

Active Duty Status Casualty Notification Process: When a Soldier is a casualty while on active duty status (IAW AR 600-8-1)

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Receive notification of casualty	Unit personnel receives notification of casualty via telephone/email/in person.				
2	Collect casualty information	Unit personnel collects casualty information and details of the incident from appropriate sources. (e.g. local law enforcement, hospital, eye witnesses, death certificate, autopsy) on the Serious Incident Report (SIR). Casualty information is found via Personnel Electronic Records Management System (iPERMS) which contains all personnel information.	AR 190-45	34 Line Suicide Report	iPERMS	In the event of a suicide, a 34 Line Suicide Report must be complete.
3	Go to Investigation Process, steps TBD	Go to Investigation Process, steps TBD. SIR triggers the investigation.				Process is still under review.
4	Send Serious Incident Report (SIR)	Unit personnel submits SIR to State Casualty Operations Manager or designated personnel via email or fax.				Designated personnel is determined by State policy.
5	Receive SIR	State Casualty Operations Manager or designated personnel receives SIR from Unit personnel via email or fax.				Designated personnel is determined by State policy.

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6	Forward SIR	State Casualty Operations Manager or designated personnel forwards SIR and appropriate documentation to the supporting Casualty Assistance Center (CAC).		DA Form 2-1 DD Form 93 SGLV Form 8286		Designated personnel is determined by State policy. Appropriate documentation may include: - DA Form 2-1 (Personnel Qualification Record) - DD Form 93 (Record of Emergency Data) - Orders - SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate)

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7	Receive SIR	CAC receives SIR and appropriate documentation from State Casualty Operations Manager or designated personnel.		DA Form 2-1 DD Form 93 SGLV Form 8286		Designated personnel is determined by State policy. CAC determines whether or not CMAOC's involvement is necessary or if an official casualty report is required. Appropriate documentation may include: - DA Form 2-1 (Personnel Qualification Record) - DD Form 93 (Record of Emergency Data) - Orders - SGLV Form 8286 (Servicemembers' Group Life Insurance Election and Certificate)
8	Notify CMAOC of casualty	CAC notifies Casualty and Mortuary Affairs Operation Center (CMAOC) of casualty via telephone/email.				

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9	Submit Casualty Report (CR) (DCIPS)	CAC initiates CR and submits CR to CMAOC and others on distribution list via DCIPS.			DCIPS	Distribution list may include: - ARNG - Defense Finance and Accounting Service (DFAS) - United States Army Recruiting Command (USAREC) - State Joint Force Headquarters (JFHQ)
10	Request a casualty notification team	CAC requests a casualty notification team from State Casualty Operations Manager or designated personnel via telephone with a follow-up email.				Designated personnel is determined by State policy.
11	Receive casualty notification	CMAOC receives casualty notification from CAC via telephone.				
12	Receive CR (DCIPS)	CMAOC receives notification email from CAC via DCIPS stating CR is ready to view. The CR provides the official confirmation of casualty.			DCIPS	
13	Send CR	CMAOC sends official CR and official notification script to CAC via email.				
14	Receive CR	CAC receives official CR and official notification script from CMAOC.				
15	Forward CR	CAC forwards official CR and official casualty notification script to State Casualty Operations Manager or designated personnel.				Designated personnel is determined by State policy.
16	Receive CR and casualty notification team request	State Casualty Operations Manager or designated personnel receives official CR via email and casualty notification team request via telephone and follow-up email from CAC.				Designated personnel is determined by State policy.

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17	Go to Casualty Notification Process, steps 3-19	<p>Go to Casualty Notification Process: Ensuring the next of kin (NOK) are notified of the casualty, steps 3-19.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Inputting the casualty mission information into Casualty Mission Management (CMM) database - Identifying and assigning the Casualty Notification Officer (CNO) team - CNO team receiving orders - Notifying primary next of kin (PNOK) and secondary next of kin (SNOK) of casualty - Completing and sending pertinent documentation 	Please see Casualty Notification Process for more details.	Please see Casualty Notification Process for more details.	Please see Casualty Notification Process for more details.	