

Posthumous Awards Process: Providing casualty with appropriate posthumous Federal and State awards

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Go to Casualty Assistance Process, steps 1-13	<p>Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 1-13.</p> <p>These steps involve:</p> <ul style="list-style-type: none"> - Identifying the Casualty Assistance Officer (CAO) - Inputting Casualty Notification Officer (CNO) team and CAO team into Casualty Mission Management (CMM) - CAO receiving orders and briefing - CAO conducting first visit with next of kin (NOK) 	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	
2	Eligible to receive Federal and/or State award(s)?	Human Resource Command (HRC) or the Unit Commander determines if the casualty's NOK receives a posthumous award based on information in HQ, USA HRC records.	AR 600-8-22			
3	Complete DA Form 2-1 and DA Form 638	State Casualty Operations Manager or designated personnel completes DA Form 2-1 (Personnel Qualification Record) and DA Form 638 (Recommendation for Award).	AR 600-8-22	DA Form 2-1 DA Form 638		Designated personnel is determined by State policy.

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4	Send DA Form 2-1, DA Form 638, and supporting resources	<p>State Casualty Operations Manager or designated personnel sends DA Form 2-1 (Personnel Qualification Record), DA Form 638 (Recommendation for Award), and supporting resources to Casualty Assistance Center (CAC) and State Clerk via certified mail.</p> <p>Supporting resources include:</p> <ul style="list-style-type: none"> - Federal Awards - State Awards - Precedence of Awards - Unit Patches - Unit Crests - Copy of Awards Certificate 	AR 600-8-22	DA Form 2-1 DA Form 638		Designated personnel is determined by State policy.
5	Receive DA Form 2-1, DA Form 638, and supporting resources	<p>State Clerk or designated personnel receives DA Form 2-1 (Personnel Qualification Record), DA Form 638 (Recommendation for Award), and supporting resources from State Casualty Operations Manager or designated personnel via certified mail.</p> <p>Supporting resources include:</p> <ul style="list-style-type: none"> - Federal Awards - State Awards - Precedence of Awards - Unit Patches - Unit Crests - Copy of Awards Certificate 	AR 600-8-22	DA Form 2-1 DA Form 638		Designated personnel is determined by State policy.

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6	Input DA Form 638 (iPERMS, SIDPERS)	State Clerk or designated personnel inputs DA Form 638 (Recommendation for Award) into Interactive Personnel Electronic Records Management System (iPERMS) and Standard Installation/Division Personnel System (SIDPERS).	AR 600-8-22	DA Form 638	iPERMS SIDPERS	Designated personnel is determined by State policy.
7	Receive DA Form 2-1, DA Form 638, and supporting resources	CAC receives DA Form 2-1 (Personnel Qualification Record), DA Form 638 (Recommendation for Award), and supporting resources from State Casualty Operations Manager or designated personnel via certified mail. Supporting resources include: - Federal Awards - State Awards - Precedence of Awards - Unit Patches - Unit Crests - Copy of Awards Certificate	AR 600-8-22	DA Form 2-1 DA Form 638		Designated personnel is determined by State policy.
8	Input award information (DCIPS)	CAC inputs award information into Defense Civilian Intelligence Personnel System (DCIPS). This information is used for purchasing the award.	DA PAM 638-2		DCIPS	
9	Casualty occur In-Theatre?	If the casualty occurred In-Theatre, CAO coordinates with the Escort Officer (EO) at Dover to ensure all appropriate awards are placed on the Soldier's uniform and forwards awards to the Family.	AR 600-8-22			

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10	Go to Casualty Escort Process (Complete Map)	Go to Casualty Escort Process: The Escort Officer's (EO) mission is to accompany the casualty's remains while in transport, complete map.	Please see Casualty Escort Process for more details.	Please see Casualty Escort Process for more details.	Please see Casualty Escort Process for more details.	Dover Mortuary briefs the EO and provides them with a packet of awards from the Title-10 Command In-Theatre. Upon returning the remains to the home of record, the EO provides the awards to the CAO. There is a chain of custody form.
11	Go to Casualty Assistance Process, steps 40-50	Go to Casualty Assistance Process: Ensuring the next of kin (NOK) and beneficiaries receive support after a death occurs, steps 40-50. These steps involve: - Attending planeside honors - Preparing and conducting funeral	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	Please see Casualty Assistance Process for more details.	NOK receives the awards from the General Officer (GO) or designated authority at the viewing.