

## INFORMATION PAPER

Casualty Office  
SFC Falger  
10 September 2002

AFZF-AG

SUBJECT: Casualty Notification and Assistance

1. PURPOSE: To provide guidance on casualty notification and assistance

2. DISCUSSION:

a. AG Casualty receives notification of Active Duty casualty, obtains information, and prepares casualty report for submission to DA.

b. When notification to next of kin is required, AG Casualty immediately contacts commanders and Chaplain Office to provide member for notification team.

c. Team is briefed by AG Casualty personnel and dispatched to make notification.  
(Notification is made to Primary next of kin within 4 hours)

d. HQDA is advised when notification is completed to Primary and Secondary next of kin.

e. Upon notification of a Casualty Assistance Officer (CAO) requirement, AG contacts MSC in Tasking cycle for a CAO. If outside the 60-mile radius then Casualty will appoint someone from the USAR, ARNG, or closest Active Unit in the area the next of kin resides.

f. AG Casualty appoints, briefs and dispatches CAO for duty. This duty can last up to six months depending on the next of kin's needs.