



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76644-5000**

REPLY TO
ATTENTION OF

IMWE-HOD-HR

**GARRISON POLICY
DHR - 02**

21 DEC 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Civilian Employee Death Reporting Policy

1. **Purpose:** This policy establishes guidelines, assigns responsibilities, and prescribes notification procedures to be followed in the event of a garrison civilian employee death.
2. **Applicability:** This policy memorandum applies to all Appropriated Fund (AF) and Non-Appropriated Fund (NAF) civilian personnel and government contracted civilian employees assigned, attached, or working in support of United States Army Garrison (USAG) Fort Hood, Texas.
3. **Policy:** The reporting of a death of an employee will be done expeditiously, with care and in accordance with all Office of Personnel Management (OPM), Department of the Army (DA), Installation Management Command (IMCOM), Civilian Human Resources Agency (CHRA), and contractual policies and procedures. Timely notification will be made to the Command at Fort Hood and IMCOM. A quick reference contact list for government civilian employees is to be used to ensure all contacts are made (enclosure 1).
4. **Duties and Responsibilities:** Upon notification of a civilian employee, death at place of duty, the following procedures apply:
 - a. **Government Civilian Contracted Employee.** Immediate supervisor notifies supervisory chain, company program manager, contract COR, and Directorate of Plans, Training, Mobilization, and Security (DPTMS) Operations. Notification of Next of Kin (NOK) is done by company management.
 - b. **Government Civilian Employee.**
 - (1) Immediate Supervisor notifies supervisory chain and DPTMS Operations.
 - (2) Director/Office Chief notifies Garrison Command Group.
 - (3) Garrison Commander or Deputy Garrison Commander notifies IMCOM West.
 - (4) Supervisor of deceased employee, or designated person, will notify the Civilian Personnel Advisory Center (CPAC), Director, Human Resources (DHR), DHR/Workforce Development Office (WFD), DPTMS Operations, Garrison Chaplain, and Police Desk (if during work hours). Notification of NOK will be made within two hours of discovery of death.
 - (5) The employee's immediate Supervisor will:

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(a) Initiates the required paperwork to process the employee's personnel action, employee benefits, and completes the Serious Incident Report (SIR) (enclosure 2) and provides it to the Installation Operations Center.

(b) Accompanied by the Installation Support Director or Chief and Garrison Chaplain notification of NOK will be made in person, in a compassionate, and in an expeditious manner.

(c) Provide information to Family Member(s), Point of Contacts (POCs) for the CPAC, Casualty Assistance Office, and VA Benefits Office if applicable.

(d) Completes the remaining administrative tasks per enclosure 4.

(e) DHR will coordinate all administrative tasks and ensure all tasks are completed.

c. When death occurs, during non-duty hours, notification of NOK is handled by the appropriate civilian authorizations. Once notified, the immediate Supervisor will follow the procedures outlined above, as appropriate.

5. A flow chart that outlines the notifications process is at enclosure 3. In addition, enclosure 4 outlines specific tasks that must be completed to ensure all required actions have taken place.

6. Point of contact for this policy is Ms. Amy Hammonds, Chief, Workforce Development Office, Directorate of Human Resources at (254) 553-3700 or email amy.j.hammonds@us.army.mil.

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MARK A. FREITAG
COL, AR
Commanding

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