



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7001

REPLY TO
ATTENTION OF

ATZS-CDR (600)

24 September 2002

MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: POLICY--Notification of Deaths, Serious Illnesses, or Injuries

1. As Commander, U.S. Army Garrison, it is my desire to be kept informed of deaths, serious illnesses, or injuries to military and civilian personnel employed in the garrison. Request directors notify me of the death of any immediate family member including spouse, children, stepchildren brothers and sisters, parents and parents-in-law of all garrison employees.
2. Notifications may be submitted in writing or via e-mail, and should include identification of the employee, position, brief summary of the situation, family member involved, and a local mailing address. An appropriate letters of condolence will be prepared by my office.
3. The proponent for this policy is the Office of the Commander. US Army Garrison, Fort Huachuca.
4. This memorandum supersedes policy memorandum. USAG, ATZS-CDR, 19 October 1999, subject as above.

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LAWRENCE J. PORTOUW
Colonel, MI
Commander, U.S. Army Garrison

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