



**FOREST SERVICE HANDBOOK
NATIONAL HEADQUARTERS (WO)
WASHINGTON, DC**

FSH 1309.19 – FOREST SERVICE DEATH AND SERIOUS INJURY HANDBOOK

Amendment No.: 1309.19-2013-1

Effective Date: October 23, 2013

Duration: This amendment is effective until superseded or removed.

Approved: THELMA J. STRONG
Chief Financial Officer (CFO)

Date Approved: 09/30/2013

Posting Instructions: Amendments are numbered consecutively by handbook number and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document.

New Document	1309.19-2013-1_transmittal 1309.19_contents 1309.19_zero_code 1309.19_10 1309.19_20 1309.19_30 1309.19_40 1309.19_50 1309.19_60	2 Pages 1 Page 8 Pages 12 Pages 22 Pages 13 Pages 14 Pages 3 Pages 3 Pages
Superseded Document(s) by Issuance Number and Effective Date	None	

Digest:

1309.19 – Establishes new handbook “Forest Service Death and Serious Injury Handbook.

Zero Code – Establishes codes and captions, and sets forth direction.

10 – Establishes codes and captions for “Activities for the Hours and Days Following Initial Incident”, and sets forth direction.

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Digest--Continued:

20 – Establishes codes and captions for “Key Employees’ Coordination Activities”, and sets forth direction.

30 – Establishes codes and captions for “Serious Injury and Medical Emergency”, and sets forth direction about responding to serious injuries and medical emergencies involving employees, contractors, or cooperators.

40 – Establishes codes and captions for “Death in the Line of Duty Administration”, and sets forth direction.

50 – Establishes codes and captions for “Death Not In the Line of Duty Administration”, and sets forth direction.

60 – Establishes codes and captions for “Award Ceremonies, Monuments, and Donations”, and sets forth direction.

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**FOREST SERVICE MANUAL
NATIONAL HEADQUARTERS (WO)
WASHINGTON, DC**

FSM 1300 - MANAGEMENT

CHAPTER - ZERO CODE

Amendment No.: 1300-2013-2

Effective Date: October 23, 2013

Duration: This amendment is effective until superseded or removed.

Approved: THELMA J. STRONG
Chief Financial Officer (CFO)

Date Approved: 09/30/2013

Posting Instructions: Amendments are numbered consecutively by title and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this title was 1300-2013-1 to FSM 1350.

New Document	1300_zero_code	5 Pages
Superseded Document(s) by Issuance Number and Effective Date	1300_zero_code (Amendment 1300-2008-3, 12/15/2008)	4 Pages

Digest:

1303 – Adds direction to provide emphasis on safety awareness, presentations, and dialogue with employees.

1309.19 – Establishes FSH 1309.19, Forest Service Death and Serious Injury Handbook, which provides comprehensive direction and recommended standard operating procedures for responding to fatalities and serious injuries of employees, contractors, and retirees both in-the-line-of-duty and outside-the-line of duty.

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FSM 1300 - MANAGEMENT CHAPTER - ZERO CODE

This chapter articulates a broad, people and results-oriented management philosophy that is to guide all Forest Service endeavors. This philosophy is built on the past management success of the Agency and its tradition of excellence. Championed by Forest Service Managers, these policies will enable the Agency to sustain organizational excellence and the high-quality performance of its program and mission.

1302 - OBJECTIVE

To create and maintain a management climate that encourages people to do their best in carrying out the Agency's mission of caring for the land and serving people.

1303 - POLICY

To create and maintain an environment of management excellence, where agency Line and Staff Officers shall direct their energies and day-to-day managerial practices to conform to the following principles:

1. Serve the American People. Focus programs and activities on serving the needs of our customers. Make serving the public foremost in planning and decision making.
2. Produce Results. Focus work efforts on the results to be achieved; and processes for attaining results are secondary.
3. Achieve Quality. Challenge employees to strive for superior, high-quality program results. Set high standards for meeting unit goals; and reject mediocrity and cumbersome procedures.
4. Empower Employees. Empower employees to assume authority and responsibility commensurate with their capabilities, to the fullest extent practicable.
 - a. Encourage and reward responsible risk-taking, creativity, and innovation. Challenge employees to develop new ideas and test improved ways of doing business on a continuous basis.
 - b. Try out new ideas and approaches. If they don't work, treat them as learning experiences, rather than as performance failures.
 - c. Place greater emphasis on guiding, educating, advising, and encouraging employees than on regulating and controlling employee behavior.
 - d. Treat individuals' talents as important organizational assets.
 - e. Provide employees with opportunities and flexibility to exercise independent judgment.

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- f. Engage employees in frequent and routine, safety discussions that increase awareness of safety-related matters and encourage dialogue about unsafe conditions.
5. Diversify the Workforce. Foster a culturally diverse workforce. In training, workforce management, and day-to-day interaction with employees, accentuate the strengths and new perspectives that people of different ethnic and racial origins, gender, backgrounds, and cultures can bring to the organization.
6. Stay Within Legal and Policy Bounds. Ensure that sound management controls and accountability procedures are in place and are appropriate to the scope and impact of the work involved.
 - a. Ensure that innovations and new ideas comply with relevant legal requirements and that experimentation is within the bounds of law, regulation, and agency policies.
 - b. Accomplish work within the limits of funds allocated.
 - c. Meet targets, priorities, and annual program direction set by forest land and resource management plans, unit plans, Congress, and the Administration to the best of the unit's ability.
7. Create and maintain an environment focused on the safety of employees, cooperators, and visitors, both indoors and outdoors. Provide opportunities for safety dialogue with employees, whether in groups or as individuals.

1309 - HANDBOOKS

1309.1 - Internal Service-wide Handbooks

1309.13 - Forest Service Honor Guard Handbook (FSH)

This handbook provides guidelines and recommended standard operating procedures for the Forest Service Honor Guard. This direction is set out to assist the Honor Guard in representing the Forest Service with professionalism, dignity, honor, and pride. These are standard operating procedures and therefore may vary from event to event.

1309.14 - Information Requirements Handbook (FSH)

This handbook includes approved service-wide forms, reports, and databases. Information on forms includes the form number, edition date, form title, and supply source. Information on reports includes the report control symbol, report title, the form number(s) of forms used in making the report, the names of units which prepare and receive the report, frequency and due date(s), and authority.

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1309.19 - Death and Serious Injury Handbook (FSH)

This handbook is a comprehensive guide for Line and Staff Officers' response to death and serious injury suffered by employees, contractors, cooperators, or retirees, whether in-the-line-of-duty or outside-the-line-of-duty. The direction is a multi-disciplinary approach, including actions required during the first 24 hours after a fatality or serious injury, and information about workers compensation, pay and benefits, payments for surviving families, Safety and Occupational Health, Law Enforcement, and Fire and Aviation Management.

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01 - AUTHORITY

1. Title 5, United States Code, section 6328 (5 U.S.C. 6328). This regulation authorizes attendance at Federal Firefighters' and Federal Law Enforcement Officers' funerals for employees killed in the line of duty, while acting within the scope of their employment.
2. Title 5, United States Code, section 4503 (5 U.S.C. 4503). This title allows agency heads to incur necessary expenses for honorary recognition of an employee who performed a special act or service within their official employment. These "necessary expenses" for employee award ceremonies have been defined by the U. S. Comptroller General in the General Accountability Office's publication, Appropriations Law, Volume I, Chapter 4 (<http://www.gao.gov/legal.htm>).
3. Federal Acquisition Regulations (FAR) Chapter 1, Title 48, Code of Federal Regulations (CFR). This regulation provides for the regulations governing all Forest Service acquisitions of supplies and services.
4. Federal Travel Regulations (FTR) Chapters 300-304, Title 41 Code of Federal Regulations (CFR). The FTR implements statutory requirements and policy for employees and others authorized to travel at government expense.
5. Title 5 United States Code section 8133 (5 USC 8133). This authority provides for compensation in cases where death results from an injury sustained in the performance of duty in accordance with a prescribed schedule.
6. Title 5 United States Code section 8134 (5 USC 8134). This section provides for the payment of certain funeral and burial expenses and for transportation of the body under described conditions.
7. Title 5 United States Code section 8102a (5 USC 8102a), section 1105 of the National Defense Authorization Act for FY 2008, Public Law 110-81. This provision creates a death gratuity for Federal employees and employees of non-appropriated fund instrumentalities by authorizing the United States to pay up to \$100,000 to the survivors and designated beneficiaries "an employee who dies of injuries incurred in connection with the employee's service with an Armed Force in a contingency operation." The provision became effective on January 28, 2008.
8. Title 42 United States Code Chapter 46, Subchapter XII - Public Safety Officers' Benefits Act of 1976. This regulation authorizes a program administered by the United States Department of Justice that provides a one-time payment to eligible survivors of Public Safety Officers (law enforcement, rescue and fire personnel) who die of or become permanently and totally disabled as a direct result of traumatic injuries sustained in the line of duty.

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9. Title 31 United States Code section 3721 (31 U.S.C. 3721) - Military Personnel and Civilian Employees (MP&CE) Claims Act of 1964, as amended. This Act authorizes the payment of claims to Forest Service employees for damage to, or loss of, personal property occurring incident to service.

10. Title 16 United States Code section 556c (16 U.S.C. 556c), Reimbursement to Employees for Property Loss from Fire, Flood, or other Casualties. This law authorizes the use of Forest Service funds to reimburse employees for property loss from fire, flood or other casualties.

02 - OBJECTIVE

To set forth guidance to managers for handling death and serious injuries to an employee or volunteers, interns, Job Corps students, contractors or cooperators. It is the intent of the Forest Service to provide immediate assistance and support to survivors, families and coworkers of those who die or are seriously injured in the line of duty. The primary focus of the handbook is injuries or fatalities while employees or others are on duty or in travel status, performing the Forest Service mission. However, chapter 50 addresses serious injury or fatality not in-the-line-of-duty.

03 - POLICY

The Agency's response and more specifically management's response to deaths or serious injuries of employees will have long-term effects on the affected employee and their family and coworkers. The employee and coworkers may feel valued or devalued as a result of the support provided. A lack of support or perceived lack of support may have a long-term detrimental effect on the employee and coworkers. This situation could negatively affect their work productivity as well as their workplace communication and personal life.

In order to establish an appropriate response to employee deaths or serious injuries, Managers shall understand what is authorized by law, as well as approved agency procedures for providing a support structure for personnel, families and ancillary communities, liaison assistance and Critical Incident Stress Management Services.

This Handbook applies to full and part time employees, volunteers, interns and Job Corps. This guidance does not apply to non-Forest Service personnel such as contractors, except where specifically noted.

Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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This policy must be reviewed and updated periodically, at least every 2 years, by an interdisciplinary group consisting of ASC-B&F/Travel; Financial Policy; ASC-HRM/Workers' Compensation; ASC-HRM/Pay and Benefits; Fire & Aviation Management; Law Enforcement, the Office of Safety and Occupational Health, Acquisition Management, and any other group deemed necessary.

04 - RESPONSIBILITY

04.1 - Chief

It is the responsibility of the Chief to:

1. Approve attendance at funerals or memorial services and travel expenses for immediate family members beyond the authority of the Regional Forester, Station Director or Special Agents in Charge.
2. Approve Honor Guard attendance at functions for non-Forest Service employees.

04.11 – Deputy Chiefs

It is the responsibility of the appropriate Deputy Chief to assist in responding to a death or serious injury occurring within the Deputy Area, or provide other functions as required. An Agency Representative(s) may be designated regardless of the duty status of the victim at the time of death.

04.12 - Line Officers

04.13 - Regional Foresters, Station Directors, Area Director, and Special Agents in Charge

It is the responsibility of the Regional Foresters, Station Directors, and Special Agents in Charge to:

1. Ensure that Regional Office, Station or law enforcement employees are available to assist the affected unit and respond to their needs and requests or provide other functions as required. An Agency Representative(s) may be designated regardless of the duty status of the victim at the time of death.
2. Approve use of appropriated funds to pay travel expenses for immediate family members up to a specified amount.
3. Authorize attendance at a memorial service on official time and at government expense as defined in FSH 6109.11.

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4. Identify Point of Contact at Region/Station/LEI level to assist and coordinate with local unit Responsible Official(s).
5. Ensure upward reporting requirements are met.

04.14 - Forest Supervisor

It is the responsibility of the Forest Supervisor to:

1. Assign an employee as the Responsible Official to serve as the local unit coordinator(s).
2. Assign employees to serve as Agency Representatives such as Family Liaison, Escort for the victim, represent the Agency at services, or provide other functions as required.
3. Ensure upward reporting requirements are met.

04.15 - Responsible Official

It is the responsibility of the Responsible Official to:

1. Perform the activities identified in chapter 10 of this handbook.
2. Ensure upward reporting requirements are met.
3. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

04.2 - Washington Office

04.21 – Chief Financial Officer

It is the responsibility of the Chief Financial Officer to prescribe policy, systems and related procedures that establish control over Forest Service financial management.

04.21a – Director, Financial Policy

It is the responsibility of the Director, Financial Policy Staff, to:

1. Provide appropriation and policy interpretation as needed.
2. Facilitate Chief approvals.

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04.21b – Director, Albuquerque Service Center, Budget & Finance

It is the responsibility of the Director, Albuquerque Service Center – Budget and Finance (ASC-B&F) to:

1. Coordinate travel arrangements as needed.
2. Facilitate death gratuity payment in coordination with Albuquerque Service Center-Human Resource Management, Workers' Compensation section.

04.22 – Deputy Chief for Business Operations

It is the responsibility of the Deputy Chief for Business Operations to maintain day to day quality, continuity, and integrity in Forest Service centralized business operations.

04.22a – Director, Albuquerque Service Center, Human Resource Management

It is the responsibility of the Director, Albuquerque Service Center – Human Resource Management (ASC-HRM) to:

1. Coordinate with the Federal Office of Workers' Compensation Program.
2. Process employment-related benefits, as needed.
3. Coordinate with Albuquerque Service Center – Budget and Finance section to facilitate the death gratuity payment.

05 - DEFINITIONS

The following are definitions of terms as they are used in the context of this handbook.

Award Ceremony – Public recognition of a fallen employee generally organized by the Forest Service. An award ceremony may be combined with a memorial ceremony.

Cooperator – State or local agency or person who, under agreement with the Forest Service, provides assistance or services to the Forest Service.

Critical Incident Stress Management – A wide range of programs and services designed to mitigate effects of traumatic stress.

Employee - The term “employee” means Forest Service employee, including those Administratively Determined (AD). AD employees were formerly classified as “casuals”.

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Employing Agency Death Gratuity – A payment made to the Family Representative or based on the order of precedence according to law of civilian employees who die from an injury sustained in the line of duty. The employing agency death gratuity is taxable income to the recipient.

Federal Employees' Compensation Act (FECA) Death Gratuity – Under an amendment to FECA, up to \$100,000 may be paid by OWCP to survivors of “an employee who dies of injuries incurred in connection with the employee’s service with an Armed Force in a contingency operation.” This one-time death gratuity is disbursed to survivors in a specific order of precedence set forth in the statute. The FECA death gratuity is taxable income to the recipient.

Funeral - An organized event to honor and memorialize a fallen employee, which may or may not include worship or religious services. A funeral is generally organized by the family.

Honor Guard - A ceremonial guard turned out to greet a distinguished person(s) or accompany a casket at a funeral, or perform at other events.

Immediate Family Members - Individuals related by blood or affinity, whose close association with the employee is the equivalent of a family relationship.

Line of Duty Death (LODD). Death of an employee that occurs as a direct and proximate result of personal injury sustained in the performance of official duties or in travel status, acting within the scope of his/her employment.

Memorial Ceremony - Public recognition of a fallen employee; a gathering to honor the deceased, whether organized by the Forest Service or others.

Memorial Service – An organized event to honor and memorialize a fallen employee, which may or may not include worship or a religious ceremony. A memorial service may be organized by the family or it may be an organized gathering of employees independent of a private family service or other funeral service.

Non-employee - A person who at the time of death was not an employee of the Forest Service. Contractors and retirees are considered non-employees for the purpose of this directive.

Public Safety Officers' Benefit Act (PSOB) – The authority to provide a one-time, tax-free benefit to eligible survivors of a Public Safety Officer (law enforcement, rescue and fire personnel) whose death is a direct result of traumatic injuries sustained in the line of duty.

Responsible Official – The person responsible for the coordination and management of the serious injury or death response and related activities has the role of Responsible Official, as designated by the Forest Supervisor or other appropriate Line Officer.

Serious Injury – An injury which involves: (18 USC, Part 1, Chapter 65 1365(g))

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1. A substantial risk of death;
2. Extreme physical pain;
3. Protracted and obvious disfigurement; or
4. Protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

06 - REFERENCES

1. Agency Administrator's Guide to Critical Incident Management; NWCG Publication PMS 926;
2. FSH 1309.13, Honor Guard Handbook;
3. FSH 5109.34, Interagency Incident Business Management Handbook;
4. FSH 6109.11, Pay Administration, Attendance and Leave Handbook;
5. FSH 6309.32, 4G01 Forest Service Acquisition Regulations;
6. FSH 6709.11, Health and Safety Code Handbook;
7. FSH [6709.12, chapter 30, Safety and Health Program Handbook; Accident Investigation and Reporting](#); and
8. In Person, In Time; Crime Victim Assistance Division, Des Moines, Iowa 50319.

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The level of Forest Service response is determined by the severity of the incident and preferences of the family. Specific guidelines and duties for Coordinator/Liaison positions are described in this chapter. Assigned positions must have direct access with agency officials needed to accomplish their tasks effectively.

The duties and responsibilities of the necessary tasks take priority over normal official duties until such time the incident response and follow-up is completed, as determined by the Regional Forester/Station Director/Special Agent in Charge.

Verbiage included in this guidance is singular and it is understood that more than one employee may be affected. Actual response, assignments and follow-up actions correspond accordingly.

11 – INITIAL RESPONSE

11.1 - On Scene

11.11 - On Scene Supervisor/Coordinator

The on-scene Supervisor/Coordinator or other capable employee shall assess and meet the immediate medical needs of the affected employee and ensure appropriate measures related to safety and/or criminal investigations are taken at the scene. The appropriate measures will consist of:

1. Contacting medical response personnel.
2. Contacting law enforcement agency(s) that have statutory/jurisdictional responsibilities for the incident.
3. Contacting dispatch personnel.
4. Keeping names of victim confidential; do not use name(s) on the radio.
5. Coordinating medical and other necessary needs at the scene.
6. Securing incident scene as common practice dictates or as directed by law enforcement.

11.2 - Dispatch

Dispatch personnel serve a critical role in relaying information and coordinating the needs of the affected personnel at the incident site. This includes, but is not limited to:

1. Ensuring medical personnel have been contacted and are responding.

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2. Ensuring that law enforcement agency(s) with statutory/jurisdictional responsibilities for the incident are contacted and responding as appropriate.
3. Contacting Forest Service LEI Special Agency or Law Enforcement Officer.
4. Notifying the Responsible Official.

11.3 - Responsible Official

The Responsible Official shall designate personnel to fulfill roles and tasks that are needed immediately following an incident:

1. Ensure appropriate response and assistance is provided at the scene.
2. Implement local emergency operation plan.
3. Obtain accurate and up-to-date information about the incident.
4. Obtain accurate information regarding the affected employee(s).
5. Obtain the employee's contact information.
6. Designate a Notification Officer.
 - a. See section 20.2 for the Notification Officer's checklist.
 - b. Contact the law enforcement agencies, both the on-scene, responding organization(s) and the "home town" agency (at the location of the family to be notified) to coordinate all notification responsibilities.
7. Do not allow other employees that were involved in the incident to drive vehicles or operate machinery. They will be distracted and may be in shock after the incident. Provide a driver for the employees involved in the incident.
8. Notify employee's Supervisor and Line Officer if from another unit.
9. If the victim is a contractor, contact the Forest Service Contracting Officer and the contractor's company.
10. Notify Responsible Line Officer.
11. Ensure that immediate needs of co-workers involved in the incident are met.
12. Ensure proper coordination and contacts are established.

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13. Determine if any other employees were involved or witnessed the incident. Ensure those employees are available for law enforcement and accident investigation interviews.
14. Use the table in exhibit 01 to record information about key employees and their duty assignments.
15. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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11.3 – Exhibit 01

Table for the Responsible Official to Track Coordinators and Liaisons

Assignment	Name	Home Unit	Contact Info: Cell Phone, e-mail
On-Scene Coordinator			
Dispatcher			
Line Officer			
Notification Liaison			
Hospital Liaison			
Family Liaison			
Critical Incident Stress Management (CISM) Coordinator			
Information Officer			
Benefits Coordinator (ASC)			
Local Unit Coordinator			
Workers' Compensation Coordinator (ASC)			
Regional Liaison			
Logistics Coordinator			
External Liaison			
Funeral Liaison			
ASC B&F Travel			

Provide up-to-date listings to Line Officer, Regional Forester, other team members and investigation teams.

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12 - FIRST 3 HOURS FOLLOWING THE INITIAL INCIDENT

12.1 - Responsible Official

During the first three hours following the initial incident the Responsible Official shall:

1. Obtain accurate and up-to-date information about the incident:
 - a. Full name of victim(s).
 - b. The victim's (or victims') physical condition.
 - c. Approximate time and date of accident or incident.
 - d. Suspected cause of injury or death.
 - e. Location of accident or incident, incident name, closest town, jurisdiction or any other pertinent information.
2. If the victim is an employee from another unit, contact his/her home unit.
3. Ensure that coordination with law enforcement and other responding agencies is ongoing.
4. Contact ASC-HRM-WC for notification of claim during regular business hours. After business hours and on weekends or holidays, contact the next business day.
5. Designate a Hospital Liaison and refer to duties on checklist in section 20.4.
6. Ensure accurate notification procedures are in place and have been completed or are in progress.
7. Provide employees on the scene, involved in, or witness to the incident, a private and safe place away from the incident to rest.
8. If employee is a member of a Native American fire crew, immediately contact home Tribal Leadership to obtain guidance regarding necessary actions or procedures to be followed to meet cultural requirements.

12.2 - Forest Supervisor or Other Line Officer

The Forest Supervisor or other Line Officer who arrives or is contacted during the first three hours following an initial incident shall:

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1. Notify the regional office, Station Director, or Special Agent in Charge (SAC).
2. Notify Regional Office Safety Officer.
3. Notify other regional officials as appropriate.
4. Ensure adequate management and support is available at the affected unit.
5. Identify other agencies that are or should be involved (such as local law enforcement, other federal agencies, and so forth).
6. Contact other identified agencies, and begin coordination immediately.
7. Request Critical Incident Stress Management (CISM) services or assessment as appropriate for the immediate response.
8. Communicate with the Responsible Official to coordinate, respond, or provide assistance to meet immediate needs of employee(s), families, or co-workers.

12.3 - Regional Forester, Station Director, Area Director, and Special Agent in Charge

The Regional Forester, Station Director, Area Director, or Special Agent in charge who arrives or is contacted during the first to three hours following an initial incident shall immediately:

1. Contact appropriate Washington Office officials, as follows:
 - a. Chief,
 - b. Health and Safety Officer, and
 - c. Other officials as appropriate.
2. Determine if coordination will be handled locally or if an Incident Management Team will be ordered.
3. Designate an Information Officer and refer to duties on the checklist in section 20.9.

13 – FIRST 24 HOURS

13.1 - Responsible Official

Within the first 24 hours following the initial incident the Responsible Official shall:

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1. Consult with Forest Service, Law Enforcement and Investigations (LEI) to identify and fulfill necessary tasks or assistance that needs to be provided to LEI personnel.
2. Identify those agencies that have statutory or jurisdictional responsibilities for the incident.
3. Coordinate follow-up actions and investigations with LEI and agencies that have jurisdictional responsibilities.
4. Designate a Family Liaison (one or more liaison per family) and refer to the checklist in section 20.4.
5. Continue to monitor the situation and ensure information regarding the incident is accurate and up-to-date.
6. Inform co-workers and other unit employees of the basic information regarding the incident.

13.2 - Line Officer, Forest Supervisor, or Other

1. Contact Albuquerque Service Center- Human Resource Management, Workers' Compensation (ASC-HRM/WC) to obtain names and contact information for the ASC, Benefits Coordinator and Workers' Compensation Coordinator. The ASC, Workers' Compensation Coordinator will initiate notification procedures to the ASC-HRM Leadership and to the Department of Labor.
2. Contact ASC, Budget & Finance Travel Branch Chief to begin coordination of travel arrangements for injured employee and/or family members.
3. Designate a local Unit Coordinator to provide on-scene assistance and information requested by ASC-HRM. Refer to local Unit Coordinator checklist in section 20.6 for duties.
4. Designate a Forest and/or Unit Liaison(s) to act as point of contact for internal and external communications.
5. Contact Local Safety Officer.
6. Ensure that any government or personal property items directly involved in the incident, such as damaged government vehicles, are stored in a secure location not within plain view of the public, employees, and/or family members.
7. Notify ASC-B&F Claims section of the basic information regarding the incident.

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13.3 - Regional Forester, Station Director, Area Director, and Special Agent in Charge

Within the first 14 hours following an initial incident the Regional Forester, Station Director, Area Director, and Special Agent in Charge shall:

1. Designate:
 - a. A Critical Incident Stress Management (CISM) Coordinator and refer to CISM Coordinator checklist in section 20.5 for duties.
 - b. A Regional Liaison to maintain direct communication with the Unit Manager and Forest Supervisor to relay information/requests to Regional Forester, Station Director, and Special Agent in Charge or other appropriate regional, station, and LEI staff.
2. Coordinate and assist as requested by the assigned Washington Office Accident Investigation Team.
3. Determine the level of management required for the response and develop the appropriate organization with involved jurisdictions (Responsible Official, regional office, Washington Office, external agencies, and so forth).
4. Ensure that requests from Washington Office assigned team(s) and law enforcement investigation personnel are met.
5. Assign Regional Accident Investigation/Review Team if appropriate.
6. Provide Responsible Official/Line Officer information regarding assigned investigation teams or personnel.

14 – BEYOND 24 HOURS

14.1 - Responsible Official

Beyond 24 hours of an initial incident the Responsible Official shall:

1. Record response team key members' names and their contact information during the incident response; provide that information to other team members and Line Officer. See section 14.3, exhibit 01 for contact list template.
2. Provide for continued support and follow-up to meet the needs of family and co-workers.

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3. Coordinate with the Family Liaison regarding family's wishes concerning communication with the Forest Service, other agencies and the public.
4. Meet with each Coordinator and Liaison frequently to ensure their tasks are being completed and make arrangements to provide any assistance they may need.
5. Continually meet with Line Officer and/or Regional Liaison to communicate response team actions, procedures and progress.
6. Assess the emotional and physical condition of unit employees that are a result of the incident and identify their additional responsibilities that may arise as a result of the incident. If needed, request assistance from off-unit Forest Service employees to help fulfill routine duties or the additional tasks of unit staff. Advise Line Officer regarding the need for assistance from other Forest Service employees.
7. Continually assess unit employees' emotional conditions and needs and provide that information to the CISM Coordinator.
8. Visit the employee and their family as appropriate throughout the hospital stay or funeral procedures if the family desires.
9. Obtain up-to-date information regarding employee/family requests and needs. Make arrangements to meet those needs as appropriate.
10. Designate a local Logistics Coordinator to assist arriving investigations teams/individuals and USDA, Forest Service personnel with motel arrangements, and other details.
11. Meet with the Investigation Team(s) for introduction and task clarification; coordinate with others to ensure their requests and/or direction is efficiently met.
12. Meet with co-workers to introduce investigation teams and others who will be on-site throughout the investigation.
13. Identify any vehicles, weapons, uniforms, equipment, or other items owned by the employee and are being held as evidence. Ensure that the items are returned to the employee (or the surviving family in the event of a death) as soon as possible after the items are released by all investigation personnel/teams.
14. Continue to update local employees regularly regarding the incident.
15. Coordinate with the Family Liaison to meet the family's preferences regarding attendance by Forest Service, federal, state and local personnel dignitaries at the funeral or other services.

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16. Communicate with the Family Liaison and the Funeral Liaison to determine if they need any assistance to carry out their tasks and make arrangements to provide that assistance.
17. Create a central recording of offers of assistance from other agencies. Ensure that supportive agencies are treated with respect and consideration by the Forest Service and that offers of assistance are utilized and/or recognized to the greatest extent possible.
18. Coordinate with the Family Liaison, Benefits Coordinator, and Regional Liaison to determine and arrange award recognition and participation at memorials.
19. In the event the employee was the victim of a criminal action, ensure they, or their family as appropriate, are continually provided up-to-date information regarding legal proceedings and provide Forest Service presence and emotional support to the employee/family throughout the legal processes.
20. Conduct an after action review. Determine additional needs and assign as appropriate.
21. Follow-up frequently in the months and year ahead with coordinators and liaisons to determine if needs of the employee, family and co-workers are being met. Assign tasks to response team personnel to meet those needs as appropriate.

14.2 – Local Line Officer

The “Local Line Officer” is organizationally located below the Regional Forester, Station Director, or Area Director (RSA), or Washington Office unit head (for example, a Forest Supervisor). Beyond 24 hours of an initial incident the local Line Officer shall:

1. Communicate with the Responsible Official to ensure all their tasks are being met.
2. Respond immediately to assist the Responsible Official with carrying out the above tasks as requested and/or determined necessary.
3. Determine the scope of the incident along with the capabilities of the unit and request assistance from regional staff as appropriate.
4. Coordinate and make requests to fulfill needs of the response team with the R/S/A Line Officer, Washington Office Unit Head, or R/S/A/Washington Officer Liaison.
5. Ensure the R/S/A Line Officer or Washington Office unit head is continually provided with up-to-date information regarding incident progression and agency response.

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6. Designate an external liaison(s) to be point of contact for inquiries or requests from other agency(s).
7. If appropriate, coordinate with Responsible Official or Family Liaison regarding personal visits with injured employee or victim's families.
8. Assess impact of the incident and the response demands on the Responsible Official and employees. In coordination with Responsible Official, assign off-unit Managers and/or other employees to report to the local unit to assist with their regular program of work or added tasks and demands that are a result of the incident.
9. Determine if the Regional Forester, or Washington Office Unit Leader will travel to the local unit to meet with the employee, family, and/or unit employees.
10. If affected employee is "hosted" (also called "virtual"), on detail, or from another unit, collaborate and communicate with the employee's supervisor and region, station, or area to coordinate the Agency's response and meet needs of employee, family, and agency.
11. Coordinate with local Line Officer regarding attendance at funeral or service and appropriate level of involvement.
12. Coordinate with local dignitaries regarding participation at funeral or service.
13. Ensure on-going sharing of up-to-date information and/or procedures/processes with the affected employee's immediate supervisor, incident investigators and prosecutors.
14. Continue to update ASC-B&F, Claims, as appropriate.

14.3 - Regional Forester, Station Director, Area Director, and Special Agent in Charge

Beyond 24 hours of an initial incident the Area Director, Station Director, Regional Forester, and the Special Agent in Charge shall:

1. Coordinate with Regional Liaison to monitor incident response.
2. Ensure that the Regional Liaison is communicating directly with the Responsible Official and Line Officer to provide assistance as requested or necessary.
3. Determine any additional needs, personnel, or assistance required, and provide it as appropriate.
4. Determine if specific requests need to be communicated to the Chief's office, such as approval for number of Forest Service employees to attend funeral service on official time. Submit specific requests to the Chief's office, as needed.

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20.4 - Responsibility

20.4a - Dispatch Personnel

Dispatch personnel are integral to maintaining control of the immediate incident and providing assistance as needed to personnel at the scene and the chain of command. Dispatch personnel shall:

1. Ensure immediate appropriate medical and law enforcement response.
2. Ensure that personnel know not to use the employee's name over the radio to avoid interception by the media and others before appropriate family notification.
3. Use cell phone communication if possible when obtaining or relaying sensitive information.
4. If the family is transported by government vehicle (with Line Officer approval) do not allow discussion of the employee's condition over the radio while the family is in the government vehicle and may hear the radio traffic.
5. Dispatch should maintain an up-to-date contact list for Forest Service Supervisors and Managers and external agencies such as medical, law enforcement, and fire/incident personnel. The responding medical and/or law enforcement personnel contact the medical examiner's or coroner's office if appropriate.
6. In addition to normal documentation of radio traffic, a dispatch checklist for specific actions to take and document in the event of an employee's critical injury, medical emergency, or death is available on the following website: <http://www.fs.fed.us/fire/ibp>.
7. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

20.4b - Notification Officer

The Notification Officer is responsible for informing the family of the condition or death of the employee. Notification should be expedient and factual. Employee's emergency contact form may have specific information. If possible, the Notification Officer should be a Forest Service employee and/or law enforcement official. Send someone who is sensitive to the cultural or religious background of the family.

1. The Notification Officer shall follow immediate procedures:

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- a. Ensure that key information is updated and current prior to notification.
 - b. Notify the immediate family in person as soon as possible, and preferably, concurrently with required Forest Service internal notifications.
 - c. Obtain assistance from Law Enforcement Investigations or local law enforcement agency. Do not go alone.
 - d. If the immediate family is not in the local area, request that the local Forest Service unit and/or local law enforcement agency with jurisdiction at the family’s residence notify the family in person.
 - e. Immediately contact home tribal leadership for cultural considerations and inquire how they want the notification to occur, in case of serious injury or death to a Native American.
2. Adhere to Forest Service protocol whenever possible:
- a. It is preferable that the Notification Officer wear a uniform.
 - b. Never make notification to the family at the doorstep. Ask to be admitted into the house.
 - c. Determine if the member of the family to be notified has a medical condition that may result in additional care upon notification of incident and arrange for EMS personnel to be immediately available if needed.
 - d. If notification is to be made at a work place, ask for a Supervisor. Do not divulge details. Request a quiet room to talk with the next of kin.
 - e. Remain mindful of the cultural or religious background of the family. Be aware of “nontraditional family” situations and proceed accordingly.
 - f. Do not discuss or comment on matters you are not informed about or qualified to discuss.
 - g. If young children are in the home, ask the person being notified if they wish to have the children present during initial notification.
 - h. Inform family members slowly and clearly of the information you have. If specifics of the incident are known, relay as much information as possible to the family.
 - i. Notify the survivors in as forthright and empathetic manner as possible.

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- j. Use the employee's name during notification, being careful to pronounce the name correctly. Use the name the employee was most commonly known by, such as "Bob" rather than "Robert".
 - k. Never give the family false hope. If the employee has died, relay that information gently, using words such as "died" and "dead", rather than "gone away" or "passed away".
 - l. Be prepared for a wide range of responses from the family including intense physical or verbal interaction. Responses may range from no apparent emotional response to physical collapse.
 - m. Offer to assist with contacting a friend or family member who can respond to the home, workplace or hospital to provide support.
 - n. Ask the family if they would like you to stay with them for awhile, and do so if they desire. Provide as much support and assistance as possible.
 - o. Ensure that the family has Forest Service contact information regarding the employee and the incident and is aware they will be provided a Family Liaison for assistance. Provide the Family Liaison's name if available.
 - p. Inform the Hospital Liaison when the family is on its way to the hospital.
 - q. Assist the family in making arrangements for baby-sitting or other needs to enable appropriate family members to respond to the hospital or other location as soon as possible.
 - r. Request other assistance for the family as appropriate. This assistance may include the family minister, counselor, friends, or coworkers who can provide emotional support to the employee and family.
 - s. Go to the hospital and provide additional support to the family. Do not be intrusive, follow the family's lead on how much and what type of support they want.
 - t. Support the Hospital Liaison with coordination needs.
3. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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20.4c - Hospital Liaison

The Hospital Liaison is responsible for coordinating the arrival of the immediate family members, Forest Service personnel, the media and others at the hospital. The Hospital Liaison is also responsible for ensuring that ASC-HRM-Workers Compensation (WC) has been notified and with regard to Office of Workers Compensation Program (OWCP) matters will work under their direction. The desires of the family should be followed with regard to their accessibility to Forest Service employees, other agency(s) personnel, friends, media, etc.

1. Coordinate hospital arrangements with hospital staff to:
 - a. Ensure the family is advised and updated by the medical personnel.
 - b. Arrange for private waiting facilities for the family and others as desired by the family.
 - c. Arrange a separate waiting area for fellow employees and others to assemble.
 - d. Coordinate with the Information Officer and the hospital in establishing a press staging and briefing area if the situation dictates.
 - e. Assist the hospital staff, if necessary, with the management of Forest Service and/or other involved agency(s) vehicles so as not to interfere with hospital operations.
2. Provide family assistance.
 - a. Confirm that the hospital is aware that the family has arrived.
 - b. Make certain the family is the first to be updated on employee's condition before others.
 - c. Determine if specific cultural/religious considerations exist and support the family.
 - d. Notify all medical provider billing offices that all medical and/or transportation (ambulances) bills related to the injured or deceased employee must be sent directly to the Department of Labor. Remind them that the 9-digit OWCP claim number must be clearly annotated on each bill/document sent.
 - e. Assure the family that the ASC-HRM/WC facilitates the application for the Agency Death Gratuity payment.

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- f. Assure the family that, when applicable, the ASC-HRM/WC facilitates the application of the Federal Employees’ Compensation Act (FECA) Death Gratuity payment.
 - g. Assure the family that, when applicable, the ASC-HRM/WC facilitates the application for the Public Safety Officers Benefit (PSOB) program.
 - h. Ensure that the coroner is informed of PSOB requirements, if appropriate, and that the Forest Service requests a copy of the autopsy report as soon as possible.
 - i. For their safety, transport the family home, with approval from the Line Officer. If family members refuse, ensure that the family arrives safely back to their residence.
 - j. In the event of a prolonged stay, work with the Family Liaison to provide sufficient support at the hospital.
3. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

20.4d - Family Liaison

Before accepting the role of the Family Liaison or asking someone to take on this role, carefully consider the following:

1. At times, Family Liaison duties are very emotional.
2. A long term commitment of time may be required, especially in the first few weeks.
3. This role may continue for a long time.
4. The role may be emotionally and/or physically demanding.
5. Consider your transition strategy from the Family Liaison role.
6. You must want to do this. The family will know if you are “just doing your job.”

The role of the Family Liaison is a critical assignment. It may be appropriate to assign a pair of employees to serve as Family Liaisons. Assign people who have the ability to develop a relationship with the family, demonstrate empathy, communicate with tact and respect and provide emotional support. The person must be able to provide support without causing undue stress and hardship on the family or themselves.

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An assessment should be done periodically to ensure the assigned Family Liaison is a “good match” with the family. It is better to find another person to assume the role than to continue with an unsuccessful relationship.

The Family Liaison shall have the capability to communicate and coordinate effectively with Forest Service Managers and non-Forest Service personnel. This person may have a close relationship with the family; however, they must also be able to balance the requirements and policies of the Forest Service along with the needs of the family.

The Family Liaison does not make decisions, but acts as a facilitator between the family and the Forest Service, and shall have direct access (outside the chain of command) with Forest Service officials necessary to accomplish their role. Share information up the chain of command as soon as possible.

The Family Liaison and the ASC-HRM/Workers’ Compensation and Benefits Coordinator shall work closely together. Oftentimes, the Workers’ Compensation and Benefits Coordinator role becomes the primary contact with the family until all benefits process is complete.

In the case of an accident on an incident managed by an Incident Management Team (IMT), the Family Liaison shall have a lead person or Coordinator who participates in IMT briefings and strategy meetings to relay information.

It is the responsibility of the Family Liaison to:

1. Ensure the needs and desires of the family are respected. The employee’s role is to the family first and the Forest Service is second.
2. Determine cultural or religious background of the family. If the employee is a Native American, determine if contact with the family is to be made through Tribal officials only.
3. Request that the family designate a representative who can act on behalf of the family.
4. Be immediately available to the family.
5. Ask the family what they want, do not make assumptions.
6. Relay details of the incident to the family at the earliest opportunity, with the concurrence of the involved officials.
7. Advise the family of the other Coordinator and Liaison positions and their roles and responsibilities.

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8. Reassure the family that you have accepted this position of Liaison by choice and are concerned for them.
9. Communicate and coordinate family needs with other Forest Service personnel. If the family is coming from out of town, the Family Liaison may assist or coordinate lodging, at the family's request.
10. Act as the intermediary between the family and Forest Service personnel. The family may choose to communicate directly with Forest Service personnel or they may wish to only communicate with the Family Liaison. Ensure they understand that it is their choice with whom, or if, they choose to communicate. Relay their choice and ensure Forest Service personnel are informed.
11. Do not burden the family with unnecessary demands.
12. Keep accurate records and safeguard personal information. A checklist for Family Support is provided on the following website: <http://www.fs.fed.us/fire/ibp>.
13. Keep the family advised of official investigations and related legal actions.
14. Coordinate with other Family Liaisons in the event of multiple fatalities or serious injuries.
15. Act as a long-term Liaison to the family to ensure that contact is maintained between the Forest Service and the family for as long as they feel the need for support.
16. Provide the family assistance with benefits.
 - a. Assist the family in obtaining and providing records to the Benefits Coordinator and the ASC-HRM/Workers Compensation Coordinator.
 - b. In cooperation with the Benefits Coordinator, Responsible Official, and Regional Liaison, advise the family regarding honor and/or award ceremonies and assist them with the necessary paperwork.
17. Provide the family with media assistance and communicate guidance with investigations.
 - a. In coordination with the Information Officer, advise the family regarding media contacts and determine how they would like those inquiries handled.
 - b. If possible, ensure that Forest Service accident investigations, results, reports, or news releases are provided to the family before released to Forest Service employees or the media.

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- c. If investigations surround the injury or death, inform the family of all new developments prior to release of information.
18. Assist family with retrieving/returning property.
 - a. Return Employee's Personal Property. Arrange for delivery of the employee's personal belongings to the family once no longer needed by claims/law enforcement. The belongings should be packaged in a dignified manner (for example, not a garbage bag). Do not return any belongings with blood on them or other effects of the incident (such as burns or scorch marks), unless requested specifically by the family. The property should be given to the family at an appropriate time, in a caring manner. Depending on this situation, the return of the property may be ceremonial.
 - b. Retrieve Government Property. Arrange for return of government property that the employee may have had at home (for example, a government laptop computer). Except where safety is a concern, this should be accomplished well after the funeral in an appropriate, caring and coordinated fashion.
 - c. Lost or Damaged Personal Property. Assist employee or beneficiary(s) identifying lost or damaged personal property. Coordinate with ASC-B&F/Claims to ensure completion of the appropriate claim forms and documentation. Claims personnel provide the necessary information and assistance to the Family Liaison and/or claimant in working through the claims process.
19. Obtain resources:
 - a. Document inquiries and interest in public donations to the family and assist the family in establishing a mechanism for receiving such contributions, as appropriate.
 - b. Advise the employee and/or family of the role of external organizations and the nature of the support programs they can provide. Provide family with lists of known organizations; see exhibit 01.
 - c. If desired by the family, assist them in contacting assistance organizations to advise them of the employee's serious injury or death.
 - d. Assist the family in determining the employee's membership in organizations that can provide assistance.
 - e. Determine, with the family, the type of assistance needed and how to obtain it. If applicable, introduce the family to court-provided victim's assistance personnel.

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- f. Provide information to the family regarding the Forest Service Employee Assistance Program (EAP) and/or other available resources to assist them with grief, critical incident stress or other related emotional issues. Assist the family with making contacts to arrange those services as they request.
20. Coordinate funeral/memorial services.
- a. Communicate and coordinate continuously with Funeral Liaison, other response team members and Forest Service management as appropriate.
 - b. Be present during family’s meeting with response team members and/or Forest Service management regarding funeral service arrangements.
 - c. Determine family’s preference regarding Forest Service, departmental, Federal, State, local or other personnel/dignitaries and Forest Service Honor Guard’s presence at the funeral, including the desire to have “uniforms” present.
 - d. Communicate family’s wishes to response team members.
 - e. Coordinate with response team members to determine who will be attending the funeral/services and provide the information to the family. See chapter 40 for policy.
 - f. Assist the family in their contacts with making funeral arrangements.
 - g. If the family so desires and it is appropriate, accompany the family, to memorial services, award ceremonies, and any other observances.
21. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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20.4d - Exhibit 01

Available Resources

Note: The Forest Service does not advocate any of the resources listed below. These and others are available for use by the Responsible Official or Family Liaison as determined appropriate.

National Fallen Firefighters Foundation

P.O. Drawer 498
Emmitsburg, MD 21727
(301) 447-1365-phone
(301) 447-1645-fax
www.firehero.org

Wildland Firefighter Foundation

2049 Airport Way
Boise, ID 83705
www.wffoundation.org

Concerns of Police Survivors (COPS)

For immediate family and/or coworker support as well as information regarding Federal and/or State benefits that may be immediately available in the event of a death of law enforcement personnel.
1-800-784-2677
www.nationalcops.org

Forest Service Employee Assistance Program (EAP)

Employees may call their local/regional Employee Assistance Program contact in the Office of Human Resources for information and assistance.

The International Critical Incident Stress Foundation

A non-profit organization with critical incident management and support teams in all states with teams specialized in responses to line of duty deaths for law enforcement, rescue, and ambulance personnel. A 24-hour hotline is available that is routed to situation appropriate personnel.
(410)750-9600
Emergency Support 24 hour Hotline: (410) 313-2473
Fax: (410)750-9601
info@icisf.org
www.icisf.org
3290 Pine Orchard Lane, Suite 106
Ellicott City, MD 21042

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20.4d - Exhibit 01--Continued

Available Resources

AARP Grief Programs

State-by-State listing of support groups for widows and widowers.

<http://www.aarp.org/family/lifeafterloss/>

Grief and Healing Page

The web address below is a grief-related website with a message board providing opportunities to give and receive help with other grieving men and women.

www.webhealing.com

NOVA

The National Organization of Victim Awareness provides Critical Incident Stress support. www.trynova.org

Journey of Hearts

Provides resources and support for both new and long-term grief

www.journeyofhearts.org

Virtual Memorials

Website which provides space for and assistance with developing memorial pages for loved ones including photographs and graphics.

<http://www.virtual-memorials.com>

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20.4e - Critical Incident Stress Management (CISM) Coordinator

The CISM response to critical incidents is comprehensive and on-going. Appropriate services vary depending upon the scope and details of the incident as well as those involved in the incident. Appropriate protocols and services span the spectrum from pre-incident preparation and education, through the acute response phase, and finally the post-incident phase and follow-up. CISM response to a critical incident must be multi-componential as no one intervention technique is proven effective in all situations. The CISM response must be comprehensive or valuable opportunities to assist those in crisis may be missed.

1. The CISM Coordinator shall first collaborate with the Washington Office serious accident investigation team leader before witnesses and other participants are allowed to undergo CISM.
2. CISM services should be available and provided for the affected employee, employees involved in the incident or witness to the incident, coworkers, and personnel from external agencies who were involved in the incident or response to the incident, and the affected employee's family.
3. The CISM Coordinator should be aware of CISM services and other counseling practices and applications to be able to appropriately determine what type of services are necessary or helpful. It is beneficial if the CISM Coordinator is trained in CISM response or is a Peer Counselor so they may help provide needed emotional support services.
4. In addition to CISM services, grief and/or other counseling services may be needed immediately or in the long-term after an incident.
5. It is the responsibility of the CISM coordinator to:
 - a. Coordinate immediate CISM needs with the on-scene Supervisor, Dispatch, second-line Supervisor, or the Unit Manager to determine the extent of the situation. Identify the following:
 - (1) Number of Forest Service employees affected and how affected.
 - (2) Names of employees involved in the incident.
 - (3) Names of employees witnessing the incident.
 - (4) Names of employees working with the affected employee but not involved in the incident.

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- (5) Home unit of the employees listed above.
- (6) Other agencies involved and names of their personnel,
- (7) Current location of all the above.
- (8) Location of all the above within the next week.
- (9) If other involved agencies are providing CISM services and coordinate interagency services with them.
 - b. Determine if CISM services are appropriate at the scene or the hospital and contact the local CISM team or Employee Assistance Program (EAP) as appropriate.
 - c. Consult with Unit Manager, Forest Supervisor or other appropriate official to ascertain if administrative or criminal investigation procedures affect or require coordination of timing, scope or other aspects of CISM services.
 - d. Coordinate with the Line Officer/Responsible Official to meet with employees who were involved with the incident or witnessed the incident and explain CISM and assistance available.
 - e. Coordinate with the Line Officer/Responsible Official to meet with coworkers who were not at the scene. Because their experiences were different than those employees who were at the scene, a separate group debriefing or other services should be offered to them.
 - f. Determine the appropriate services needed such as group defusing, one-on-one intervention, debriefing, and any other inquiries.
 - g. Contact the Regions, Stations, and Area EAP Coordinator to contact CISM team, Peer Counselors or EAP, determine their capabilities, and coordinate to make the necessary arrangements.
 - h. Arrange the date, time, place for the CISM services.
 - i. Ensure that all affected personnel are personally notified of the CISM services and provided the details of where and when they are scheduled to occur.
 - j. Assure employees that no records are kept regarding CISM services' attendance and content.
 - k. Offer one-on-one follow-up to those who did not choose to or were unable to attend group debriefing services, and make the arrangements for the one-on-one services, as requested.

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- l. Coordinate with the Family Liaison to ensure the employee and their family is aware of CISM and counseling services available and how to contact them. Assist them in making the contacts and arrangements if they so choose.
 - m. Ensure all coworkers are aware of and have the information for EAP and other follow-up CISM services. Offer to assist them in making appropriate contacts and arrangements.
 - n. Continually follow-up with the Line Officer/Responsible Official and Family Liaison to determine if additional one-on-one or group CISM or counseling services are needed. Be mindful that such a need may arise a week, a month, a year or more after the incident occurred.
6. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

20.4f - ASC-HRM Benefits Coordinator

It is the responsibility of the ASC-HRM Benefits Coordinator to:

1. Provide information to Forest Service management and Family Liaison regarding benefits available and the process each benefit entails. Work closely with the Family Liaison and the family. Maintain contact with the family until benefit issues are resolved. See the information on the following website: <http://fsweb.asc.fs.fed.us/HRM/benefits/>.
2. Advise the employee and/or family regarding all the benefits available to them and assist them with all the necessary benefits documentation.
3. Summarize all documentation of benefits and payments due the employee and/or family members to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of the contact person or facilitator at each benefit or payment office.
4. Coordinate the Public Safety Officer Benefit (PSOB) notification with the ASC-HRM/WC and other appropriate agencies or organizations to determine current benefits and procedures.
5. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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20.4g - ASC-HRM Workers Compensation Coordinator

It is the responsibility of the ASC-HRM Workers Compensation Coordinator (an employee of the ASC-HRM Workers Compensation group) to:

1. Provide the information required to file a claim with the Department of Labor, Office of Workers Compensation (OWCP) to facilitate and assist the employee or designated family representative with the claims process. See the information on the following website: http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php2. Have direct contact with the injured worker whenever possible, in order to serve as the injured workers’ single point of contact for advice and liaison to Department of Labor OWCP. If the injured worker is unable to make direct contact with ASC-HRM/WC, a designated representative can act on their behalf (Local Unit Coordinator could serve this role).
3. Ensure that the authorization to provide necessary medical treatment is approved.
4. Communicate with Department of Labor OWCP regarding the employee’s status.
5. Communicate with the Local Unit Benefits Coordinator as needed.
6. Obtain the name and contact information for the employee’s designated representative (if necessary) to act on behalf of the employee to:
 - a. Ensure contact is made with ASC-HRM/Benefits section.
 - b. Facilitate the completion of the forms CA-1, CA-5, CA-6 (if not already done).
 - c. Ensure that ASC-HRM/WC personnel understand the needs of the injured employee or family.
 - d. Coordinate the Public Safety Officer Benefit (PSOB) notification with the ASC-HRM/WC and other appropriate agencies or organizations to determine current benefits and procedures.
 - e. See section 31.1, exhibit 01 for information related to the OWCP process for incident-related serious injuries.
7. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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20.4h - Funeral Liaison Officer

It is the responsibility of the Funeral Liaison to:

1. Act as facilitator between a deceased employee's family and the Agency during the wake, funeral, and memorial services. Communication and coordination with the family is done in conjunction with the Family Liaison.
2. Provide support to the family.
 - a. Meet with family members and explain your responsibilities to them.
 - b. Ensure that the needs and wishes of the family regarding any and all services come before those of the Agency.
3. Follow Forest Service funeral protocol.
 - a. Agency involvement and/or participation in the funeral or other services occurs only to the extent desired by the family. The wishes of the family shall be the primary consideration for agency involvement with the funeral and their preferences take precedence over the Agency's preferences regarding funeral arrangements.
 - b. The Family Liaison and the Funeral Liaison Officer works with the family to determine their requests and preferences and communicate such to all response team members as appropriate. All response team members work together to meet those wishes and needs.
 - c. If the family chooses, an honor funeral may be arranged by the Agency. Considerations to be determined include:
 - (1) The type of funeral or service to be held (for example, law enforcement honor, Forest Service honor, religious, or memorial service).
 - (2) People expected to attend (for example, public, private, semi-private, or uniform presence or not).
 - (3) Who will speak at the service?
 - (4) If Agency personnel will serve as greeters, ushers, and so forth.
 - (5) Where the service should be held (for example, church, gymnasium, or park).
 - (6) How the funeral procession, if desired, should be conducted (for example, marked units or not).

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- (7) If post-service gatherings should be held and, if so, what type of gathering (for example, public or private) and where.
4. Funeral arrangements – if desired by the family, be present at the funeral home to assist the family in coordinating with the funeral director regarding funeral arrangements.
- a. Brief the family members about the procedures involved in the Agency coordinated funeral or memorial service and request their consent for the procedures to take place. Ensure the family understands the potentially large size and scope of a public funeral.
 - b. Determine if the family desires a burial in uniform. If so, coordinate with the Family Liaison to obtain a uniform along with all accoutrements and deliver them to the funeral home.
 - c. Ensure that the employee's immediate family, including the spouse, children, parents, and siblings, receive recognition and that proper placement is arranged for them during services.
 - d. Assign employees for usher duty at the funeral or memorial service, if desired by the family.
 - e. Coordinate with the Regional Liaison Officer for proper seating of dignitaries attending the funeral, speeches by the dignitaries, and/or other arrangements.
 - f. Coordinate needs and arrangements for any honor ceremonies or special memorials. The Funeral Liaison Officer shall help facilitate the arrangements and coordinate with the financial specialist to obtain approvals, flags, and other purchases.
 - g. Coordinate with local law enforcement to advise that a large number of emergency vehicles may arrive to participate in the funeral procession. Locate facilities of sufficient size.
 - h. Obtain a suitable U.S. flag for draping the coffin. Obtain and coordinate an appropriate Honor Guard for events. The Forest Service and U.S. Capitol Police have a dress honor guard for such occasions. See FSH 1309.13 Honor Guard Handbook.
5. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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20.4i - Information Officer Responsibilities

The Forest, Regional, or Station Public Affairs Officer may be an appropriate person for this position. However, the Forest Service may not be the lead agency in the investigation of an incident, and therefore, may not be the lead agency for contact with the media. The Public Affairs Officer should coordinate with the team members to determine this.

It is the responsibility of the Information Officer to:

1. Ensure that all information released about the incident is accurate and verified beyond doubt.
2. Coordinate with law enforcement, ASC-B&F-Claims and the Office of the General Counsel (as appropriate), Forest Service accident investigation team, Line Officers, response team members and other agencies involved regarding release of information to the media.
3. Learn the families' wishes about media coverage early. In turn, learning the media's desires and helping them meet those desires within the parameters of the families' wishes is our mission.
4. Coordinate with the above to determine the appropriate information for release internally within the Forest Service and provide the information to the regional and Washington Office of Communication, as appropriate, for release to all employees.
5. Coordinate with management officials to establish primary spokesperson for external release of information. Use the appropriate Line Officers and/or staff to serve as spokesperson or subject matter experts as needed and when called for.
6. Be aware of and sensitive to cultural norms. If the affected employee is Native American, coordinate with the tribe and release information in accordance to their beliefs and traditions.
7. Develop an initial prepared statement and show concern.
8. Say what is being done and specify what resources responded.
9. Explain Forest Service response activities, including interagency roles and cooperation.
10. Develop mechanism for dissemination for follow-up information to family members/survivors:

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- a. Give any verified, releasable facts that are available which have been approved for release.
 - b. Report current status; do not speculate or talk off record; state only facts. Confirm the obvious.
 - c. Discuss initiation of investigation/review, if appropriate.
11. Stress that safety of the rescue crews, investigation team, community, and others is paramount.
 12. Say what the public can do to help, and thank cooperators.
 13. Use the media to get secondary message to public, for example, closures.
 14. Ensure technical experts (safety, fire, law enforcement) are available and prepared for media interviews.
 15. Media will want to know the “whys” and “hows” and should be directed to a separate investigation team Public Information Office spokesperson if one has been designated.
 - a. Schedule regular press briefings/updates.
 - b. In the event employees are injured and transported to a hospital, provide a Public Information Officer at the hospital or medical facility to coordinate media interest and assist the family as needed.
 - c. Provide and coordinate media access to the incident site in coordination with lead agency, criminal investigation team, and accident investigation team, and so forth.
 - d. Brief media on incident-site and airspace restrictions. Consider media pool arrangements.
 - e. Anticipate media’s needs such as photos/bios, deadlines, protective gear, photo and video opportunities, and interviews.
 16. Brief Receptionists, Dispatchers and others on routing/handling of incoming calls and visitors.
 - a. Provide personnel to assist at dispatch centers and reception areas, if appropriate.
 - b. Set up communication center and assign employees to assist in answering phone calls or place orders for additional personnel, if appropriate.

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- c. Publicize telephone number and location for more information.
17. Obtain maps and graphics as necessary.
 18. Continue coordination and release of information both internally and externally as changes in status of the incident and/or employee occurs.
 19. Develop key messages, talking points, and possible Q&A's. Coordinate release of this material with the appropriate agency contact. Eliminate messages that are too defensive, overly complex, or raise too many other questions.
 - a. Coordinate with the Family Liaison and assist the employee and/or family with media inquiries, if they so desire.
 - b. Protect the rights of those who do not want media contact.
 - c. Coordinate information regarding funeral arrangements, memorial services, and related ceremonies with team members and release information to Forest Service employees, Department of Agriculture personnel and other external agencies. Coordinate with local Forest Service personnel to determine which agencies would most likely want to send representatives to the funeral.
 - d. Assist the Funeral Liaison with services program, announcement and bulletins, as desired by the family.
 - e. Coordinate with the Family Liaison and the Funeral Liaison to provide media whatever access is possible at funerals and other services and still maintain the dignity of the ceremony and the privacy of the family.
 20. If desired by the family, provide an official person(s) to record services via photos and/or video. Such records can be valuable to a family who may not remember the services or who attended, and may be of particular value to children in later years so they can see the honors provided to their parent.
 21. Keep the affected employee, their family, Forest Service Managers, and all incident response personnel informed of any released information or talking points. You cannot give too much attention to the local unit employees.
 22. Ensure the employee, family and response team members have information regarding proper media contact referrals.
 23. Recognize that impacts to local communities and others may be significant. Consider establishing networks to facilitate information flow to those groups and advise them of Forest Service sponsored events if appropriate.

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- a. Keep the community informed; arrange community briefings by the responsible official or team leader, as appropriate.
 - b. Take advantage of existing newsletters and other established communication tools.
 - c. Follow-up and coordinate with the Responsible Official, Regional Liaison, and Team Leader regarding external requests for media, movie companies, special flights or permit requests.
 - d. Because the duties may extend for months or years due to trial continuances, and other hindrances, ensure a smooth transition to a local Public Affairs Office if appropriate, and anticipate and plan for future media interest as events progress through the legal system and/or internal agency accident reviews.
24. Retain all documentation per direction found in FSH 6209.11 – Records Management Handbook, chapter 40. Restrict access to all documents containing Personally Identifiable Information (PII).

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31 – SERIOUS INJURY AND MEDICAL EMERGENCY

Forest Service representatives should ensure an injured or sick employee, contractor or cooperator (see sec. 31.6) working on a Forest Service project receives immediate appropriate medical treatment. This chapter describes the allowable funding and administrative processes when serious injuries or medical emergencies occur. All incidents must be reported and recorded in the Forest Service Safety and Health Information Portal System (SHIPS).

The majority of medical emergencies such as chest pain, heart attack, or appendicitis are not work related and are covered by the employee's personal medical insurance. The Department of Labor, Office of Workers' Compensation Program (OWCP) determines whether a medical condition is work related. However, any employee who suffers a medical emergency while in travel status is entitled to government-provided transportation back to the duty station.

31.1 - Medical Care for Serious Injury

All work related traumatic injury claims are covered under the Federal Employee's Compensation Act (FECA) and adjudicated by OWCP. These medical services include, but are not limited to, examinations, treatments, hospitalization, medications, appliances, medical supplies, and transportation, as prescribed or recommended by a qualified Physician. In addition, these services must, in the opinion of the Department of Labor OWCP, potentially cure, give relief to, or reduce the degree of the period of disability. However, preventive care may not be authorized.

To ensure employees receive immediate medical care when necessary, and in accordance with 20 CFR§10.300(b), a Forest Service Supervisor and/or personnel representing the Agency may provide verbal authorization for examination and/or treatment, then call ASC-HRM/Worker's Compensation (WC) within 48 hours or first business day via ASC-HRM Contact Center @ 877-372-7248, Option 2 for HRM.

See exhibit 01 for the incident process for traumatic injuries.

An ASC-HRM/WC staff member issues form CA-16, Authorization for Examination and/or Treatment, to the medical provider from which the injured employee sought medical service, outlining their authorization for treatment and referrals. Once the claim is adjudicated and accepted, the Department of Labor OWCP does not impose limits on the amount of medical expenses or the length of time for which they are paid, as long as the charges represent the reasonable and customary fees for the services involved and the treatment is recommended by a qualified Physician.

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The ASC-HRM/WC provides the information needed to successfully file a claim and track its progress. Their role is to assist the employee and guide them or their representative through the claim process.

In order to provide the best service, the assigned ASC-HRM/WC employee shall be in direct contact with the injured employee whenever possible. The assigned WC employee serves as the injured employees' single point of contact for advice and liaison to Department of Labor OWCP. If the injured employee is unable to make direct contact with ASC-HRM/WC, a designated representative may act on their behalf. Contact information, forms and processes are located on the ASC-HRM/WC website, as follows: http://fswweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php.

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31.1 – Exhibit 01

Incident Process for Traumatic Injuries or Medical Emergencies

All work related injuries (including serious burns) or medical emergencies (of any kind) follow the same basic procedures. The instructions below describe the process used for wildland fires and other emergency incidents. This information may be retrieved from the following website:

http://fsweb.asc.fs.fed.us/HRM/owcp/WorkersComp_index.php

1. Provide emergency medical care, if necessary, by taking the injured employee to the emergency room (ER) or emergency care facility. Complete paperwork later, but as soon as reasonably possible.
2. The Incident Compensation for Injury Specialist or appropriately trained personnel issues form CA-16, Authorization for Examination and/or Treatment, for traumatic injuries when appropriate. Call ASC-HRM-WC if you have questions. Emergency Rooms will provide treatment even if form completion is delayed.
3. Complete the CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuity of Pay/Compensation, as soon as possible. Fax and mail the original to US Forest Service (ASC-HRM); 3900 Masthead Street NE; MS Annex (WC) Albuquerque, NM 87109 within 48 hours of the injury for all Forest Service cases. Fax all required documents to the ASC-HRM/WC at 866-339-8583. The more serious the injury, the greater the urgency for Forest Service key employees to submit documents quickly in order to obtain continuing medical authorization for surgery, burn center, and so forth.
4. For any serious injury or burns, the Incident Compensation for Injury Specialist or designated personnel should contact the ASC-HRM/WC immediately. This will facilitate an uninterrupted transition from the Incident to the ASC-HRM/WC.
5. If the injury is serious and/or requires continuing medical care, but the patient is released by the hospital, return the injured employee to the home unit as soon as possible for treatment. Do not keep them in camp.
6. Use Agency Provided Medical Care (APMC) for first aid treatment only. First Aid does not include medical treatment requiring stitches, x-rays; magnetic resonance images (MRIs), burn treatment, and so forth. First aid treatment is for minor injuries that do not result in lost time.
7. If there is doubt whether to issue a CA-16, Authorization for Examination and/or Treatment (for OWCP cases) or FS-6100-16, Agency Provided Medical Care Authorization and Medical Report, for traumatic injuries, issue the CA-16. It is more beneficial for the employee and more cost-effective to the agency.
8. Do not use APMC or OWCP to pay for non-work related medical care at the incident. It is the employee's responsibility to make arrangements for payment with the medical provider. Call ASC-HRM/WC if you are unable to determine if pre-authorization is applicable.
9. For advice and clarification, Incident personnel are encouraged to call the ASC-HRM Call Center at 877-372-7248 (press 2 for HRM) during the hours of 7 am to 6 pm Mountain Time, Monday through Friday.

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31.2 - Hospital Liaison

The Responsible Official ensures there is a Forest Service Hospital Liaison assigned to the medical facility where the employee is being transported for medical treatment. Refer to the roles and responsibilities of the Hospital Liaison outlined in chapter 20, section 20.4.

31.3 - Family Member Travel and Per Diem

When an employee is seriously injured on the job (including while in travel status), or suffers a medical emergency in travel status, the Deputy Chief, Regional Forester, Station Director, Area Director, or Special Agent in Charge, or their designated acting, may request the use of appropriated funds, on a case-by-case basis, to pay for travel expenses for 3, or fewer, immediate family members (defined as parents, spouse, domestic partner, siblings, or children) to travel to the location where the employee is receiving medical treatment. Which family members travel depends on the employee's family situation: if unmarried, perhaps both parents request travel; if married, perhaps the spouse and one child. Family member may include an individual related by blood or affinity, whose close association with the employee is the equivalent of a family relationship.

Emergency family member travel follows the standard invitational travel process (ex. 01), but it requires additional documentation (ex. 02), the Invitational Family Travel Analysis.

Family member(s) travel is "Invitational Travel Requiring Assistance or Special Handling – *Traveling on Behalf of the Forest Service*". Exhibit 01 displays the ASC-B&F Guide for Invitational Travelers. For additional detailed guidance, see the ASC-B&F Travel website, <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/travel/>.

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31.3 – Exhibit 01

Invitational Travel Requiring Assistance or Special Handling
Traveling on Behalf of the Forest Service

This is a guide for invitational travelers, traveling on behalf of the Forest Service that may require *immediate establishment in the GovTrip system and/or special tracking* during the travel arrangement and payment processes.

Expediting the Request, Travel Authorization, or Arrangements

The ASC B&F Travel Branch is available to assist the *Hosting Forest Service Unit* during this process; such as:

- Determining if a profile (GovTrip and core financial accounting system) is already established
- Expediting the processing of the required documentation
- Creating and amending travel authorizations
- Processing travel vouchers
- Tracking the payment of travel expenses

It is very important to involve the ASC B&F Travel Branch early in the process. The following are the point of contacts (in priority order) within the ASC B&F Travel Branch. Please notify one of them as soon as assistance is needed and/or known.

1	Liz Trythall	505-944-8339	etrythall@fs.fed.us
2	Elena Delgado	505-944-8337	edelgado@fs.fed.us
3	Pam Scalco	505-944-8340	pscalco@fs.fed.us

Required Documentation

	Purpose	Form
1	Establish a traveler's profile in the GovTrip system to allow for the creation of the travel authorization and vouchering for the payment of travel expenses	FS-6500-214 - Financial Information Security Request Form – must be completed electronically
2	Establish a vendor record in the core financial accounting system in order to receive payment *	FS-6500-231- Vendor Code Information Worksheet

***Please note:** If a traveler provides banking information, travel reimbursement will be processed electronically (EFT); otherwise, hard copy checks are mailed and will extend the reimbursement timeframe. It is recommended that if hard copy checks are being used for travel reimbursement, the Travel Branch be contacted to track the hard copy check.

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31.3 – Exhibit 01--Continued

- Website to obtain required forms (please cut and paste to web browser):
<http://fsweb.asc.fs.fed.us/bfm/programs/technical-support/>
- Both forms must be completed by the *Hosting Forest Service Unit*
- *Hosting Forest Service Unit* faxes to ASC B&F Technical Support at 1-866-342-3441
- Once profile is established in GovTrip and vendor record is created in FFIS, the point of contact will be notified by telephone and/or e-mail.
- Travel Authorization and arrangements can be created by *Hosting Forest Service Unit* or with the assistance of the ASC B&F Travel Branch.
- Upon completion of trip, the travel voucher is completed, signed (hard copy voucher must be signed by the traveler and attached to the voucher within GovTrip) T-signed by the traveler arranger and approved by the approving official.

General Steps for Invitational Travel

	<i>Who</i>	<i>Action</i>	<i>Submits to</i>
1	Hosting FS Unit	Submit FS-6500-214 and FS-6500-231 for invitation traveler or volunteer	ASC B&F Security
2	ASC B&F Security	Processes and submits FS-6500-214 and FS-6500-231 to GovTrip	ASC B&F GovTrip Profile and Routing
34	ASC B&F GovTrip Profile and Routing	Establishes the GovTrip profile and creates the Vendor record in the core financial accounting system, if applicable <i>Normal processing NTE 3 working days</i>	
4	ASC B&F GovTrip Profile and Routing	Notifies (telephone and/or e-mail) the profiles have been established	1. Point of Contact of the Hosting FS Unit 2. ASC B&F Travel Branch
5	Hosting FS Unit or ASC B&F Travel Branch	Completes GovTrip Authorization	Approving Official
6	Hosting FS Unit or ASC B&F Travel Branch	Completes GovTrip Voucher	Approving Official

For Emergency Situations Only

After normal business hours, please contact:
 Pam Scalco, Travel Branch Chief at 505-331-8356 or
 by e-mail at pscalco@fs.fed.us or pscalco49@gmail.com.

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Ensure that the Invitational Family Travel Analysis (ex. 01) is completed and approved in advance of making travel arrangements. This written request documents the circumstances of the case and cost estimates within the guidelines of the Federal Travel Regulations. Cost estimates should include lodging, meals and incidental expense at the local per diem rate, parking, transportation, mileage, and telephone expenses. These costs are necessary expenditures for maintaining employee morale, productivity and retention after the tragic injury to a fellow employee (Comp. Gen. B-270446, Feb. 11, 1997), or a medical emergency while in travel status. The Family Liaison (see ch. 20) will be helpful in determining the best time to collect the required personal information to establish the Gov-Trip and vendor-identification records.

Charge family members' travel expenses to the fund and program where the employee was working when the incident occurred.

There may be circumstances when a government vehicle or aircraft is a more cost-efficient option to transport the family. When requesting authorization of travel for non-government persons in government vehicles or aircraft, Forest Service employees shall provide the appropriate authorizing official with a written justification stating the purpose of the trip, the reason(s) why a non-government person's transportation is necessary to the government, and identification of any known or associated hazards with the trip.

1. Government Vehicles: Regional Forester, Station Director, or Special Agent in Charge may approve requests for surface travel of family members in government vehicles that are to be completed within one calendar day. GovTrip travel authorizations are required for each traveler if the trip exceeds one calendar day. Guidance on Invitational Travel Requiring Assistance or Special Handling is located at the ASC B&F Travel Branch Website (<http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/travel/>).
2. Government Aircraft: The Regional Forester, Station Director, or Special Agent in Charge may approve requests for the use of a government owned aircraft for transport of family members that will be completed in one calendar day. The Chief will approve the use of government aircraft if the travel exceeds one calendar day. A cost comparison and written justification must be completed to compare commercial air travel versus travel in a government-provided aircraft (FSM 5713.3 and 5716.42, ex. 01). GovTrip travel authorizations are required for each traveler if the trip exceeds one calendar day. Guidance on Invitational Travel Requiring Assistance or Special Handling is located at the ASC B&F Travel Branch Website (<http://fswweb.asc.fs.fed.us/bfm/programs/financial-operations/travel/>).

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31.3a – Invitational Family Travel Analysis

The Invitational Travel Analysis (ex. 01) is the approved method of reporting and documenting all facts and travel estimates of each case. Completion instructions for the analysis are on the last page of exhibit 01. The Forest Service considers the invitational travel of family members a serious matter, given the high level of concern and emotion surrounding an employee's serious injury, medical emergency, or death. The Invitational Family Travel Analysis is the Office of the General Counsel's approved method for recording and documenting all the facts and travel estimates of each case.

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31.3a – Exhibit 01

USDA Forest Service - Invitational Family Travel Analysis

1. Injured/Deceased Employee Name, Series and Grade: _____

a. Employee Job Title and Work Project/Program: _____

b. Date and Description of Accident: _____

c. Was employee at duty station? [Y] [N] On TDY? [Y] [N] Overseas Detail? [Y] [N]

2. Forest Service program code, override and job code to be used for the family travel expense: _____

3. Describe the program work the employee was doing at the time of the accident:

**4. Does the invitational travel expense primarily benefit the Forest Service? Yes or No
Briefly describe those benefits:** _____

5. Is the invitational travel requested by the family? (Provide details): _____

**6. Is this consideration of family travel expense being consistently, fairly applied to all
classes of employees:** _____

7. Describe the degree of public media attention to the case: _____

**8. Describe Proposed Invitational Travel (include number of persons, relationship to
employee, mode of travel, origin city and destination city).**

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31.3a – Exhibit 01--Continued

9. Government-owned transportation considerations - _____

10. Estimated Travel Cost per Federal Travel Regulations (Attach Supporting Documentation). *Note: Four traveler columns are provided; this does not imply that four travelers are authorized. Use only the columns necessary for the requested travelers.*

Expense Type	Traveler #1	Traveler #2	Traveler #3	Traveler #4	Grand Total
Airfare					
Rental Car					
Mileage					
Parking, Tolls					
Lodging					
Meals and Incidentals					
Phone Calls					
Miscellaneous					
Total					

11. Printed/Typed Name, Position, and email address of the Employee Completing this Analysis:

Date Preparer Signed and Signature

12. Printed/Typed Name, Position, and email address of the Line Officer approving this Analysis:

Date Line Officer Signed and Signature

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31.3a – Exhibit 01--Continued

13. ASC-B&F Assistant Director for Claims, Payments and Travel, Approval Signature and Date:

INSTRUCTIONS FOR COMPLETING THE FAMILY TRAVEL ANALYSIS

Note: This document supports the fact that these expenses are reasonable, necessary, and approved at an objective level above the location of the death or serious injury.

1. The employee who completes the family travel analysis must be all of the following:

- a. Informed about the accident circumstances and family information from the Family Liaison.
- b. Employed at least one level above the organization where the accident occurred, creating a level of objectivity about a sensitive, emotional event.

2. After the employee completes the Family Travel Analysis, sign it electronically and email it to the Line Officer.

3. The Line Officer signing in block 13 must be the Regional Forester, Station Director, or Designee. Electronic signature is acceptable. The Line Officer emails the Analysis to the ASC B&F Travel Branch employee who was contacted in advance (see Exhibit 01):

- a. Liz Trythall, 505-944-8339, email etrythall@fs.fed.us
- b. Elena Delgado, 505-944-8337, email edelgado@fs.fed.us
- c. Pam Scalco, 505-944-8340, email pscalco@fs.fed.us

4. After hours, on weekends, and holidays, contact ASC-B&F Travel Branch Chief, as follows: Pam Scalco, 505-331-8356 or by email at pscalco@fs.fed.us or pscalco49@gmail.com. A verbal or email approval (email is preferred over verbal, when possible) from the ASC-B&F is sufficient, based on the urgency and circumstances of the case. A verbal approval must be followed up with an email, as soon as possible. No travel arrangements shall be made until the ASC-B&F Assistant Director of Claims, Payments, & Travel (or Designee) gives a verbal or email approval, at a minimum, based on the facts set forth on this Analysis. If ASC-B&F provides a verbal approval, ensure that the Analysis is fully completed with signatures and emailed back to the preparer and line officer during the next work day.

5. ASC-B&F retains one copy of the completed Family Travel Analysis and emails copies to the Line Officer and the Preparer. All levels must maintain copies on file for review and audit. Regarding invitation travel for employee death or serious injury cases, ASC-B&F refers new issues or trends requiring additional policy interpretation to the Washington Office Financial Policy staff for resolution with the USDA Office of General Counsel.

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31.4 - Transportation of Injured or Sick Employee to His/Her Residence

Medical transportation (for example, surface ambulance or air ambulance) of the injured employee to his/her residence must be authorized by OWCP. Contact ASC-HRM/WC to secure OWCP authorization for transportation mode. For employees who suffer a medical emergency while in travel status, the government provides transportation to his/her residence, as recommended by the attending medical professional.

Commercial transportation may be scheduled through GovTrip. ASC-B&F Travel Section provides guidance for obtaining the special approval required when other than economy/coach airlines reservations are used to transport the injured to his/her home. Travel management centers do not have the authority to make first class or business class travel arrangements without the approval from the Department. For these types of flights, medical documentation is required stating why it is necessary the injured must travel in other than economy or coach class. Contact the ASC-B&F Travel Branch Chief in these cases.

31.5 - Employee Personal Property

Ensure employee personal property is inventoried and safeguarded in a secure location until accident investigations are completed. Return the property to the employee as soon as possible.

If the employee identifies lost or damaged personal property, contact ASC-B&F/Claims to ensure completion of the appropriate forms and documentation. Claims personnel will provide the necessary information and assistance to the claimant in working through the claim process.

31.6 - Contractors and Cooperators

Forest Service employees ensure contractors and cooperators injured or suffering a medical emergency while performing Forest Service work receives appropriate immediate medical attention.

Expense of transportation of the injured or sick is covered by the contractor/cooperator compensation program.

Federal contractors are required to have State workers compensation coverage. Contractors and employees of contractors are not covered by FECA. Expenses related to the treatment of injured or ill contractors or their employees are the responsibility of the contractor.

State employees and cooperators experiencing injury or illness while performing Forest Service work are covered by the home agency compensation program.

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41 - DEATH IN THE LINE OF DUTY

It is the intent of the Forest Service to provide immediate assistance and support to survivors, families and coworkers of those who die in the line of duty. This chapter describes the allowable funding and administrative processes when a death occurs in the line of duty.

41.1 - Travel of Family Members

See chapter 30, section 31.3, for direction on arranging the travel of surviving family members.

Families of deceased employees may not travel at government expense to attend private award ceremonies, memorial services, or other functions not federally sponsored (Comp. Gen. B-258216, July 27, 1995). The Forest Service may, however, fund necessary expenses related to these family members' travel to the honorary recognition of the deceased employee, including posthumous non-monetary awards, in accordance with the Government Employees Incentive Awards Act (5 USC 4503). See FSM 6511.31e.5.d for specific direction.

41.2 - Autopsy

Local governments often require autopsies when death occurs without medical professionals in attendance, or when foul play is suspected. Some countries or states require an autopsy prior to transporting the body out of the state/country. Government funds may be used to pay for an autopsy if required for an investigation or a requirement of local/state/foreign government where the fatality occurred.

If the autopsy is performed to meet a requirement for the family to claim death benefits under Department of Justice's Public Safety Officer Benefit Program (or other insurance or claim), the autopsy fee is an allowed cost (5 USC 8134) but the expense is not deducted from the Death Gratuity benefit. However, if the surviving family requests the autopsy and the costs are paid by the Government, they would be deducted from the Death Gratuity payment due to the family (sec. 40.51).

41.2a - Transport of Body

The body of an employee may be embalmed and transported to their home, last place of residence, or such other place appropriate for internment as approved by the head of the Agency at the expense of the Government if the employee dies away from their official duty station (see 5 USC 5742 and 5 USC 8134). The expenses described in this section are not deducted from the Death Gratuity benefit.

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Authority to pay for all actual costs of transportation of the remains (41CFR 303-70.200) include, but is not limited to, the following charges:

1. Preparation of remains:
 - a. Necessary clothing;
 - b. A casket or container suitable for shipment to place of burial; and
 - c. Expenses necessary to comply with local laws at the port of entry into the United States.
2. Transportation of remains by common carrier (that is normally used for transportation of remains), hearse, other means, or a combination thereof, from the temporary duty station or official station outside the Continental United States (CONUS) to the employee's residence, official station, or place of burial, including but not limited to:
 - a. Movement from place of death to a mortuary and/or cemetery;
 - b. Shipping permits;
 - c. Outside case for shipment and sealing of the case if necessary;
 - d. Removal to and from the common carrier; and
 - e. Ferry fares, bridge tolls, and similar charges.
3. Costs for transportation by hearse or other means cannot exceed the cost of common carrier (that is normally used for transportation of remains). Transportation costs to the place of internment cannot exceed the actual cost of transportation to the employee's residence (FTR 303-700.200). There must be documented cost analysis to show the threshold limitations have not been exceeded.
4. If any of the above expenditures are to be paid by the local Forest Service unit, a warranted Procurement Official shall process the payments. These types of purchases should not be processed by a micro-purchaser (41.4a, para. 2).
5. Travel expenses may be authorized to escort the remains, as follows:
 - a. Escorts are limited to no more than two persons (see 5 USC 5742). Travel expense for escorting the remains are authorized only when the employee's death occurs under the following circumstances:

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- (1) While in travel status away from his/her official station in the United States, or
 - (2) While performing official duties outside the United States or in transit to or from the United States.
- b. The Forest Service Family Liaison works with family members to make arrangements for escorting the remains. Which persons escort the remains (whether family members or official Federal employees) is a Forest Service decision based on the prudent use of appropriated funds and other factors such as the family's preferences, the facts of the case, local government requirements, or security issues.
 - c. Charge escort travel expenses to the fund and program where the employee was working when the incident occurred.

41.3 - Employee Personal Property

Ensure employee personal property is inventoried and stored in a secure location until accident investigations are completed. Property should be returned to employee's family immediately thereafter, or as soon as possible.

Transportation costs to return a deceased employee's baggage or other personal property to their official duty station or residence are allowable. Insurance or reimbursement for loss of damage to the baggage is not authorized (41 CFR 303-70.300). The Regional Forester, or Station Director, or Special Agent in Charge shall approve a family's request to return property to an alternate destination, and the allowable expense cannot exceed the cost of transportation to the decedent's residence (41 CFR 303-70.302).

If beneficiaries identify lost or damaged personal property, coordinate with ASC-B&F/Claims to ensure completion of the appropriate forms and documentation. Claims personnel will provide the necessary information and assistance to the local unit coordinator and/or claimant in working through the claim process.

41.4 - Death Benefits

Public Law 104-208, Section 651 (codified as a note to 5 USC 8133 and 8134), authorizes agencies to pay up to \$10,000 in burial costs and related out-of-pocket expenses, as a death gratuity to the personal representative of any employee who dies from an injury sustained in the line of duty. This payment is authorized by Albuquerque Service Center-Human Resources Management/Workers Compensation Branch (ASC-HRM/WC) only when the worker's compensation claim is adjudicated and accepted by the Department of Labor (OWCP). ASC-HRM/WC is responsible for initiation of the OWCP claim and all actions related to it.

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ASC-HRM/WC obtains permission from the Department of Labor (OWCP) for Forest Service to pay the Agency Death Gratuity to the designated family representative, rather than the Department of Labor (OWCP) paying it. Forest Service requests permission to pay the Agency Death Gratuity directly to the deceased employee's Family Representative so that the payment can be expedited, and there is assurance that the payment is made. The Gratuity provides funds to the surviving family during a time of personal financial uncertainty and stress. The accounting charges for the Agency-processed payment appear immediately in the Forest Service core financial accounting system. In contrast, when the Department of Labor (OWCP) pays the Agency Death Gratuity then transfers the charge to Forest Service, the transfer process requires 24 months.

The \$10,000 is not subject to income tax withholding, but it may be taxable to the Family Representative as ordinary income. Consult the Internal Revenue Service Publication 525, Taxable and Nontaxable Income, issued each calendar year and available on the following website: www.irs.gov. If applicable, the recipient is responsible for reporting the taxable income on his/her annual income tax return.

See exhibit 01 for a description of the 3 components of the Agency Death Gratuity, and some examples of the way the components interact.

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41.4 - Exhibit 01

**Agency Death Gratuity Components and Examples:
5 USC 8133 and 8134; P.L. 104-208 Section 651**

1. 5 USC 8133 (f) provides \$200 to the Family Representative for expenses related to terminating the decedent's status as an employee. The U. S. Code does not specify the types of expenses included, and the family representative is not required to give an accounting of how the money was spent. Some examples of the possible expenses are: driving to the Forest Service building to obtain the employee's personal items from his/her office, or to sign papers related to life insurance or benefits; use of express mail or fax to expedite the return of signed documents, or long distance phone calls to discuss various topics with Forest Service specialists.
2. 5 USC 8134 provides \$800 to the Family Representative for burial expenses. The Family Representative is not required to give an accounting of how the money was spent.
3. P.L. 104-208 (codified as a note to 5 USC 8133 and 8134) authorizes an amount in addition to those provided in 5 USC 8133 and 8134, such that the grand total of payments authorized by the three authorities does not exceed \$10,000. The family representative is not required to give an accounting of how the money was spent.
4. Examples of payments:
 - a. A Family Representative requests no initial payments under 5 USC 8133 or 8134. The payment under P.L. 104-208 would be \$10,000 in this case.
 - b. A Family Representative, the widow, requests an initial payment under 5 USC 8133 and 8134 of \$900. The Forest Service makes the payment, considering the circumstances of the case, due to the financial hardship created by the employee's death. The resulting payment under Pub. L. 104-208 would be \$9,100 under these circumstances.

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41.4a - Payment of and Deductions from the Agency Death Gratuity

The Agency death gratuity payment is a one-time payment which, when combined with certain other payments, may not exceed \$10,000 (see sec. 41.4, ex. 01). Any remaining balance after authorized deductions (including funeral expenses paid by the Agency on behalf of the family representative) is paid to the employee's personal representative, usually the beneficiary designated by the employee. Close coordination between the designated Family Liaison, the warranted Procurement Official who may make local payments for funeral expenses, and ASC-B&F Miscellaneous Payments group must exist to avoid duplication of payments. In a timely manner, the local warranted Procurement Official must e-fax copies of all funeral/burial bills paid by the Agency to both the ASC-B&F Miscellaneous Payments group (for financial files) and the ASC-HRM/WC specialist (to send to the Department of Labor (OWCP)). Charge these costs to the fund and program in which the employee was working when the incident occurred.

1. The information required for the final death gratuity payment is provided in a letter from the Director of ASC-HRM, addressed to the Director of ASC-B&F; see exhibit 01 for an example of the letter. The information provided in the letter is described below.
2. The Family Liaison provides information to the Director of ASC-HRM, for inclusion in the letter, as follows:
 - a. Name, address, and social security number of the Personal Representative. "Personal Representative" is the person named in the statutory authority as the recipient of the Death Gratuity payment. The Personal Representative's information is often (but not always) listed on the employee's designation of beneficiary in personnel records. The social security number is required to establish a vendor identification code in the Agency's core financial accounting system.
 - b. Banking information necessary for an electronic funds transfer (EFT). The bank's routing number and the recipient's account number is required for an EFT, the fastest way for a payment be disbursed. In one case, for example, the deceased employee received salary via direct deposit, and that salary bank account was a joint account with the Personal Representative; the EFT payment was processed to the same bank account. The Family Liaison may assist in this determination.
 - c. Amount of the Death Gratuity Payment. To alleviate some of the financial concern and pressure on the survivors, a warranted Procurement Official may make some funeral-associated payments on behalf of the survivors. Such payments are deducted from the death gratuity benefit total of \$10,000. The Family Liaison (ch. 20) is the conduit for relaying requests from the family to the warranted Procurement Official and ensuring there is written documentation of the request and approval.

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3. SmartPay2 Convenience Check. In rare situations when the fatality places severe financial hardship on the surviving family, and with the written approval from the USDA, Office of Procurement and Property Management (OPPM), a local warranted Procurement Official in the GS-1105 or GS-1102 series may make the gratuity payment with a convenience check. This would only occur if the payment cannot be made by the ASC-B&F Miscellaneous Payments group fast enough to fulfill the surviving family's financial needs. Because program payments are a prohibited use of convenience checks, USDA, OPPM approval is required.

In order to avoid duplicating payments, the following internal control process applies, with expedited timing. The Family Liaison and the check writer shall coordinate the convenience check payment with the ASC-HRM workers' compensation coordinator who is handling the case. Request for check approval, with the dollar amount and check writer identified, must be initiated by the ASC-HRM workers' compensation coordinator and sent to the ASC-B&F Miscellaneous Payment group for information, concurrence, and documentation. The ASC-B&F Miscellaneous Payment group then forwards the request to the Washington Office Acquisition Management Staff so that they can obtain approval from USDA OPPM to use a convenience check to make the payment. USDA, OPPM's approval must be forwarded to the ASC-HRM workers' compensation coordinator and to the check writer for immediate payment. The documentation required by the convenience check writer to facilitate payment is as follows:

- a. Email from the USDA, OPPM. The USDA, OPPM gives their approval for the use of a convenience check to make the death gratuity payment.
- b. Email notice from ASC-HRM-WC Specialist. The ASC-HRM confirms, via email, that the Department of Labor (OWCP) has adjudicated and accepted the claim and authorized payment. The email notice must include name, address and social security number of the personal representative required for Internal Revenue Service form 1099 reporting in the purchase card reconciliation system.
- c. Email information from the local warranted Procurement Official. The local warranted Procurement Official confirms the amount of payments made for funeral or burial expenses, if any. To alleviate some of the financial concern and pressure on the survivors, a warranted Procurement Official may make some funeral associated payments on behalf of the survivors. Such payments are deducted from the death gratuity benefit total of \$10,000. The Family Liaison (see ch. 20) is the conduit for relaying requests from the family to the warranted Procurement Official and ensuring there is written documentation of the request.

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41.4a - Exhibit 01

**Sample Letter from ASC-HRM to ASC-B&F
Requesting Payment of the Death Gratuity**

File Code: 6540/6100

Date:

Route To:

Subject: Information for Issuing Death Gratuity Payment – Case of *[Name of Deceased]*

To: Director, ASC-B&F

As authorized by 5 USC 8133(f), 5 USC 8134, and P.L. 104-208 (codified as a note to 5 USC 8133 and 8134), I hereby request that Miscellaneous Payments make the Death Gratuity payment identified below, related to the accidental death of employee (*insert employee's name*), that occurred (*insert date of death*). The Department of Labor, Office of Workers Compensation, has adjudicated and accepted the claim, and authorized an agency-issued payment.

The Budget Object Class is 1333.

The Family Liaison assigned to this case, (*insert Family Liaison's name, email address, and phone number*), provided the following information:

- The payee is the designated Family Representative, (*insert name, address, and social security number*).
- Banking information for electronic funds transfer: (*insert the bank's routing number and the recipient's account number*).
- The amount of the payment is: (*insert amount*). (*Insert a statement about the local warranted Procurement Official's payments, if any, that decreased the \$10,000 total.*)

For additional information, contact (*insert ASC-HRM contact information*).

T. JOHN ADMINISON
Director, ASC-HRM

Cc: Family Liaison

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41.4b - Federal Employees Compensation Act (FECA) Death Gratuity

The National Defense Authorization Act for Fiscal Year 2008, Public Law 110-181, amended the FECA, creating a new section 8102(a). This section establishes a new FECA benefit for eligible survivors of federal employees and Non-Appropriated Fund Instrumentality (NAFI) employees who die of injuries incurred in connection with service with an Armed Force in a contingency operation.

The new section 8102(a) states that the United States will pay a death gratuity of up to \$100,000 to those survivors upon receiving official notification of the employee's death. Regulations implementing the FECA death gratuity are set forth at 20 CFR 10.900-916. The \$100,000 death gratuity is to be offset and reduced by any other death gratuity paid for the same death.

41.4c - Public Safety Officer Benefit (PSOB) Program

Title 42 United States Code Chapter 46, Subchapter XII- Public Safety Officers' Benefits Act of 1976, is administered by the U.S. Department of Justice and applies to law enforcement, rescue and fire personnel. It provides a one-time tax-free benefit to eligible survivors of a Public Safety Officer whose death is a direct result of traumatic injuries sustained in the line of duty. The amount of the payment adjusts each year. The Act also provides compensation to a Public Safety Officer who has been permanently and totally disabled as a direct result of catastrophic personal injury sustained during the performance of duty.

ASC-HRM/WC may assist in the filing of a PSOB claim; or the employee's Representative may contact:

Public Safety Officer's Benefit Division
Bureau of Justice Assistance; US Department of Justice
Washington, D.C. 20531.
Toll Free; (888) 744-6513

For guidance and additional information on the program refer to their website: http://www.ojp.usdoj.gov/BJA/grant/psob/psob_main.html

41.4d - Public Safety Officers Educational Assistance (PSOEA) Program

The Public Safety Officers' Benefits (PSOB) Program includes the Public Safety Officers' Educational Assistance (PSOEA) Program, which expands efforts started under the Federal Law Enforcement Dependents Assistance (FLEDA) Act of 1996 (Public Law 104-238). PSOEA's purpose is to lessen the financial burden of educational expenses through an established monthly allowance for spouses and children of Federal, Police, Fire, and Emergency Public Safety Officers who have been killed or permanently disabled in the line of duty. The program is administered by the Bureau of Justice Assistance, U.S. Department of Justice. Information on the program can be found at http://www.ojp.usdoj.gov/BJA/grant/psob/psob_education.html.

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41.5 - Flags at Half Staff

The President of the United States and the Secretary of Agriculture approve the flying of flags at half staff at Forest Service buildings (4 USC 1). After obtaining approval to lower the flag for Forest Service fatalities, flags are typically flown at half staff from the day the fatality occurs through the day of the funeral.

41.6 - Funeral/Memorial Service

The funeral or memorial service is an organized event to honor and memorialize a fallen employee, which may or may not include worship or a religious ceremony. The service is for the family and they direct the planning for it. It is not appropriate to use government funds for monetary support of these services; however, employees may help coordinate Forest Service involvement if requested by the family. Forest Service employees may attend a funeral or memorial service in accordance with FSH 6109.11, chapter 30.

Forest Service Honor Guard may be requested and approved in accordance with The Honor Guard Handbook, FSH 1309.13. The flags for the caskets and Honor Guard folding ceremonies are an appropriate purchase with government funds. Casket flags must be 9 ½ feet by 5 feet to government specifications (4 USC 5-9).

41.6a - Memorial Ceremonies

Memorial ceremonies may be a part of the funeral/memorial service, such as the solemn entry of mourners indoors or the procession of vehicles outdoors. Additionally, memorial ceremonies may be independent of the formal funeral/memorial service, a completely different event directed by the Forest Service (for example, the planting of a memorial tree).

The conduct of ceremonies (whether the funeral/memorial service or not) to honor the contributions of deceased employees is an important aspect of Forest Service culture. Such ceremonies are a tribute to the families of the deceased and further serve the interest of the Forest Service. Activities to honor the deceased are conducted in a manner that displays an appropriate level of respect. Line Officers are expected to be fully aware of and approve the amount of Federal resources devoted to the ceremony as a measure of providing appropriate respect for the deceased and as managers responsible for the wise and efficient use of government funds, property, and employees' official time.

Charge the costs of memorial ceremonies, including planning and execution, to the fund and program where the employee was working when the incident occurred. If the employee was engaged in fire suppression activities at the time of fatality these costs are funded from Preparedness (WFPR), because the ceremony is a planned event.

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Authorized expenses for goods and services in connection with a memorial ceremony are guided by appropriation law and Federal Acquisition Regulations. It is difficult to list every possible allowable or prohibited item and judgment is required when planning for these events. Examples of some common requests that are not allowable uses of appropriated funds are food, beverages, music (whether live or recorded), floral arrangements, and plants. These types of services and supplies are often furnished through private donation.

During the ceremony (whether it is the funeral/memorial service or not), the Forest Service may present to the families of the deceased, a posthumous non-monetary award to honor the fallen employee. The Government Employees Incentive Awards Act (5 USC 4503) is the statutory authority for the award. Limitations on non-monetary awards must be used as guidance on what is appropriate for family gifting and could include flags, flag boxes, and related items (FSH 6109.13, ch. 30).

Forest Service is not authorized to pay for the transportation and subsistence of extended family and friends to any memorial ceremony, funeral or memorial service.

41.6b - Employee Attendance

Employee attendance at the funeral or memorial service or ceremony of a co-worker is considered appropriate for the purpose of sustaining employee morale, maintaining employee productivity, and reinforcing to the Forest Service and others the significance of the deceased to the Forest Service. Employees attending the funeral or memorial service or ceremony as an official duty shall charge their salary and travel expenses to their respective work-related fund and program. Current policy is in FSH 6109.11, chapter 30. Use the sample letter in exhibit 01 to clearly communicate to employees authorized to attend funeral or memorial ceremony for law enforcement or firefighters.

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41.6b - Exhibit 01

**Approval for Employees to Travel to Funeral/Memorial for
Law Enforcement Officers or Firefighters**

File Code: 6100/6500

Date:

Route To:

Subject: Attendance at _____ (*Funeral or Memorial Service*)

To: (*employees and appropriate line officers*)

(*Firefighters / Law Enforcement Officers*) and Forest Service Official Representatives may be excused from duty without loss, or reduction in pay or leave to travel to attend the funeral of a fellow firefighter killed in the line of duty. When so excused from duty, attendance at such service must for the purposes of section 1345(a) of Title 31, be considered to be an official duty of the officer or firefighter (Section 6328 of Title 5 United States Code). Time will be coded per the direction in FSH 6109.11-2010-2.

The following employees are approved to be compensated for per diem travel expenses (lodging and/or M&IE) to attend the (*funeral or memorial*) service for our fallen (*firefighter(s)/law enforcement officer(s)*). The Service will be held on _____ (*date*) at _____ (*insert location*).

(Insert names of employees and name of home unit.)

T. JOHN FORESTER
Regional Forester

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41.7 - Burial Costs

When an employee dies while on temporary duty assignment (away from the home duty station), preparation of the deceased employee's body including a suitable casket and transportation to the place of burial are authorized expenses under Federal Travel Regulation 303-70.200. Expenses authorized by the FTR are not deducted from the death gratuity payment (41.4 and 41.4a).

When an employee is killed in the line of duty at the home duty station, burial costs and other related out-of-pocket expenses may be paid for by the Government, but will be deducted from the death gratuity payment. See section 41.4 and 41.4a for information on death gratuity deductions.

41.8 - Contractors and Cooperators

Forest Service funds are not authorized for expenses related to the fatality of non-Forest Service employees. This includes expenses associated with preparation and transport of the body, funerals, or memorial ceremonies.

When the agency responds to the death or serious injury of a cooperator or contractor, due care and concern is shown at the scene. Following the immediate emergency response, however, the Chief must approve any additional activity requiring the use of appropriated funds, for example, designation of employees to serve in the role of liaison or escort for the victim, or the attendance of the Honor Guard at a ceremony, or assigning official agency representatives to attend a memorial service. Requests from the Regional Forester or Station Director to the Chief must be in writing and approved prior to the expenditure of Forest Service funds. If attendance is approved, employees shall charge their salary and travel expenses to their respective work-related fund and program.

The authority to provide mementos to the families of non-employees is granted thru the Government Employees Incentive Awards Act (5 USC 4503). Limitations on non-monetary awards should be used as guidance on what is appropriate and could include flags, flag boxes, and related items as found in FSH 6109.13, chapter 30.

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51 – DEATH NOT IN THE LINE OF DUTY

Death “not in the line of duty” is an administrative determination made by Department of Labor, Office of Workers’ Compensation (OWCP), based on the circumstances surrounding the death. Should a claim be denied, the designated Family Representative may appeal the OWCP decision.

A death is “not in the line of duty” when the circumstances do not conform to the following definition of a “line of duty death”: Death of an employee that occurs as a direct and proximate result of personal injury sustained in the performance of official duties or in travel status, acting within the scope of his/her employment (see the Zero Code, sec 05, Definitions).

Some examples of deaths not in the line of duty are as follows:

1. Death from natural causes whether during work hours or non-work hours.
2. Death from accidental causes after work hours.
3. Death from accidental causes during work hours due to employee’s willful misconduct, intention to bring about the injury or death of oneself or another, or intoxication (U.S. Department of Labor, Office of Workers’ Compensation Programs (OWCP) Publication CA-810, *Injury Compensation for Federal Employees, Chapter 3*).

51.1 - Travel of Family Members

The Agency has no authority to expend funds for the travel of family members when an employee death did not occur as a direct and proximate result of personal injury sustained in the performance of official duties or while in official travel status.

51.2 - Benefits

Public Law 104-208, section 651 only pertains to line of duty deaths. There may be other benefits that exist for the survivors. ASC-HRM Benefits section assists in processing required paperwork.

51.3 - Funeral /Memorial Service

It is not appropriate to use government funds for monetary support of these services. However, with local line officer approval, employees may help coordinate Forest Service involvement if requested by the family. Forest Service employees may attend the service in accordance with FSH 6109.11, chapter 30. Forest Service Honor Guard may be requested and approved in accordance with The Honor Guard Handbook, FSH 1309.13.

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51.3a - Memorial Ceremony

The conduct of ceremonies to honor the contributions of deceased employees is an important aspect of Forest Service culture. Such ceremonies are a tribute to the families of the deceased and further serve the interest of the Forest Service. If appropriate, activities to honor the deceased are conducted in a manner that displays an appropriate level of respect. All proposed activities associated with non-line of duty deaths, other than those identified in FSH 6109.11, chapter 30, are approved in advance by the Chief.

51.3b - Employee Attendance

Employee attendance at the funeral or memorial ceremony of a co-worker is considered appropriate for the purpose of sustaining employee morale, maintaining employee productivity, and reinforcing to the Forest Service and others the significance of the deceased to the Forest Service. Current policy is in FSH 6109.11, chapter 30.

Employees attending the funeral or memorial ceremony as an official duty shall charge their salary and travel expenses to their respective work-related fund and program.

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61 - AWARD CEREMONIES, MONUMENTS, AND DONATIONS

61.1 - Award Ceremonies

The Forest Service may fund necessary expenses related to the honorary recognition of employees, including posthumous non-monetary awards, in accordance with the Government Employees Incentive Awards Act (5 USC 4503) and the USDA Department Regulation 4040-451-1. See FSM 6511.31d for specific direction. Finance family members' travel expenses from the fund and program where the employee was working when the incident occurred. If the employee was engaged in fire suppression activities at the time of the fatality, fund expenses from Wildland Fire Preparedness (program WFPR) because a ceremony is a planned event.

Families of deceased employees may not travel at government expense to attend private award ceremonies, memorial services, or other functions not Federally sponsored (Comp. Gen. B-258216, July 27, 1995).

61.2 - Monuments

There is no authority for the erection of a memorial monument on public property, if it has not been specifically authorized by law (Comp. Gen. A-35117, February 28, 1931). In addition, appropriated funds may not be contributed to local government units to partially fund a memorial on private land, unless specifically authorized by law. Such memorials are not included in authorized Forest Service "Community Support Activities" (Comp. Gen. B-243862, July 28, 1992).

Appropriated funds may be used to build an interpretive site such as a kiosk, to provide information to the public about fire prevention or other guidelines for visitor safety and resource protection in the forest. The names of employees killed in the line of duty may be included with appropriate respect and dignity, in the display. Follow existing guidelines for planning, approving, and funding the construction and maintenance of the interpretive site.

Appropriations are authorized (16 U.S.C. 554C) for the care of graves of persons who lost their lives fighting forest fires and who are buried at St. Maries and Wallace, Idaho and Newport, Washington.

61.3 - Donations

For authority and protocol on the use of donated funds follow guidance on Acceptance and Use of Donated Funds (FSM 6514). There is no authority for Forest Service employees to collect or accept donations on behalf of individuals. Agency personnel should refer the public to non-profit organizations or to organizations designated by the family for the receipt of cash donations.

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Statutory authority for Forest Service to accept donations is restricted to contributions that further the Agency's mission and programs (7U.S.C. 2269) such as, forest management, recreation sites, and tree planting (FSM 6514; FSH 6509.14, sec. 01.3). However, in the overall management of Forest Service programs, donated funds may be used to purchase food and drink for receptions and lunches (Government Accountability Office, Principles of Appropriations Law, Volume II, Chapter 6, section 3). Donated funds may also be used to purchase gifts, floral arrangements or photographs.