

## MILPERSMAN 1770

### CASUALTIES AND SURVIVOR'S BENEFITS

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	1 (800) 368-3202	
		FROM OVERSEAS	(901) 874-2501	
		FAX	874-6654	

1. In this Section. This section covers reports, notifications, and assistance.

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## MILPERSMAN 1770-010

### PERSONNEL CASUALTY REPORTING

<b>Responsible Office</b>	NAVPERSCOM (PERS-624)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	1 (800)	368-3202
			(901)	874-2501
			FAX	882-6654

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<b>References</b>	DODI 1300.18 of 18 Dec 2000
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#### 1. Policy

a. Per DODI 1300.18, a personnel casualty report (PCR) is required on

(1) members of Navy;

(2) certain former members;

(3) certain Navy family members (the report submitted shall be the same as that of active duty personnel, appropriately modified);

(4) other members of the Armed Forces and civilians serving with or attached to Navy commands; and

(5) individuals so incapacitated as to be unable to communicate with their next of kin (irrespective of condition).

b. Judge Advocate General (JAG); Chief, Bureau of Medicine and Surgery (BUMED); officer in charge of Naval Health Care Support Office; and line commander of the area wherein the casualty occurred should be information addresses. Include items ALPHA through INDIA (see MILPERSMAN 1770-030) and request the member's command submit a complete report.

c. For all casualties fax a copy of the member's NAVPERS 1070/602 (Rev. 7-72), Record of Emergency Data; and SGLV 8286 (9-02), Servicemembers' Group Life Insurance Election and Certificate to **Navy Personnel Command (NAVPERSCOM) (PERS-62) at (901) 874-6654 or DSN 882-6654. After hours, fax documents to the NAVPERSCOM Duty Office at (901) 874-2652 or DSN 882-2652.**

2. **Definition of a Casualty**

a. **A casualty is broadly defined as a person whose services are lost to Navy due to the following:**

- (1) Serious illness or serious injury (SI).
- (2) Very seriously ill or injured (VSI).
- (3) Incapacitating illness or injury (III).
- (4) Wounds received in action (WIA) whether serious or not.
- (5) Physical absence and unaccounted for, where it cannot be immediately determined if the absence is voluntary or involuntary (i.e., a member's status is so uncertain the unit commander must first gather and evaluate the facts to make a proper determination). Such members should initially be reported in an interim category of "duty status - whereabouts unknown" (DUSTWUN). Do not use DUSTWUN to account for persons who appear to be unauthorized absence (UA) rather than a casualty. MILPERSMAN 1770-020 provides further explanation of DUSTWUN.
- (6) Missing, including missing in action (MIA); interned or detained in a foreign country; and captured, beleaguered, or besieged by a hostile force.
- (7) Death (for suicides see MILPERSMAN 1770-120).
- (8) Dependent death of Active or Reserve Navy member (see MILPERSMAN 1770-250).

b. **Casualties may also include the following:**

- (1) Families of Navy members on active duty, or
- (2) Qualified civilian Navy employees and their family members in a foreign country who are unaccounted for, and shall be reported together with a complete account of the circumstances surrounding their disappearance or death.

3. **Definition of the Term "Members of the Navy."** The following categories of personnel are defined as "members of the Navy:"

a. Personnel on active duty, active duty for training, inactive duty training, or traveling directly en route to or from such duty at the time the individual becomes a casualty.

b. Personnel who have been provisionally accepted for entry on active duty, have been ordered or directed to proceed to a place for acceptance, and are injured, become ill, or die while at or en route to such a place of final acceptance.

c. Personnel of Naval Reserve Officers Training Corps who are injured or die from injury in the line of duty while performing authorized travel to, from, or while engaging in flight instruction.

d. Midshipmen of the Naval Academy, including those authorized to travel to or from such service.

e. Members of the Regular Navy or Naval Reserve who die after discharge or release from active duty while a patient in a U.S. Government hospital, provided hospitalization has been continuous from date of discharge/release from active duty to date of death.

f. Retired members of the Regular Navy or Naval Reserve who die while a patient in a U.S. Government hospital provided they became a patient in such hospital while serving on active duty for a period of more than 30 days and continue as a patient through date of death.

g. Individuals who die en route directly to their home after discharge or release from a period of active duty.

h. Members or former members of Navy who die during the 120-day period beginning the day following the date of discharge or release from active duty, active duty training, or inactive duty training, transfer from drilling status to Not Physically Qualified, or Records Review Status.

i. Members of the Naval Reserve who die while in an inactive duty status. This includes those members who may be required to perform at least 12 regularly scheduled drills (pay or non-pay status) each year that are creditable for retirement purposes; those who have performed no active duty; those who

have performed active duty, active duty for training, or inactive duty training; and those who are retired without pay. (Refer to MILPERSMAN 1770-040 to report death.)

j. Members of the Fleet Reserve or retired members of the Regular Navy or Naval Reserve who die while in an inactive duty status and while entitled to receive retainer/retired pay.

4. **Definitions of the Terms "Next of Kin (NOK)," "Primary Next of Kin (PNOK)," and "Secondary Next of Kin (SNOK)."** The terms NOK, PNOK, and SNOK are defined for use in this and succeeding articles only for the purpose of determining the person(s) who will decide the disposition of remains. The eligible beneficiary(ies) for survivor benefits are not based upon a PNOK/SNOK determination. In addition, the recipient of personal effects is not based upon a PNOK/SNOK determination.

a. **NOK** includes spouse, minor children residing outside the immediate household of the member, and parents. If member does not have a spouse, adult children will be considered NOK. Brothers and sisters will only be considered NOK if member has no spouse, children, or parents.

b. **PNOK** is a legal spouse or, if no spouse, the eldest child over the age of majority (including a child or children by prior marriage). If no child is over the age of majority, then the member's father or mother; if none of these, then the eldest sibling, or other blood relative, in that order. When parents are living together, or separate after the member has entered the service, the elder parent is the PNOK. When parents separate or divorce before the member's entry into service, the parent having legal custody of the member (if he/she was under the age of majority) at time of entry into Navy is the PNOK. If parents divorced or separated after the member's entry into service and neither parent had legal custody, the parent with whom the member last resided prior to entry into service is PNOK. When doubt exists as to the individual from whom disposition instructions should be requested, additional guidance should be obtained from **Military Medical Support Office (Code 09A) at 888-647-6676 or DSN 792-3950.**

c. **SNOK** include minor children who reside outside the immediate household of the member; parents (if not PNOK); and anyone named on NAVPERS 1070/602 or DD 93 (08-98), Record of Emergency Data as beneficiary for Servicemembers' Group Life Insurance (SGLI), death gratuity, or unpaid pay and allowances.

If the member has no spouse, the eldest adult child is PNOK and all other children are SNOK. Brothers and sisters are NOK only if the member has no spouse, children, or parents; or if designated as a beneficiary. Not everyone will have SNOK.

5. **Casualty Report Status**. Personnel casualty reports shall list **members, or family members (deceased only)**, in one of the following statuses:

- a. **Serious illness or serious injury (SI)**
- b. **Very seriously ill or injured (VSI)**
- c. **Incapacitating illness or injury (III)**
- d. **Wounds received in action (WIA)**
- e. **Duty status - whereabouts unknown (DUSTWUN)**
- f. **Missing (including MIA, interned or detained, and captured)**
- g. **Deceased**

**NOTE:** When it involves family members, it is in death cases only.

## MILPERSMAN 1770-020

### PERSONNEL CASUALTY REPORT (PCR) CONTENT IN THE EVENT OF "DUSTWUN" OR RECOMMENDING "MISSING" STATUS

<b>Responsible Office</b>	NAVPERSCOM (PERS-62)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

<b>References</b>	(a) Joint Publication (JP) 1-02, DOD Dictionary of Military and Associated Terms, 12 April 2001, as amended through 14 April 2006 (b) 10 U.S.C. 1501-1513 (c) 37 U.S.C. 551-559 (d) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Uniformed Service Members
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1. **Policy**. In the event of **Duty Status - Whereabouts Unknown (DUSTWUN)**, or **Missing Status**, the title of the required report shall be **Personnel Casualty Report (PCR)**. Submit information per the report format contained in MILPERSMAN 1770-030 within 4 hours of the casualty.

2. **Definitions**

a. **Duty Status - Whereabouts Unknown (DUSTWUN)**. Reference (a) defines "DUSTWUN" as a temporary designation, applicable to military members only, used when the reason for a member's absence is uncertain and it is possible that the member may be a casualty whose absence is involuntary, but there is not sufficient evidence to make a determination that the member's actual status is missing or deceased. "DUSTWUN" affords the commanding officer (CO) up to 10 days to conduct search and rescue efforts, to investigate the circumstances of the Loss Incident, and to assemble information regarding the servicemember's disappearance. "DUSTWUN" has no effect on pays or allowances and differs by definition and legal entitlement from the "Missing" casualty status.



b. **Missing.** A member who is not present at member's duty location due to apparent involuntary reasons and whose location may or may not be known. A servicemember may be placed in a "Missing" casualty status after an initial board of inquiry is convened by Chief of Naval Personnel (CHNAVPERS) and the board's casualty status recommendation has been approved by Secretary of the Navy (SECNAV) per provisions of reference (b) (Hostile Loss Incidents), or reference (c) (Non-Hostile Loss Incidents). A CO may make a recommendation to put a member in a "Missing" status if the facts so suggest. Changing a member's status from "DUSTWUN" to "Missing" requires a Casualty Assistance Calls Officer (CACO) visit to the Primary Next of Kin (PNOK)/Secondary Next of Kin (SNOK) to inform them of the casualty status change. There are specific entitlements and requirements of law in cases involving members placed in a "Missing" status. Navy Personnel Command (NAVPERSCOM), Casualty Assistance Division (PERS-62) will provide necessary guidance and assistance to the CACO in all "Missing" cases. Included among these are the following:

(1) Authorization for relocation of family member(s) after the member has been officially listed in a "Missing" status for a period of 29 or more days (reference (d), para. U5241).

(2) Authorization for relocation of household goods (HHG) after the member has been officially listed in a "Missing" status for a period of 29 or more days (reference (d), para. U5372).

(3) Continuation of base pay and all authorized entitlements to the servicemember's designated beneficiary as listed on the servicemember's DD 93 (Rev. 8-98), Record of Emergency Data.

(4) SECNAV, or his designee, by law, must conduct a subsequent board of inquiry on or about 1 year after the date the casualty status recommendation was forwarded by the unit commander.

(5) The PNOK's right to notification of an impending board of inquiry.

(6) The PNOK's right to a reasonable opportunity to attend the proceedings of the board, with or without an attorney at their own expense.

(7) The PNOK's right to reasonable access to information upon which a casualty status change may be based.

(8) The PNOK's right to present information, which the PNOK considers relevant, at the proceedings of the board.

### **3. Special Instructions when the Status of Absent Member is Uncertain**

a. This status will not be used in lieu of apparent unauthorized absence (UA). No later than 4 hours following receipt of information that a member should be placed in this status, a PCR must be submitted, then modified as necessary. Unknown or unconfirmed information in the initial personnel casualty message will be so labeled and clarified in supplemental reports. Include in the message a statement of the status of the search.

b. Daily supplemental search reports are required, unless not feasible for security reasons. The search reports shall furnish the extent, progress, and other pertinent information in order to keep the next of kin informed. Submission of search reports shall continue until a report is sent stating the search has been discontinued and the member involved is one of the following:

(1) Recovered alive and returned to military control.

(2) Reported in a "Missing" status because evidence of death or UA is not considered conclusive.

(3) Placed in an UA status (date of absence will be initial date of disappearance).

(4) Reported dead because remains are recovered or search efforts were unsuccessful, but evidence of death is considered conclusive.

### **4. Conclusive Evidence of Death**

a. Conclusive evidence of death may be considered to exist when information overcomes any reasonable doubt or logical possibility that a "DUSTWUN" category member may have survived. Such conclusive evidence (i.e. eyewitness statements, circumstances of disappearance, results of immediate search, local conditions) need not be predicted upon recovery of remains

since situations may arise in which the remains cannot be recovered.

b. If after immediate search, evidence of death does exist, as stated in para. 4a, the responsible command (example: the CO of a ship underway with an embarked helicopter detachment aboard is the responsible command) has the authority and duty to submit a report of death. The date of death will be the date the member was placed in a "DUSTWUN" status unless the circumstances indicate subsequent survival.

c. If conclusive evidence of death is not established after the immediate and extensive search, and the remains are not recovered, the available evidence should be carefully reviewed to determine if it warrants a change in the member's status to UA (the date of UA **must** be the date of disappearance).

5. **Determination of Status**. Final casualty status determinations under references (b) or (c) are the responsibility of SECNAV, or his designated representative.

6. **"Missing" Casualty Status**

a. COs must not retain the member in "DUSTWUN" casualty status for more than 10 days. If circumstances warrant, the CO will submit a recommendation to change the status to "Missing" by submission of a PCR. The "Missing" casualty status will be retroactive to the date of the initial disappearance unless other information is available which indicates a more current date is applicable.

b. Within 5 days after the member is placed in a "Missing" casualty status, a written report, furnishing all available details, shall be submitted to NAVPERSCOM (PERS-62).

c. The report shall include the following:

(1)	Latitude and longitude.
(2)	Distance from nearest land (when applicable).
(3)	Local conditions.
(4)	Extent of searches made.
(5)	Statements of survivors or other members who may have pertinent information concerning the attendant circumstances.
(6)	Opinion and recommendation of the CO as to the proper casualty status.

## MILPERSMAN 1770-030

### PERSONNEL CASUALTY REPORT PROCEDURES

<b>Responsible Office</b>	NAVPERSCOM (PERS-624)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800) 368-3202		
			COM	(901) 874-2501	
			FAX	882-6654	

1. **Purpose**. The paragraphs below provide amplifying information regarding preparation and submission procedures for the Personnel Casualty Report (PCR).

2. **Reporting Procedures**

a. PCR submission via DMS message traffic is not required if the reporting command has E-Mail/facsimile (fax) capability. A PCR that is signed by a cognizant command official can be electronically scanned and submitted via E-Mail to [MILL\\_NavyCasualty@navy.mil](mailto:MILL_NavyCasualty@navy.mil). **NOTE: Use an underscore between "MILL" and "NavyCasualty" in the E-Mail address.** This mailbox will automatically distribute the PCR to offices involved in the casualty process including regional casualty coordinators. Be sure to include your chain of command as info addressees on the E-Mail. Additionally, include the full name, rank, title, and telephone number of the approving official. **Submit PCR within 4 hours by commander, commanding officer (CO), or immediate superior in command (ISIC) of a member who suffers the casualty.**

b. If the reporting command does not have E-Mail/fax capability, submit PCRs by immediate precedence message within 4 hours by commander, CO, or ISIC of a member who suffers the casualty. Submit PCR to **COMNAVPERSCOM MILLINGTON TN//PERS-621//**. This message PCR will be routed internally via E-Mail to [MILL\\_NavyCasualty@navy.mil](mailto:MILL_NavyCasualty@navy.mil). **NOTE: Use an underscore between "MILL" and "NavyCasualty" in the E-Mail address.** This mailbox will automatically distribute the PCR to all the offices involved in the casualty process including regional casualty coordinators. Be sure the appropriate chain of command is included on the PCR as info addressees.

c. If a casualty occurs to a member while away from member's command, the local Navy activity apprised of the circumstances shall verify the casualty, and notify the member's command and

Navy Personnel Command (NAVPERSCOM), Primary Casualty Response Branch (PERS-621).

- d. For all casualties, fax a copy of the member's
- NAVPERS 1070/602 (7-72), Record of Emergency Data; and
  - SGLV 8286 (7-06), Servicemembers' Group Life Insurance Election and Certificate

to **NAVPERSCOM (PERS-62)** at **(901) 874-6654** or **DSN 882-6654**. **After-hours**, fax documents to the **NAVPERSCOM Duty Office** at **(901) 874-2652** or **DSN 882-2652**. Faxing of these documents can and should precede submission of the PCR.

e. In cases where the member's command is unknown, the naval activity shall inform NAVPERSCOM of the death (with Judge Advocate General (JAG) as an information addressee). Include the statement the member's command is unknown, and request the member's command be notified and instructed to make the complete report. Any supplemental messages should indicate the member's name and social security number (SSN) in the subject line.

### 3. Personnel Casualty Report Format and Amplifying Instructions

CASUALTY REPORTING COMMAND:  
DATE/TIME GROUP:  
TYPE OF CASUALTY: Death/Missing  
ALPHA: Grade/rate - Name of Casualty - Social Security Number - Officer Designator  
BRAVO: Status (e.g., ACDU/INACTDUTRA/ACDUTRA) Duty Station/Point of Contact/Tel. No.  
CHARLIE: Hostile (KIA/POW) - Non-Hostile (peacetime casualties)  
DELTA: Date - local time of casualty incident - place Circumstances of casualty incident: Cause of death:  
ECHO: Location of remains: funeral home name, address, and phone number  
FOXTROT: Primary next of kin (PNOK) Name - address - relationship) Secondary next of kin (SNOK) (Name - address - relationship) Other next of kin (NOK) (e.g., children by former marriage)  
GOLF: Notification of next kin: PNOK: Date - time - notified by whom  
SNOK: Date - time - notified by whom  
HOTEL: N/A  
INDIA: Date of Dependency Application/Record of Emergency Data

4. Amplifying Instructions

a. ALPHA. **Name of casualty:** Rank/rate (if the grade indicated is a frocked rank or rate, indicate the word "frocked" in parenthesis), full name, branch of service, social security number, designator (if officer).

b. BRAVO

(1) **Status and duty station:** Active duty, active duty for training, inactive duty training; point of contact; telephone number (if appropriate) and unit identification code (UIC).

(a) If duty station is a deployable unit, also furnish UIC of command where unit is currently located.

(b) If member has been an unauthorized absentee in excess of 30 days and through an administrative oversight had not been declared a deserter, the mark of desertion shall be retroactively entered in the member's field record.

(c) In the case of active duty for training or inactive duty training, indicate period for which such training was authorized.

(d) If the casualty occurs en route to or from active duty for training or inactive duty training or after discharge or release of a member of the USN or USNR from a period of active duty, indicate the

- hour on which the member began to proceed or return.
- hour on which member was scheduled to arrive or the hour which member ceased to perform such duty.
- method and manner of travel employed.
- itinerary.
- immediate cause of death (when known).
- duty station.

(2) Complete copies of orders shall be mailed immediately to NAVPERSCOM (PERS-621). If the casualty is in an absentee status, indicate commencement of absence, and, if absence exceeds 30 days, indicate whether the casualty had been officially declared a deserter.

c. **CHARLIE**

(1) **Type of casualty:**

(a) **Hostile** - Killed in Action (KIA), Missing in Action (MIA), Duty Status - Whereabouts Unknown (DUSTWUN), or Died of Wounds received in Action (DOW).

(b) **Non-Hostile** - DUSTWUN, Missing or deceased (if deceased, state cause). If death was the result of a previously sustained injury or illness, specify that fact.

(c) Do not report only the immediate cause, such as "coronary arrest," when death was, in fact, the result of major injuries sustained at a prior time. Indicate whether the casualty is considered dead, DUSTWUN, or missing.

(d) Do not use indefinite statements such as "Lost Overboard" or "Missing and Presumed Dead."

(2) A report of change of status shall be submitted in those cases where a member originally listed as an absentee or deserter is subsequently found to be missing or dead. When applicable, indicate how identification was established.

d. **DELTA**. **Date, time (local time), place, circumstances:**

(1) If a motor vehicle accident, specify type of vehicle (car, truck, motorcycle, etc.), whether single or multiple vehicle accident, whether member was the driver or a passenger, and list all other servicemembers and family members involved in the accident.

(2) If at sea or in a remote area, state latitude and longitude unless security precludes. Give concise, but ample, explanation of circumstances surrounding the casualty for immediate explanation to the next of kin (NOK).

(3) Whenever the circumstances or cause of death are not immediately known, furnish details by supplemental message as soon as possible. Graphic details concerning the death or details that would be an embarrassment to the NOK should not be

included in this message. Send a separate priority message containing such details only to

- NAVPERSCOM,
- Bureau of Medicine and Surgery (BUMED),
- Casualty Assistance Calls/Funeral Honor Support (CAC/FHS) Program Coordinator who has cognizance over the geographical area where the NOK reside, and
- the command assigned to provide the Casualty Assistance Calls Officer.

(4) If more than one, but not more than 15 casualties are involved, include in the first casualty report the name, rank/rate, SSN, designator for an officer, and casualty status of others involved. Casualties in excess of 15 should be reported as provided in MILPERSMAN 1770-100.

e. **ECHO**

(1) **If deceased:**

(a) Provide location and disposition of remains.

(b) Give complete name, telephone number, and address of mortuary or funeral establishment where remains are located. Medical/dental records (on all continental United States (CONUS)/overseas fatalities) are to accompany the remains until positive identification is established; thereafter, the records are to be mailed to NAVPERSCOM (PERS-621).

(c) If remains are to be transferred to another establishment, give name and address of such establishment and when transfer will be made. Include disposition instructions of NOK when known.

(d) If remains are not recovered, state this and advise status of search.

(2) **If Seriously Ill or Injured:** Provide condition and prognosis: **Condition** (terminally ill, serious, or very serious) and **prognosis** (guarded, poor, fair, good, excellent). Always state if presence of NOK is medically warranted. Medical officer shall determine if condition of patient is of such



nature as to necessitate presence of NOK. If member is in imminent danger of loss of life, state this.

(3) **If DUSTWUN or Unaccounted-for:** See MILPERSMAN 1770-020.

f. **FOXTROT**. **Primary and secondary next of kin** (PNOK/SNOK) as defined in MILPERSMAN 1770-010: Full name, address, and relationship to the member. If NOK is involved in the same accident and injured or killed, state casualty status and present whereabouts. If there is no SNOK indicate this fact. When parents reside together they should be reported together as either PNOK or SNOK as appropriate. List full name of each parent or indicate if either is deceased.

g. **GOLF**. **NOK notification:** State whether or not both PNOK and SNOK have been officially notified in person by a naval representative. If both PNOK/SNOK are aware of the casualty, advise how notification was made.

h. **HOTEL**

(1) If casualty occurred in a hostile fire zone or area authorized overseas pay, enter date the member commenced the current tour.

(2) If the member is serving on an extension of normal tour, the date must be followed by the notation "(EXTENSION)."

(3) If casualty was "not the result of hostile action" but occurred in a hostile fire zone, it must be so noted.

(4) In the case of a Seriously Ill or Seriously Injured person, provide:

(a) Hospital where patient transferred.

(b) Name and telephone number of point of contact (POC) at hospital.

(c) If evacuation to CONUS is contemplated, state estimated time of arrival, and request cognizant command inform the Armed Services Medical Regulating Office (ASMRO) or a Joint Medical Regulating Officer (JMRO), as appropriate.

(5) Enter N/A in all other cases.

i. INDIA

(1) **Record of Emergency Data and Servicemen's Group Life Insurance (SGLI) Election Form:** Specify dates of latest NAVPERS 1070/602 (or DD 93 (8-98), Record of Emergency Data) and SGLI election form. Immediately fax those forms to:

**Primary Casualty Response Branch (PERS-621)**  
**NAVPERSCOM**  
**(901) 874-6654**  
**DSN: 882-6654**

**NAVPERSCOM Duty Office After Hours**  
**(901) 874-2652**  
**DSN: 882-2652**

Additionally, mail a copy of that form separately from the service record and indicate date mailed to:

**Navy Personnel Command (PERS-621)**  
**5720 Integrity Drive**  
**Millington, TN 38055-6210**

(2) In the case of a seriously ill or seriously injured person, provide disposition of records and personal effects specifying the location and disposition of the member's service, health, and pay records; and location of personal effects.

5. Special Information

a. Initial PCR need not be complete but must include the member's name, SSN, rank/rate, casualty status, cause and circumstances, and if known, NOK information and if NOK have been notified. Supplemental reports can be submitted as necessary. The key is to promptly engage the casualty assistance chain of command.

b. Telephonic reports of casualties do not replace the requirement to submit a PCR. A PCR must be submitted within 4 hours of learning of the event. While a telephone call to the NAVPERSCOM Duty Office or NAVPERSCOM (PERS-62) will alert them to the casualty, the PCR is required.

c. A classified SITREP does not replace the PCR. A PCR must be submitted via unclassified means.

6. **Service Records Disposition:** Estimated date service record to be closed out and forwarded to NAVPERSCOM (PERS-621). (The notation "DECEASED" or "DUSTWUN," as appropriate, should be printed in large letters diagonally across the service record cover prior to mailing. Indicate on bottom left side of mailing envelope "DO NOT OPEN IN MAIL ROOM.")

a. Medical/dental records disposition:

(1) **Missing member:** Mail records to NAVPERSCOM (PERS-621) in same manner as service record.

(2) **Deceased member:** Print the word "deceased" in large letters diagonally across each record cover. Immediately below it, affix an adhesive-backed label on which you have typed the annotation "**Upon completion of positive identification, mail this record to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-6210.**"

b. If available, a copy of the Civil Death Certificate should be placed in the medical record. If the cause of death is different from that reported on the PCR, advise NAVPERSCOM of the change by message. If the Civil Death Certificate becomes available after the medical record is no longer available, mail certificate to:

**Navy Personnel Command  
5720 Integrity Drive  
Millington, TN 38055-6210**

## MILPERSMAN 1770-040

### DEATH OF MEMBERS OF THE NAVAL RESERVE

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

<b>References</b>	BUPERSINST 1770.3, Appendix A-4
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1. **Policy**. Death of members of the Naval Reserve who are retired without pay, members in a drill pay status, members in a drill non-pay status, and members in the Sea and Air Mariner (Delayed Entry) Program must be reported to Navy Personnel Command (NAVPERSCOM) in order that their names may be removed from the rolls of the Navy Department, their records closed, their accounts, if applicable, settled and action taken to assist surviving family members in applying for survivor benefits.

2. **Reporting Requirement**

a. The commanding officer (CO) of the Naval Reserve unit of a member in a drill-pay or in a drill non-pay status or the Recruiting District of a member in the Delayed Entry Program is responsible for immediately submitting a personnel casualty report and, in the case of drilling reservists, for contacting the next of kin to advise them of available survivor benefits and to offer assistance. If the reporting command is unable to provide additional assistance requested by the surviving family, it should report this to NAVPERSCOM (PERS-621).

b. The CO of any Navy activity who receives information of the death of a retired Naval Reserve member is responsible for verification of the death, submission of a personnel casualty report by message, and contacting the next of kin to advise them of available survivor benefits and to offer assistance. If the reporting command is unable to provide additional assistance requested by the surviving family, it should report this to NAVPERSCOM (PERS-621).

3. Personnel Casualty Report

a. The personnel casualty report shall be submitted to NAVPERSCOM with information copies to the following:

Naval Reserve Personnel Center.
Local State Department representative when death occurs in a foreign country.
DFAS Cleveland Center.
Casualty Assistance Calls/Funeral Honors Support Program Coordinator in whose area death occurred. (See BUPERSINST 1770.3, appendix A-4.)
Bureau of Medicine and Surgery.

b. The Personnel Casualty Report (see MILPERSMAN 1770-030), Report Control Symbol BUPERS 1770-4, shall contain only items ALPHA through GOLF and item OSCAR, except in the case of a member who dies while on active duty, inactive duty training, or during the time necessary for the member to proceed to their home by the most direct route following such active duty or inactive duty training, in which case a full personnel casualty report (items ALPHA through QUEBEC) shall be submitted. For a member in a drill (pay or non-pay) status (inactive duty training), report in item BRAVO

(1) whether member was scheduled to perform at least 12 drills during current year;

(2) number of drills performed; and

(3) date of last drill performed and a point of contact at the unit.

## MILPERSMAN 1770-050

### DEATH OF MEMBERS OF THE FLEET RESERVE AND RETIRED MEMBERS OF THE NAVY WHO ARE RECEIVING RETIRED PAY

<b>Responsible Office</b>	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4307
			COM	(901) 874-4307
		TOLL FREE WITHIN U.S.		(866) 827-5672
			FAX	(901) 874-6654

1. **Policy**. The death of retired Sailors, including reservists and those assigned to the Fleet Reserve and Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL), must be reported to

a. Defense Finance and Accounting Service-Cleveland Center (DFAS-CL);

b. Navy Personnel Command (NAVPERSCOM), Casualty Assistance Division (PERS-62); and

c. Navy Reserve Personnel Center (NAVRESPERSCEN) in the case of reservists.

2. **Reporting Requirement**. The area Casualty Assistance Calls (CAC)/Funeral Honor Support (FHS) Program Coordinator or the commanding officer (CO) of any local naval activity who receives information of the member's death shall report the following:

a. **For Sailors who are assigned to the Fleet Reserve or the TDRL/PDRL, notify DFAS-CL at 1-800-321-1080 and provide the information per MILPERSMAN 1770-030, items ALPHA and FOXTROT.**

b. **For reservists who are not 60 years of age who elected Reserve Component Survivor Benefit Plan (RCSBP) coverage, contact NAVRESPERSCEN at 1-866-250-4778.**

c. **For Sailors who die within 120 days after release from active duty, submit a complete Personnel Casualty Report (PCR) per MILPERSMAN 1770-030.**

d. **For TDRL/PDRL members, notify NAVPERSCOM (PERS-62) at 1-800-368-3202 and DFAS-CL at 1-800-321-1080.**

d. Within 14 days of a death notification, DFAS-CL will send information and claim forms to the next of kin for any unpaid pay and allowances, the Survivor Benefit Plan (SBP), or the Retired Serviceman's Family Protection Plan (RSFPP) if applicable. To aid in the completion of claim forms, contact the local **Retired Activities Office (RAO)**, or **Veterans Administration Affairs Offices**. If additional assistance is needed contact **NAVPERSCOM, Retired Activities/GI Bill Programs Branch (PERS-675)** at 1-866-827-5672.

## MILPERSMAN 1770-060

### JUDGE ADVOCATE GENERAL MANUAL (JAGMAN) REPORTING REQUIREMENTS FOR LINE OF DUTY (LOD) DETERMINATIONS

<b>Responsible Office</b>	NAVPERSCOM (PERS-622)	Phone:	DSN	882-4304
		TOLL FREE WITHIN U.S.	(866)	827-5672
			COM	(901) 874-4304
			FAX	882-6654

<b>Governing Directives</b>	JAGINST 5800.7D, Manual of the Judge Advocate General (JAGMAN)
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1. **JAGINST 5800.7D Reporting Requirements.** The member's command is responsible for ensuring the appropriate administrative investigation/line of duty (LOD) determination is made in compliance with JAGINST 5800.7D, Chapter II. Refer specifically to Chapter II, Part E - Line of Duty/Misconduct and Part F - Special Considerations in Death Cases for additional information.

2. **LOD determinations.** An LOD finding is required in all death cases involving active duty personnel and reservist performing inactive duty training (IADT), and not for members of the Retired or Temporary/Permanently Disabled Retired List (TDRL/PDRL). The commanding officer (CO) of the deceased Sailor is required to make an LOD determination within 20 days after the date of death or discovery. A status report shall be transmitted via routine message to Navy Personnel Command (NAVPERSCOM) (PERS-622). Provide Judge Advocate General, Department of the Navy (NAVY JAG WASHINGTON DC) (Code 15) an information copy in cases involving Litigation Report Investigations. In all other cases the intermediate commands and reviewing authorities will also be information addressees. The requirement to submit an LOD status report ceases when the investigation has been forwarded to the next higher level of command or to the reviewing authority (i.e., General Court Martial Convening Authority (GCMCA)). The LOD status report enables the chain of command to monitor death investigations, and permits Casualty Assistance Calls Officers (CACOs) to keep the next of kin informed.



3. LOD Status Message. LOD status messages will be completed in the following message format:

ROUTINE

FROM: (ORIGINATING COMMAND)  
TO: NAVPERSCOM MILLINGTON TN//621//622//  
INFO: CNO WASHINGTON DC//N2K//  
NAVY JAG WASHINGTON DC//15//  
BUMED WASHINGTON DC  
CHINFO WASHINGTON DC  
DIRNAVCRIMINVSERV WASHINGTON DC  
OLA WASHINGTON DC  
NAVINGEN WASHINGTON DC  
COMNAVRESFOR NEW ORLEANS LA//01A1D//  
CACOs PARENT COMMAND  
CASUALTY'S PARENT COMMAND

SUBJ: LINE OF DUTY DETERMINATION (LOD) STATUS REPORT CASE OF  
(NAME, RATE, SSN)

UNCLAS//N01770//

REF/A/MILPERSMAN 1770-030/  
REF/B/DOC/JAG 5800.7D/22MAR2004//  
NARR/REF A IS PERSONNEL CASUALTY REPORT PROCEDURES  
REF B IS JUDGE ADVOCATE GENERAL MANUAL

1. PER REFERENCES (A) AND (B), THE FOLLOWING REPORT IS SUBMITTED:
  - A. NAME OF DECEASED, RATE, SSN AND DATE OF DEATH
  - B. COMMAND CONDUCTING ADMINISTRATIVE INVESTIGATION
  - C. DATE INVESTIGATION COMMENCED
  - D. DATE INVESTIGATION FORWARDED TO THE REVIEWING AUTHORITY
  - E. DATE LOD COMPLETED OR FIRST REPORT, AS APPLICABLE
  - F. STATUS OF INVESTIGATION
  - G. FUTURE ACTIONS TO BE COMPLETED AND ESTIMATED DATE INVESTIGATION WILL BE FORWARDED TO NEXT REVIEWING AUTHORITY (IDENTIFY NEXT REVIEWING AUTHORITY)
  - H. ADDITIONAL COMMENTS AS DESIRED

**MILPERSMAN 1770-070**

**NOTIFICATION OF NEXT OF KIN OF TERMINALLY ILL,  
 SERIOUSLY/VERY SERIOUSLY ILL/INJURED MEMBERS**

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
		FROM OVERSEAS		(901) 874-2501
		FAX		882-6654

1. **Policy**

a. Notification of next of kin will be made in cases of casualties to naval personnel diagnosed as terminally ill, or seriously/very seriously ill/injured.

b. The next of kin shall be notified by the most appropriate rapid means of communication available.

2. **Next of Kin.** For definitions of who is considered next of kin see MILPERSMAN 1770-010.

3. **Command Responsible for Notification.** The following table delineates which command is responsible for notifying next of kin:

<b>If the...</b>	<b>then...</b>
member is hospitalized in a Navy hospital in continental United States (CONUS),	the commanding officer (CO) of that facility will notify the next of kin.
member is hospitalized in CONUS in a non-Navy hospital,	the naval command holding the member's service record will notify the next of kin.
member is hospitalized <ul style="list-style-type: none"> <li>• overseas in a non-naval hospital,</li> <li>• in a Navy or non-naval hospital, overseas or CONUS due to a naval disaster or accident (as defined in MILPERSMAN 1770-100), or on-board a deployed naval vessel,</li> </ul>	the command holding the member's service record will notify the next of kin. If unable to make notification, contact Navy Personnel Command (NAVPERSCOM) for assistance.

4. **Follow-up Actions.** The following table provides information on the submission of follow-up and prognosis reports:

Submit a report when...	Means of notification of the Next of Kin
any appreciable change in the condition of a seriously/very seriously ill or injured member occurs (or at least once a week).	Use the most appropriate rapid means of communication available.
the member is listed in "imminent danger of loss of life" and hospitalized overseas away from the next of kin.	
the patient is removed from the serious list and is capable of communicating with the next of kin.	Use the most appropriate rapid means of communication available to advise of the member's removal from the serious list. The patient shall also be advised to communicate directly with next of kin.

5. **When a Member is Admitted to a Foreign Hospital.** When a member is admitted to a foreign hospital and it is necessary for the member's ship to depart (and no other United States Navy ship remains) the following is required (irrespective of the condition of the member):

a. Submission of a PCR including subsequent prognosis and progress reports in the same manner and format as that prescribed for reporting terminally ill, seriously/very seriously ill or injured members.

b. Inform the nearest United States Consular Office and include that office as an information addressee on all messages.

6. **Evacuation from Overseas to a CONUS Hospital**

a. At the time a terminally ill or seriously ill/injured patient is being evacuated from overseas to a CONUS hospital, a telephonic notification will be made to the next of kin.

b. The notification will be made by the CO of the Navy hospital in which the member is hospitalized.

c. The notification is to advise next of kin

(1) the patient is being evacuated to a hospital in the United States (naming the hospital when known); and,

(2) due to uncertainties of transportation, the next of kin should not travel to the hospital until notified by the receiving hospital that the patient has arrived.

## MILPERSMAN 1770-080

### PERSONNEL CASUALTY REPORTS FOR TERMINALLY ILL, SERIOUSLY ILL/VERY SERIOUSLY ILL/INJURED PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

<b>References</b>	BUPERSINST 1770.3
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1. **Reporting Requirements.** A personnel casualty report (PCR) shall be submitted within 4 hours by the receiving Armed Forces Medical Command (or the member's duty station if admitted to a civilian hospital) on those members whose degree of injury or illness is categorized as follows:

Category	Degree of Injury or Illness
1	Terminally ill (as diagnosed by an Armed Forces Medical Officer - only initial report is required unless otherwise deemed appropriate).
2	Seriously ill or seriously injured - A casualty whose illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger of loss of life.
3	Very seriously ill or very seriously injured (imminent danger of loss of life) - A casualty whose illness or injury is of such severity that the member is not medically expected to survive the immediate 24 hours or whose death is presumed to occur within 2 weeks.

2. **Message Addresses.**

a. The report (initial and subsequent prognosis and progress) shall be submitted by immediate message to

(1) Navy Personnel Command.

(2) Casualty Assistance Calls/Funeral Honors Support Program Coordinator, as appropriate, who has cognizance over the geographical area in which the next of kin resides (see BUPERSINST 1770.3, appendix A-4).

b. The information addresses are as follows:

- (1) Chief, Bureau of Medicine and Surgery.
- (2) Naval Safety Center, if the casualty is the result of an accident.
- (3) Chief of Naval Operations, if casualty is incidental to naval operations.
- (4) The appropriate home port station, type commander, Fleet Commander in Chiefs, and other appropriate operational and administrative commands.
- (5) Judge Advocate General.
- (6) Military Medical Support Office, Great Lakes, IL.
- (7) American Red Cross, Washington, DC.

3. **Report Format.** The initial PCR will contain items (as appropriate) ALPHA through KILO, except JULIET. Provide clarifying information in the following blocks as required, along with standard format found in MILPERSMAN 1770-030.

a. CHARLIE. Indicate whether member is Seriously Ill or Seriously Injured (show title by diagnostic class). Also, indicate Hostile or Non-hostile.

b. FOXTROT. If next of kin is involved in the same accident and injured or killed, state casualty status and present location. If there is no secondary next of kin, so state. When parents reside together they should be reported as either primary or secondary next of kin as appropriate. List full name of each parent or indicate if either is deceased.

c. GOLF. The following information should be provided in section GOLF of the initial PCR:

(1) Does member desire to have next of kin listed in item FOXTROT notified? (yes or no). If member only desires certain next of kin notified, provide name(s) of individual(s).

(2) Have next of kin been notified (yes or no)? Advise means of notification.

(3) Is next of kin at bedside or planning to travel to bedside (yes or no)? If affirmative specify which next of kin.

## MILPERSMAN 1770-090

### SUICIDE ATTEMPTS, GESTURES AND OTHER UNIQUE SITUATIONS REQUIRING PERSONNEL CASUALTY REPORTS (PCR)

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. **Unique Situations.** A Personnel Casualty Report (PCR) (see MILPERSMAN 1770-010), shall also be submitted on members who

- a. attempt suicide or make other suicidal gestures (see MILPERSMAN 1770-120).
- b. suffer psychotic or other serious psychiatric disorders.
- c. suffer major amputations or disfigurements.
- d. sustain extensively diminished vision or hearing.

2. **Submission of PCR**

a. The PCR shall be submitted in the same manner and format as that required for reporting seriously/very seriously ill/injured casualties (MILPERSMAN 1770-080). Unless the member states next of kin are not to be notified, notification of the next of kin shall be accomplished in the same manner as that concerning notification of next of kin of seriously/very seriously ill or injured members. Periodic follow-up reports are not required, unless the member is seriously/very seriously ill.

b. Reports are required whether or not the member's condition is considered serious/very serious. The member's command will submit the PCR in cases of other than serious/very seriously ill where the member is hospitalized in a military treatment facility.



## MILPERSMAN 1770-100

### REPORTING REQUIREMENTS IN THE EVENT OF A NAVAL DISASTER

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

#### 1. Definition of a Naval Disaster

a. A naval disaster or accident is defined as a loss of life or injury to more than 15 persons at a specific location, such as the confines of a ship, aircraft, or the geographic limits of a single shore-based activity.

b. The first and most immediate problems in a major disaster are the saving of lives, evacuation of casualties, damage control, and the safety of the ship or installation.

2. Notification of Next of Kin. When information becomes available to the news media before the next of kin of all personnel casualties have been notified, many families are distressed and contact Navy Personnel Command (NAVPERSCOM) for information concerning members believed to be involved in the disaster.

a. If only Navy personnel are involved in the incident, to ensure NAVPERSCOM can notify the next of kin before they learn of the disaster unofficially, all commanders will send a message report of the highest precedence consistent with operational demands to Chief of Naval Operations (information copy to NAVPERSCOM and Judge Advocate General) listing the rank/rate, name, branch of service, social security number, and status of all personnel involved who are dead, missing, duty status - whereabouts unknown, or injured.

b. If an individual is injured, indicate whether it is very serious, serious, or minor injury and any immediate medical evacuation plans. Individual personnel casualty reports shall be sent as soon as possible thereafter via immediate precedence. An immediate message should be sent as soon as possible

providing a list of individuals who are uninjured and accounted for.

c. If records are believed to be lost or destroyed, so state. Navy Personnel Command maintains an Emergency Coordination Center which will be activated when a major naval disaster or accident occurs.

## MILPERSMAN 1770-110

### REPORTING REQUIREMENTS IN THE EVENT OF A JOINT SERVICE DISASTER

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

<b>Governing Directive</b>	NAVMEDCOMISNT 5360.1 OPNAVINST 5700.7G
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1. **Policy**. Whenever casualties occur in a disaster or accident involving personnel of more than one service, the casualty status determination will be made for all personnel involved by the service operating or controlling the equipment, installation, or unit involved. In such cases, and whenever individual casualties occur to personnel of other branches of the uniformed services or civilians serving with or attached to the Navy commands, a Joint Service Casualty Alert Message (Report) will be sent.

2. **Message Addresses**

a. This report will be transmitted by immediate precedence message to the appropriate commands listed below:

Marine Corps - CMC WASHINGTON DC//MRC//
Army - CDRPERSCOM ALEXANDRIA VA//TAPC-PEC//
Air Force - HQAFPC RANDOLPH AFB TX//DPWCS//
Coast Guard - COMDT COGARD WASHINGTON DC
Public Health Service - Public Health Service, Department of Health and Human Services, Washington DC
Coast and Geodetic Survey - National Oceanic and Atmospheric Administration (NOAA), Department of Commerce, Washington DC
Civilian personnel - To the Government or civilian organization by whom employed. (See NAVMEDCOMINST 5360.1.)
Foreign nationals training with the Navy - CNO WASHINGTON DC//OP-06T//
Foreign military personnel in the Personnel Exchange Program (PEP) - CNO WASHINGTON DC (See OPNAVINST 5700.7G)

b. In all such cases, an information copy will be sent to:

NAVPERSCOM MILLINGTON TN//621//
CNO WASHINGTON DC//N2K//
NAVY JAG ALEXANDRIA VA//35//
BUMED WASHINGTON DC//332//

3. **Joint Service Casualty Alert Message**. The following format will be used for reporting a Joint Service Casualty Alert Message: (Use proper message format.)

SUBJ: JOINT SERVICE CASUALTY ALERT MESSAGE (REPORT)

1. Provide brief circumstances of incident including DTG and location.
2. Provide total number or estimated number of personnel involved by service and casualty status (dead, missing, DUSTWUN, VSI/SI, or minor injuries).
3. Provide name of point of contact and telephone number at or near location of incident.
4. Provide the following additional information if readily available:
  - a. DEAD/MISSING/DUSTWUN: Provide name, rank or rate, SSN, duty station, cause of death, condition, and location of remains of all personnel in the incident.
  - b. INJURED: Provide name, rank or rate, SSN, duty station, extent of injuries, condition, prognosis, and place of hospitalization.
  - c. UNINJURED AND ACCOUNTED-FOR: Provide name, rank or rate, SSN, and duty station.

## MILPERSMAN 1770-120

### REPORTING REQUIREMENTS FOR SUICIDES, SUICIDE ATTEMPTS AND SUICIDE GESTURES

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. **Definitions.** For clarification of reporting requirements the following definitions are provided:

a. **SUICIDE:** Intentional, self-induced death.

b. **SUICIDE ATTEMPT:** An intentional act, causing physical self-harm, where death would have occurred without the direct intervention of another individual.

c. **SUICIDE GESTURE:** An intentional act, suggesting a cry for help, causing physical self-harm or the intent to cause physical self-harm that would not cause the death of the individual.

2. **Reporting Requirements.** The reporting requirements of MILPERSMAN 1770-010 will be used for suicides and MILPERSMAN 1770-080 for suicide attempts or gestures. For cases where the member's condition is other than serious/very serious, the member's command will submit the report.

3. **Suicide Epidemiological Data.** Upon receipt of the Personnel Casualty Report, Report Control Symbol BUPERS 1770-4, the member's parent command will be contacted by Navy Personnel Command (PERS-60) with a request for specific supplemental information used to compile suicide epidemiological data.

## MILPERSMAN 1770-130

### INSTRUCTIONS REGARDING CASUALTIES DURING HOSTILITIES OR AS A RESULT OF HOSTILE ACTS WHICH COULD RESULT IN AN INTERNATIONAL INCIDENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

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<b>Governing Directive</b>	37 U.S.C. 551-559
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#### 1. Policy

a. When war or hostile action by an organization force results in personal casualties, notification of the next of kin will be made as directed by higher authority.

b. During hostilities, or in the case of an international or other applicable incident, records of personnel missing in action will be controlled as "For Official Use Only" until the member is determined to be dead or returned. Significant details, including biographical data, will not be publicly disclosed.

c. Service records and flight logbooks of members continued in a missing status will be forwarded to Navy Personnel Command (NAVPERSCOM) (PERS-621).

d. The family members of members missing in action, captured, interned, beleaguered, besieged, or detained will be provided for under the Missing Persons Act (37 U.S.C. 551-559) (see MILPERSMAN 1770-220).

2. **Classifications**. The definitions, classifications, and nomenclatures for the collection and reporting of battle casualty statistics are as follows:

a. **Battle casualty** - any member lost to the member's organization because of death, wound, missing, capture, or internment, providing such loss is incurred in action. "In action" characterizes the casualty status as having been the direct result of hostile action sustained in combat or relating thereto, or sustained going to or returning from a combat mission, provided that the occurrence was directly related to hostile action or through misadventure (friendly fire).

**NOTE:** Injuries due to the elements and self-inflicted wounds are not considered as sustained in action and are not battle casualties.

b. **Wounded in action (WIA)** - applies to a battle casualty, other than "killed in action," where the member has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred, internal or external, to include all fractures, burns, blast concussions, all effects of biological and chemical warfare agents, the effects of exposure to ionizing radiation, or any other destructive weapon or agent.

c. **Died of wounds received in action (DOW)** - applies to a battle casualty who dies of wounds or other injuries received in action after having reached any medical treatment facility while still alive. It is essential to differentiate these cases from battle casualties found dead or who died before reaching a medical facility (the "killed in action" group).

d. **Killed in action (KIA)** - applies to a battle casualty who is killed outright or who dies as a result of wounds or other injuries before reaching any medical treatment facility.

e. **Missing in action (MIA)** - applies to all battle casualties whose whereabouts or actual fate cannot be determined and who are not known to have deserted or to be absent without leave.

f. **Captured (CPTR)** - applies to all battle casualties definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

g. **Interned (ITD)** - applies to all battle casualties known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

h. **Beleaguered or besieged** - applies to a member who is surrounded by a hostile force either to preclude escape or to compel the member's surrender.

i. **Detained** - applies to a member who is detained in a foreign country against the member's will and not as the result of an armed conflict in which Armed Forces of the United States are engaged.



## MILPERSMAN 1770-140

### COMMANDING OFFICER'S LETTER TO NEXT OF KIN

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

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<b>Governing Directive</b>	JAG 5800.7C, Manual of the Judge Advocate General (JAGMAN)
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1. **Policy.** Commanding Officers will write a letter of condolence to the next of kin within 48 hours of an active duty service member's death.
2. **Next of Kin Definition.** See MILPERSMAN 1770-010.
3. **Notification.** Once notification of the primary next of kin has been made by the Casualty Assistance Calls Officer (CACO), the deceased member's commanding officer must either personally telephone or visit the primary next of kin. This contact will allow the commanding officer to express condolences and explain the circumstances surrounding the death of the service member by use of a more intimate form of communication, while at the same time, reassuring the family that the command is taking a personal interest in their well-being. When a member is in transit at the time of casualty it is the responsibility of the commanding officer under whom they last served to ensure that the next of kin are provided with the letter of condolence.
4. **Guidelines for Letter.** The following guidelines must be observed when preparing a Letter of Condolence:
  - a. Extreme caution must be exercised when reporting the facts surrounding the death; the facts must be consistent with official reports.
  - b. Ensure that the information conforms with the findings of any court or board that may be convened.
  - c. The fact that a court or board is to investigate the case should not delay this communication.

d. Sufficient applicable facts should be furnished about the incident, including searches or medical care, to reasonably answer all immediate questions of the next of kin.

e. If sufficient facts cannot be obtained when preparing the letter, the situation should be explained and **supplemental information forwarded as soon as available**, or at least upon completion of the investigative report.

f. When an investigation is being conducted, the letter should advise the next of kin that Navy investigations and their review by the chain of command normally take at least 120 days to complete, and may exceed 180 days. Advise the next of kin of the name and mailing address of the command that will review and release the investigation.

5. **Suggested Content of Letter**. The letter should incorporate the following suggestions:

a. Show personal consideration for the next of kin but extreme caution must be exercised to avoid creation of any impression that the information is not factual.

b. Convey genuine compassion and human interest in the person to whom the letter is sent. This may be done by referring to some personal knowledge about the service member or relaying some complimentary remarks about the service member. Such remarks could reference the service member's character, personality, work ethic, or perhaps past reference to his or her family.

c. When appropriate, state that "(he or she) did not suffer" or "(he or she) received the last rites of (his or her) faith" to provide comfort to the family.

d. Offer to assist the next of kin to show the Navy's interest.

e. Provide information concerning a will or other personal belongings.

f. Encourage the family to work through their CACO until all issues regarding pay, benefits, personal effects, household goods, and any ongoing investigations are completed.

g. Include the grade/rate, full name, and social security number of the casualty in all correspondence with the family.

6. **Additional Information Required.** The following table describes additional information to be included depending upon the circumstances of death:

<b>If the death resulted from...</b>	<b>then...</b>
other than hostile or natural causes,	the next of kin should be advised in the Letter of Condolence that a Judge Advocate General investigation will be or has been convened, and where the next of kin may write to obtain a copy of the releasable portions of the investigation.
an aircraft mishap,	the letter shall advise the next of kin that an aircraft mishap board has been or will be convened, and they may obtain a copy of the releasable portions of the mishap investigation report by writing to the following:  Commander, Naval Safety Center 375 A Street Norfolk, VA 23511-4399
criminal misconduct,	the letter shall advise the next of kin that a Navy criminal investigation has been or will be initiated and they may obtain a copy of the releasable portions of the criminal investigation report by writing to the following:  Director, Naval Criminal Investigative Service Headquarters Washington Navy Yard Building 111 901 M Street, S.E. Washington, DC 20388-5380

7. **Searches**. When searches are conducted for members in a casualty status, the next of kin will not be told that the search has been stopped as this might allow misinterpretation. Appropriate comments regarding searches are as follows:

a. "I regret that the extensive search for your (relationship) was unsuccessful."

b. "I regret that the extensive search failed to locate any trace of your (relationship)."

8. **Sample Letter of Condolence - Aviation Mishap**

(Use proper letter format.)

a. "On behalf of the men and women of (command name), I would like to extend my sincerest and deepest sympathy to you and all members of your family on the tragic loss of your (relationship), (first name). He/she gave his/her life in fulfilling a longtime personal dream and in patriotic service to a Navy and nation he/she loved. You can be justifiably proud of (first name)'s accomplishments. Your (relationship) was most respected, and I was proud to have him/her in my command. All of Naval Aviation will miss him/her, and we share in your great loss.

b. With all Naval mishaps, the Navy convenes a Judge Advocate General Manual (JAGMAN) Investigation. You may obtain a copy of releasable portions of the investigation by writing to me and requesting a copy. An Aircraft Mishap Investigation Board is also convened. You may also obtain a copy of releasable portions of the Mishap Investigation Report by writing to Commander, Naval Safety Center, 375 A Street, Norfolk, Virginia 23511-4399. I encourage you to work with your Casualty Assistance Calls Officer, (CACO's rank and name). He/she will assist you in attaining all your benefits and copies of the investigations.

c. Again, our hearts, thoughts, and prayers are with you in these very trying times. If I can be of help to you in any way or if you have any special requests, please feel free to contact me anytime at (phone number)."

9. Sample Letter of Condolence - Traffic Accident

(Use proper letter format.)

a. "The tragic loss of your (relationship), (rate & name) on (date of death) saddened all the members of this command. Please accept my heartfelt condolences. I want to explain the circumstances that led to his/her death as we understand them.

b. (Summarize events leading to the accident and recount emergency care provided prior to pronouncement of death.)

c. You should be very proud of your (relationship), (name). He/she was a fine young man/woman who was certainly well liked by his/her shipmates. (First name)'s achievements were many. His/her love of (list hobbies and interests) led him/her to the development of many friendships and associations. We all feel a great personal loss in his/her death.

d. I encourage you to work with (CACO's name), your Casualty Assistance Calls Officer in obtaining all your benefits. Again, please accept my deepest condolences and sympathy in your loss. If I can be of assistance at any time, please contact me."

## MILPERSMAN 1770-150

### RELEASE OF NAMES OF CASUALTIES

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

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<b>Governing Directive</b>	SECNAVINST 5720.44A
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#### 1. Policy

a. Public release of names, grade/rate, date of birth, unit to which assigned, and home of record, of military personnel who become casualties, should be withheld until confirmation is received that the next of kin have been notified. Further specific guidance on the release of information should be obtained from SECNAVINST 5720.44A, article 0808.

b. During hostilities, only Department of Defense is authorized to release information contained in the above paragraph as it applies to casualties listed as missing in action, captured, detained, interned, beleaguered, or besieged.

2. Non-Military Members. Local public affairs offices should be contacted concerning the release of names of casualties who are not military members. This will need to be coordinated with the next of kin of the non-military members.

## MILPERSMAN 1770-160

### CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

<b>Governing Directives</b>	BUPERSINST 1770.3 NAVPERS 15607D, Casualty Assistance Calls Officer Handbook NAVSUP P-485, Transportation of Personal Property Afloat NAVSUP P-490, Transportation of Personal Property Ashore NAVSO P-6034, Joint Federal Travel Regulations, (JFTR), Volume 1 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures for Active Duty and Reserve Pay NAVMED P-117, Manual of the Medical Department
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#### 1. Policy

a. The Casualty Assistance Calls Program (CACP) requires that a uniformed Navy representative (an officer with a minimum of 2 years active duty or a senior enlisted member, E-7 through E-9) be designated to assist the primary and secondary next of kin of members who die, are reported as "duty status-whereabouts unknown" (DUSTWUN) or become missing while on active duty (or active duty for training or inactive duty training) with respect to rights, benefits, and privileges to which they may be entitled.

b. Stand-by Casualty Assistance Calls Officer (CACOs) are assigned in all active duty cases when the member

(1) is placed on the very seriously/seriously ill/injured list,

(2) is in imminent danger of loss of life (as defined in MILPERSMAN 1770-080), and

(3) is hospitalized overseas from the next of kin.

c. The stand-by CACO is assigned in the same manner as a CACO for a deceased or missing member, except that the stand-by CACO will be assigned through the responsible Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator at the direction of Commander, Navy Personnel Command (PERS-621). The stand-by CACO will not contact the next of kin unless directed by the Commander, Navy Personnel Command or the appropriate CAC/FHS Program Coordinator. The CACO will be kept apprised of the patient's condition/prognosis until removed from the very seriously ill or injured list.

2. **CAC/FHS Program Coordinator**. The primary responsibility for implementation of this program lies with the appropriate CAC/FHS Program Coordinator who has responsibility over the geographical area in which the next of kin resides. In some cases the next of kin may reside in close proximity to a naval activity which is located within the boundaries of a neighboring coordinating authority. The responsible CAC/FHS Program Coordinator may, at that member's discretion, request the neighboring CAC/FHS Program Coordinator to provide assistance in such cases.



3. Duties of the CACO. The duties of the designated naval representative are dependent upon the status of the service member and are delineated in the following table:

Status of Service Member	Duties of CACO
Deceased	<ul style="list-style-type: none"> <li>• Offer condolence on behalf of the Navy.</li> <li>• Provide needed advice and counsel on funeral arrangements.</li> <li>• Assist in obtaining emergency financial assistance.</li> <li>• Provide needed assistance in filing claims for such benefits as death gratuity, unpaid pay and allowances, dependent identification cards, reimbursements for burial expense, transportation of family members, government and/or commercial life insurance, Veteran's Administration and Social Security benefits, transportation of household effects, and government marker or headstone.</li> </ul>
Reported as "DUSTWUN"	<ul style="list-style-type: none"> <li>• Act as liaison between the Navy and next of kin while the search is underway.</li> </ul>
Missing	<ul style="list-style-type: none"> <li>• Act as liaison between the Navy and next of kin.</li> <li>• Determine allotment changes required for those next of kin who are in fact dependents of the missing member.</li> <li>• Contact the next of kin of a long-term missing member at least once a month to obtain knowledge of new problems.</li> </ul>
Very seriously ill or injured	<ul style="list-style-type: none"> <li>• Be on stand-by in the event next of kin must be contacted.</li> <li>• Make contact with the next of kin and assume the full range of CACO duties in the event of the member's death or when directed by the Navy Personnel Command, or appropriate CAC/FHS Program Coordinator.</li> </ul>

## MILPERSMAN 1770-170

### NOTIFICATION OF NEXT OF KIN IN CASE OF DEATH, MISSING, OR "DUTY STATUS WHEREABOUTS UNKNOWN" (DUSTWUN) CASUALTIES

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

#### 1. Policy

a. In all cases of casualties to naval personnel involving death, "DUSTWUN", or missing classifications, the next of kin will be promptly notified in person by a responsible uniformed Navy representative between the hours of 0600 and 2400 hours.

b. If the member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death or if any of the member's next of kin are already aware of the death, the notification will be made in person regardless of the hour.

c. Every notification will be confirmed in writing either by letter or delivery in person.

#### 2. Telephone Notification

a. **Under no circumstances** will notification of death be made by telephone unless a previous arrangement has been made between the family and the attending physician. This exception to the general Casualty Assistance Calls Program (CACP) policy is to be exercised in a judicious manner. At the time the medical officer makes telephone notification to the next of kin, he/she will simultaneously inform the Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator, in whose area the next of kin resides, of his/her action.

b. Normal CACP and reporting procedures will be followed after initial telephone contact. The Casualty Assistance Calls Officer (CACO) will be advised by the CAC/FHS Program

Coordinator of the previous telephone notification prior to the CACO's call to the next of kin.

3. **Delay in Notification.** If undue delay in notification is foreseen, the Navy Personnel Command (NAVPERSCOM) will be informed by telephone. Undue delay is considered to be in excess of 12 hours from the receipt of information of the casualty. If a ship is in port at the time of casualty and sailing is imminent or notification impractical, NAVPERSCOM will affect the necessary notification, if so requested.

## MILPERSMAN 1770-180

### NOTIFICATION OF NEXT OF KIN DEPENDING UPON LOCATION OF CASUALTY

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

#### 1. Definition

a. **CONUS:** includes the 48 contiguous United States and the District of Columbia.

b. **Next of Kin:** See MILPERSMAN 1770-010.

#### 2. Casualty Occurs on Board Ship which is Operating at Sea.

Navy Personnel Command (NAVPERSCOM) will direct personal notification of the next of kin through the responsible CAC/FHS Program Coordinating Authority.

#### 3. Casualty Occurs Outside of CONUS

a. If the next of kin resides in the immediate vicinity of the command or naval activity, the member's commanding officer is responsible for affecting personal notification and providing the follow-up official confirmation letter.

b. If the next of kin resides overseas, beyond the immediate vicinity of the command or activity, NAVPERSCOM will direct personal notification through the naval or military activity closest to the next of kin. The naval or military activity affecting the personal notification is responsible for notifying the member's commanding officer that the personal notification has been completed.

c. If the next of kin resides within CONUS, NAVPERSCOM will direct the responsible CAC/FHS Program Coordinator to affect personal notification.

4. Casualty Occurs in CONUS

a. If the next of kin resides in the immediate area of the activity or command's current location, the member's commanding officer is responsible for affecting both the personal notification and providing the official condolence letter.

b. If the next of kin resides within CONUS but outside the immediate vicinity of the command, the member's commanding officer will initiate notification by relaying the required information to the responsible CAC/FHS Program Coordinating Authority(ies) in order for the CAC/FHS to arrange personal notification of the next of kin. Upon completion of the personal notification, the activity affecting the notification will inform the member's commanding officer by telephone.

c. If the next of kin resides outside CONUS, NAVPERSCOM will direct the closest naval or military activity to affect personal notification.

## MILPERSMAN 1770-190

### WHEN PERSONAL NOTIFICATION CANNOT BE MADE

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

#### 1. Guidelines for Notification via Message

a. The sample message shown in Example 1 is to be used only when personal notification cannot be accomplished. This initial message is to be sent to primary next of kin.

b. The sample message shown in Example 2 is to be used after receipt of the report of delivery of Example 1 message, or other indication of receipt, such as a phone call from the family. Verify the address where Example 1 message was delivered and send Example 2 to the primary next of kin or person entitled to receive remains.

c. Delivery report is required for both messages.

#### 2. Example 1. (Use proper message format.)

"I deeply regret to inform you on behalf of the United States Navy that your (relationship - grade/rate, name, social security number) died on (date)/at/aboard (location) as a result of (briefly state cause of death). Your (relationship) died while serving (his or her) country. Please accept my most heartfelt sympathy in your great loss. If I can be of any assistance to you or if you have any special requests you may get in touch with me immediately by telephone (number) at (location) or by collect telegram at (location). (Grade, name, and title of commander, commanding officer, or officer in charge of the activity sending notification message.)"

3. **Example 2.** (Use proper message format.)

"This second communication is sent in connection with the death of you (relationship - grade/rate, name, branch of service) and with the hope that we can be of assistance to you in your bereavement. Although you are experiencing grief and shock at the loss of your loved one, the following information may be of comfort to you. If you desire, and at no expense to you, we will make all preparations and transport the casket with an escort to any place you designate. A letter setting forth the circumstances of death will follow. I wish to assure you of every possible assistance together with the heartfelt sympathy of myself and your (relationship's) shipmates. Should you have any special requests you may contact me immediately by telephone (number) at (location). (Grade, name, and title of the commander, commanding officer, or officer in charge of the activity sending confirmation message.)"

## MILPERSMAN 1770-200

### DISPOSITION OF MAIL AND PERSONAL EFFECTS OF CASUALTIES

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

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<b>Governing Directives</b>	NAVSUP P-485, Transportation of Personal Property Afloat, Volume 3, Paragraph 1302 NAVSUP P-490, Transportation of Personal Property Ashore, Paragraph 9004.4
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1. **Shipping of Personal Effects**. NAVSUP P-485 and NAVSUP P-490 provide information to afloat/ashore commands on the handling and shipping of personal effects.



2. **Disposition of Personal Effects.** Use the following table to determine the disposition of personal effects:

IF...	THEN...
<p>the member is hospitalized,</p>	<p>the commanding officer (CO) will have personal effects inventoried and placed in safekeeping to protect against pilferage until member is returned to duty station or until disposition instructions are received from the member or their guardian (if declared incompetent).</p> <p>If guardian has not been appointed and next of kin is requesting the personal effects, contact the responsible CAC/FHS Program Coordinating Authority (or Navy Personnel Command (NAVPERSCOM) (PERS-621) for guidance.</p>
<p>the member is deceased, missing, captured, or interned,</p>	<p>the CO will have personal effects</p> <ul style="list-style-type: none"> <li>• inventoried.</li> <li>• clothing cleaned and laundered.</li> <li>• shipped to the proper recipient by registered mail or via appropriate Fleet and Industrial Supply Center (FISC).</li> </ul> <p>Shipment must be made within 2 weeks after casualty occurs (if not feasible, inform NAVPERSCOM (PERS-621)).</p>
<p>two or more persons (i.e. divorced parents or children) are entitled to receive the personal effects but cannot agree among themselves or if one is going to be appointed Administrator of the Estate,</p>	<p>send effects to appropriate FISC.</p>

3. Handling of Mail

a. All mail addressed to members who are deceased will be held until next of kin have been notified of the death, then returned to sender under a cover letter from the CO. Under no circumstances will the mail of deceased personnel be opened, without authorization from NAVPERSCOM (PERS-621).

b. Mail addressed to members who are missing, captured, or interned will be forwarded to NAVPERSCOM (PERS-621).

## MILPERSMAN 1770-210

### MANUAL FOR ESCORTS OF DECEASED NAVAL PERSONNEL

<b>Responsible Office</b>	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

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<b>References</b>	(a) NAVPERS 15955F, Manual for Escorts of Deceased Naval Personnel
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1. **Discussion.** Reference (a) contains instructions for naval escorts for the remains of deceased personnel. It outlines the responsibilities of the escort in regard to their appearance as a representative of the Navy, the transportation and safe delivery of remains, their contact with the family of the deceased, the Casualty Assistance Calls Officer and the funeral director; the part, if any, they play at the funeral service; and other related information.

## MILPERSMAN 1770-220

### ALLOTMENTS IN CASES OF MISSING PERSONS

<b>Responsible Office</b>	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4303	
		TOLL FREE WITHIN U.S.	(800)	255-8950	
			COM	(901)	874-4303
			FAX		874-2611

<b>Governing Directive</b>	37 U.S.C. 551-559
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1. **Authority.** Duties and authorities pertaining to the administration of the Missing Persons Act, as amended, with respect to personnel in the Navy, have been delegated by Secretary of the Navy (SECNAV) to Navy Personnel Command (PERS-62).

2. **Missing Person's Act**

a. In cases involving service personnel on active duty in a missing status, missing in action, beleaguered by a hostile force, interned in a foreign country, captured by a hostile force, or detained in a hostile country against their will, allotments executed prior to the beginning of the absence may be continued under the provisions of the Missing Persons Act (37 U.S.C. 551 559).

b. The act specifically provides that in the absence of an allotment, or where an allotment is insufficient for an authorized purpose, new allotments or increases may be authorized by SECNAV (or his designee) when the circumstances warrant. Secretary of the Navy may also direct the suspension, resumption, discontinuance, or decrease of that allotment when the circumstances justify such action.

## MILPERSMAN 1770-230

### TRANSPORTATION OF NEXT OF KIN TO THE BEDSIDE OF SERIOUSLY ILL OR INJURED MEMBERS

<b>Responsible Office</b>	NAVPERSCOM (PERS-331)	Phone:	DSN COM FAX	882-3460 (901) 874-3460 882-2722
	NAVPERSCOM (PERS-62D)	Phone:	DSN COM FAX	882-4297 (901) 874-4297 882-6654

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<b>Governing Directives</b>	Joint Federal Travel Regulations (JFTR), Volume 1, Paras. U5212 and U5246 OPNAVINST 4650.15
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1. **Policy.** Funded round-trip transportation is authorized for not more than two family members to visit a seriously ill or injured active duty member, hospitalized in or outside the United States. Such transportation is authorized when the attending physician/surgeon and the commander/head of the military medical facility exercising military control over the member determine in writing that the presence of family members is medically necessary for the health and welfare of the member concerned.

2. **Eligible Travelers**

a. Eligible travelers are

(1) spouse.

(2) children (including step, adopted, and illegitimate).

(3) siblings of the member.

(4) parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of at least 1 year immediately before the member entered the Uniformed Service).

b. The spouse shall be afforded first opportunity for such transportation and the option to determine the other eligible traveler. The child(ren) will be given the next option. When there is no surviving spouse or child(ren), the member's biological parents will be given the next transportation option. If only one parent can travel at government expense, Navy Personnel Command (NAVPERSCOM) (PERS-621) will decide which parent will be provided transportation.

### 3. Transportation Arrangements

a. When NAVPERSCOM (PERS-621) is advised that presence of next of kin is medically warranted, the eligible traveler(s) will be contacted via telephone, issued travel orders and advised that arrangements have been made for their transportation. Government/government-procured transportation will be used to the maximum extent practical especially in connection with international/transoceanic travel (which should be arranged through a Navy Passenger Transportation Office (NAVPTO)). See OPNAVINST 4650.15.

b. Navy Personnel Command (PERS-621) will contact the host command or naval activity nearest the facility where the member is hospitalized for assignment of a courtesy Casualty Assistance Calls Officer (CACO) to meet the traveler's flight(s), transport them to the member's bedside, arrange lodging/hotel accommodations and provide assistance while they are visiting the member.

c. Upon completion of family member travel, courtesy CACOs will be assigned to assist family members in completing travel claims. Contact NAVPERSCOM, Casualty Assistance Branch (PERS-621) for additional guidance or assistance.

### 4. Reimbursable Expenses

a. Reimbursement for privately owned vehicle travel is authorized upon completion of travel for the driver of the vehicle only.

b. Reimbursement for the cost of personally procured commercial transportation may not exceed the cost of government procured transportation.

c. Reimbursement of expenses outlined in NAVSO P-6034, volume 1, para. U5212 is authorized in connection with this travel.

5. **Non-Reimbursable Expenses.** Per diem is not payable in connection with such travel.

## MILPERSMAN 1770-250

### DEATH OF NAVAL DEPENDENTS AND CIVILIAN NAVAL EMPLOYEES

<b>Responsible Office</b>	NAVPERSCOM (PERS-62)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COMM	(901)	874-2501
			FAX		874-2265

<b>References</b>	(a) P.L. 107-14, 5 Jun 01 (b) NAVADMIN 281/01 (c) NAVMEDCOMINST 5360.1
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<b>Forms</b>	<b>NAVPERS 1070-602</b> (07-72), Dependency Application/ Record of Emergency Data <b>SGLV-8283A</b> (03-02), Claim for Family Coverage Death Benefits
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1. **Purpose.** This article provides procedures for reporting the death of a servicemember's dependent when covered by Family Servicemembers' Group Life Insurance (FSGLI) (see references (a) and (b)) and civilians that died in the line of duty (see below).

2. **Reporting Requirement for Dependents.** The Active Duty or Navy Reserve member's commanding officer (CO) is responsible for submitting a casualty report. The report should be submitted via E-Mail to [MILL\\_NavyCasualty@navy.mil](mailto:MILL_NavyCasualty@navy.mil). Initial and any supplemental messages should indicate the servicemember's name, rank, and social security number (SSN) in the subject line.

3. **Initial Reporting of Dependent Deaths.** The initial message should contain the following information:

- a. Dependent's name/SSN/relationship to servicemember.
- b. Command representative assisting the servicemember:  
Name/rank/phone/facsimile (fax)/E-Mail.
- c. Specify "Dependent Death."
- d. Specify date of death/place/circumstances.



e. Location of remains.

f. Specify if the deceased dependent was insured under the FSGLI program. If the deceased dependent was a spouse, specify the amount of SGLI coverage the servicemember maintained. If unknown, so state.

g. Date/time servicemember was notified of dependent's death.

**4. Example format for Naval Dependent Death Personnel Casualty Report (PCR)** (Use proper message format.)

```
FROM PERSUPPACT LANT NORFOLK VA//N00//  
TO COMNAVPERSCOM MILLINGTON TN//PERS 62//  
INFO CNI WASHINGTON DC//JJJ//  
PERSUPP DET NEW LONDON CT  
UNCLASS//N01770//  
MSGID/GENADMIN/PERSUPPACT LANT NORFOLK VA//  
SUBJ/REPORT OF DEPENDENT DEATH ICO CT1(AW) MACINERNV, SCOTT M.  
USN, 123-45-6789//  
REF/A/DOC/MILPERSMAN/5APR05//  
AMCT/REF A IS MILPERSMAN ART 1770-250//  
RMKS/1. FOLLOWING INFO SUBMITTED PER REF A:  
A. DEPENDENT INFO: MACINERNV, MICHELLE, 012-34-5678, DAUGHTER,  
DOB 1994JUL08  
B. POC: CTC (SW/AW) PAUL IKERMAN, WORK (518) 583-1901 CELL  
(518) 322-6447 FAX (518) 583-1029,  
EMAIL: PAUL.IKERMAN@NAVY.MIL.  
C. DEPENDENT DEATH  
D. DATE OF DEATH: 10 MAY 2005. PLACE OF DEATH: 2B DOLPHIN  
TERRACE JACKSON SPRINGS, NV 12866 CIRCUMSTANCES: AT APPROX  
0001, 10 MAY 2005, FAMILY MEMBER WAS INVOLVED IN A FATAL TRAFFIC  
ACCIDENT.  
E. LOCATION OF REMAINS: JACKSON HOSPITAL, JACKSON SPRINGS NV  
12866.  
F. FSGLI: DEPENDENT IS INSURED UNDER FSGLI.  
G. MEMBER NOTIFIED 10 MAY 05 1800.
```

**NOTE:** For a dependent child 18 years of age or older, the report must include evidence that (1) the child was, before attaining age 18, declared permanently incapable of self-support; or (2) evidence stating the child was 22 or below and actively pursuing a course of instruction at an approved educational institution.

5. **Required Documentation in Dependent Death Cases.** The following items are required for FSGLI claims processing:

a. **SGLV-8283A** - Must be completed and signed by the servicemember. This form may be obtained online at [www.insurance.va.gov](http://www.insurance.va.gov) or [PERS 62 Forms and documents.](#)

b. **Death Certificate** - Final death certificate specifying cause of death.

c. **Verification of Dependency** - Servicemember's NAVPERS 1070/602 indicating the dependency of the deceased dependent. In cases where the NAVPERS 1070/602 has been changed and no longer indicates dependency, contact Navy Personnel Command (NAVPERSCOM), Casualty Assistance Division (PERS-62) for further instructions.

d. In the case of spousal deaths, the servicemember's **Leave and Earning Statement** will be required to show proof of premium payments.

6. **Claim Processing in Dependent Death Cases.** Applicable items should be **transmitted by fax** to:

Navy Personnel Command (PERS-62)  
(901) 874-6654 (Commercial)  
882-6654 (DSN)

Upon receipt of all applicable items, NAVPERSCOM (PERS-62) will certify, validate, and forward required documentation to Office of Servicemembers' Group Life Insurance.

7. **Death of Civilian Employees of the Navy**

a. **Reporting.** The following circumstances involving the death of a Navy civilian must be reported by priority message to Bureau of Medicine and Surgery (BUMED):

(1) Death occurring on a naval installation or aboard a naval vessel.

(2) Death occurring while an employee is in a travel or temporary duty (TDY) status away from his or her employing activity.

(3) Death occurring during a period of employment outside the country, territory, or possession of the decedent's place of actual residence.

Reference (c) provides additional details.

b. **Notification.** If the next of kin (NOK) resides within commuting distance of the employing activity, a responsible designated representative of that activity will make notification in person. When the NOK resides outside commuting distance, NAVPERSCOM (PERS-62) will direct the area Casualty Assistance Calls/Funerals Honor Support (CAC/FHS) Program Coordinator to assign a Casualty Assistance Calls Officer (CACO) from a naval activity located in the vicinity of the NOK's residence to make personal notification of the death. Normally after personal notification has been made, the CACO will be relieved of further responsibility. The local Human Resources Office will provide follow-on advice and assistance to the NOK.