



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 13602-5000

IMDR-ZA

NOV - 9 2012

MEMORANDUM FOR All Garrison Directors

SUBJECT: Garrison Policy Memorandum #12-07, Death of a Civilian Employee

1. This policy applies to all Civilians assigned or attached to the Fort Drum United States Army Garrison (USAG).
2. This policy outlines actions required for reporting the death of an employee that occurs on or off duty, on or off the installation. It incorporates the guidance outlined in the Installation Management Command (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 Director of Plans, Training, Mobilization and Security (DPTMS) Operations upon the discovery of the death of an employee. This includes 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 and Grade (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 an employee, the MOC and DPTMS Operations will make notification to the Garrison Commander (GC), Deputy to the Garrison Commander (DGC), Garrison CSM (GCSM), Employee's Director, on-call chaplain

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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).

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, Atlantic Region (AR) and Commander (CDR), IMCOM, and submit a Serious Incident Report (SIR) IAW IMCOM REG 190-1, within 2 hours. DPTMS Operations will prepare and send the SIR report to higher IMCOM/AR.

d. Upon notification of the death of a DA Civilian or full-time contract employee, it is the GC's option to make immediate telephonic notification to the AR Director and CDR, IMCOM; however, a SIR IAW IMCOM REG 190-1 is still due to IMCOM/AR within 2 hours (Encl 4).

e. IAW 190-45, the Director of Emergency Services will prepare the official Law Enforcement SIR and send to IMCOM/ AR, 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 official NOK notification.

g. Upon completion of NOK notification, the director will appoint a Casualty Assistance Officer (CAO), who has been trained and certified by the Fort Drum CAC or provide proof of previous training, 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 an on post memorial service as soon as possible, normally NET two business days and NLT five business days after the death. The director will coordinate directly with the Installation Chaplain's Office and notify the Public Affairs Office of the date, time, and location. The director will coordinate employee grief counseling with the Installation Chaplain's Office or Employee Assistance Program as appropriate

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

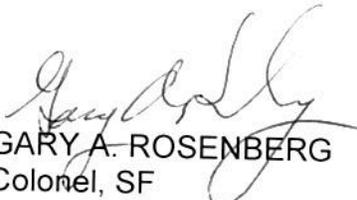
4. The death of a Civilian or contract employee is a traumatic event that impacts our ability to perform our mission. Our response to these losses will be precise, in compliance with regulatory guidance, and commensurate with the service of our employees. Enclosure 1 is provided as a quick reference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

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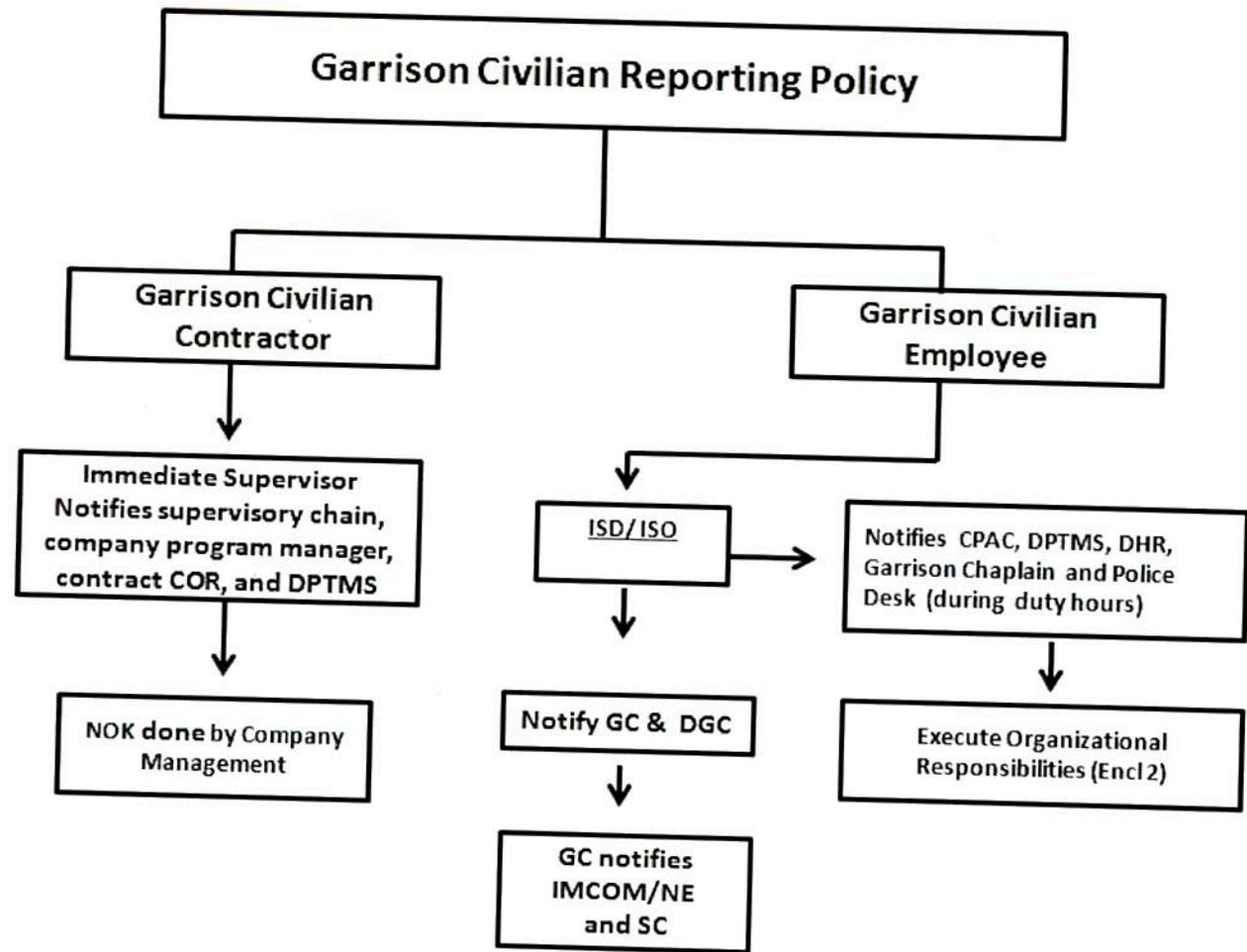
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5. The point of contact for this policy memorandum is the Chief of Operations, Directorate of Plans, Training, Mobilization and Security, 772-2757.

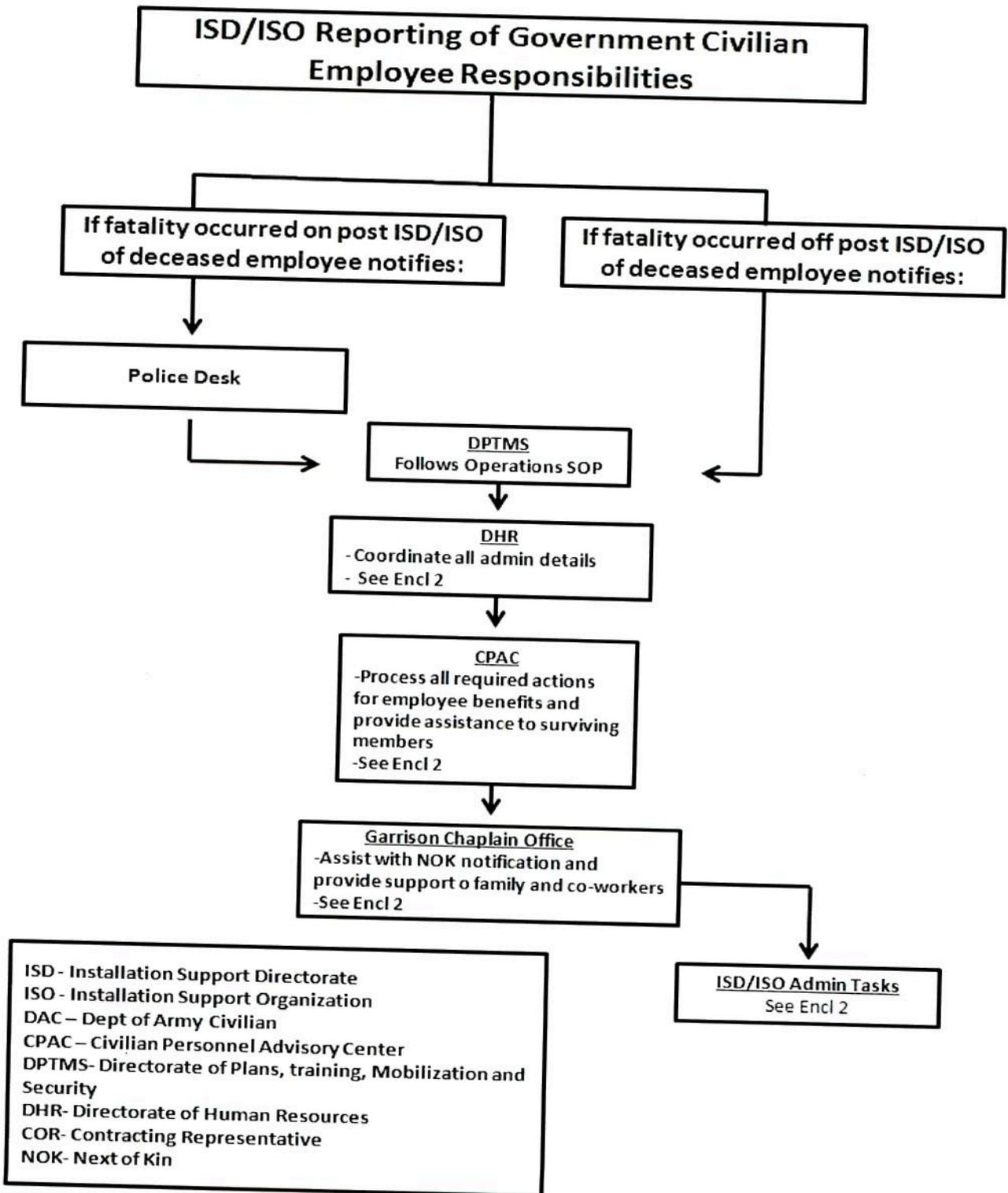
- 4 Encls
- 1. as
- 2. Garrison Civilian Employee Death Reporting Policy Checklist
- 3. Quick reference contact list
- 4. Death of a Civilian Employee Notification



GARY A. ROSENBERG  
Colonel, SF  
Garrison Commander



ISD - Installation Support Directorate  
 ISO - Installation Support Organization  
 DAC - Dept of Army Civilian  
 CPAC - Civilian Personnel Advisory Center  
 DPTMS - Directorate of Plans, training, Mobilization and Security  
 DHR - Directorate of Human Resources  
 COR - Contracting Representative  
 NOK - Next of Kin



## GARRISON CIVILIAN EMPLOYEE DEATH REPORTING POLICY CHECKLIST

Item #	Task	Yes	N/A
1	<b>Installation Support Directorate (ISD) / Installation Support Office (ISO)</b>		
1a	When notified of death, ISD/ ISO immediately inform GC, DGC, CPAC, DHR, DPTMS-Operations, and Police Desk (if applicable). Notification will be made within two hours		
1b	Consult with Garrison Chaplain: (1) Providing assistance to notification of NOK. (2) Providing support to Family and co-workers. (3) Providing a workplace memorial service as needed or desired.		
1c	Notify NOK: (1) Verify information on emergency POC sheet, <i>only notify person(s) on the emergency POC sheet.</i> (2) Notification shall be done in person within two hours of death accompanied by the immediate supervisor, director and chaplain.		
1d	Complete SIR and submit to DPTMS-Operations within two hours.		
1e	Complete the employee Death/Survivor Benefits Data Sheet for ABC-C and forward to CPAC for approval. Complete Request for Personnel Action and forward to CPAC immediately.		
1f	Provide information to surviving Family member(s) if applicable: (1) CPAC POC for your ISD/ISO. (2) Military Retiree: Family may ask for assistance from the Casualty Assistance Office at (315) 772-3930 and a Casualty Assistance Officer will be assigned to assist them. (3) Veteran: Family may contact the Casualty Assistance Office at (315) 772-3930 for assistance with Military Honors. (4) Receiving VA benefits contact the VA Benefits Office at (315) 772-3307/5768/3213		
1g	Immediate supervisor is responsible for collecting the deceased employee's ID card, badges; government issued charge cards, parking passes and other government property (facility/vehicle keys) from the Family member(s). It is the ISD/ISO supervisor's responsibility to recover any accountable items such as equipment or clothing that may be on hand receipt.		
1h	If determined appropriate, initiate Commander's Award for Civilian Service. Consult with CPAC to verify dates of federal service. Award may be signed by the ISD/ISO due to time sensitivity. Award will be presented in the Army green certificate binder.		
1i	If determined appropriate, coordinate with DHR to request American Flag and flag certificate. Make arrangements to have items delivered to ISD/ISO.		
1j	Determine if GC or ISD/ISO will present Family with American Flag and flag certificate and Commander's Award for Civil Service.		
1k	Confirm memorial service arrangements with GC's office and DHR .		
2	<b>DPTMS:</b> Follow Installation Operations Center reporting procedures to Higher HQs.		
3	<b>GARRISON CHAPLAIN:</b> (1) Assist in notification of NOK, Family members and co-workers. (2) Consult with ISD/ISO to determine what support will be offered for Family and co-workers. (3) Plan an on-post memorial service if requested by the ISD/ISO or director.		

Encl 2

**GARRISON CIVILIAN EMPLOYEE DEATH REPORTING POLICY CHECKLIST  
(CONT)**

Item #	Task	Yes	N/A
4	<p><b>DHR:</b></p> <p>(1) Provide slots for Casualty Notification Training for Garrison Civilian employees as needed at (315) 772-3930.</p> <p>(2) If requested by ISD/ISO, coordinates details of American Flag and flag certificate.</p> <p>(3) Prepare condolence letter for GC's signature.</p> <p>(4) DHR will stay in contact with GC and ISD/ISO to keep everyone informed of the latest developments and to ensure that all items are delivered to CG or ISD/ISO for presentation to the NOK.</p>		
5	<p><b>CPAC: Appropriated Fund Employee Procedures:</b></p> <p>(1) Upon notification of employee death, the CAPC will inform Army benefits Center (ABC-C) via email and memorandum.</p> <p>(2) CPAC will review the Employee Death/Survivor Benefits Data Sheet provided by the ISD/ISO and forward to the address provided by ABC. The report should be processed immediately, even if the surviving member's information is not available.</p> <p>(3) Requests for CPAC assistance from the surviving member(s) will be honored, but will be kept to a minimum, in accordance with the designation of the tasks on the Integrated Definition. Counseling and assistance are responsibilities of ABC-C.</p> <p>(4) Provide assistance to ISD/ISO on calculating years of federal service for Commander's Award for Civilian Service if requested.</p>		
5a	<p><b>CPAC: Non-Appropriated Fund Employee Procedures:</b></p> <p>(1) Upon notification of the death of a NAF employee, the NAF HR Office will identify and provide any emergency contact information on record to the organization where the death occurred if requested.</p> <p>(2) The NAF HR Office will instruct the supervisor of the employee to complete the DA 4017 (Request for Personal Action) regarding the employee's death and forward the DA 3434 (Notification of Personnel Action) to the NAF Payroll office and the Family and Morale, Welfare and Recreation Center NAF Benefits Division.</p> <p>(3) The NAF HR Office will provide appropriate benefits counseling to the person identified as the beneficiary in the employee's official personnel record. If there is no beneficiary listed or the beneficiary is also deceased, then appropriate legal procedures would be followed to identify the legal beneficiary and that person(s) would be provided counseling and assistance.</p> <p>(4) Provide assistance to ISD/ISO on calculating years of federal service for the Commander's Award for Civilian Service if requested.</p>		

**QUICK REFERENCE CONTACT LIST FOR  
DEATH OF CIVILIAN EMPLOYEE NOTIFICATION**

<b>ISD/ISO Notify with 2 hours</b>	<b>YES</b>	<b>Phone #</b>	<b>Comments</b>
Garrison Commander		772-5501/*405-8035	
Deputy to the Garrison Commander		772-5501/*583-3570	
Civilian Personnel Advisory Center (CPAC)		772-5393/*523-1623	
Directorate of Human Resources		772-4588/*232-2992	
Directorate of Plans, Training, Mobilization and Security (DPTMS)		772-4709/5103 or *649-5900	
DPTMS Operations		772-8245/2757	
Mountain Operations Center (MOC)		772-6324 (1700-0700 and non-duty hours)	
Garrison Chaplain		772-5591/*772 5647	
Next of Kin/Family			

\*= Non duty hour number

**USAG Fort Drum  
Serious Incident Report**

Subject: IR/SIR Number: (DPTMS use only)

1. **Region or Installation:** Atlantic Region/Fort Drum, NY.

2. **What:** Loss of Life (IMCOM Civilian Employee).

4. **Where:**

5. **When:**

6. **Army Watch Notified:** N/A.

7. **Summary of Incident:** (brief description of incident).

a. Actions taken:

(1) COL Rosenberg, Garrison Commander, was notified on \_\_\_\_\_.

(2) Mr. McKinnon, Deputy to the Garrison Commander, was notified on \_\_\_\_\_.

(3) Garrison Chaplain was notified approximately \_\_\_\_\_.

b. Next of Kin:

Name:

Address:

Phone:

Relationship:

c. Employee History:

(1) Grade:

(2) Duty Position:

(3) Length of Service:

POC (name/title/phone of person submitting report)