



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5046

IMNE-DRM-GC

DEC 09 2010

MEMORANDUM FOR All Garrison Directors

SUBJECT: Garrison Policy Memorandum #10-14, Death of a Civilian Employee

1. This policy applies to all Soldiers and Civilians assigned or attached to the Fort Drum United States Army Garrison (USAG).
2. This policy outlines actions required for reporting the death of a garrison Civilian employee that occurs on or off duty, on or off the installation. It incorporates the guidance outlined in IMCOM Regulation 190-1, Serious Incident Reports, and the Fort Drum Senior Commander's Installation Policy Memorandum #10-01, Reporting Requirements to the Senior Commander's Operations Center.
3. Every Civilian assigned or attached to the USAG will notify the Mountain Operations Center (MOC) and the Directorate of Plans, Training, Mobilization and Security (DPTMS) Operations upon the discovery of the death of an employee. This is to include contract employees as well.
 - a. When reporting a death, ensure the following information is provided:
 - (1) Complete Name (First, Last, MI).
 - (2) Social Security Number.
 - (3) Directorate assigned.
 - (4) Duty Title & Grade (e.g., Lead Mechanic/WG09).
 - (5) Length of Service (if known).
 - (6) Cause of Death (description of accident, hostile attack, or unknown).
 - (7) Date, Time, and Location of Death.
 - (8) Next of Kin and Relationship (spouse, son, daughter...).
 - b. Upon notification of the death of a Civilian employee, the MOC and DPTMS Operations will make notification to the Garrison Commander (GC), Deputy to the Garrison Commander (DGC), Garrison Command Sergeant Major (GCSM), the employee's director, the on-call chaplain, and the on-call Directorate of Human Resources (DHR) Casualty Assistance Center (CAC) representative. The DHR/CAC will notify the local Civilian Personnel Advisory Center (CPAC).

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c. Upon notification of the death of the GC, DGC, or GCSM, the commander or his designated representative will make immediate telephonic notification to the director, Northeast Regional Office (NERO) and the commander, Installation Management Command (IMCOM), and submit a Commander Critical Incident Report (CCIR) IAW IMCOM Regulation 190-1 within two hours. DPTMS Operations will prepare and send the CCIR to higher IMCOM/NERO.

d. Upon notification of the death of a DA Civilian or contract employee, it is the commander's option to make immediate telephonic notification to the NERO director and commander, IMCOM; however, a CCIR IAW IMCOM Regulation 190-1 is still due to IMCOM/NERO within two hours.

e. IAW 190-45, the Director of Emergency Services will prepare the official Serious Incident Report and send to IMCOM/NERO, FORSCOM and HQDA Watch.

f. Directors will make Next of Kin (NOK) notification (face-to-face) when the death occurs on the installation for any NOK that reside within a 100-mile radius of Fort Drum. For deaths occurring off the installation, local law enforcement will make NOK notification.

g. Upon completion of NOK notification, the director will appoint a Casualty Assistance Officer (CAO) to work with the NOK and CPAC for benefits processing. The appointed CAO will provide assistance to the NOK until all CPAC - ABC benefits are resolved.

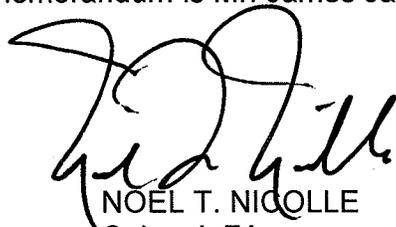
h. The director will consider scheduling a memorial service as soon as possible, notify the Public Affairs Office, and coordinate with the Installation Chaplain's Office or Employee Assistance Program for employee grief counseling.

i. DHR will ensure timely reporting to HQDA/HRC IAW AR 600-8-1.

4. The death of a Civilian or contract employee is a dramatic event that impacts our ability to perform our mission. Our response to these traumatic losses will be precise, in compliance with regulatory guidance, and commensurate with the service of our employees. Encl 1 is provided as a quick reference checklist for this process.

5. The point of contact for this policy memorandum is Mr. James Jacaruso, DPTMS Director, 772-4709.

Encl



NOEL T. NICOLLE
Colonel, FA
Garrison Commander

Death of an Employee

Priority Actions

		Day	Night	Phone	Email	DTG Complete
1	Initial Notification to Director / DGC / GC / GCSM/MOC	X	X	X *	X	
2	DPTMS Operations submits CCR reports IAW IMCOM Reg 190-1, within 2 hours of notification to MOC	X	X		X	
3	MOC notifications to DHR/Casualty Assistance Center (CAC) and PAO	X	X	X	X	
4	MOC notification to Installation Chaplain's Office	X	X	X	X	
5	DHR/CAC makes notification to CPAC	X	X	X	X	
<p>* Note - the death of a Senior Garrison Leader (GC, DGC, GCSM) requires immediate telephonic notification to Mr. Hall & LTG Lynch. For all others, immediate phone notification is optional.</p>						
Follow Up Actions						
		Day	Night	Phone	Email	DTG Complete
6	Next of Kin Notification performed face-to-face (for on duty/on installation deaths only) (Director & Chaplain)	X	X			
7	Benefit Reconciliation for NOK (Directorate & CPAC)	X				
8	Schedule employee grief counseling (Directorate & Chaplain)	X				
9	Schedule memorial service - optional based on family desires (Directorate & Chaplain)	X				
10	Notice in Mountaineer (Directorate & PAO)	X				