In connection with an appeal of an unfavorable determination of abuse of alcohol or other drugs.
- (10) When requested or directed for other cases.

PROCESSING FORMAL LOD

1. NLT 5 days after incident – MTF CDR initiate DA 2173 and FWD to SM's Unit CDR
2. NLT 30 days after incident – SM's Unit CDR complete SEC 2 DA 2173 and provide to LD appointing AUTH (AA).
3. NLT 35 days after incident – AA appoint Investigating Officer (IO) in writing to conduct investigation.
4. 50 days after incident – IO conduct investigation, report on DD 261 to appointing AUTH (AA).
5. 65 days after incident – AA Review investigation and complete block in DD 261 and FWD to Final Approving AUTH.
6. 75 days after incident – Final Approving AUTH review investigation, approve and FWD to appropriate HQ IAW 600-8-4, Tbl 3-2

PROCESSING INFORMAL LOD

1. NLT 5 days after incident – MTF CDR initiate DA 2173 and FWD to SM's Unit CDR.
2. NLT 30 days after incident – SM's Unit CDR complete SEC 2 DA 2173 and provide to LD Appointing AUTH (AA).
3. NLT 35 days after incident – AA REV LD Investigation for Completeness and required documents and FWD to Final Approving AUTH.
4. 40 days after incident – Final Approving AUTH REV LD Investigation and FWD to appropriate HQ IAW AR 600-8-4, Tbl 3-1.

Line of duty actions should be completed within the time limits mentioned above. When an LD investigation, either formal or informal, is not completed within the given time, the reasons the report is late should be made part of the remarks section of DA Form 2173 for informal reports and as part of the investigating officer's comments on DD Form 261 for formal reports. These comments can be expanded upon as necessary by the appointing authority, reviewing authority, or final approving authority. The mere failure to complete an action within the prescribed time or the failure to provide reasons the report is late is not a basis to disapprove, reverse, or change an otherwise proper determination.

APPENDIX 5

What is a 15-6 Investigation:

AR 15-6 procedures generally govern investigations requiring detailed fact gathering and analysis and recommendations based on those facts. An "Investigation" is simply the process of collecting information for the command, so that the command can make an informed decision. AR 15-6 sets forth procedures for both informal and formal investigations.

Informal investigations usually have a single investigating officer who conducts interviews and collects evidence. In contrast, formal investigations normally involve due process hearings for a designated respondent before a board of several officers. Formal procedures are required whenever a respondent is designated.

Informal procedures are not intended to provide a hearing for persons who may have an interest in the subject of the investigation. Since no respondents are designated in informal procedures, no one is entitled to the rights of a respondent, such as notice of the proceedings, an opportunity to participate, representation by counsel, or the right to call and cross-examine witnesses. The investigating officer may, however, make any relevant findings or recommendations concerning individuals, even where those findings or recommendations are adverse to the individual or individuals concerned.

The primary duties of an investigating officer are:

- To fully establish and consider all the relevant evidence on an issue;
- To be thorough and impartial;
- To make findings and recommendations warranted by the facts and that comply with the instructions of the appointing authority; and
- To report the findings and recommendations to the appointing authority.

Only commissioned officers, warrant officers, or DA civilian employees paid under the General Schedule, Level 13 (GS 13) or above may be investigating officers. The investigating officer must also be senior to any person that is part of the investigation, if the investigation may require the investigating officer to make adverse findings or recommendations against that person.

Upon appointment as IO (written or verbal), IO will start a chronology showing the date, time, and a short description of everything done in connection with the investigation.

A. Conduct the Investigation:

1. Develop a Plan
2. Obtain documentary and physical evidence
3. Obtain Witness Testimony
4. Rights Advisement
5. Schedule Witness Interview
6. Conduct Witness Interview

B. Conclude the Investigation: Complete DA Form 1574 and assemble packet as follows:

1. Appointing order
2. Initial information collected
3. Rights warning statements
4. Chronology
5. Exhibits