

CFC Memo 600-2
연합사 각서 600-2

HEADQUARTERS
ROK-US COMBINED FORCES COMMAND
한미연합군 사령부
UNIT #15255
부대 #15255
APO AP 96205-0028
군우 96205-0028

CFC MEMORANDUM
연합사 각서
No. 600-2
번호 600-2

24 April 1997
1997년 4월 24일

PERSONNEL - GENERAL
인사 - 일반
LETTERS OF CONDOLENCE
조 문

**HEADQUARTERS
ROK-US COMBINED FORCES COMMAND
Unit 15255
APO AP 96205-0028**

**CFC Memorandum
No. 600-2**

24 April 1997

**(Effective Date: 30 Apr 97)
Personnel - General**

LETTERS OF CONDOLENCE

SUPPLEMENTATION: Issue of further supplements to this memorandum by subordinate commands is prohibited unless prior approval is obtained from the Commander in Chief, UNC/CFC, ATTN: CFCA-PO-B, Unit #15255, APO AP 96205-0028

- 1. PURPOSE.** To establish policies, procedures and outline responsibilities for communicating letters of condolence from the Commander in Chief (CINC) or Deputy Commander in Chief (DCINC) Combined Forces Command (CFC).
- 2. SCOPE.** This memorandum is applicable to all military and civilian personnel assigned to the Republic of Korea (ROK)/United States (US) CFC Headquarters staff.
- 3. REFERENCES.** The following are related publications:
 - a. AFI 36-809 (Survivor Assistance).
 - b. AFI 36-3002 (Casualty Services).
 - c. AR 600-8-1 (Army Casualty Operations/Assistance/Insurance).
 - d. ROKA Reg 1-17 (Army Fatality Procedures).
 - e. ROKAF Reg 143-2 w/c-2 (Casualty Procedures).
 - f. ROKN Personnel Reg 7501-7514 (Death Procedures).

***This memorandum supersedes CFC Memo 600-2, 31 August 1990.**

4. EXPLANATION OF TERMS.

a. Next of kin (NOK). An individual's nearest relative(s) in the following order of precedence:

- (1) Spouse.
- (2) Natural, adopted, and step sons or daughters in the order of seniority.
- (3) Oldest parent unless legal custody was granted to another person by reason of a court statutory provision.
- (4) Persons in loco parentis.
- (5) Persons granted legal custody of the individual by reason of a court decree or statutory provision.
- (6) Brothers or sisters, whether half-blood or adoptive, in the order of seniority.
- (7) Oldest grandparent.
- (8) Other relatives in order of relationship to the individual in accordance with the laws of the deceased's domicile.

b. Primary Next of Kin (PNOK). The legal next of kin. That person most closely related to the casualty. The above list is used to identify the PNOK. Seniority, as determined by age, will control when the persons are of equal relationship.

c. Loco-parentis. This means in the place of, or instead of, a natural father/mother, or father/mother through adoption. A person who stood in relationship of a parent to the casualty for a period of at least 5 years prior to the soldier reaching 18 years of age.

5. RESPONSIBILITIES, POLICY, AND PROCEDURES (if the deceased is a service member of CFC Headquarters Staff).

a. Responsibilities.

(1) Each Assistant Chief of Staff (ACofS) and Head of a Special Staff Section will inform the Command Group and ACofS, C1 of the death of a member of their staff section, and will prepare a letter of condolence for submission to ACofS, C1.

(2) The ACoS, C1 will verify the facts and circumstances through respective casualty channels and forward the letter to the Command Group for approval and signature.

(3) Secretary, Combined Joint Staff (SCJS) will dispatch the letter.

b. Policy.

(1) A letter of condolence will be used to convey an expression of sympathy as to the individual's death, but will not allude to the circumstances surrounding the death.

(2) Letters of condolence will not be dispatched until ACoS, C1 has confirmed the notification of PNOK by the appropriate service or government agency.

(3) A letter of condolence will be sent to the PNOK when the deceased military member or civilian employee was assigned to CFC, provided circumstances surrounding the death would not make the letter inappropriate.

(4) Letters of condolence will normally be prepared for the signature of the CINC/DCINC.

c. Procedures.

(1) Each ACoS or Head of a Special Staff will report the death of a military member or civilian employee to the Command Group and the ACoS, C1, immediately. Following is a list of items which should be included in the initial report. Lack of complete data shall not delay the report; however, additional information should be forwarded as soon as possible.

(a) Name, rank, social security/identification number and branch of service of decedent.

(b) Nationality of decedent.

(c) Religious preference of decedent.

(d) Name and address of PNOK.

(e) Any pertinent information about the decedent's family which would be beneficial in conveying condolence.

(f) Time, location, and cause of death.

(g) Circumstances which may make a letter of condolence inappropriate.

(2) Each ACofS or Head of a Special Staff will provide the ACofS, C1 with a letter of condolence for PNOK NLT close of business the duty day after notifying the command group and ACofS, C1.

(3) The ACofS, C1 will verify all reported information with the appropriate service or government agency. Additionally, ACofS, C1 will confirm official notification of PNOK.

(4) The ACofS, C1 will forward the letter of condolence to the Command Group for approval and signature.

(5) The SCJS will dispatch the letter.

6. PERSONNEL NOT ASSIGNED TO CFC HEADQUARTERS.

a. Appropriate service or national agencies will normally take all actions required upon the death of service member not assigned to Headquarters, CFC. However, after notification through message traffic or command channels, the CINC/DCINC may desire to send a letter of condolence to the PNOK or Command of the deceased.

b. In this case ACofS, C1 will prepare a letter of condolence in accordance with 5b(1) and 5b(4) (see example appendix A).

c. After completing the letter ACofS, C-1 will complete the actions prescribed in 5c(3) and (4) above.

d. The SCJS will dispatch the letter.

7. RESPONSIBLE SERVICE AGENCIES.

a. For US Army 8th PERSCOM , Total Army Personnel Services Directorate.

b. For US Air Force, AF Element, Yongsan Korea.

c. For US Navy, United States Naval Forces Korea, N-1.

d. For USMC, United States Marine Forces Korea, G-1.

e. For ROK personnel, ACofS, C1 Policy Branch.

Users are invited to send comments and suggest improvements on DA Form 2020 (Recommend Changes to Publications and Blank Forms) to the CINC, CFC, ATTN: CFCA-PO-B, Unit #15255, APO AP 96205-0028.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:
RICHARD F. TIMMONS
Lieutenant General, USA
Chief of Staff

KIM, YOUNG KYU
Colonel, ROKA
Adjutant General, UNC/CFC

1 Appendix
A. Sample Letter

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APPENDIX A

SAMPLE LETTER OF CONDOLENCE

Mrs. James Johnson
3304 Silver Park Drive
Suitland, Maryland 21668

Dear Mrs. Johnson:

The staff of the Combined Forces Command joins with me in extending to you our deepest sympathy on the death of your son Private First Class Edward Johnson.

We know the irreparable loss that you have suffered and fully realize there is little we can say to help you in this moment of sorrow. We hope you will find some comfort in knowing that everything possible was done for him during his last illness. In time, you may find personal reassurance in the thought that he died in the service of his country and that our gratitude as a nation is deep and lasting.

Our heartfelt condolences are extended to you and the members of your family in your bereavement.

Sincerely yours,

CINC or DCINC
Signature Block