



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
4700 N.W. MOW-WAY ROAD, SUITE 143
FORT SILL, OKLAHOMA 73503-9019

REPLY TO
ATTENTION OF

AMIM-SIH-MC (638-8)

20 APR 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Casualty Assistance Officer (CAO) and Casualty Notification Officer (CNO) Training
Schedule for Calendar Year 2023

1. In accordance with Chapter 1, Section II, Paragraph 1-35, AR 638-8, *Army Casualty Program*, dated 07 June 2019, Unit Commanders: In support of notification and assistance missions, local Army CDRs will—
 - a. Designate a sufficient pool of qualified personnel for the responsible CAC to train, certify, and appoint for CNO or CAO duties.
 - b. Release the CAO from all conflicting obligations and requirements until the CAC releases the CAO back to the unit.
 - c. Ensure all personnel is trained in the proper completion and use of DA Form 1156.
 - d. Implement procedures to preclude unauthorized communication with the NOK concerning casualty incidents until after official notification has been completed.
 - e. Conduct a memorial event (memorial ceremony or memorial service, as required by AR 600-20) for a Soldier who dies while assigned to their unit. CDRs will notify the supporting CAC of the time and place of unit memorial events.
2. Only Soldiers in the rank of Captain and higher, Warrant Officers in the rank of Chief Warrant Officer 2 and higher, and noncommissioned officers in the rank of Sergeant First Class and higher and having at **least six years in service** are eligible to be trained and certified to serve as a Casualty Notification Officer (CNO) and Casualty Assistance Officer (CAO). It is requested that all personnel be interviewed before being selected for the training. Successful completion of the training will result in your Soldiers receiving certification for the honor of caring for families as a CNO or CAO.
3. General information about the training is listed below:
 - a. The CAO/CNO training and certification is a three-day course, from 0830-1600 each day.
 - b. All classes will be conducted in building 4700, second floor, room 219 (please see bulletin board as you exit the elevator for any changes).
 - c. The dress wear for the training is duty uniform or appropriate civilian attire. No food or drink is allowed in the classroom at any time.
 - d. Students absent for more than one (1) hour of training will not be allowed to continue and must be rescheduled to complete the training.
 - e. There are 25 seats available in each class on a first-come-first-serve basis. The CNO/CAO certification is good for one (1) year only and must be current to remain eligible to perform CNO/CAO duties.

AMIM-SIH-C (638-8)

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Schedule for Calendar Year 2023 (cont.)

- f. The training schedule for Calendar Year 2023 is at Enclosure 1.

4. There are two (2) methods to recertify:
 - a) Retake the classroom course or
 - b) One month before the certification expires, complete the online recertification exam available on the JKO website at <https://www.jko.jfcom.mil>.

5. The unit must submit a roster of attendees to the CAC no later than the close of business, two days before the class start date. Please e-mail or call the undersigned at: j-lee.long.civ@army.mil (580) 442-0291, or Mr. Malcolm Solomon at: malcolm.d.solomon.civ@mail.mil, (580) 442-4627.

Enclosure
CY2023 Class Schedule

J-Lee Long

J-Lee Long \\ Original Signed \\
Casualty Affairs Trainer Instructor
Casualty Assistance Center

DISTRIBUTION:

CHIEF, Military Personnel Division
CSM, Garrison Command
CSM, 30th ADA Bde
CSM, 31st ADA Bde
CSM, 75th FiB
CSM, 428th FA Bde
CSM, 434th FA Bde
SGM, FCOE 3/5/7
SILL EOC Tasking

**2023 Casualty Assistance Officer (CAO) and Casualty Notification Officer (CNO)
Training Schedule**

10 - 12 January
24 - 26 January

07 - 09 February
14 - 16 February

07 - 09 March
14 - 16 March

04 - 06 April
11 - 13 April

02 - 04 May
09 - 11 May

06 - 08 June
13 - 15 June

11 - 13 July
18 - 20 July

01 - 03 August
08 - 10 August

12 - 14 September
19 - 21 September

03 - 05 October
17 - 19 October

07 - 09 November
14 - 16 November

05 - 07 December
12 - 14 December