



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 172D INFANTRY BRIGADE**  
**CMR 415, UNIT 21830**  
**APO AE 09114**



AETV-BGS-CDR

15 May 2011

**SUBJECT:** 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

1. **PURPOSE:** This SOP provides guidance on the responsibilities, policies and procedures for fallen personnel assigned to the 172d Infantry Brigade during combat operations.
2. **APPLICABILITY:** This policy is applicable to all units assigned or attached to the 172d Infantry Brigade Rear Detachment (TF Shield).
3. **SCOPE:** The measures outlined are intended to guide TF Shield commanders and staff on standard casualty operations procedures in response to notification of Blackhawk casualties, including: casualty reporting, notification of and assistance to Next-of-Kin (NOK), Summary Court Martial Officer (SCMO) procedures, unit notification and conducting memorial events. These measures will be adhered to for casualty operations for assigned or attached Soldiers, other Service personnel, DoD/DA civilians, and DA contractors.
4. **REFERENCES:**
  - a. AR 600-8-1 Army Casualty Management
  - b. AE PAM 600-8-1, Army Casualty Management
  - c. AR 600-34, Fatal Training/Operational Accident Presentation to Next of Kin
  - d. AR 165-1, Chaplain Activities in the United States Army
  - e. FM 1-05, Religious Support
  - f. TC 16-2, Religious Support to Casualties, Memorial and Funeral Services
  - g. FM 1-0 Human Resource Management

**5. DEFINITIONS:**

a) What is a Casualty?

1) A casualty is any person who is lost to an organization by reason of having been declared deceased, diseased, wounded, ill, captured, detained, interned or missing in action. There are five casualty statuses that TF Shield will most likely encounter:

- 1) Deceased
- 2) Duty status — Whereabouts Unknown (DUSTWUN)
- 3) Very Seriously Ill or Injured (VSI)
- 4) Seriously Ill or Injured (SI)
- 5) Not Seriously Injured (NSI)

**6. PROCEDURES:**

**A. Notification of casualty from the deployed area of operation (AO):**

- 1) Notification will be provided to the TF Shield Commander by the forward operations POC; generally a member of the deployed BDE or BN command group (CDR, CSM or DCO/XO).
- 2) TF Shield Commander will immediately notify USAG Schweinfurt or Grafenwoehr Casualty Operations Manager.

3) Concurrently, the Grafenwoehr or Schweinfurt Casualty Operations Manager will be notified by the theater Casualty Assistance Center (CAC) through the USAREUR CAC.

4) Grafenwoehr/Schweinfurt Casualty Operations Manager assigns CNO/CAO from a list of potential available personnel within the respective communities. Under NO circumstances will a Blackhawk Leader be assigned as a CNO for notification of NOK of a Blackhawk fallen Soldier.

**B. Notification of, and assistance to, NOK:**

**1) Casualty Notification Officer**

a. Contact the supporting USAG Casualty Operations Manager within two (2) hours of assignment as the CNO.

1) Schweinfurt: Mrs. Sherry Renz, contact information: DSN 353-8812, or after duty hours 0162-296-5514

2) Grafenwoehr: Mr. Keith Henry, contact information: DSN 475-8709, or after duty hours 0162-296-0820 or Mr. Mario Mena at 0162-296-0817.

b. Primary Next of Kin (PNOK, as denoted on the DD form 93) and Secondary Next of Kin (SNOK) will be personally notified within four (4) hours of the Casualty Assistance Center receiving the notice. Uniformed personnel will be used to make notifications in all Death, DUSTWUN and Missing Soldiers.

c. CNO will conduct notification during the hours of 0500-2400 hours local time in Army Service Uniform (ASU). A chaplain will accompany the CNO. PNOK will be notified before the SNOK.

d. PNOK of Very Seriously Injured (VSI) and Seriously Injured (SI) Soldiers (see 8.a., below) will be notified in person between the hours of 0500-2400 by the D Company Commander or 1SG in duty uniform, if the PNOK is in the Grafenwoehr or Schweinfurt area. If the PNOK is out of the Grafenwoehr or Schweinfurt area, the unit commander or 1SG will make the notification by telephone. There is the possibility the injured Soldier may contact the NOK by phone before the unit's leadership can contact the NOK.

e. Report to supporting USAG Casualty Operations Manager immediately after notification is completed.

f. Brief Casualty Assistance Officer.

g. Provide copy of Casualty Notification Report, to the unit commander.

h. Complete a written transcript of an after action report, and submit to unit commander within 120 days of the initial Casualty Report Worksheet (Appendix F)

**2) Casualty Assistance Officer**

a. Contact the supporting USAG Casualty Manager within four (4) hours of assignment for an in-brief:

1) Schweinfurt: Mrs. Sherry Renz, contact Information: DSN 353-8812, or after duty hours 0162-296-5514.

2) Grafenwoehr: Mr. Keith Henry, contact Information: DSN 475-8709, or after duty hours 0162-296-0820 or Mr. Mario Mena at 0162-296-0817.

b. Conduct debrief with CNO to gain additional NOK information.

c. Complete as much personal business with NOK prior to their departure from Europe. Personal Business includes, but is not limited to; automobile registration, transportation of household goods, TriCare disenrollment, etc. Be sensitive, NOK will determine their ability and desire to deal with such matters.

d. Advise the command of the NOK's request for specific assistance during their transition to CONUS. CAOs are authorized to travel to CONUS for funeral/ interment with families. For further clarification regarding this policy, contact the U.S. Army Casualty and Mortuary Affairs Operations Center, COL Deborah Skillman at (703) 325-5636 or (800) 626-3317.

e. Casualty Assistance Officers are authorized government vehicles to conduct casualty assistance business. If government vehicles are not available, the use of privately owned vehicles is authorized on a reimbursable basis. This is not recommended due to potential insurance liability. A statement of non-availability of a Government vehicle must be obtained from the servicing USAG transportation motor pool and submitted with the request for reimbursement.

f. Complete an after action report and submit to unit commander within 120 days of the initial Casualty Report Worksheet (Appendix F).

g. Escort NOK to all memorial ceremonies or services, if NOK desires attendance. NOTE: For Field House ceremonies, family members should arrive 30 minutes prior. A reception area will be available.

h. Advise the command on the NOK's request for exception to policy for remaining in Germany past the 90 day Grace Period. This period is based on the tax free logistical and community support provided to the family after the death of the Soldier. For further information on survivor benefits, please reference AE PAM 600-8-1.

i. Attend the Full Force Rehearsal (H-24) for knowledge of event and family location and actions.

### **3) Summary Court Martial Officer (SCMO)**

a. Provide a completed copy of the Summary Court Martial Officer Requirements (Appendix G) to the unit commander upon completion of all required tasks.

b. Complete the Record of Personal Effects, DA Form 54 (Appendix H) within 15 days after the date of death to the unit commander.

c. Complete an After action Report and submit to unit commander within 90 days of the initial Casualty Report Worksheet (Appendix F)

d. Coordinate with the S1 and S4 for movement of personal effects.

### **4) TF Shield Commander**

a. Obtain work and cell phone number(s) of assigned CNO and CAO.

b. Contact CNO to verify date, time and method by which the NOK was notified, and obtain reliable telephone number for the NOK. Commander will also ask if there is any additional information he should be aware of before he contacts NOK.

c. Contact CAO to verify that assistance has been initiated or that an appointment has been made to assist the survivors. The Commander will also ask the CAO if there is any further information he should be aware of prior to contacting NOK.

d. Contacts the Soldier's NOK by telephone or in person within one week after the CNO has made initial notification. During Commander's contact with the NOK, the Commander will describe the full circumstances, consistent with AR 600-34, paragraph 1-18b, that resulted in the Soldier's death or serious injury.

e. Immediately after contacting the NOK, notify servicing USAG Casualty Operations Manager that this requirement has been completed. The Garrison Casualty Manager will relay this information to the USAREUR Casualty Assistance Center, which will track the unit's contact with the NOK.

f. Initiate Care Team Family Assistance Plan in accordance with the 172d SIB Care Team Standard Operating Procedure.

g. Send a letter of sympathy to the PNOK.

h. Telephone calls, personal visits and letters of sympathy may appear as small gestures considering the great loss to the family of a fallen Soldier. These gestures, however, convey the Army's sincere condolences and heartfelt thanks for the Soldier's sacrifice.

#### 5) **TF Shield XO**

a. Draft Letter of Condolence for RDC. See Appendix D.

1) Letters of Condolence prepared after a Soldier or civilian employee death will not be sent or presented until verification from the supporting USAG Casualty Operations Manager that the NOK has been officially notified and the 21st Theater Sustainment Command's U.S. Army Memorial Affairs Activity, Europe (USAMAA-E) verifies the positive identification of the remains.

a. Letters of Condolence provide the opportunity for higher commander to express their concern regarding the death of a Fallen Soldier, however, do not describe the circumstances surrounding the death in a condolence letter. AR 600-8-1, Ch 8, Para 5.

#### 6) **TF Shield S1**

a. Provide DD93 and SGLI to the supporting USAG Casualty Operations Manager and V Corps Command Information Center (if Casualty Operations Manager does not forward to V Corps).

1) Schweinfurt: Mrs. Sherry Renz. Contact Information: DSN 353-8812 or after duty hours 0162-296-5514

2) Grafenwoehr: Mr. Keith Henry. Contact Information: DSN 475-8709 or after duty hours 0162-296-0820 or Mr. Mario Mena at 0162-296-0817

b. Coordinate with USAG Casualty Operations Manager and S-4 for movement of personal effects (PE) and Memorial Token Boxes.

c. Maintain Casualty Management Historical file: Recommended Memorial Timeline (Appendix A), Memorial Events Checklist (Appendix B), Letters of Condolence (Appendix D), Letters of Sympathy (Appendix E), Casualty Notification Report, Summary Court Martial Officer Requirements (Appendix G), Personal Effects Record DA Form 54 (Appendix H), History of Challenge Coin (Appendix I), Last Roll Call (Appendix K), and after action comments.

#### 7) **Chaplain**

a. Coordinate with the Casualty Notification Officer for the time and location of departure for notification of NOK. (Uniform ASU).

b. Provide pastoral care to NOK and additional Family members during follow-on visits, if applicable.

#### 8) **Commander, D Co, TF Shield**

a) PNOK of Very Seriously Injured (VSI) and Seriously Injured (SI) Soldiers will be notified in person between the hours of 0500-2400 by the D Company Commander or 1SG, in duty uniform, if the PNOK is in the Grafenwoehr or Schweinfurt area. If the PNOK is out of the Grafenwoehr or Schweinfurt area, the Commander or 1SG will make the notification by telephone. There is the possibility the injured Soldier may contact the NOK by phone before the unit's leadership can contact the NOK.

b) Provide copies of after action reports, and Casualty Notification Report to the Brigade S1 within 60 days of the initial Casualty Report Worksheet (Appendix F), and Record of Personal Effects, DA Form 54 (Appendix H), if applicable.

c) Initiate Care Team Family Assistance Plan in accordance with the 172d SIB Care Team Standard Operating Procedure.

d) Prepare a Letter of Sympathy for NOK, See Appendix D.

1) Letters of Sympathy and Letters of Condolence prepared after a Soldier, civilian employee, or retiree's deaths will not be sent or presented until verification from the supporting USAG Casualty Manager that the Next-of-Kin has been notified, and the USAMAA-E verifies the PID of the remains.

2) Letters of Sympathy are designed to extend expressions of sympathy to the NOK is also an instrument that commanders may use to advise the KIN of the factual and detailed circumstance surrounding the person's death. AR 600-8-1, Ch 8-1.

### **C. Notification of the Unit and Families:**

#### **1) TF Shield Commander**

a. Develop the official message for dissemination. **After NOK is notified**, provide official message to all Delta Company (D Co.) Commanders and the Family Readiness Group (FRG) Leaders/Senior Advisors for dissemination.

#### **2) Commander, D Co, TF Shield**

a. Dissemination of the Official Message upon receipt from TF Shield Commander.

b. At the discretion of the Delta Company Commander and the FRG Leaders of the battalion that had the casualty, either the families in the company or the families in the entire battalion (that had the casualty) will be notified telephonically if the families have chosen to be notified in the case of a casualty in the unit. In order to ensure that the affected unit is given sufficient time to call its family members, further e-mail notification across the Brigade Combat Team will not begin until three hours after the calling tree is initiated. Therefore, it is critical that the D Company Commander notify TF Shield Commander upon initiation of calling tree.

c. Three hours after the affected unit begins the execution of its calling tree, the rest of the Blackhawk BDE will be notified by e-mail down to the POC level. This will enable POCs across the Brigade to further disseminate the message as necessary and to address questions they may be receiving. FRG Leaders and POCs should check their e-mail frequently for questions from FRG members.

d. In the case of a telephonic notification, Delta Company Commanders are responsible for and must ensure:

1) FRG Leaders at all echelons and Points of Contact at the company level receive, via e-mail, a hard copy of the "Official TF Shield Message"

2) Unit Staff Duty NCOs also receive a copy of the message, read it to family members that respond to voicemail by calling in, and record the names of those family members.

- 3) Ensure calls occur only after 0800 and before 2100. No calls are made between 2100 and 0800.
- 4) Verify every family member that has chosen to be notified in their unit is contacted and receives the message.
  - e. In the case of a telephonic notification, callers (FRG volunteers and/or unit Rear Detachment staff) **do not deviate from the script**. Goal is to ensure every family member in their unit receives the same message telephonically.
    - 2) Direct questions and concerns to FRG Leaders, Company FRLs, the Rear Detachment Commanders and/or the supporting appropriate agency
    - 3) If talking points have been provided with the official message you may answer questions that fall within the scope of those talking points.
    - 4) If you get an answering machine, leave the following message: “An official message is coming from the 172d Infantry Brigade Rear Detachment. Please contact your FRG Leader, FRL, or Staff Duty NCO to receive the message”
  - f. Ensure unit has accurate phone numbers, preferably one that can accommodate messages.

#### **D. Memorial Ceremony Preparation**

- 1) **TF Shield Commander**: Overall responsible for ensuring the flawless execution of all memorial ceremonies.
- 2) **TF Executive Officer**
  - a) Ensure immediate access to written parting honors. These honors are the transcripts of all spoken tributes to the fallen Soldier during the in theater memorial ceremony. This includes, but is not limited to the speech of the Battalion Commander, first line supervisor, and comments from those that were close to the fallen Soldier.
  - b) Draft honors for TF Shield Leadership to be given during memorial ceremony in Grafenwoehr or Schweinfurt.
  - c) Conduct IPRs and Rehearsals as required (see Appendix B, Memorial Events Checklist).
    - 1) Recommended Timeline (see Appendix A, Casualty and Memorial Event Timeline).
      - IPR #1 / Key Leader Talk Through - day one of notification of NOK
      - IPR #2 / Key Leader Talk Through – 3 days prior to the event  
(Chapel Grafenwoeher/Schweinfurt)
      - Set-up and Full Force Walk Through – 1000 Day Prior (Chapel TBD)
      - Full Dress Rehearsal – 1400 Day Prior (Chapel TBD)
      - Memorial Ceremony – 1000 (Chapel TBD)
    - 2) Attendees: IPRs and rehearsals – RD CDR, SGM, Chaplain, XO, the affected D Co CDR and FRLs, all Staff Section primaries, tasked event NCOIC, tasked usher NCOIC, firing party NCOIC.
- 3) **TF Sergeant Major**
  - a) Maintain overall responsibility for event execution.
  - b) Maintain overall supervision of memorial event materials.

**4) Chaplain**

- a) Provide guidance and advice to Company Commander for ceremonies/services and honors.
- b) Provide guidance and assistance to S1 with creation of event bulletin. The bulletin is approved by the TF Shield Commander and SGM prior to S1 reproduction.
- c) Maintain overall responsibility for event script with finalization by the TF Commander and CSM. See Appendix J.
- d) Accompany the D Co. Commander to the reception area, to brief the family on ceremony, with emphasis on “Last Roll Call”, “Taps”, and the “Firing of Volleys”

**5) TF Shield S1**

- a) Maintain personnel asset visibility on all invitees, to include: assigned or attached Soldiers, other Service personnel, DoD/DA civilians, and DA contractors
- b) Send invitations to Command Teams: 7A, V Corps, JMRC, and Supporting Garrison
- c) Coordinate for escorts for General Officers
- d) Provide Seating Plan based on RSVPs and facility floor plan
- e) Prepare Memorial Ceremony Items of Respect presentation to Next-of-Kin (NOK) or forwarding to CONUS CAO for presentation. This box will include: DVD or CD (from PAO) of ceremony, Ten copies of ceremony/service bulletins, Last Respects Token of Appreciation, Ceremony Display Photograph, awards, and US citizenship, if appropriate, Identification Tags, Copies of comments from event, History of Challenge Coin (Appendix I) and Items of Respect, etc
- f) Create ceremony book for podium at ceremony.
- g) Provide approved program to TASC for reproduction.
- h) Provide programs to event NCOIC.

**6) TF Shield S3**

- a) Coordinate with Chaplain to reserve the chapel for the rehearsals and event.
- b) Coordinate with the Support Garrison DPTMS to reserve the use of the Field House or Finney Gym for Rehearsal and the event.
- c) Provide event materials. i.e. Memorial Display Boxes, Boots, Identification Tags w/chain, US and Germany Flags, BDE Colors, Display Award etc.
- d) Coordinate with supporting Garrison MP Detachment for Road and VIP parking for day of event.  
NOTE: Coordination for Field House and Gym parking confirmed NLT 0600. Parking considerations include: Road guards, parking attendants, signs, designated VIP (military and family member) parking spaces, etc.
- e) Maintain and conduct regular training sessions for firing Party NCOICs. At least 10 personnel will be prepared for service in both Schweinfurt and Grafenwoehr areas. Each area will have two Firing Party NCOICs at all times prepared for service. NCOICs will attend IPRs and rehearsals.
- f) Identify the Local National Escort Team and brief TF SGM on LN plan.

g) Provide event NCOIC name, number and e-mail to Forward OPS POC. Memorial NCOIC will manage all data received from FWD OPS and disseminate data to appropriate staff sections.

h) Identify and rehearse the firing Party.

i) Task local D Co. units to provide the required ushers and parking detail for the event.

I. Requirement:

a) Chapel: 6 personnel

b) Gym or Field House: 12 personnel

II. Provide an event NCOIC who will attend all IPRs and rehearsals. Will ensure the following:

a) Contact and coordinate times with facility POC for cleaning.

b) Supervise detail for cleaning, set-up and tear-down of the facility.

c) Cleaning will begin 48 hours prior to the event.

d) If required, a request will be made to DPW for special cleaning of facilities.

e) Colors: The Honor position will be the unit of the Fallen Soldier.

f) Coordinate with the facility POC to ensure all source of extraneous noise are eliminated during the event

g) Overall responsibility for inspection of Class A / ASU uniforms of all personnel participation in the ceremony the day prior.

h) Manage atmosphere within the facility for attendee comfort.

i) Request bugler to arrive at the event location thirty minutes prior.

**7) TF Shield S4**

a) Provide coordination for shipment of PE or Memorial Ceremony Items of Respect.

b) Maintain a supply of quality Memorial Books and Photo Frames (8.5x11) at all times. Provide required items to event NCOIC.

c) Provide flowers for event and reception area.

I. Requirements:

a. Chapel: Two Large bouquets for display area, 1 for memorial book table.

b. Field House: Two Large bouquets for display area and 1 for each memorial table.

d) Provide refreshments for reception

e) Provide NCOIC for reception

f) Reception NCOIC will attend all IPRs and rehearsals.

- g) Coordinate with S6 for sound system and/or screens from TASC, if applicable.

**8) TF Shield S6**

- a) Provide video tribute and collage for prelude to event.
- b) Ceremony music will be on hand and ready for rehearsals and event.
- c) Coordinate with S4 and TASC for sound system, projector and/or screens, if applicable.
- d) Execute all A/V required support for event.
- e) Coordinate with PAO for a quality edited video and still photographs of the event.
- f) Provide the Video Tribute for PAO to add to DVD.
- g) Provide the edited video from PAO to S1 for forwarding to NOK.
- h) Attend all IPRs and rehearsals.

**10) Commander, D Co, TF Shield**

- a) Attend all IPRs and rehearsals.
- b) Prepare remarks for the TF XO's approval.
- c) Identify and rehearse the Reader(s) for the event.

d) Designate the senior enlisted to conduct "Last Roll Call" and the personnel to participate. Last Roll Call: See Appendix K.

I. The last roll call will be used during the unit memorial ceremony, unless the family is present and specifically requests not to have last roll call. Careful consideration must be used when conducting the last roll call in the presence of family members, as it is a very emotional event. The chaplain should advise the family of the additional emotional grief they could experience as a result of the last roll call. The final decision rests with the chain of command. See Appendix K for the format of the last roll call.

II. Family members will be informed of the date, time, and place of the memorial ceremony or service. They should be explicitly told that their presence is neither required nor expected. The ceremony is designed for the Soldiers in the unit, however family members are welcome to attend if they so desire. If family members attend, the unit will designate an escort, Staff Sergeant and above, to escort them to the chapel or other designated facility 15 minutes prior to the event.

III. Check rosters for Soldiers with like names of the Fallen.

IV. Brief personnel on "Last Roll Call" procedures.

V. For multiple Fallen: Call Fallen names in order alphabetically and as directed in the "Last Roll Call" script.

VI. Inspect the Class A/ASU uniforms of all personnel participation in the "Last Roll Call" the day prior.

e) As directed by CDR, TF Shield, provide detail for cleaning, set-up and tear-down to the event NCOIC.

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

f) Provide three Usher NCOs for the event. One NCOIC, (SSG or above) and, two Usher NCOs (one SSG and one SGT or above). The NCOIC will attend all IPRs and rehearsals.

g) Provide Parking Detail. One NCO and two – three Soldiers as required.

h) Move the memorial book, flowers and photographs from the ceremony area to the reception area when TF Shield Commander is providing comments. NOTE: This will not occur at the Gym or Field House events; leave books in front lobby area.

i) Ensure reserved markers are in place for family, VIPs and unit personnel.

j) Inspect the Class A/ASU uniforms of personnel participating as ushers.

k) Confirm date of funeral and the family's attendance to the ceremony.

l) Accompanied by the Chaplain, brief the family in the reception area on to brief the family on ceremony, with emphasis on the "Last Roll Call", "Taps", and the "Firing of Volleys".

m) Provide photographs to the S6 for the collage board and the video tribute.

7. The Point of Contact for this SOP is the Commander, 172d Infantry Brigade Rear Detachment at DSN 475-9287.

Blackhawks!

EDWARD BOHNEMANN  
COL, IN  
Commanding

Encl. Casualty Operations Supporting Appendices

**Enclosure 1: Casualty Operations Supporting Appendices****Table of Contents**

<b>Title</b>	<b>Appendix</b>	<b>Page</b>
Memorial Events Timeline	Appendix A	12
Memorial Events Checklist	Appendix B	14
Official Message for Dissemination	Appendix C	16
Letters of Condolence and Concern	Appendix D	17
Letters of Sympathy	Appendix E	18
Casualty Report Worksheet	Appendix F	20
Summary Court Martial Officer Checklist for Processing of PE	Appendix G	21
Record of Personal Effects (DA Form 54)	Appendix H	25
History of the Challenge Coin	Appendix I	26
Memorial Scripts	Appendix J	27
Last Roll Call	Appendix K	33
Memorial Bulletins	Appendix L	34
Memorial Floor Plans	Appendix M	36

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

## **Appendix A: Memorial Events Timeline**

### **Memorial Event Timeline**

All IPRs and Rehearsals attendees: TF CDR, CSM, Chaplain, XO, Local D Co. CDR and all FRLs, all Staff Sections, event NCOIC, Usher NCOIC and Firing Party NCOIC.

NOTE: The CAO and Last Roll Call Personnel will attend the Full Force Rehearsal at H-24.

#### **Notification Sequence:**

##### **N+24**

IPR # 1

Request photos and videos for tribute and collage

Tasking of personnel: BN Colors, Ushers, Parking detail and Firing Party

Provide event materials

##### **N+48**

Location request submitted

Letter of Sympathy Approval

Memorial Event Sequence:

##### **H-72**

MP & DPW Requests

PAO Request

Request Bugler

##### **H-48**

IPR #2 I Key Leader Walk Through

Send invitations to Command Teams: 7A, V Corps and JMRC, Supporting Garrison

Facility Cleaning Begins

Firing Party rehearses daily

##### **H-36**

Program Request submitted to TASC

Video Tribute and Collage approval, if applicable

AV Check

Executive Officer will approve comments

Rehearse Readers

Script Approval

##### **H-24**

Full Force Rehearsal

TF CSM Conducts Class A Uniform inspection: Uniforms on hangars, fully configured-Ushers, Speakers, Firing Party, Bugler, Last Roll Call Personnel

Confirmation of family attendance to event

Complete final major cleaning of ceremony facility: Latrines, Grounds etc. Memorial Book and Frame to NCOIC

Video Tribute to PAO

Class A/ASU Inspection

##### **H-8**

VIP Parking area closed

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

**H-6**

Final cleaning of Ceremony facility and Set up

Programs to NCOIC

Climate/Atmosphere evaluations (heating or cooling) Event Script Book for Event

**H-5**

Flowers picked up from florist (S4) Seating Plan

**H-4**

Final Full Dress Rehearsal (All)

**H-2**

Reception area set-up with refreshments

**H-1**

General Officer and Local National Escort Detail in place

Remove Extraneous Noise at Facility

**H-.30**

Video Tribute begins in Chapel

TASC Videographers in place and ready to go

Brief Family: Last Roll Call, Taps & Firing of Volleys

**H-.15**

Ushers/Firing Party/Speakers pre-positioned

Bugler in Place

**H-.02**

Chaplain gives Two-Minute Warning

Memorial Ceremony begins

**H+.10**

Guest Book w/ podium and floral arrangement moves to reception area (Set up detail)

H+1

Memorial Ceremony complete; Reception in Chapel or Field House

Clean up and reset chapel or Field House (Set up detail)

**H+48**

AAR comments, Historical documents forwarded to S1 when complete

PAO edited video for Family

Memory Box ready for shipment

**Appendix B: Memorial Events Checklist**

<b>MEMORIAL CHECKLIST</b>				
<b>TASK</b>	<b>WHO</b>	<b>DTG</b>	<b>INITIALS</b>	<b>REMARKS</b>
<b>AT NOTIFICATION</b>				
DD93 / SGLV / ERB/ ORB/ TCS ORDERS	UNIT			
FALLEN BLACKHAWK MESSAGE	CDR			
DEPLOYMENT/FAMILY INFO. PACKET	UNIT			
SOLDIER'S PHOTO	UNIT			
R-9 REPORT	UNIT			
<b>DAY 1</b>				
SET MEMORIAL DATE AND TIME	CDR			
RESERVE CAVALRY CHAPEL FOR 2 DAYS	CHAPLAIN			
DEVELOP MEMORIAL BULLETIN	UNIT			
CONTACT BUGLE SUPPORT	S3			
COORDINATE WITH CYS FOR CHILD DURING MEMORIAL	FRSA			
REQUEST VIDEO AND PHOTO SUPPORT FOR MEMORIAL THRU PAO	PAO			
IDENTIFY FIRING SQUAD	S3			
GATHER NATIONAL AND GERMAN COLORS	SGM ADJ			
GATHER ORGANIZATIONAL COLORS AND GENERAL OFFICER FLAGS	SGM ADJ			
GATHER COLORS STAND / BOX	SGM ADJ			
GATHER MEMORIAL BOX FOR WEAPON, HELMET AND BOOTS	SGM ADJ			
MAKE DOG TAGS	UNIT			
CAMO BAND MADE AT PXTRA / GRAF	UNIT			
COORDINATE FOR BAYONET	SGM ADJ			
INITIAL COORDINATION WITH MP's	S3			
INSPECT GLOVES AND NAME CARDS	SGM ADJ			
COORDINATE FOR SINGER AND PIANIST	CHAPLAIN			
<b>DAY 2</b>				
CONFIRM MEMORIAL TIME AND DATE WITH CHAPEL	CHAPLAIN			
REQUEST BACK-UP BUGLE FROM GRAF CAC	UNIT			
PREPARE MEMORIAL EVENTS BINDER	UNIT			

MP SUPPORT COORDINATED FOR CHAPEL	S3			
VERIFY AWARDS AND DECORATIONS	UNIT/S1			
FIRING DETAIL REHEARSAL	REAR DET CO/S3			
<b>DAY 3</b>				
PICK-UP PICTURES FROM TASC	UNIT			
<b>DAY 4</b>				
INSPECT DRESS UNIFORM ASU / GREENS	SGM			
RECEIVE REMARKS FROM DOWNRANGE	UNIT			
RECEIVE REMARKS FROM CHAPLAIN	UNIT			
VIP LISTING	SGM ADJ			
SEND BULLETIN TO S1, S3, SGM, AND CDR FOR REVIEW	UNIT			
<b>DAY 5</b>				
REQUEST MEMORIAL BULLETIN SUPPORT THRU DAPS/TASC (300 COPIES) ( <b>NOT VIOS</b> ) (4 HOURS CAN BE COMPLETE)	UNIT/PAO			
HAVE BAYONET / MAGZINE / WEAPON BOX	SGM ADJ			
CONFIRM SEATING CHART	SGM ADJ			
HAVE BOOTS/ HELMETS/ SPURS / STETSON	UNIT			
<b>DAY 6</b>				
REHEARSAL OF MUSIC	S6			
REHEARSAL OF NATIONAL ANTHEM	S6			
OVERFLOW CAM OPERATIONAL X 2 SCREENS	CHAPLAIN			
CONFIRM SEATING CHART	SGM			
CHAPEL AND FELLOWSHIP HALL SET-UP	ALL	1300		
SGM CHECK	ALL	1400		
FULL DRESS REHEARSAL	ALL	1500		
<b>DAY 7</b>				
FELLOWSHIP/RECEPTION SET UP	UNIT FRG	0900		
MEMORIAL CEREMONY				

### Appendix C: Official Message for Dissemination

Every message initiated by the Brigade or Higher Headquarters will contain the following header: "Official Message" along with the time and date the message was initiated. Above is an example of the format and in place of this text will be the actual message.

Official Messages are coded as Red or White messages. Messages coded BLUE contain unofficial or social information (for complete explanation of messaging, refer to the 172d Command Information Dissemination SOP).

Messages coded RED contain command information of an urgent nature such as casualty information (RED 3: KIA, VSI, SI and DUSTWUN), changes to deployment, or redeployment information (RED 12).

- RED 3: TF Shield Commander will publish the Official Message immediately *after verification of NOK notification*. The Official Message will be published via email and phone to all Rear Detachment CDRs and the BCT FRG Leadership for situational awareness.

- Battalion and Company level Family Readiness Liaisons have three hours from receipt of Shield 6 Official Message to telephonically notify all spouses within the affected Company.

- RED 12: Delta Company Commands have 12 hours to notify all spouses (preferably telephonically).

Messages coded WHITE will contain official information of a routine nature that affects two or more units within the 172D Separate Infantry Brigade.

- Delta companies will disseminate all WHITE messages within 12 hours of receipt of the message.

- WHITE messages may be distributed by email and left on an answering machine.

The following is an example of a previous Official RED 3 Message; read verbatim telephonically to spouses by FRLs:

**TASK FORCE BLACK SCARVES**  
**OFFICIAL MESSAGE**  
**RED 3**

**SFC Ammala Louangketh of B Company, Task Force 1-2 IN was injured at approximately 12:00 PM on January 7, 2009. While conducting operations in Iraq, SFC Louangketh sustained a non-life threatening wound to the lower left leg.**

**SFC Louangketh has personally notified his Family Members of the event. The thoughts and prayers of each member of Task Force Black Scarves is with SFC Louangketh and his Family, wishing them all the best and a healthful recovery. SFC Louangketh's wife wishes minimal contact at this time, outside of communication with her FRL.**

**Please direct any questions or concerns to the rear detachment chain of command or chain of concern.**

**EXAMPLE**

## **Appendix D: Letters of Condolence and Concern**

### **FROM:**

**AR 600-8-1**

### **Section II**

## **Letters of Condolence and Concern**

### **8-5. Description of condolence letters**

Letters of condolence convey condolence on a Soldier's death from a higher level of CMD; however, do not describe the circumstances surrounding the death in a condolence letter.

### **8-6. Praration of condolence letters**

- a.* Commanders who would normally send a letter of sympathy will send a letter of condolence when the NOK- (1) Was present at the time of death and knows the circumstances firsthand.  
(2) Has been provided the details by some appropriate authority such as the local police or other member of the chain of command.
- b.* Appropriate CDRs in the chain of command (other than the CDR writing the letter of sympathy) such as medical facility CDRs and chaplains, while not required to prepare letters of condolence, may do so.
- c.* An immediate CDR (particularly overseas where retirees, family members, and DA civilian employees are part of the military community) may send a letter of condolence to the NOK of a family member of DA civilian employee who dies within his or her CMD.

### **8-7. Sending condolence letters**

Do not mail letters of condolence prepared per paragraph 8-6 above until receipt of confirmation that NOK were notified. Do not mail any other letters of condolence until at least 24 hours after mailing the letter of sympathy.

### **8-8. Review of condolence letters**

The CAC (or deployed Adjutant when so directed by the contingency CAC concerned), will review the letter of condolence to ensure compassion, clarity, accuracy, completeness, and that it is in compliance with paragraph 8-5, above. When the CAC does not prepare a letter of condolence, the preparing CMD will provide the CAC with an information copy of the letter.

**Appendix E: Example Letter of Sympathy**



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS AND HEADQUARTERS COMPANY  
172<sup>ND</sup> INFANTRY BRIGADE  
GRAFENWOEHR GERMANY  
APO AE 09114



**EXAMPLE**

December 14, 2005  
Mrs. Samuel Johnson Beckett  
123 Redding Lane  
Surtain, Florida 76558

Dear Mrs. Beckett:

Please accept my deepest sympathy on the loss of your husband, Private Samuel J. Beckett, who had recently volunteered to serve his country as an American Soldier, and who was a good man to all who knew him. This tragedy has taken this fine young man from his family and his friends. Words cannot and will not describe to you how sorry I am about this tremendous loss and how much Sam's death has and will continue to impact those of us still serving.

As you know, Sam had recently arrived here in Bravo Company, 52d Infantry Battalion from Advanced Individual Training at Fort Benning, Georgia. Sam was extremely proud to now be wearing his black beret and eager to join his new unit and family- the Bravo Company Bulldogs. He had settled into his brand-new barracks room, sharing it with PFC Darren Compton and preparing for the unit's first big training exercise at the Joint Readiness Training Center at Fort Polk, Louisiana. As Sam probably told you, the unit was training hard in preparation for this exercise. The First Infantry Division conducts three Warfighter exercises each year in order to stay finely honed for combat and this was the first for Sam. As a member of the second squad of the 3d platoon, he was setting the example for others as a fine rifleman and Soldier.

On Monday, December 13, 2005, the Soldiers of B Company awakened early for an esprit de corps physical training run. Sam proudly carried the guidon for his platoon that morning, leading the other 35 Soldiers on a five mile run through Fort Riley. After breakfast, the company boarded buses for the ride to Range 31 to qualify with their individual weapons one last time before the trip to Fort Polk. Sam was in the third firing order at the seventh firing point, and his roommate PFC Compton was next to him. The Soldiers fired their familiarization rounds and then cleared their weapons in preparation for qualification. As the Soldiers left their firing positions and moved downrange to check their targets, another Soldier's weapon accidentally fell to the ground and discharged. The bullet struck Sam in the head, killing him instantly. The other Soldiers, his battle buddies, rushed to his side. A combat medic, trained in life-saving techniques, was there on the range in an ambulance. Although he tried extensively to revive Sam, he was unable to. A medical evacuation helicopter from the post hospital was on sight within fifteen minutes and transported Sam to Irwin Army Community Hospital where the doctors declared him deceased.

At this time, the incident is under investigation to determine how this tragic accident occurred and how to prevent a recurrence. Once the investigation has been completed, I will ensure that you have an opportunity to be briefed on the results of the investigation.

I think it is important that you know how much Sam loved the Army and what he was doing. Although he was only in our unit for a short time, he already stood out as one of my most motivated and promising young Soldiers. He was always first to volunteer for missions, kept his uniform and boots immaculate, and never missed a formation or a work call. He was an extremely promising Soldier, well-liked by all others in the platoon and the company. I have a very clear memory of Sam carrying the platoon guidon that last morning as the companies passed in review before me and my battalion staff. I remember how proud he was and how tall he marched carrying the Bulldog 3 flag. Sam

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

was an American Soldier and an Infantryman- doing the job that he signed on to do. I am proud to have been associated with this outstanding American.

I cannot even begin to imagine the impact that this loss will have on you, his family. I don't know how much peace this will bring you, but I know that the Soldiers with whom Sam served have a great deal of respect and love for him. We had a memorial service at 10:00 a.m. today, where we remembered Sam and his fighting spirit. The comments made by those who served closely with Sam were spoken from the heart with a great deal of emotion. I think that Corporal Freeman, his squad leader, best summarized Sam's service when he said, "I am going to miss the sharpest, most motivated Soldier in my squad, the one who always yelled 'Yes, Corporal' the loudest, the one who I could always count on to get things done. But most of all, I'll miss the potential he had and all he could have been." Following the formal service as bagpipes played "Amazing Grace" in the background, each Soldier in turn rendered a solemn salute to an M16, laden with a set of Sam's identification tags (dog tags) that had been secured between a pair of his boots, and placed on a pedestal in front of us.

Please know that the unit is treating Sam's personal effects with the utmost care and will forward them to you, as the person eligible to receive his effects, very shortly. We will include in those personal effects the guidon that Sam carried the morning of his death.

It is very important to me that you know two things. First, Sam loved what he was doing. Second, Sam loved the Soldiers with whom he served; and they loved him. I wish you and your family the very best as you deal with this unthinkable tragedy. If there is anything I can do to help ease your pain during this time, I welcome that opportunity. Please know that you are, and always will be, part of the 52d Battalion, 1st Brigade, 1st Infantry Division, the

"Big Red One."

With Deepest Sympathy,

ROGER G. CORBETT  
Lieutenant Colonel, United States Army  
Commanding

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

## **Appendix F: Casualty Report Worksheet**

Rear Detachment Commanders must promptly forward AE Form 600-8-1A casualty information, AE Form 600-8-1B progress reports, medical evacuation reports, and other required information on military MTF and HN hospital patients to the USAREUR CAC, according to AR 600-8-1.

The Casualty Report worksheet can be accessed at <https://aepubs.army.mil/eforms/ae/AEF600-8-1A.pdf>.

The following information will be required for processing of the worksheet:

### CASUALTY REPORT WORKSHEET:

SECTION I — To be completed for all casualties

Report type: Initial, Supplemental, Status change or Progress

Casualty type: Hostile or Nonhostile

Casualty status: Deceased, VSI, SI or NSI

Name (last, first, middle):

SSN Grade (not applicable for Family members):

Category of individual: Military, Retired, Civilian or Family member

Component (not applicable for Family members): RA, USAR or ARNG

Religious preference:

Received religious ministrations: Yes or No

Organization (not applicable for retirees or Family members): Station and UIC

Race:

Date of birth:

City of birth:

State of birth:

Country of birth:

Duty MOS:

Died in medical treatment facility: Yes or No

Home of record: City and State

Incident: Date and Time

Place of incident: City, State and Country

Death: Date and Time

Place of death: City, State and Country

Circumstances:

Inflicting forces: (only for hostile casualties) Enemy, Allied, U.S. or Unknown

Vehicular involvement: Air, Ground, Multi, None, Sea or Unclass

Type of vehicle: Auto, Airplane, Bus, Boat, Rotor, Train, Truck or Motorcycle

Vehicular ownership: Unknown, POV, Government or Other

Position in vehicle: Unknown, Driver, Passenger, Pilot, Co-pilot, Pedestrian or Other

Next of kin: Name (last, first, middle), Address and Telephone

**Appendix G: Contingency Operations Summary Court Martial Officer (SCMO) Checklist for Processing of Personal Effects (PE)**

**Contingency Operations Summary Court Martial Officer (SCMO) Checklist for Processing of Personal Effects (PE)**

\*Read everything before doing anything! This will save you time and increase accuracy. If you have questions, call AHRC at DSN 312-221-5636.

**Inventory of PE of:** Name, Rank, Unit, status: KIA / WIA / unknown / other

**BEFORE YOU START:**

     **INITIAL** each step as you work thru the checklist.

     **YOU MUST** designate an assistant to help you collect and inventory the PE. (Recommend your assistant be a supply Soldier or clerk).

     Print your name, rank, e-mail address and DSN number and that of your assistant below:

<b>SCMO Rank and Name</b>	<b>E-Mail</b>	<b>DSN Number</b>
---------------------------	---------------	-------------------

<b>Assistant Rank and Name</b>	<b>E-Mail</b>	<b>DSN Number</b>
--------------------------------	---------------	-------------------

     **COMPLETE THE INVENTORY WITHIN 12 HOURS** FOLLOWING THE INCIDENT using this checklist as a guide.

     **BEFORE YOU BEGIN, make sure you have these documents:**

- a. DD Form 1076, Record of Personal Property/ Personal Effects
- b. DD Form 1076C, Continuation Sheet (when released)
- c. Example: Certificate of Destruction of Personal Effects
- d. Example: Memorandum for NO Unexploded Ordnance

**Note: DO NOT** release any of the PE documentation to anyone other than HRC and the Joint Personal Effects Depot (JPED). The JPED will release a final report when all actions are complete.

     **OBTAIN** the following items to bag, tag, and secure the PE for shipment:

- a. Clear plastic (freezer) locking bags and garbage bags of various sizes
- b. Enough footlockers to secure all of the PE
- c. Permanent markers, index cards and reinforced tape to identify items and containers
- d. Packing materials such as newspaper, bubble wrap, etc.
- e. Pad locks for each footlocker (200 series locks are preferred) NSN 5340-00-158-3807
- g. Serialized metal seal (NSN 5340-00-081-3381) should be available at the MACP.

     **NUMBER** the footlockers using the index cards and a magic marker. Tape a card with the phrase, “This is Box \_\_\_ of \_\_\_.” (e.g., 1 of 2, or 5 of 6) on both the outside **and inside** of the footlocker. Refer to this number on all the DD Forms 1076 for the PE in that container (e.g., Box 1 of 6).

     **CHECK WITH** the Soldier’s NCOIC, OIC, roommate, friends and acquaintances, the work site, supply room, local laundry, the sewing facility, and any other locations the Soldier may have stored PE. Identify any items that may have been loaned to, or from, another person, or stored at other locations in-theater. Any items that you cannot retrieve quickly (within 12 hours) should be included in a subsequent inventory.

IF YOU OBSERVE any **tampering or theft of PE** during any stage of the inventory process immediately inform your commander and the military police.

**THINGS NOT TO DO:**

DO NOT COMMUNICATE WITH ANY PERSON AND **DO NOT SHIP** ANY PE TO ANY LOCATION OTHER THAN TO THE JOINT PERSONAL EFFECTS DEPOT (JPED),

DO NOT attempt to sort out, or destroy, what may, or may not, be pornography. List it and ship it. JPED has the manpower to screen and remove. The JPED will remove Items that could embarrass or cause added sorrow for the Soldiers family, to include any sexually explicit material. Any items removed are held for six months. If no inquiry is made for the return of removed items, they will be destroyed after six months.

DO NOT open or read diaries, personal letters or any other personal entries. If a diary or book appears to have other material "sticking out", describe the item by its external appearance and annotate "with unviewed items sticking out of it", and place in a sealed plastic bag. Send it all to the JPED.

DO NOT attempt to clean soiled clothing or PE in-theater. Place soiled items in plastic bags and ship with the PE. Attach a tag stating that the enclosed items are soiled. These items will be cleaned at the JPED.

DO NOT store PE or perform the inventory in a room to which the Soldier's roommate or others have access. It is important to limit access to the room during the inventory. If the roommate needs anything from the room, it can only be done under direct observation by you and your assistant.

DO NOT attempt to pay or collect any local debts of the deceased Soldier. Prepare a Memorandum for Record (MFR) only, and send the MFR to AHRC- PED; We will ensure that the home station SCMO updates and reports the debt to the Person Eligible to Receive Effects (PERE).

**THINGS TO BE REMOVED:**

REMOVE any mission critical or hazardous items such as night vision goggles, optics, weapons; munitions; masks; radios; compasses; GPS equipment; government satellite cell phones, classified documents; explosives; ordinance flammables or other hazardous materials.

REMOVE flammable or perishables such as food items. List on inventory sheet as removed.

IF you discover any war souvenirs, illegal drugs, or alcohol during the inventory, inform your commander. These items will be documented and removed.

IF any other investigative agency (i.e., Military Police or CID) takes custody of any of the Soldier's PE, get a receipt for the items. Attach a summary of the actions taken on the appropriate inventory form.

Be sure to include a supporting document for all removed items, i.e., memo of destruction, DA 3645 for turn-ins, CID/MP receipt.

**CONDUCT THE INVENTORY:**

YOU CAN RECONCILE any SCMO Inventory related questions at the following email address [jpedscmohotline.jpmed@us.army.mil](mailto:jpedscmohotline.jpmed@us.army.mil), or call DSN 298-4950 or 410-278-4950,.

COLLECT AND SAFEGUARD all of the Soldier's PE located in places under the Army's jurisdiction or control until it has all been transferred and receipted to the MACP.

\_\_ **SEND IMMEDIATELY** any item (s) recovered from the Soldier at the time of the incident (such as individual body armor (IBA), outer tactical vest (OTV), helmet, etc.) and mistakenly returned to unit. These items should be delivered separately to the Mortuary Affairs Collection Point.

\_\_ **ENSURE** all items are packed in an orderly manner with sufficient packing materials to protect the personal effects from damage.

\_\_ **INCLUDE FOR ALL ITEMS WHEN AVAILABLE**, the item number, manufacturer, brand name, serial number (SN), and model number, if available. Include in the description if the item is damaged, dented, scratched, not operational, etc.

\_\_ **BE SURE** to look at receipts for things that the Soldier may have bought at the PX and locate those items to ensure MP3 players, CDs, DVDs and game cartridges get returned to the Soldiers family.

\_\_ **INVENTORY**, describe, and ship all damaged, smashed, broken dented, etc items.

\_\_ **EXERCISE EXTREME CARE** in describing items of intrinsic or sentimental value. When describing jewelry, rings, precious stones, valuable papers, keepsakes, etc., avoid using terms such as “diamond,” “gold” and “platinum” without qualifying remarks. The description of jewelry should include only the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions (for example: “**ring, gold in color, with a blue stone, inscribed JHS.**”)

\_\_ **INVENTORY** cash, important personal documents, papers, bank and credit cards, all other currency, government checks, personal checks and savings bonds separately.

- For cash, record the amount and type of currency, including any AAFES POGS. i.e. 5 ea \$20 bills, 2 ea quarters, 3 ea 50 cent.
- For credit, debit and ATM cards, list the company or bank that issued it, card holder name, last eight digits of the serial number and the expiration date.
- For unused personal checks and any checks to the Soldier, list the name of the bank, account holder, and the check numbers, i.e. 2126 thru 2150.
- For any personal or government checks or savings bonds, indicate the type, dollar amounts, serial numbers and the name of the payer in the remarks section of the inventory form.
- Describe any other items that could be redeemable for cash (i.e., Gift Card -AAFES)

\_\_ **RETURN** all unopened letters, packages, or other mail to the JPED. Be sure to list these items on the inventory sheet.

\_\_ **SIGN** a Memorandum for Record stating that you have removed all ordnance, munitions, explosives and flammables when you complete the inventory.

### **SHIPPING ACTIONS:**

\_\_ **MAKE COPIES** of your appointment order and all the documentation you generated.

\_\_ **PLACE A NUMBERED COPY** of the DD Form(s) 1076 in each corresponding numbered footlocker. Place a copy of all the completed inventory documentation in a sealed envelope, marked “entire inventory”, and place it in one of the footlockers.

\_\_ **TAPE A LABEL** on the outside of each PE footlocker with the following phrase, “Effects of Deceased or Medically Evacuated Person (Name/Grade, last four of the SSN, and Organization of the Deceased)”.

\_\_ **PLACE** at least one **ORANGE STICKER** reading “EXPEDITE U.S. MILITARY PERSONAL EFFECTS EXPEDITE” on the outside of each PE footlocker (you can do this at the MACP if you do not have access to these stickers at your unit).

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

\_\_ **LOCK** each container with padlock or seal, and band each footlocker if you have the capability at the unit level (if you do, record the seal number/or pad lock serial number in the right hand margin of your original documents). Secure the PE until you can deliver it to the MACP.

\_\_ **PERSONALLY ESCORT** the PE to the MACP within 3 days from the date of the incident. If you are unable to meet this suspense, or if you must conduct subsequent inventories, notify your chain of command, then contact AHRC-PED at 703-325-5636, DSN 221-5636 or send an email message to [PEDDOPN@hoffman.army.mil](mailto:PEDDOPN@hoffman.army.mil).

\_\_ **REMAIN WITH THE PE** until the footlockers have been banded, loaded into a tri-wall container, and the tri-wall has been banded. Get a receipt from the MACP for the number of PE footlockers or containers you delivered. The receipt must include the serial numbers of any seals that were placed on the PE or, if seals were not used, the serial numbers of the padlocks, and the RFID tag number(s) that are assigned to the PE.

**FINAL ACTIONS:**

\_\_ **RETURN** any excess packing materials to the supply section when you have finished.

\_\_ **AFTER COMPLETING** all the steps of this checklist, you and your assistant will destroy all of the keys to the locks used to secure the PE footlockers you have sent out, and sign the attached certification statement.

\_\_ **E-MAIL** the signed checklist to [PEDDOPN@hoffman.army.mil](mailto:PEDDOPN@hoffman.army.mil) when all of the PE for which you are responsible has been delivered to the MACP and you have confirmed wheels up on the shipment. **SEND** via e-mail a “wheels up” notification to AHRC-PED that states ‘flight left, PE in route to JPED.

\_\_ **MAIL** the original signed inventory and checklist to AHRC-PED to be included in the Individual Deceased Personnel File (IDPF), and retain copies for the appointing authority and your own files.

\_\_ **EXPECT** a call from the JPED to reconcile any issues with your inventory on PE sent to the JPED. You will receive a call from AHRC upon The Soldiers family receipt of PE. This will be your release from your assignment as that Soldiers SCMO.

**AHRC-PED ADDRESS:**

CDR, US Army Human Resources Command (HRC)

Attn: AHRC-PED

200 Stovall Street

Alexandria, VA 22332-1844

We certify a complete inventory of the above referenced soldier’s Personal Effects was completed in accordance with this checklist with the SCMO and Assistant present at all times. This Soldier’s Personal Effects have been properly secured while under our custody and control and that we have complied with the provisions of every item on this checklist, unless noted where applicable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Appendix H: Record of Personal Effects**

<b>RECORD OF PERSONAL EFFECTS</b>			
For use of this form, see AR 638-2; the proponent agency is DCS, G-1			
1. LAST NAME, FIRST NAME, MIDDLE INITIAL			2. GRADE
4. ORGANIZATION			
5. STATUS ( <i>Deceased, Missing or Captured</i> )		6. DATE OF STATUS	7. PLACE
8. INVENTORY OF EFFECTS		9. FUNDS/NEGOTIABLE INSTRUMENTS	
a. QUANTITY	b. ITEM	a. TRANSMITTED TO RECIPIENT	
		b. FUNDS DEPOSITED OR OTHERWISE DISPOSED OF	
		(1) AMOUNT AND DESCRIPTION	(2) DISPOSITION
<b>ATTACH SUPPLEMENTAL SHEET FOR ADDITIONAL ITEMS</b>			
10. EFFECTS SHIPPED TO:		11. DATE AND METHOD OF SHIPMENT ( <i>B/L No., Registry No., etc.</i> )	
12. SUMMARY COURT OR COMMANDING OFFICER'S REPRESENTATIVE			
a. SIGNATURE		13. <i>I acknowledge receipt of all articles listed in Block 8 and all Items recorded in Block 9a.</i>	
b. TYPED NAME AND GRADE	c. DATE	a. SIGNATURE OF RECIPIENT	
d. ORGANIZATION		b. PRINTED OR TYPED NAME OF RECIPIENT	c. DATE

## **Appendix I: History of the Challenge Coin**

### **History of the Challenge Coin**

During World War I, American volunteers from all parts of the country filled the newly formed flying squadrons. Some were wealthy young men who left colleges such as Yale and Harvard in order to enlist in the military.

In one squadron, a wealthy lieutenant ordered solid bronze medallions embossed with the squadron emblem for every member of his squadron. He carried his medallion in a small leather sack about his neck.

Shortly after acquiring the medallions, the lieutenant's aircraft was severely damaged by ground fire during a mission. He was forced to land behind enemy lines where he was captured by a German patrol.

In order to discourage his escape, the Germans took all of his personal identification except for the small leather pouch around his neck.

He was eventually taken to a small French town near the front lines where he managed to escape during a night bombardment. During the attack, he donned civilian clothes and fled without personal identification.

After escaping, the brave pilot succeeded in avoiding German patrols until he reached the front lines. With great difficulty, he crossed no-man's land and stumbled into a French outpost.

Unfortunately, the French in this sector had been plagued by German saboteurs, who sometimes masqueraded as civilians and wore civilian clothes. Not recognizing the young pilot's American accent, the French thought him to be a saboteur and made ready to execute him.

Just in time, the American remembered his leather pouch containing the bronze medallion. He showed the medallion to his would-be executioners. When the French captors recognized the squadron insignia on the medallion, they gave the pilot enough time to confirm his identity. Instead of shooting him, they gave him a bottle of wine.

Eventually the pilot made it back to his squadron, where it became a tradition to ensure all members carried their medallion or coin at all times.

This was accomplished through a challenge. A service member would ask to see the coin. If the challenger could not produce his coin, he was required to purchase a drink of choice for the member who had challenged him.

If the challenged member produced his coin, then the challenging member was required to pay for the drink.

This tradition continued through the war and for many years after while surviving members of the squadron were still alive.

Today, each battalion level unit and above has a coin which represents the unit and its history. Coins are presented to Soldiers by Commanders and Command Sergeants Major for demonstrated excellence during both peacetime and combat. These coins are presented to your Blackhawk by units that honor that demonstrated excellence.

## **Appendix J: Memorial Ceremony Script**

### **Memorial Ceremony for Multiple Fallen**

(Grafenwoehr will use Field House- Schweinfurt the Chapel)

The Field House area is cleaned 3 hours prior to start of ceremony.

Memorial Displays are prepared 60 minutes prior to start of ceremony.

The Chaplain, Firing Party and the Speakers arrive 2 hours prior to start of ceremony. A Full Dress Rehearsal will be conducted 1 - 3 hours prior to the start of the ceremony.

Designated parking established NLT 0530 the morning of the ceremony.

The Reception area is prepared 60 minutes prior to the start of the ceremony.

PAO/S6 and/or photographer will be in place 60 minutes prior to start of ceremony.

Prelude music or the Soldier slide presentation begins 30 minutes prior to start of ceremony.

Positions:

Ushers - 30 minutes prior.

Firing Party - 35 minutes prior.

Speakers - 20 minutes prior.

TF Commander, CSM and Chaplain - 15 minutes prior to start of the ceremony.

ISG - 5 minutes prior to start of ceremony takes their seat.

Ushers: Lobby entrance will be General Officer and their CSMs ONLY. Exception: Handicapped persons.

Ushers place 2 bulletins for CG & CSM (1 each) at seats; provide 3 to CG's Aide.

When CG arrives, the TF CMD Team will greet the CG and CSM. The Chaplain will greet them and move to the podium via the main entrance of the ceremony area.

Usher NCOIC will notify the COA and Family the ceremony is about to begin.

An usher will be on both sides of the door. The Usher will open the door for the speakers and family to enter to event area.

Usher: Immediately upon CG's arrival stop attendee's entry to the ceremony area through the rear entrance. This is in preparation for the Families' entrance.

Chaplain: "Ladies and Gentlemen, The Ceremony will begin in 2 minutes. Please turn off all electronic devices."  
Chaplain joins the speakers at the main entrance of ceremony.

At the 2 minute warning the Casualty Assistance Officers escort the Families to their seats from reception area through the rear entrance. (Alphabetically)

TF Commander will invite the CG and the CG's CSM to take their seats with the CSM.

Upon the seating of the CG and two CSMs the CDR, speakers and Chaplain enter from the main entrance to the ceremony area and take their seats.

Music fades out.

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

Chaplain: "Ladies and Gentlemen, Please rise for the National Anthems and remain standing for the invocation."

German National Anthem

National Anthem

Chaplain: (Prayer using the ALL Fallen Soldier's Names) Amen."

Chaplain: "Please be seated."

The Chaplain takes his seat. TF CDR moves to podium.

TF Shield CDR: I am (Rank & Name), the TF Shield Commander, (Remarks) (4 minutes) I will read the comments offered by (Fallen Soldier's Name) Forward BN Commander's Name, (Read Remarks)

D Company CDR: I am (Name), the Delta Company CDR for Unit, (Remarks) (3 minutes) I will read the comments offered by (Fallen Soldier's Name) Forward Company CDR Commander's Name, (Read Remarks).

Reading of Soldier Tribute: I am Name. I have the honor of reading the comments offered by Fallen Soldier's Name comrade, Solder's Name, (Read Remarks).

Reading of Soldier Tribute: I am (Name). I have the honor of reading the comments offered by Fallen Soldier's Name comrade, Solder's Name, (Read Remarks).

Reading of Soldier Tribute: I am (Name). I have the honor of reading the comments offered by Fallen Soldier's Name comrade, Solder's Name, (Read Remarks).

Reading of Soldier Tribute: I am Name. I have the honor of reading the comments offered by Fallen Soldier's Name comrade, Solder's Name, (Read Remarks).

Chaplain's Message: ( 3 minutes)

Upon completion of Message - PAUSE.

"Please join me for a moment of silence for our Fallen Comrades."

Take a step back from podium. Wait 1 minute then move back to podium.

"Thank you."

Chaplain: "Please rise for the Benediction and Final Honors."

The Usher NCOIC opens main entrance doors and notifies the Firing Party NCOIC.

Recommendation: Use radios for communication with Firing Party and Usher NCOIC for the timing of the Firing of Volleys. Firing Party will have weapons at the "Ready" position during "Last Roll Call.

BENEDICTION: (Prayer)

At the completion of the Benediction the 1SG moves into position at the center of the Field House.

Last Roll Call: Make sure to brief the Unit on the process. NOTE: Check unit rosters for like names of Fallen Soldier. See Last Roll Call Script.

Firing of Volleys: The NCOIC will sound off commands in a natural authoritative voice.

Taps: The NCOIC makes sure that the bugler, or person with electronic bugle, is facing towards the ceremony area.

Chaplain: "Please be seated until the Families and Command Group have rendered their Last Respects."

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

When the Chaplain says "Please be seated" the First Sergeant and ushers move to position in aisle.

The speakers will not take their seats.

Music will begin with Amazing Grace and Postlude music to follow.

The TF CDR, on the first note of Amazing Grace, will step off for Last Respects. The TF CSM joins the TF CDR at the Memorial Display for the Last Respects: They render two salutes (one at the approach and one prior to departure): The First Salute: TF CDR makes respectful gesture while the CSM waits. The TF CSM makes respectful gesture and the CDR waits. Upon the CSM's completion of the Last Respects the Second salute, by the CDR and CSM, is presented. They depart the ceremony area at the lobby entrance for the Receiving Line.

NOTE: If no act or Item of Respect is being offered, only one salute will be rendered.

The Company CDR moves to the display after the TF CDR and the CSM take three steps from the Memorial Display. The Company 1SG joins the Company CDR at the Memorial Display for Last Respects. They render the Last Respects in the same manner as the TF CMD Team. Depart the ceremony area at the lobby entrance for the Receiving Line.

The Chaplain moves to the display after the Company CDR and the 1SG take one step from the Memorial Display. The Soldiers, will move toward the Memorial Display for rendering of the Last Respects with the Chaplain. They will render last respects as the teams did before them. Depart the ceremony area at the lobby entrance for the Receiving Line.

Family Display: One family at a time by rank:

The Casualty Assistance Officers (CAO) stands and assists the Families to the appropriate Memorial Display. The CAO will maintain one step behind the Family to allow for privacy. The CAO will render a salute as he waits. If the Family is there more than 2 minutes, the CAO will step forward and politely say, "Sir/Ma'am let's go to the reception area and meet with the CMD Team." The CAO will escort the Family out of the ceremony area and through the lobby entrance, present the Family to those in the Receiving Line and escort to the reception area.

NOTE: An usher maybe required to assist with Family movement. i.e. An older child or close family member.

The Usher offers the CG and CG's CSM to render Last Respects. After the Last Respects they will exit the ceremony area through the side door for the Receiving Line and offer condolences to the Families. Depart the ceremony area at the lobby entrance for the Receiving Line.

The TF CDR and CSM escort the CG and the CSM to visit the Families.

The Usher continues with the other Distinguished Guest for rendering their Last Respects. Depart the ceremony area at the lobby entrance for the Receiving Line.

After all personnel have rendered their Last Respects at the Memorial Display, the Casualty Assistance Officers will offer each Family a private moment at the Memorial Display prior to the disassembling of the Displays.

After Families depart the Field House the NCOIC or S1 personnel will gather all the items separately for each Fallen (which were offered as tokens of respect) and place them in the presentation box to give to the Families.

A 10 personnel detail will return the Field House DPTMS standards.

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

### **Memorial Ceremony for Single Fallen (Chapel)**

The Chapel area is cleaned 3 hours prior to start of ceremony. Memorial Display is prepared 60 minutes prior to start of ceremony.

The Chaplain, Firing Party and the Speakers arrive 2 hours prior to start of ceremony. A Full Dress Rehearsal will be conducted 1 - 3 hours prior to the start of the ceremony.

Road Closed and designated parking established NLT 30 minutes prior to start of ceremony.

The Reception area is prepared 60 minutes prior to the start of the ceremony.

PA0/86 and/or photographer will be in place 30 minutes prior to start of ceremony.

Prelude music or the Soldier slide presentation begins 30 minutes prior to start of ceremony.

Positions:

Ushers - 20 minutes prior.

Firing Party - 15 minutes prior.

Speakers - 10 minutes prior.

Commander, CSM and Chaplain- 10 minutes prior to start of ceremony.

ISG -- 5 minutes prior to the start of ceremony takes seat.

Ushers place 2 bulletins for CG & CSM (1 each) at seats; provide 3 to CG's Aide.

When CG arrives, the TF CMD Team will greet the CG and CSM. The Chaplain will greet them and move to the podium through the side door.

Usher NCOIC will notify the COA and Family the ceremony is about to begin.

An usher will be on both sides of the door. The Usher will open the door for the speakers and family to enter to event area.

Chaplain: "Ladies and Gentlemen, The Ceremony will begin in 2 minutes. Please turn off all electronic devices." Chaplain joins the speakers at the side door. At the 2 minute warning the Casualty Assistance Officer escorts the Family to their seats from the side entrance.

TF Commander will excuse himself and invite the CG and the CG's CSM to take their seats with the CSM. TF CDR will join the speakers at side door.

Upon the seating of the CG and two CSMs the CDR, speakers and Chaplain enter from the side door and take their seats.

Music fades out.

Chaplain: "Ladies and Gentlemen, Please rise for the National Anthems and remain standing for the invocation."

German National Anthem

National Anthem

Chaplain: (Prayer using the Fallen Soldier's Name) Amen."

Chaplain: "Please be seated."The Chaplain takes his seat. TF CDR moves to podium.

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

The Usher NCOIC moves the guest book and flowers to the reception area.

TF Shield CDR: I am LTC Eric Stetson, the TF Shield Commander, (Remarks) (4 minutes) I will read the comments offered by Fallen Soldier's Name Forward BN Commander's Name, (Read Remarks)

D Company CDR: I am Name, the Delta Company CDR for Unit, (Remarks) (3 minutes) I will read the comments offered by Fallen Soldier's Name Forward Company CDR Commander's Name, (Read Remarks).

Reading of Soldier Tribute: I am Name. I have the honor of reading the comments offered by Fallen Soldier's Name comrade, Solder's Name, (Read Remarks).

Chaplain's Message: {?minutes)

Upon completion of Message PAUSE. "Please join me for a moment of silence for Fallen Soldier's Name." Take a step back from podium. Wait 1 minute then move back to podium. "Thank you." Chaplain: "Please rise for the Benediction and Final Honors."

The Usher NCOIC notifies the Firing Party NCOIC. Recommendation: Use radios for communication with Firing Party and Usher NCOIC for the timing of the Firing of Volleys. Firing Party will have weapons at the "Ready" position during "Last Roll Call.

BENEDICTION: (Prayer using the Fallen Soldier's Name)

At the completion of the Benediction the 1SG moves into position at the front left of the chapel.

Last Roll Call: Make sure to brief the Unit on the process. NOTE: Check unit rosters for like names of Fallen Soldier. See Last Roll Call Script.

Firing of Volleys: The NCOIC will sound off commands in a natural authoritative voice.

Taps: The NCOIC makes sure that the bugler, or person with electronic bugle, is facing towards the sanctuary.

Chaplain: "Please be seated until the Family and Command Group have rendered their Last Respects."

When the Chaplain says "Please be seated" the First Sergeant and ushers move to position in aisle.

The speakers on the stage will not take their seats.

Music will begin with Amazing Grace and Postlude music to follow.

The TF CDR, on the first note of Amazing Grace, will step off for Last Respects. The TF CSM joins the TF CDR at the Memorial Display for the Last Respects: They render two salutes (one at the approach and one prior to departure): The First Salute: TF CDR makes respectful gesture while the CSM waits. The TF CSM makes respectful gesture and the CDR waits. Upon the CSM's completion of the Last Respects the Second salute, by the CDR and CSM, is presented. They depart the sanctuary at the side door and walk to the Chapel Annex for the Receiving Line. If the weather is nice, the Receiving Line could be outside.

NOTE: If no act or Item of Respect is being offered, only one salute will be rendered.

The Company CDR moves to the display after the TF CDR and the CSM take three steps from the Memorial Display. The Company 1SG joins the Company CDR at the Memorial Display for Last Respects. They render the Last Respects in the same manner as the TF CMD Team. They depart the sanctuary at the side door for the Receiving Line.

The Chaplain moves to the display after the Company CDR and the 1SG take one step from the Memorial Display. The Soldier, who is on the platform, will move toward the Memorial Display for rendering of the Last Respects with

AETV-BGS-CDR

SUBJECT: 172d Separate Infantry Brigade Casualty Operations Standard Operating Procedure

the Chaplain. They will render last respects as the teams did before them. They will depart the sanctuary at the side door and walk to the Receiving Line.

The Casualty Assistance Officer (CAO) stands and assists the Family to the Memorial Display. The CAO will maintain one step behind the Family to allow for privacy. The CAO will render a salute as he waits. If the Family is there more than 2 minutes, the CAO will step forward and politely say, "Sir/Ma'am let's go to the reception area and meet with the CMD Team." The CAO will escort the Family out of the sanctuary, through the side door, present the Family to those in the Receiving Line and escort to the reception area.

NOTE: An usher maybe required to assist with Family movement. i.e. An older child or close family member.

The Usher offers the CG and CG's CSM to render Last Respects. After the Last Respects they will exit the sanctuary through the side door for the Receiving Line and offering condolences to the Family.

The Usher offers the BDE CDR and the BDE CSM to render Last Respects. After the Last Respects they will exit the sanctuary through side door for the Receiving Line and offer condolences to the Family.

The TF CDR and CSM escort the CG and the CSM to visit the Family.

The BDE CDR and CSM join CG to visit Family.

The Usher continues with the other Distinguished Guests for rendering their Last Respects.

The Postlude music begins.

After all personnel have rendered their Last Respects, at the Memorial Display, the Casualty Assistance Officer will offer the Family a private moment at the Memorial Display prior to the disassembling of the Display.

After the Family departs the Chapel the NCOIC or S1 personnel will gather all the items (which were offered as tokens of respect) and place them in the presentation box to give to the Family.

A Detail Team will return the chapel to the Chapel NCOIC standards.

**Appendix K: Last Roll Call**

**FORMAT FOR THE LAST ROLL CALL**

1. The deceased Soldier's commander will designate a senior leader, normally the First Sergeant, to conduct the Last Roll Call.
2. The First Sergeant will designate three Soldiers who will be present at the ceremony to participate in the Last Roll Call.
3. The three Soldiers will sit with their squads in the chapel. They should not be seated together.
4. The First Sergeant will stand at the front of the formation or the chapel.
5. At the designated time, the First Sergeant will proceed with the Last Roll Call:  
    "Serjeant Smith".....(Smith replies, "Here, First Serjeant.")  
    "Specialist Jones".....(Jones replies, "Here, First Serjeant.")  
    "Private First Class Lee".....(Lee replies, "Here, First Serjeant.")  
    "Private First Class Doe".....(There is silence.)  
*After five seconds of silence, the name is called again:*  
    "Private First Class John Doe"..... (Again, there is silence.)  
*After five seconds of silence, the full name is called as follows:*  
    "Private First Class John Allen Doe, Jr."... (Again, silence.)
6. Firing of the Volleys
7. Immediately after the firing of the volleys the bugler plays Taps.

**Appendix L: Memorial Ceremony Bulletin**

**Out-Set**

*Branch  
Insignia*

*Unit Crest*

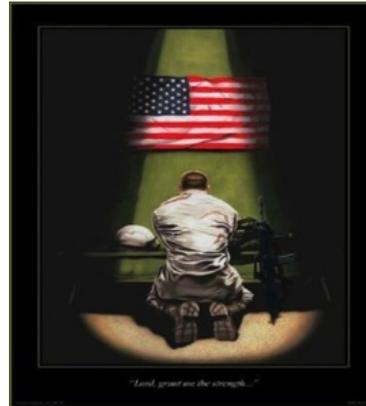
*Unit Name*  
**MEMORIAL CEREMONY**

*Date*

*Soldier Name*

**A Soldier's Prayer**

God our Father,  
Help me to remain true to my ideals  
during my service to my country.  
Help me be what is in America,  
the land of the free.  
May I realize that I represent  
what our country stands for.  
My uniform is a symbol of duty and valor  
both in peace and in war.  
I take up arms to defend what all Americans hold dear:  
life, liberty, and the pursuit of happiness.  
Grant me the strength to live according to these ideals,  
the courage of my convictions, and the resolve to endure  
whatever dangers threaten.  
With you at our side I fear no evil  
and resist every enemy,  
secure in the knowledge  
that you hold me in the palm of your hand.  
Amen.



*"I pray that our Heavenly Father may assuage the anguish of your bereavement and leave you only with the cherished memory of the loved and lost, and the solemn pride that must be yours to have laid so costly a sacrifice upon the Altar of Freedom."  
- Abraham Lincoln  
16<sup>th</sup> President of the United States*



**Appendix M: Memorial Floor Plans**

