

## **4<sup>th</sup> IBCT SFRG KIA SOP**

*INTENT:* We will walk through the process of casualty notification and the SFRG role both at BCT and BN Level.

### **KIA SEQUENCE OF EVENTS:**

1. KIA occurs in Afghanistan
2. Soldier transported to nearest Medical Facility for positive identification and submission of Casualty Report
3. Casualty Report transmitted to OCONUS COMMAND
4. Report transmitted to CAC in Afghanistan
5. Report transmitted to HQDA
6. Report transmitted to CAC, Ft. Carson, Colorado

### **Official Notification of PNOK & SNOK on DD93 Begins**

1. CAC Ft. Carson notifies 4<sup>th</sup> IBCT Rear D Cdr
2. BCT Rear D and affected BN Rear D mobilized
3. DD93 Scrub and Cross check of Spouse Preference Form begins
4. Casualty Notification Team is mobilized from outside the BCT and briefed by Ft. Carson CAC Team
5. BN Rear D notifies BN SFRG Advisor that “a KIA has occurred. We are working notification now.” PNOK/SNOK are/are not LOCAL”
6. BCT Rear D Cdr gives courtesy call to BCT SFRG Advisor.

## **If LOCAL-**

1. The BN SFRG Advisor lets their Rear D know what their schedule for the day looks like to prepare for a GO TEAM Deployment. GO TEAM is made up of 2 representatives: BN CDR Spouse and BN XO Spouse or CSM Spouse or BCT CDR Spouse.
2. The BN SFRG Advisor dictates GO TEAM approximate deployment time based upon estimation of Notification Complete
3. CARE TEAM Kit is available, but no one is mobilized yet. GO TEAM will determine if Care Team is truly needed.
4. NOTIFICATION OF PNOK and SNOK is complete.
5. Once Notification is complete, the BN Rear D coordinates the GO TEAM Deployment with BN SFRG Advisor.
6. BCT Rear D initiates NOTIFICATION COMPLETE MESSAGE for posting on website (see SOP) SAMPLE:  
***"Notification is complete as of DTG for a BN UNIT DESIGNATION killed in action in Afghanistan. This message will remain posted until DTG."***
7. BCT Rear D Cdr sends out message to BCT SFRG Advisor and BN SFRG Advisors ONLY explaining KIA and that notification is complete. THIS IS NOT FORWARDED TO

**ANYONE! SAMPLE: "Notification to the NOK for a 2-12 IN Soldier Killed in Action in Afghanistan, and another Soldier very seriously injured has been completed. Time and location of the incident brief is TBD"**

8. GO TEAM DEPLOYS- this is considered a visit on behalf of BN Cdr to offer condolences. (see GO TEAM READY SHEET for more details).
9. GO TEAM visits with a casserole and a list of phone numbers. They offer condolences and assess what may be needed right then to help family out. If CARE TEAM is required, it is mobilized at that time.
10. IF CARE TEAM is requested, the GO TEAM MAY choose to stay at house until CARE Team arrives.
11. GO TEAM returns to BCT HQ to outbrief their BN Rear D Team.
12. Incident Brief DTG is set for about 24 hours later. Email invite goes out to ONLY LOCAL families of the AFFECTED COMPANY. (See Incident Brief SOP)
13. INCIDENT BRIEF IS HELD and any additional support for family is coordinated during this meeting.

## IF NOT LOCAL

1. BN Rear D lets SFRG Advisors know when Notification is complete and they set DTG for incident brief (see SOP)
2. BCT Rear D initiates NOTIFICATION COMPLETE MESSAGE for posting on website (see SOP)

SAMPLE:

***"Notification is complete as of DTG for a BN UNIT DESIGNATION killed in action in Afghanistan. This message will remain posted until DTG."***

3. BCT Rear D Cdr sends out message to BCT FRG Advisor & BN FRG Advisors ONLY explaining KIA and that notification is complete. NOT TO BE FORWARDED SAMPLE: ***"Notification to the NOK for a 2-12 IN Soldier Killed in Action in Afghanistan, and another Soldier very seriously injured has been completed. Time and location of the incident brief is TBD"***

## FOR BOTH LOCAL AND REMOTE:

1. At a later date, BCT SFRG Advisor contacts the BN Rear D Team of KIA to get family information to write a letter of condolence on behalf of BCT SFRG to family.
2. Memorial date is set and posted on website. (See Memorial SOP)

**SEQUENCE OF EVENTS COMPLETE.**