

ANNEX B to OPORD (FY 2013 Casualty Assistance Support) (Unclassified)

Casualty Notification/Assistance Officer Course

1. Training provided by USAG-HI, DHR, Schofield Barracks, Hawaii.

2. Description. The Casualty Notification/Assistance Officer Course is a three day course. The purpose of the course is to provide the Casualty Notification/Assistance Officer with the training necessary to ensure they provide the service member's next of kin the best assistance possible. The course will address the emotional and practical needs for the families of a fallen soldier and provide military personnel with the necessary tools to assist them in coping with the inherent stress of death notification duties.

3. Prerequisites.

- a. Must be an Officer – CPT or higher.
- b. Warrant Officer – CW2 or higher
- c. Noncommissioned Officer – SFC or higher

4. Location/Time. The Casualty Notification/Assistance Officer will be conducted at Schofield Barracks, Menoher Road, Bldg 896, Installation Training Center, 655-1560. Classes are held from 0900 to 1630 on the scheduled days alternate locations will be announced.

5. Administrative. All student appointments will be rescheduled until course completion. Personnel will not be excused from class except for emergencies. Students will report for in processing at 0845 on the first day of class. Duty uniform is BDU's.

6. Enrollment. Please refer to Appendix A and follow Type A Enrollment Procedures. Students that have registered in ATTRS will have a reserve seat; all others will be on space available. Class handouts will be emailed to students registered in ATTRS. Training is open to all units on a first come first serve basis regardless of their tasked window throughout the year.

7. The class schedules for the Casualty Notification/Assistance Officer Course FY13 are as follows:

CLASS SCHEDULE

<u>CL NUMBER</u>	<u>START DATE</u>	<u>GRAD DATE</u>	<u>SUSP DATE</u>
001-13	16 Oct 2012	18 Oct 2012	5 Oct 2012
002-13	13 Nov 2012	15 Nov 2012	2 Nov 2012
003-13	11 Dec 2012	13 Dec 2012	30 Nov 2012
004-13	22 Jan 2013	24 Jan 2013	11 Jan 2013
005-13	12 Feb 2013	14 Feb 2013	1 Feb 2013
006-13	12 Mar 2013	14 Mar 2013	1 Mar 2013
007-13	16 Apr 2013	18 Apr 2013	5 Apr 2013
008-13	14 May 2013	16 May 2013	3 May 2013
009-13	11 Jun 2013	13 Jun 2013	31 May 2013
010-13	16 Jul 2013	18 Jul 2013	8 Jul 2013
011-13	13 Aug 2013	15 Aug 2013	2 Aug 2013
012-13	10 Sep 2013	12 Sep 2013	30 Aug 2013