



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1**  
**300 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0300**

DAPE-CPP-EW

19 Feb 2016

**MEMORANDUM FOR THE RECORD**

Deputy Assistant G1, Civilian Personnel Message (2016016)

**SUBJECT:** Casualty Procedures for Department of the Army (DA) Civilian Employees

1. **PURPOSE:** The purpose of this message is for transmittal of the Casualty Procedures for Department of the Army (DA) Civilian Employees which identify organizational roles and responsibilities for the execution of Department of the Army (DA) Civilian casualty operations.

2. **REFERENCES:**

a. Army Regulation 638-8, Army Casualty Program, 23 June 2015.

b. Department of Defense Instruction (DoDI) 1300.18, Personnel Casualty Matters, Policies and Procedures, 8 January 2008, change 1 dated 14 August 2009.

3. **DISCUSSION:** The attached is the Casualty Procedures for Department of the Army (DA) Civilian Employees. It clarifies the actions necessary to perform casualty notification, reporting and assistance duties for DA Civilians consistent with existing guidance for Service member casualty operations.

Additionally, it establishes uniform guidelines for obtaining and maintaining emergency notification information necessary to accomplish Civilian casualty notification. This guidance will be incorporated into the next revision of the AR 638-8.

4. **POINT OF CONTACT:** Army G-1, Civilian Personnel, Employment Policy Division, Civilian Expeditionary Workforce Branch, Ms. Denetris Winston, denetris.a.winston.civ@mail.mil, and Ms. Baraka Byrd, baraka.n.byrd.civ@mail.mil.

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Kerry Straight  
Acting Director, AG1-CP