



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, 4TH INFANTRY BRIGADE COMBAT TEAM
4TH INFANTRY DIVISION (MECHANIZED)
6112 BARKELEY AVENUE, BLDG 1650
FORT CARSON, COLORADO 80913

Dear Warrior Family:

Welcome to 4IBCT! Your Soldier is in Headquarters Company of the 4th Brigade Combat Team of the 4th Infantry Division. We believe including families in the unit makes all our Soldiers stronger so we want to be sure you know you are part of the HHC Family Readiness Group. (FRG). As a part of our extended family within the unit, it's important to us that you feel connected.

While the unit is in Afghanistan, there is a small contingent of Soldiers left behind to perform some essential missions back here at Ft. Carson. This group of Soldiers is called the Rear Detachment and you should feel comfortable calling them at 719-526-4845 if you have any questions or concerns. Additionally, you can call upon your Family Readiness Group Leader. We've listed those email addresses below. Your FRG Leader is a volunteer whose Soldier is in the same unit as your Soldier. Your Rear Detachment and your FRG want to review and clarify a few important points for families.

FRG: Your Unit FRG Co- Leaders are:
NAME, EMAIL, PHONE

The Following personnel are the Points of Contact for different sections – Your Soldier should be able to let you know which Section of the company they work in:

S1- NAME EMAIL
S2- NAME EMAIL
S3-
S4-
S6/PSD
CMD
FSE
ENG/MED/PMO/PAO/BAE -

WEBSITE: The Army created a website called the virtual FRG (vFRG) to assist with information dissemination to all Army families. Below are the step by step instructions to log onto the website. You have to be a member of the site and log on each time you wish to visit. If you use a Mac/Apple computer, you must use the internet browser FIREFOX every time to get to the vFRG site. This is to protect the sensitive information that is associated with a unit being deployed (i.e. Not just anyone can view the information concerning the 4BCT)

1. Go to the website: www.armyfrg.org.
2. Click on Not a member – Register Here
3. Select the state of Colorado
4. Click on 4 IBCT, 4 ID (Colorado, UIC: WAJFAA) – it is about half way down the page.
5. Fill in the requested information – you will have to create a username and password. You will also need to know the last four digits of your Soldier's social Security number. Your request will then be submitted for approval and you will be notified by email when you are able to view all the latest unit information. If you run into any problems registering, please email Mary Beth Dye at mary.dye@us.army.mil and she can ensure you are added properly to the database for approval.

DD FORM 93: We want to be sure family members understand the system the Army uses to

OFFICIALLY notify the Next of Kin should their Soldier be injured or killed. Before deploying, each Soldier was required to complete a DD Form 93. This form stated who his/her Primary Next of Kin is, their address and their phone number. It also stated a Secondary Next of Kin. This is the form the Army uses to locate a Soldier's family members in order to notify them of an injury or death. If the Soldier is single, then the Primary Next of Kin, in most cases, is the PARENT or PARENTS. If someone other than the biological parents raised the Soldier, then the person who raised him/her is considered his Primary Next of Kin. Clearly, the DD Form 93 is very important! **We recommend you ask your Soldier if his/her DD Form 93 is accurate and you ensure your FRG has a good address and phone number for you. Your Soldier can give you a copy of his/her completed form.**

YOUR SOLDIER IS INJURED: If your Soldier is injured in a minor way and returned to duty, the Army will NOT officially notify you. Your Soldier is expected to communicate this information to you. If your Soldier is seriously or very seriously injured, the HHC Rear Detachment Command will officially notify the PRIMARY NEXT OF KIN. If you do not live in the local Fort Carson area, the Rear Detachment will get the Primary Next of Kin's phone number from your Soldier's DD FORM 93 and will call them. The Rear Detachment usually only receives a sentence or two from the unit in Afghanistan explaining the extent of the injuries. The Rear Detachment won't know as much as you would like them to know. Additionally, they usually won't be able to tell you at that time where your Soldier is located or where your Soldier is to be transported. As soon as they can track your Soldier down within the medical system, they will contact you. However, you will likely have already received a call from your Soldier or from the hospital updating you on the status of your Soldier. The Rear D understands your desire to know as much as possible and they will work vigilantly to get this information to you, but patience on your part will be most important. If you live in the local Fort Carson area, the Rear Detachment may follow up their phone call with a personal visit if they are able. They will be wearing their ACU's. Again, they get your address from the Soldier's DD Form 93 and they usually cross check it with the FRG rosters **so it is essential that you ask your Soldier if his/her DD Form 93 is accurate and you ensure your FRG has a good address and phone number for you.**

RED CROSS MESSAGES: If you need to get an emergency message to your Soldier to let him/her know about something that has happened in your family, you can call your LOCAL RED CROSS (on Fort Carson that number is 719-526-2311 during the day or the 24hr number is: 1-877-272-7337) and they will send the message to your Soldier. The Red Cross will ONLY send an official message to your Soldier if:

*His/Her immediate family- spouse, children, mom, dad, (or person who raised him) siblings have died or are gravely ill and expected not to live.

*Once the Spouse has given birth to the Soldier's child they will send a message

*A Doctor can always initiate a Red Cross Message. Be sure you are aware of what the Doctor is recommending in his Red Cross message. Oftentimes, families THINK the Doctor is recommending to the Unit that the Soldier return, when in fact, the Doctor is not making that recommendation at all

*Be aware that the final decision on whether to send a Soldier home ALWAYS rests with the Command in Afghanistan.

Will the Red Cross send an official message if the Soldier's Grandma or Grandpa has died? No, unless Grandma/Grandpa raised that Soldier. However, the Rear Detachment will try to send word to the Unit. If you would like to get word to your Soldier about such an incident and you cannot contact the Soldier yourself, you can call the Rear Detachment at 719-526-4845 and they will work to send a message to the Unit in Afghanistan so your Soldier will get word about the family emergency that you feel he/she should be aware of.

A SOLDIER IS KILLED: If a Soldier is killed, the Army will officially notify the Primary AND Secondary Next of Kin once Ft. Carson receives the official Casualty Report. The Casualty Report is initiated by the unit in Afghanistan and must flow through several channels before Ft. Carson receives it.

Once Fort Carson receives it, they access that Soldier's DD Form 93 to determine who the Primary and Secondary Next of Kin are and where they live. If they do not live within the area that Fort Carson serves, a Casualty Notification team from the closest military installation to the Next of Kin's address will be dispatched to bring the news to the family. For example, if the Soldier's family lives in San Antonio, Texas, a Casualty Notification Team from Fort Sam Houston will likely be tasked to go the house to make notification. The Notification team will be wearing their Class A Uniforms and they will come to your door generally between the hours of 6:00 a.m. and Midnight. They will likely read the notification from a piece of paper so they do not make any mistakes. Once the Primary Next of Kin has been notified, the Army will send out a second team to notify the Secondary Next of Kin. If the Soldier is married, the Spouse is the Primary Next of Kin and, in most cases, the Soldier's parents are the Secondary Next of Kin. If the Spouse prefers, once she has been notified, she can choose to let her Soldier's parents know. If she does this, a team will still come to the parents' house, but they will offer their condolences on the loss of the Soldier rather than act as a Notification Team. If the Spouse does not feel she can do this, the Army will send out the Notification Team to tell the Soldier's parents. Once both Primary and Secondary Next of Kin have been notified, Official Notification is considered complete and there begins a 24-hour wait period before the media can ask for interviews or print any names in the paper. After notification, a Casualty Assistance Officer will be assigned and come to the house to assist the Primary Next of Kin with all arrangements that need to be made, ensure paperwork and monetary items are taken care, and anything else that is required. This is their primary duty until they are not needed anymore.

You are always welcome to call your POC or FRG Leader or the Rear Detachment should you have any questions or concerns.

James Ianitelli
Captain, US Army
Commanding