

Department of the Army
Headquarters, United States Army Forces Command
Headquarters, Fort McPherson
Fort McPherson, Georgia 30330-6000
1 August 2002

* FORSCOM/Ft McPherson Memo 600-8-1

Personnel-General
LETTERS OF SYMPATHY OR CONDOLENCE
TO SURVIVORS OF HQ FORSCOM MILITARY PERSONNEL

Impact on New Manning System. This memo does not contain information that affects the New Manning System.

1. Purpose. The purpose of this memo is to prescribe policies, responsibilities, and procedures for preparing and mailing letters of sympathy and condolence to the next-of-kin (NOK) of deceased soldiers assigned to this headquarters.

2. Reference. AR 600-8-1

3. Scope. This memorandum applies to all staff agencies of this headquarters and Commander, Fort McPherson.

4. Policy. The Commanding General will send a letter of sympathy or condolence, as appropriate, to the NOK of deceased soldiers assigned to this headquarters.

5. Responsibilities and Procedures:

a. Commander, Fort McPherson will:

(1) Upon receipt of information concerning the death of a soldier assigned to HQ FORSCOM, notify by telephone the office of the FORSCOM Adjutant General and the office of the staff agency to which the military member was assigned. During non-duty hours, notification will be through the HQ FORSCOM FOC and the on-call duty officer.

(2) Notify the officer in 5. a (1) by telephone when confirmation is received that the NOK has been notified of the death.

b. FORSCOM Adjutant General will:

(1) On the first duty day following the notification of the NOK, provide the Commanding General with an appropriate letter for signature. The letter will be coordinated with the Commander, Fort McPherson, and the head of the staff agency concerned. The primary purpose of this coordination is to ensure inappropriate statements are not included in the letter.

(2) Provide a copy of the letter of sympathy or condolence to the Commander, Fort McPherson, and the head of the staff agency to which the individual was assigned.

c. Chief of the staff agency to which the soldier was assigned may send a letter of condolence. If he/she elects to do so, it will be coordinated with, and copies furnished to, the Commander, Fort McPherson, and the HQ FORSCOM Adjutant General. The letter will be dated and mailed the day following the Commanding General's letter.

FOR THE COMMANDER:

OFFICIAL

SIGNED

JAMES G. VAN PATTEN, JR.
COLONEL, GS
Assistant Deputy Chief of Staff, G6

JAMES E. DONALD
Major General, US Army
Deputy Chief of Staff, G1

STEVEN B. BUTLER
Major, AG
Adjutant General

DISTRIBUTION:
HQ FORSCOM: (D)
HQ Fort McPherson: (A)

* This memo supersedes FORSCOM/Ft McPherson Memo 600-8-1, dated 9 Mar 87 to AR 600-8-1, dated 18 Sep 86.

