



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRS

31 October 2013

MEMORANDUM FOR The MILPOs of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia

SUBJECT: Title 10 Casualty Notification and Casualty Assistance Personnel and Funding Guidance

1. References.

- a. AR 600-8-1, Army Casualty Program, 30 Apr 07.
- b. DoDI 1300.18, Department of Defense Personnel Casualty Matters, Policies, and Procedures, 8 Jan 08.
- c. Casualty Notification and Casualty Assistance Mission Guidance, 19 Feb 09.
- d. Army Regulation 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 Jun 99.
- e. PPOM 12-043 (HRH) Guidance for Army National Guard Members performing ADOS-RC Duty under the Authority of USC Title 10 Section 12301(d)[1], 07 Jun 12.
- f. Ronald W. Reagan National Defense Authorization Act of Fiscal Year 2005 (NDAA FY 2005), effective 28 Oct 04.
- g. Army Regulation (AR) 40-400, Patient Administration, 27 Jan 10 (Rapid Action Revision (RAR) 15 Sep 11).
- h. AR 40-501, Standard of Medical Fitness, 14 Dec 07 (RAR 4 Aug 11).
- i. AR 600-8-24, Officer Transfer and Discharges, 12 Apr 06 (RAR 13 Sep 11).
- j. AR 600-8-10, Leave and Passes, 15 Feb 06 (RAR 4 Aug 11).
- k. AR 635-200, Active Duty Enlisted Administrative Separations, 6 Jun 05 (RAR 6 Sep 11).
- l. AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 1 Feb 05.

ARNG-HRS

SUBJECT: Title 10 Casualty Notification and Casualty Assistance Personnel and Funding Guidance

- m. AR 135-200, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers, 30 Jun 99.
- n. Memorandum, HQDA, SAMR-PO, 21 Feb 08, subject: Policy for Management of Reserve Component Soldiers on Active Duty for Operational Support and Full-time National Guard Duty for Operational Support.
- o. Memorandum, Under Defense, OSD P&R, 29 Jan 07, subject: Operational Support Duty-Update.
- p. The Joint Federal Travel Regulations, Volume 1, Uniformed Services Members, 1 Sep 11.
- q. United States Code (USC) Title 10, Armed Forces, 13 May 11.
- r. USC Title 10, Subtitle A, Part II, Chapter 59, Section 1174, Separation Pay Upon Involuntary Discharge of Release from Active Duty, 13 May 11.
- s. Public Law 110-417, Duncan Hunter National Defense Authorization Act for Fiscal Year 2009, 14 Oct 08.

2. Purpose. To provide clarification on funding guidance, and the Request for Orders (RFO) process.

3. Discussion: This guidance applies to all States, Puerto Rico, the US Virgin Islands, Guam, and The District of Columbia requesting Title 10 ADOS-RC casualty notification and casualty assistance support under Title 10 USC 12301 (d).

a. Personnel and funding guidance.

(1) ARNG Soldiers are placed on orders to cover areas of the country where geographical dispersion makes it impractical for Active Component (AC) Soldiers to perform the Casualty Notification Officer (CNO) and Casualty Assistance Officer (CAO) duties. The Army Budget Office (ABO) reimburses the ARNG with pay and allowance and other expenditures incurred in the accomplishment of these missions.

(2) All CNO and CAO duties will be performed in coordination with the Casualty Assistance Center (CAC).

ARNG-HRS

SUBJECT: Title 10 Casualty Notification and Casualty Assistance Personnel and Funding Guidance

(3) Personnel are authorized pay and allowances for the following missions/functions:

- (a) Casualty Notification Officer (M-Day)
- (b) Casualty Assistance Officer (M-Day)
- (c) Chaplain (M-Day)
- (d) Summary Court Martial Office (M-Day)
- (e) Escort Officer (M-Day)
- (f) Training (M-Day)

(4) The tasking CAC will pay for all travel in support of casualty missions tasked by them.

b. Request for Orders process.

(1) To ensure the appropriate use of funds, NGB-RMC-CO audits the dispersion of the CNO/CAO Line of Accounting (LOA) against missions documented in the Full Time Support Management Control System (FTSMCS) and the Casualty Mission Management (CMM) database located on the Reserve Component Management System (RCMS) on the G1 Portal.

(2) The process to request orders for CNO/CAO training and a CNO/CAO mission is as follows:

(a) CNO/CAO Training: States generate an automated request for orders through FTSMCS at <https://ftsmcs.ngb.army.mil/protected/FTSMCS/SFSS/CasualtyAssistance/>, 30 days prior to the intended training date. ARNG-HRS will verify availability of funds, and either approve or deny the request at that time.

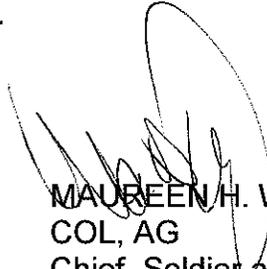
(b) CNO/CAO Missions: States generate an automated request for orders through FTSMCS at <https://ftsmcs.ngb.army.mil/protected/FTSMCS/SFSS/CasualtyAssistance/>, after being tasked with the mission from the appropriate CAC. The State will then document the mission in the CMM database located on the G1 portal at <https://arngg1.ngb.army.mil/Portal/RibbonMenu.aspx>.

ARNG-HRS

SUBJECT: Title 10 Casualty Notification and Casualty Assistance Personnel and Funding Guidance

4. In order to validate the appropriation execution to ABO, and to provide historical validation for future appropriation, ARNG-HRS will reconcile the previous month's disbursed funds against the mission documented in the CMM database and from the orders. The reconciliation will occur within 14 days from the end of the previous month. Therefore, it is essential that all casualty support missions for the prior month are documented at the time of execution. States and Territories not in compliance with this requirement may have their funding line restricted and/or have the charges reverted back to them.

5. The points of contact are LTC Cary Bowman, Chief, Survivor Outreach Services Branch, at DSN 329-7845, 703-601-7845, or cary.d.bowman.mil@mail.mil, and SFC Makeba Francis, Casualty Operations Program Manager, at DSN 327-9755, 703-607-9755, or makeba.m.francis.mil@mail.mil.



MAUREEN H. WEIGL
COL, AG
Chief, Soldier and Family
Support Division