



DEPARTMENT OF THE ARMY
15TH REGIMENTAL SIGNAL BRIGADE
606 BARNES AVENUE
FORT GORDON, GEORGIA 30905-5370

REPLY TO
ATTENTION OF:

ATZH-TB

25 January 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 15th Regimental Signal Brigade Policy Letter #28 - Casualty Assistance and Notification Duties

1. References:

- a. Army Regulation 600-8-1, *Army Casualty Program*, Chapters 2-16, 2-16, 5 and 6, 30 April 2007.
- b. Tasking FG 13-0874, Memorandum of Instruction - FY14 Casualty Assistance and Notification Support, 18 September 2013.

2. Purpose. The memorandum outlines the policy regarding the training, scheduling and execution of Casualty Assistance Officer/NCO (CAO/CANCO) and Casualty Notification Officer (CNO) duty for all personnel assigned to the 15th Regimental Signal Brigade (RSB). This memorandum supersedes the portions of 15th RSB TASKORD 1309-017 effective 17 September 2013 regarding Casualty Assistance.

3. Training.

a. Within 90 days of assignment to the 15th RSB, all permanent party officers in the rank of First Lieutenant (Promotable) through Colonel, Warrant Officer One (Promotable) through Chief Warrant Officer Five and Noncommissioned Officers in the rank of Staff Sergeant (Promotable) through Sergeant Major will attend the two-day U.S. Army Garrison CAO/CNO Course held monthly in Darling Hall Room 229B. Training will be scheduled through the unit S3 or HHC Training NCO.

b. Soldiers will ensure they maintain a current CAO/CNO certification while assigned to the brigade. CAO/CNO certification is valid for one year following course completion. Certification will be renewed online not less than once every 365 days. If certification should lapse, the two day classroom training must be repeated.

4. Scheduling.

a. The Brigade S1 will maintain separate CANCO, CAO and CNO rosters as dictated by U.S. Army Garrison. DA Form 6 (DA-6) will be utilized to assign personnel to this duty IAW

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published Fort Gordon and 15th RSB guidance. Battalion S-1 sections and the HHC First Sergeant will collect all authorized exemptions to duty (e.g., leave, TDY, etc) and submit them to the Brigade S1 along with proper documentation no later than the eighth of each month for the next month's duties. Exemption approval authority is the Deputy Brigade Commander. Late exemptions will not be considered. The DA-6 will be created by the Brigade S-1 OIC no later than the tenth of each month prior to any month duty is assigned to the brigade.

b. Once created, the DA-6 will be published to the Installation Casualty Assistance Office. No changes may be made to this duty roster without the approval of the Deputy Brigade Commander (DBC) or SIGCoE Chief of Staff (CoS) (for individuals who work within the SIGCoE). Changes will only be considered with documented emergency data submitted through the assigned individual's supervisor. Brigade S-1 will update the DA-6 to reflect DBC/CoS-approved emergency changes and re-publish to Installation Casualty Assistance Office.

5. Exemptions and Exceptions. In addition to exemptions and exceptions found in AR 600-8-1, paras. 5-5 and 6-3:

a. The following individuals are permanently exempt from CAO/CNO/CANCO duties:

- (1) Brigade Commander and Command Sergeant Major
- (2) Battalion Commanders and Command Sergeants Major
- (3) Chaplains
- (4) Inspector General (IG) personnel
- (5) Equal Opportunity (EO) counselors
- (6) Sexual Harassment and Assault Response and Prevention (SHARP) counselors
- (7) Retention NCOs/Career counselors

b. The following individuals are permanently exempt from CAO duties:

- (1) Deputy Brigade Commander
- (2) Battalion Executive Officers
- (3) Company Commanders and First Sergeants
- (4) WOBC/BOLC/SCCC/ILE TAC Officers

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- (5) Personnel projected to PCS or ETS within 6 months (with orders)
- c. Officers exempted from Casualty Assistance will be used as Casualty Notification Officers.
- d. Temporary exceptions from Casualty Assistance duties include:
 - (1) New arrivals to the brigade (under 90 days)
 - (2) Approved leave/pass (submit DA Form 31 with all required signatures and control number)
 - (3) Approved TDY (on the TRADOC Knowledge Environment (TKE) TDY tracker online)
 - (4) Personnel attending school (submit copy of ATRRS reservation).
- 6. The point of contact for this memorandum is the Brigade Adjutant.


STEPHEN A. ELLE
COL, SC
Commanding

DISTRIBUTION:

- 1 - SIGCoE Directorates & Special Staff
- 1 - HHC, 15th RSB
- 1 - Cdr, 73d Ord Bn
- 1 - Cdr, 369th Sig Bn
- 1 - Cdr, 442d Sig Bn
- 1 - Cdr, 447th Sig Bn
- 1 - Cdr, 551st Sig Bn