

Personnel - General  
INSTALLATION CASUALTY REPORTING

---

**SUMMARY.** This regulation outlines responsibilities and procedures for implementing the Army Casualty Program in the Fort Hood Casualty Area Command.

**APPLICABILITY.** This regulation applies to all III Corps units, major subordinate commands, and tenant units stationed at Fort Hood or within the Fort Hood Casualty Area Command.

**SUPPLEMENTATION.** Supplementation of this regulation is prohibited without prior approval from the Adjutant General, AFZF-AGM-C.

**INTERIM CHANGES.** Interim changes to this regulation are not official unless authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent for this regulation is the Adjutant General (AG). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-AGM-C, Fort Hood, TX 76544-5056

---

TABLE OF CONTENTS

Title	Paragraph	Page
Overview		
Purpose .....	1a .....	1
References .....	1b .....	1
Abbreviations and Terms .....	1c .....	1
Responsibilities		
III Corps AG .....	2a .....	1
Unit Adjutant .....	2b .....	2
Unit Commander .....	2c .....	2
Summary Court Officer .....	2d .....	3
III Corps Chaplain .....	2e .....	3
Hospital Commander .....	2f .....	3
Mortuary Office .....	2g .....	3
Provost Marshal .....	2h .....	4
CAO .....	2i .....	4
Individuals .....	2j .....	4
Public Information		
Release of Information .....	3a .....	4

---

\*This regulation supersedes FH Regulation 600-12, 18 March 1981.

OVERVIEW

1

Purpose

This regulation establishes

- responsibilities and procedures for
- notification
- casualty reporting
- casualty assistance
- summary court officers

1a

References

- AR 360-5      Army Public Affairs, Public Information
- AR 600-8-1    Army Casualty and Memorial Affairs and Line of Duty Investigations
- DA PAM 608-33   Casualty Assistance Handbook
- DA PAM 638-1   Guide for Escorts of Deceased Army Personnel

1b

Abbreviations

- AG    Adjutant General
- CAO   Casualty Assistance Officer
- COC   Corps Operations Center
- DOIM   Directorate of Information Management
- DSN   Defense Switched Network
- MPRJ   Military Personnel Records Jacket
- NOK   next of kin
- PNOK   primary next of kin

1c

RESPONSIBILITIES

2

III Corps  
AG

III Corps, AG, Casualty Operations Branch

- obtains necessary information to submit a casualty or or missing report.
- informs the
  - AG on-call (by telephone).
  - III Corps and Fort Hood Command Group upon address verification of PNOK (in writing).
  - COC (by telephone).

(continued on next page)

---

 III Corps  
AG (cont)

- Provost Marshal (by telephone).
- unit commander to which the soldier is assigned/attached (by telephone).
- Public Affairs Office (by telephone).
- Mortuary on-call (by telephone).
- G1 Safety Office (by casualty report).
- Patient Administration Division/Administrative Officer of the day.
- Chaplain's Office.
- coordinates notification of NOK.
- appoints a CAO when the NOK resides within the Fort Hood Casualty Area Command.
- coordinates with the NOK on disposition of remains.

NOTE: The Casualty Operations Branch operates Monday through Friday from 0700 to 1700 and on call after duty hours, weekends, and holidays. Telephone number 24 hours a day is DSN: 737-7200, commercial 817 287-7200.

---

 2a

 Unit  
Adjutant

The adjutant of the unit to which the soldier is assigned/attached will

- monitor casualty actions related to their respective command.
- review and forward to the Casualty Operations Branch, letters of sympathy/condolence to the NOK of deceased.
- provide the Casualty Operations Branch the name and telephone number of the Summary Court Officer, if applicable.

---

 2b

 Unit  
Commander

Upon determination that a member of the unit has become a casualty, the unit commander

- immediately notifies the III Corps AG Casualty Section (in addition to the unit's next higher headquarters).
- obtains from the Casualty Operations Branch information and procedures for notifying the NOK.
- prepares and handcarries, within 24 hours after the death and verification of NOKs address, a signed, undated letter of sympathy/condolence to the Casualty Operations Branch.
- selects a suitable escort for the remains and notifies the III Corps AG Casualty Operations Branch.

---

 (continued on next page)

Unit  
Commander  
(cont)

- 
- delivers to the III Corps AG Casualty Operations Branch, from the personal effects of the deceased, a Class A uniform including underwear, socks/hosiery, belt, tie, long sleeve green shirt/blouse, unit crest, badges, ribbons, regimental crest, US brass, MOS brass, Class A name tag, and identification tags with necklace (do not include hat or shoes).
  - collects and inventories the effects of the deceased according to AR 600-8-1, and releases effects to the Summary Court Officer.

2c

---

Summary  
Court Officer

Summary Court Officer

- contacts the Mortuary Office upon appointment of Summary Court Officer for briefing.
- collects and inventories the personal effects of the deceased in accordance with AR 600-8-1.

2d

---

III Corps  
Chaplain

III Corps Chaplain

- upon request of the individual designated to make personal notification to NOK, the III Corps Chaplain or designated representative provides a chaplain to accompany the notifier and assist with the notification.

2e

---

Hospital  
Commander

When an individual (active duty, retired, family member, or civilian) dies or is pronounced dead on arrival at Darnall Army Community Hospital, the hospital commander or designated representative will

- notify the NOK if present in the hospital.
- notify the Casualty Operations Branch when the NOK is not present at the hospital, and report all known circumstances to the Casualty Operations Branch, who will initiate notification action.
- notify the NOK of other than active duty deceased personnel who are not present at the hospital.

2f

---

Mortuary  
Office

The Mortuary Officer is responsible for

- identification and disposition of remains of soldiers who die on active duty.
- preparation of remains.
- notifying the Casualty Operations Branch, DA Memorial Affairs Branch, and the consignee of the date and time of departure, routing, and time of arrival of remains and escort.
- briefing the escort and publishing orders.
- briefing the Summary Court Officer and monitoring progress on case.

2g

---

Provost  
Marshal

The Provost Marshal will

- notify the Casualty Operations Branch immediately on receipt of notification of a fatal incident involving military personnel or family members of active duty personnel.
- continue to pass information to the Casualty Operations Branch as additional facts become known.
- notify the Casualty Operations Branch of all other deaths which occur on post.

2h

CAO

CAO is responsible for

- counseling and assisting the primary NOK of deceased active duty or retired Army members.

2i

Individuals

Any member of the military who has personal knowledge of the status of another soldier who falls within the category of nonbattle casualty or missing will report the incident immediately.

Furnish the

- name,
- rank,
- social security number,
- organization of the deceased or missing soldier,
- place of the incident, and
- all known circumstances to one of the following
  - Casualty Operations Branch, 287-7200/2537).
  - Provost Marshal (Military Police Desk Station, 287-4001/5019).
  - COC (287-2506/2520).
  - Unit Commander or Battalion Duty Officer.

NOTE: Although responsible for notifying the above listed military authorities, individuals will not notify the NOK.

2j

PUBLIC INFORMATION

3

Release of  
Information

Instructions concerning release of information to the public on casualties are contained in AR 360-5, chapter 3.

3a

1 May 1992

III CORPS & FH REG 600-12

The proponent of this regulation is the Adjutant General, III Corps and Fort Hood

FOR THE COMMANDER:



WILLIAM E. PARKER  
LTC, SC  
DOIM

ROBERT S. COFFEY  
Brigadier General, USA  
Chief of Staff

DISTRIBUTION:  
IAW FH Form 1853, A  
PLUS: IM-Pubs (100)  
IM-AO (5)  
IM-ARL (2)