

Casualty Escort Process: The Escort Officer's (EO) mission is to accompany the casualty's remains while in transport

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Contact casualty's State	CAC contacts State Casualty Operations Manager or designated personnel and manages the assignment of the EO.	AR 638-2			<p>In cases of active duty or Army Reserve death, this process does not apply (IAW AR 638-2).</p> <p>Designated personnel is determined by State policy.</p>
2	Identify eligible EO	State Casualty Operations Manager or designated personnel contacts Home Unit to identify an EO to escort the casualty remains. EO must be equal to or higher grade than that of the deceased. The EO must always be military.	AR 638-2			<p>Designated personnel is determined by State policy.</p> <p>The person authorized to direct disposition (PADD) has the right to request a special escort, military or civilian. If the special escort is a civilian, a military EO will also be assigned (IAW AR 638-2).</p>
3	Go to Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process (Complete Map)	Go to Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process: Soldiers must receive orders from their State in order to perform a new casualty mission, in addition, traditional M-Day Soldiers must receive approved LOA from NGB, complete map.	Please see Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process for more details.	Please see Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process for more details.	Please see Request for Orders (RFO) and Line of Accounting (LOA) Authorization Process for more details.	

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4	Go to Input New Casualty Mission into CMM Database Process, step 9-41	<p>Go to Input New Casualty Mission into CMM Database Process: To track mission output and participants within a State using the Casualty Mission Management (CMM) database, steps 9-41.</p> <p>These steps include:</p> <ul style="list-style-type: none"> - Adding an Officer, a Chaplain, and/or a non-ARNG participant to the Casualty Mission Management (CMM) database - Assigning a participant to the mission - Adding a participant's certification date 	Please see Input New Casualty Mission into CMM Database Process for more details.	Please see Input New Casualty Mission into CMM Database Process for more details.	Please see Input New Casualty Mission into CMM Database Process for more details.	
5	Contact and provide briefing to EO	CAC contacts EO via email/telephone/in person to provide briefing packet and instructions.		SF 1103		<p>Briefing packet varies by CAC and may include:</p> <ul style="list-style-type: none"> - Itinerary - Travel orders - Special instructions - SF 1103 (U.S. Government Bill of Lading International and Domestic Overseas Shipment)
6	Receive briefing	EO receives briefing and briefing packet from CAC via email/telephone/in person.		SF 1103		<p>Briefing packet varies by CAC and may include:</p> <ul style="list-style-type: none"> - Itinerary - Travel orders - Special instructions - SF 1103 (U.S. Government Bill of Lading International and Domestic Overseas Shipment)

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7	Location of remains?	If the remains are located OCONUS or CONUS, EO contacts the appropriate location to coordinate EO arrival. If the remains are located In-Theatre, EO contacts LNO at Dover AFB to coordinate EO arrival.				Appropriate location may include funeral home, morgue, hospital, etc.
8	Contact appropriate location	If the remains are located OCONUS or CONUS, EO contacts the appropriate location to coordinate EO arrival.				Appropriate location may include funeral home, morgue, hospital, etc.
9	Contact LNO at Dover AFB	If the remains are located In-Theatre, EO contacts LNO at Dover AFB to coordinate EO arrival.				
10	Transport remains to designated funeral home	EO transports remains to funeral home designated by PADD. EO must wear Class A or ASU uniform. At the funeral home, the EO and CAO views and inspects casualty's uniform and to ensure it is properly arranged. After the inspection, the PADD (if viewable) views their loved one. EO must stay with the Family unless the Family prefers to be alone.	AR 638-2 DA PAM 638-2			The person authorized to direct disposition (PADD) may be recommended against viewing the remains, but it is to their discretion.
11	Complete DA Form 5329	EO completes DA Form 5329 (Escort Report) and forwards form to CAC. Log includes all information regarding the funeral and events that happened during the escort process.		DA Form 5329		