



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MCO 3040.4  
MFPC  
01 MAR 2011

MARINE CORPS ORDER 3040.4

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS CASUALTY ASSISTANCE PROGRAM (SHORT TITLE:  
MARCORCASASTPRO)

Ref: (a) DOD Instruction 1300.18, "Department of Defense  
(DOD) Personnel Casualty Matters, Policies, and  
Procedures", August 14, 2009  
(b) Public Law 108-36  
(c) SECNAVINST 5211.5E  
(d) 5 U.S.C. 552a  
(e) NAVMEDCOMINST 5360.1  
(f) DOD Directive 1300.22, "Mortuary Affairs Policy",  
November 21, 2003  
(g) 10 U.S.C. 101 (d), 482 (c), 665, 1477, 1482, 1491, and  
1501-1513  
(h) 37 U.S.C. §411f  
(i) JAGINST 5800.7E, Manual of the Judge Advocate General  
(JAGMAN) June 20, 2007  
(j) MCO 6320.2E  
(k) DOD Instruction 1300.15, "Military Funeral Support",  
October 22, 2007  
(l) MCO P10120.28G  
(m) NAVPERS 15955F, Manual for Escorts of Deceased Naval  
Personnel  
(n) MCO P5060.20 W/CH 1  
(o) MCO 1050.16A  
(p) Public Law 110-181  
(q) Joint Federal Travel Regulations (JFTR)  
(r) MCO 1741.8  
(s) MCO P1070.12K  
(t) MCTFS PRIUM / APSM  
(u) MCO 3504.2  
(v) MCO 5512.11  
(w) MCO 4050.38D  
(x) MCO P1400.31C  
(y) MCO P1400.32D  
(z) MCO P5110.6B  
(aa) SECNAVINST 5520.3B (NOTAL)  
(ab) 38 U.S.C. 101 (24), 2301 (f), and 2411 (c)  
(ac) SECNAV M-5210.1

DISTRIBUTION STATEMENT A: Approved for public release, distribution  
is unlimited.

Encl: (1) Marine Corps Casualty Assistance Program Procedural  
Guidance

Reports Required: I. Report of Casualty (Report Control Symbol  
DD-1300, paragraphs 3400 through 3402, figure  
3-5  
II. Department of Defense Suicide Event Report  
(DODSER) (<https://dodser.t2.health.mil/dodser>)

1. Situation. Provide policy and implementing guidance as required by references (a) through (ac) for commanders, administrative personnel and the Casualty Assistance Calls Officers (CACOs) to assist in the efficient performance of duties relating to the Marine Corps Casualty Assistance Program which includes: casualty reporting, notification, mortuary affairs, and military funeral honors (MFH), benefits and entitlements assistance and all administrative requirements.

2. Cancellation. MCO P3040.4E.

3. Mission. Under the staff cognizance of the Deputy Director, Military and Family Programs (MF), implement, execute and manage the Marine Corps Casualty Assistance Program, which includes providing assistance to families with compassion, dignity and honor.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To ensure those personnel involved in the administration and execution of the Marine Corps Casualty Assistance Program are provided accurate and timely information pertaining to policy, procedures, responsibilities, and technical instruction.

(2) Concept of Operations. This Order should be used in conjunction with the references and other current regulations and directives to ensure compliance with policies and procedures established by the Commandant of the Marine Corps (CMC) and higher headquarters. Deviations from the procedures outlined herein or questions pertaining to casualty matters must be approved by or referred to the Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) Marine and Family Programs Division (MF).

b. Coordinating Instructions

(1) This Order has been reorganized and contains a substantial number of changes. It is recommended that this revised Order be reviewed in its entirety.

(2) The procedures contained within are applicable to active duty and certain categories of inactive Marines, civilians/contractors

and individuals who have been accepted for entry into the Marine Corps or have been ordered to report to a designated place, and who become casualties while en route to or from, or at a place for final acceptance or entry upon duty with the Marine Corps.

c. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA). The DC, M&RA provides oversight for all issues pertaining to the Marine Corps Casualty Assistance Program.

(2) Chaplain of the Marine Corps. The Chaplain of the Marine Corps reports directly to, and advises, the Commandant on family readiness issues. The Chaplain of the Marine Corps will ensure that units and CACO(s) throughout the service are assigned or have access to chaplains trained in dealing with the inherent traumatic emotional issues experienced by grieving families of deceased, ill and injured Marines.

(3) Marine and Family Programs Division (MF). MF is responsible for the overall policies, procedures, and management of the Casualty Assistance Program. The Casualty Section, Military Personnel and Recreation, Personal and Family Readiness Division (MFPC) will:

(a) MFPC will serve as the authority for casualty reporting and notification, and the Marine Corps Operations Center (MCOC) is tasked with providing timely notification to senior leaders on all casualties. MFPC is available 24/7 for assistance at 1-800-847-1597/ the MCOC is available 24/7 for assistance at 1-866-876-2669 (USMC-NOW).

(b) Serve as the single activity responsible for tracking and archiving the executive summary and endorsements of all injury and death investigations.

(c) Develop and recommend policy for casualty reporting, notification, and assistance concerning Marine Corps personnel, members of other branches of service and foreign nationals serving with the Marine Corps, certain classifications of civilians/contractors, and family members of active duty Marines.

(d) Maintain and provide information to serve as a statistical basis for developing personnel loss rates, statistical data to interested agencies, and casualty data for historical purposes.

(e) Coordinate with various Government agencies having jurisdiction over administering benefits accruing to survivors of deceased Marine Corps personnel.

(f) Facilitate the administration of benefits and entitlements to survivors of deceased Marine Corps personnel.

(g) Prepare and distribute the DD Form 1300, Report of Casualty, in cases involving Duty Status Whereabouts Unknown (DUSTWUN), missing or deceased Marine Corps personnel and certain classifications of other reportable personnel (see Chapter 3).

(h) Prepare and express mail to the assigned Casualty Assistance Calls Officer (CACO), the Casualty Assistance Calls Package (CACPAC) in cases involving Marines who die on active duty or retired (must be placed on the Temporary/Permanent Disability Retired List (T/PDRL) and die within 120 days of separation).

(i) Task, guide, assist, and monitor all Marine Corps activities and CACO(s) in the execution of the Marine Corps Casualty Assistance Program.

(j) Task all Marine Corps activities, having sufficient assets, to provide MFH support upon request of family members and funeral directors.

(k) Liaison with the applicable Defense Agencies listed in Enclosure (6) of Reference (a) to ensure timely reporting and assistance is provided in the event of a reportable civilian casualty.

(l) Provide representation/voting member to the DOD Casualty Advisory Board (CAB) and the Central Joint Mortuary Affairs Board (CJMAB) on behalf of the Marine Corps.

(4) Director, Public Affairs (PA)

(a) Coordinate with MFPC to ensure that no casualty information on deceased military personnel is released to the media or general public until 24 hours after notifying the Next of Kin (NOK) regarding the casualty status of the member according to reference (b). Casualty information on ill or injured Service Members may not be released without the consent of the individual, unless the Privacy Act of 1974 otherwise authorizes release.

(b) Coordinate with MFPC to obtain information and/or provide a subject matter expert as spokesperson when responding to media inquiries pertaining to the Marine Corps Casualty Assistance Program, consistent with references (b) and (c).

(c) Coordinate with MFPC to ensure that public affairs news releases on major or controversial casualty events are briefed to families through their CACO prior to transmission to external organizations.

(5) Marine Security Guard Battalion and Other Activities Outside CONUS. When appropriate or requested by the MFPC, assist with casualty notification, assistance, and MFH support.

(6) Commanders, U.S. Marine Corps Forces Command, U.S. Marine Forces, Pacific, U.S. Marine Forces, Europe, U.S. Marine Forces, Atlantic and U.S. Marine Forces, Reserve; and Commanding Generals, Marine Corps Combat Development Command and Marine Corps Logistics Command.

(a) Establish the Marine Corps Casualty Assistance Program outlined in this order as appropriate, and ensure it is fully supported by all commanders through the Battalion/Squadron and Inspector-Instructor Staff (I&I) Level.

(b) Designate and maintain staff cognizance on all matters pertaining to the Marine Corps Casualty Assistance Program, policies and procedures for subordinate commands.

(c) Ensure that all assigned SNCO(s) and Officers who could potentially be designated as CACOs receive annual training on the Marine Corps Casualty Assistance Program.

(d) During combat operations, direct the establishment of a twenty-four hour casualty operations center at the Marine Expeditionary Force (MEF), Division, Wing, and Marine Logistics Group (MLG) level.

(7) Installation Commanders

(a) Establish a mass casualty response plan as required by reference (a).

(b) Provide expedited priority access to Defense Enrollment Eligibility Reporting System (DEERS) facilities to eligible family members of deceased Marines.

(c) Provide expedited, priority based legal assistance by military attorneys to eligible family members of deceased Marines on matters arising from the deaths of such decedents as required in reference (a).

(8) Commanding Officers (at all levels through the Battalion/Squadron and I&I Staff)

(a) Assign in writing a Marine Corps Officer or Staff Noncommissioned Officer as the unit's Casualty Assistance Command Representative. The role of the Casualty Assistance Command Representative is outlined in Chapter 2 of this Order.

(b) Ensure that an administrative audit of the Record of Emergency Data (RED) (DD Form 93) and Servicemembers' Group Life Insurance Election and Certificate (SGLV 8286) is conducted by every Marine under your charge:

1. Upon checking in to the unit.

2. When ordered to periods of temporary duty in excess of 30 days.

3. Prior to deployments, regardless of length.

4. Prior to approval of departure on permanent change of station orders.

5. Triennially.

(c) Ensure that civilians/contractors deploying with the unit to a theater of operations complete a Record of Emergency Data.

(d) Be fully informed about the Marine Corps Casualty Assistance Program. Ensure Marines and their families are educated on the basics of the program, during command orientation and pre-deployment briefs.

(e) Maintain Personnel Casualty Reports (PCRs) for six years in accordance with the requirements of the Freedom of Information Act (FOIA), reference (d).

(9) Sergeants Major (at all levels through the Battalion/Squadron and I&I Staff). Be fully informed about the Marine Corps Casualty Assistance Program. Encourage Marines to educate themselves on the policies governing the various benefits and entitlements under the Marine Corps Casualty Assistance Program.

## 5. Administration and Logistics

a. The currency, accuracy, and completeness of publication and distribution of this Order and changes thereto are the responsibility of MFPC.

b. The maintenance and upkeep of this Order is the command's responsibility.

c. Recommendations for changes to this Order are invited and should be submitted to MFPC via the appropriate chain of command.

d. All developers, owners, and users of Marine Corps information systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and reference (ac).

## 6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

01 MAR 2011

b. Signal. This Order is effective the date signed.



R. E. MILSTEAD JR.  
Deputy Commandant for  
Manpower and Reserve Affairs

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## Chapter 1

### Definitions and Terms

1. General. Most definitions and terms used in this Order are standard throughout the DOD and are authorized for use in official messages, records, and correspondence and in dealings with other Government agencies or individuals.

2. Definitions and Terms. The following definitions and terms are authorized for use in connection with matters involving Marine Corps casualties:

a. Active Duty. A classification applied to military service with the active force without regard to duration or purpose. The term active duty also applies to Reserve Officer Training Corps (ROTC) applicants, cadets, midshipmen, and members of the Reserve components serving on active duty, active duty for training (ADT), or inactive duty training (IDT). Active duty, as used in this Order includes:

(1) Any person who dies while en route to or from, or at a place of final acceptance or entry upon active duty in the naval service who has been provisionally accepted for such duty.

(2) Any member of a Reserve component who, when authorized or required by competent authority, assumes an obligation to perform ADT or IDT, and who dies from an injury incurred while proceeding directly to or returning directly from such ADT or IDT.

b. Active Duty for Training (ADT). A tour of active duty that is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such times as national security requires. The tour of duty is under orders that provide for return to non-active duty status when the period of ADT is completed. It includes annual training, special tour of ADT, school tours, and the initial tour performed by non-prior service enlistees.

c. Body Recovered. The remains of a deceased casualty recovered by and/or returned to U.S. control.

d. Casualty Assistance Calls Officer (CACO). Individual responsible for representing the Commandant and the Marine Corps with the NOK. Responsibilities include but are not limited to: making notification/condolence call to Primary Next of Kin (PNOK) and Secondary Next of Kin (SNOK); assisting with mortuary affairs, funeral honors, benefits and entitlements.

e. Casualty. Any person who is lost to the organization by having been declared dead, duty status - whereabouts unknown

(DUSTWUN), excused absence-whereabouts unknown (EAWUN), missing, ill, or injured.

f. Casualty Assistance. A commitment to provide authorized and necessary assistance to eligible family members of deceased, DUSTWUN, EAWUN, missing, ill or injured personnel. Assistance may include, but is not limited to: transportation assistance; applying for and receiving benefits and entitlements; obtaining copies of records, reports and investigations; legal assistance; receipt of personal effects; mortuary and funeral honors assistance; relocation assistance, including shipment of household goods; liaison with other federal agencies; information and referral, including emotional and spiritual support, and any other assistance as requested.

g. Casualty Assistance Command Representative (CACR). SNCO or above, down to the Battalion/Squadron/I&I level, responsible for ensuring the unit is adhering to the policies of the Casualty Assistance Program and remains up to date on all significant changes to the program stemming from congressional legislation, benefit enhancements, or revised HQMC policies.

h. Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status.

i. Casualty Status. A term used to classify a casualty for reporting purposes. There are six casualty statuses:

(1) deceased;

(2) duty status - whereabouts unknown (DUSTWUN) for military, or excused absence - whereabouts unknown (EAWUN) for civilians;

(3) missing;

(4) very seriously ill or injured (VSI);

(5) seriously ill or injured (SI); and

(6) not seriously ill or injured (NSI).

j. Casualty Classification. A term used to describe a Marine's component and other reportable personnel for reporting purposes. For purposes of this Order, the casualty classifications are:

(1) Marine Corps/Other Service Members: active duty; inactive; retired; and veteran.

(2) Other Personnel: foreign national; civilian employee or contractor; other civilian; and family member.

k. Casualty Type. A term used to identify a casualty for reporting purposes as either a hostile casualty or non-hostile casualty.

l. Child(ren). The term applies to dependents, regardless of age or marital status, which are:

(1) legitimate,

(2) legally adopted,

(3) a stepchild (if a member of the Marine's household), or

(4) illegitimate, if the Marine acknowledged relationship in writing and by signature; had been judicially ordered to contribute to the child's support; had been, prior to death, judicially decreed to be the parent of the child; or is otherwise shown to be the parent by satisfactory evidence.

m. Civilians

(1) Department of the Navy (DoN), (USMC) employees or contractors, or

(2) Other than DON(USMC) civilian employees (civilian guests and business invitees). This classification of civilian also includes individuals in the Delayed Entry Program (DEP).

n. Component. Term used to describe a casualty's service status (e.g., regular, reserve, retired, veteran, or civilian).

o. Date of Casualty Incident. The date the Marine enters a casualty status. For members declared DUSTWUN or persons declared missing, the date of casualty is the date declared DUSTWUN or missing. For members declared missing who were initially declared DUSTWUN, the date of casualty is the date declared DUSTWUN unless there is evidence to indicate a more current date. For persons reported VSI, SI, or NSI, the date of casualty is the date the illness or injury occurred, if known, or the date the person is so classified as ill or injured by competent medical authority.

p. Date of Death. The date a person died based upon actual knowledge of when the death occurred, receipt of conclusive evidence, or a presumptive finding of death. For persons that suffer irreversible brain death, the law differs among States and countries concerning when a person is legally considered deceased. The date of death in these cases is the date determined by competent medical authority based upon either declaring the person brain dead or removal from life support systems, whichever the local law dictates. For persons declared missing and subsequently deceased, the date of death

is dependent upon either receipt of conclusive evidence of death or a presumptive finding of death. The date of death based upon receipt of conclusive evidence is the date determined by competent medical authority or by the Military Service Secretary or his or her appointed designee. The date of death based upon a presumptive finding of death is the date the Military Service Secretary or his or her appointed designee signs the change in casualty status from missing to deceased.

q. Deceased. A casualty status applicable to a person who is either known to have died, determined to have died based upon receipt of conclusive evidence, or declared to be dead based upon a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased.

r. Defense Casualty Information Processing System (DCIPS). The Department of Defense (DOD) functional information system for casualty and mortuary business information processes. DCIPS is a single standard system supporting uniform procedures, accounting and accurate reporting of casualties, ensuring support of family members, benefits tracking, coordinating mortuary affairs, and the return of personal effects and human remains. DCIPS functional requirements are approved by the DCIPS Configuration Control Board (CCB).

s. DCIPS-Forward. A windows-based, user-friendly, unclassified reporting tool designed to generate personnel casualty reports at the unit level.

t. Delayed Entry Program (DEP). A program under which an individual may enlist in a Reserve component of a military Service and specify a future reporting date for entry on active duty in the active component that would coincide with availability of training spaces. These individuals are often referred to as poolees.

(1) Individuals intending to enlist into the Regular Marine Corps and desiring to participate in the DEP must first enlist into the Marine Corps Reserve. These individuals remain in the Reserve while in the DEP, do not become a member of a specific unit, are credited with inactive duty against their military service obligation (MSO), are not required to attend any Reserve unit functions, and are not entitled to any pay or benefits. On the date these individuals depart for recruit training, they are administratively discharged from the Reserve and enlisted into the Regular Marine Corps.

(2) Individuals intending to enlist into the Selected Marine Corps Reserve (SMCR) may be authorized to delay their assignment to initial active duty for training (IADT). These SMCR enlistees are credited with inactive duty time against their military service obligation, and may (Category P) or may not (Category L) participate in SMCR unit activities.

u. Died of Wounds Received In Action (DWRIA). A casualty category applicable to a hostile casualty, other than the victim of terrorist activity, who dies of wounds or other injuries received in action after having reached a medical treatment facility.

v. Dignified Transfer (DT). The process by which DOD moves transfer cases containing human remains from one conveyance to another. Example: A dignified transfer occurs when human remains are removed from an aircraft arriving at Dover Air Force Base and placed into a mortuary transfer vehicle for ground transportation to the Dover Port Mortuary.

w. Duty Status. Term used to describe the Marine's status in relation to duty (e.g., on duty, on leave, hospitalized, unauthorized absence (UA), etc.). For purposes of this Order, duty status is applicable only in the case of active duty members.

x. Duty Status Whereabouts Unknown (DUSTWUN). A transitory casualty status applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite declaration of missing or deceased.

y. Excused Absence - Whereabouts Unknown (EAWUN). An administrative status, applicable only to civilian personnel, that is used when the responsible commander suspects the employee may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

z. Family Member. For purposes of this Order, a term used to describe the relationship between an active duty casualty and an eligible family member. Eligible family member means those individuals recognized as an approved dependent by the Marine Corps.

aa. Foreign National. For purposes of this Order, a foreign national is defined as a member of a branch of a foreign military service belonging to a foreign nation.

bb. Friendly Fire. In casualty reporting, a casualty circumstance applicable to persons killed in action or wounded in action mistakenly or accidentally by friendly forces actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force.

cc. Hostile Casualty. A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty 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. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is in an UA, deserter, or dropped-from-rolls status or is voluntary absent from a place of duty.

dd. Inactive. A classification of person which includes Marines in the Individual Ready Reserve (IRR), SMCR, and Retired Reserve awaiting pay upon reaching the required age. Reserve component Marines on ADT, IDT, Active Reserve (AR), active duty operational support (ADOS), or on active duty are not considered inactive.

ee. Inactive Duty Training (IDT). Authorized training performed by a member of a Reserve component not on active duty or ADT and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel by the Secretary concerned, and performed in connection with the prescribed activities of the organization in which assigned, with or without pay. IDT does not include work or study associated with correspondence courses.

ff. Invitational Travel Order (ITO). Authorization for travel of NOK to bedside, dignified transfer or burial of a Marine.

gg. Killed In Action (KIA). A casualty category applicable to a hostile casualty, other than the victim of terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility (MTF).

hh. Loco Parentis. Latin for "instead of a parent" or "in place of a parent," this phrase applies to a foster parent, a county custodial agency, or a boarding school which is taking care of a minor, including protecting the minor's rights, for a period of not less than 1 year at any time before the member joined the military. Only one person standing in loco parentis will be recognized. Where there is more than one person who has stood in loco parentis, the individual standing in loco parentis most recent to the servicemember's entry into the military will be recognized. In the event there are two individuals standing in loco parentis simultaneously, the person senior in age will be entitled to exercise such rights.

ii. Mass Casualty. Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood,

earthquake, or armed attack that exceeds local logistical support capabilities. For casualty reporting purposes, a minimum of five (5) casualties is considered a mass casualty.

jj. Military Aircraft Commander (MAC). When remains are being returned to the United States from OCONUS (to include Alaska and Hawaii) by military air or military-contract air, the aircraft commander will serve as the official escort until arrival at the CONUS port mortuary for final processing. If remains are processed at an OCONUS location and are ready for transport to the destination identified by the PADD, an escort, other than the aircraft commander, will be provided from the preparing mortuary to the final destination.

kk. Military Escort. A uniformed service member of appropriate grade who accompanies the remains of a deceased individual from the servicing mortuary to the place of burial or interment.

ll. Minor. An individual that has not yet reached the age of majority as dictated by statutes of the state in which the individual resides.

mm. Missing. A casualty status for which the United States Code provides statutory guidance concerning missing members of the Military Services. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status. A person declared missing is categorized as follows:

(1) Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.

(2) Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force, compelling it to surrender.

(3) Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country. See also, Prisoner of War (POW).

(4) Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

(5) Interned. The casualty is definitely 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 the Armed Forces of the United States are engaged.

(6) Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.



(7) Missing in Action (MIA). The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

nn. Military Funeral Honors (MFH). The ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our nation. The MFH ceremony consists of, at a minimum, the folding and presentation of the American flag and the sounding of Taps by a detail of two uniformed members, in addition to a bugler, if available, of the Armed Forces. At least one of the detail's members shall be from the parent Service of the eligible beneficiary. Although the law dictates that two uniformed members will be the minimum, this will be the exception and not the rule for Marine Corps Funeral Honors details.

oo. Next of Kin (NOK). A general term used to refer to family members of a casualty which include: surviving spouse, blood relatives, adoptive relatives, or a person standing in loco parentis.

pp. Non-hostile Casualty. A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

qq. Not Seriously Ill or Injured (NSI). The casualty status of a person whose illness or injury requires medical attention, may or may not require hospitalization, and medical authority classifies as less severe than SI and VSI.

rr. Official Combat Area or Zone. A combat area or zone that has been officially designated by Presidential or Congressional authority.

ss. Parent(s). A term including a natural or adoptive parent or a person who has stood in *loco parentis* for a period of not less than 1 year any time prior to the Marine's entry into active service.

tt. Permanent Disability Retired List (PDRL). Permanent medical retirement of members unfit for active duty resulting from an illness or injury considered to be permanent.

uu. Person Authorized to Direct Disposition of Human Remains (PADD). A person, usually the PNOK, who is authorized to direct disposition of human remains. For disposing of human remains, under the authority of reference (g), the Secretary of the Navy (SECNAV) is deemed to have such standing if no other such person is available. Marines shall identify a PADD on their RED. Absent the identification of a PADD by the Marine, the PADD is recognized in the following order:

(1) Surviving Spouse. The legal spouse is one who is married as prescribed by civil law or was not divorced from the deceased and has not remarried at the time disposition of remains is to be made. The latter would apply in the case of a Marine who has been declared deceased, body not recovered at the time of the casualty incident, and whose remains are later recovered and identified. If the spouse has remarried at the time disposition is to be made, the right of disposition will go to the next person in order of priority, and the remarried spouse will take priority under paragraph 8 below.

(2) Children who have reached the age of majority in order of seniority (age).

(3) Parents in order of seniority (age) unless legal custody was granted to another person by reason of court decree or statutory provision. Step-parents, who have not adopted the Marine, serve in loco parentis and are not considered parents for PADD purposes.

(4) Blood or adoptive relative of the individual who was granted legal custody of the Marine by reason of a court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the individual had reached the age of majority at the time of death.

(5) Brothers or sisters of legal age in order of seniority (age). When the deceased Marine has full siblings, half-siblings, or step-siblings, the order of precedence is the full siblings then the half-siblings. Step-siblings are not eligible to direct disposition of remains. Adopted siblings are treated the same as full siblings when adopted by both of the deceased Marine's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased person's biological parents.

(6) Grandparents in order of seniority (age).

(7) Other adult blood relatives in order of relationship to the individual under the laws of the deceased's domicile. When two individuals are of equal relationship, priority will be determined by age.

(8) Remarried surviving spouse. The remarried surviving spouse is one who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter might apply in the case a Marine is declared deceased, body not recovered, and whose remains are later recovered and identified.

(9) Persons standing in loco parentis. Loco Parentis means any person(s) or institution who acted in place of the Marine's parent(s) for a period of not less than 1 year at any time before the Marine

joined the military. Seniority in age will control when the persons are of equal relationship.

(10) Legal representative of the estate may make disposition of remains when all efforts to identify or locate a person in categories (1) through (9) are unsuccessful. The legal representative must be properly appointed by a civil court having jurisdiction of the decedent's estate.

(11) When all known persons in categories (1) through (10) relinquish disposition authority or cannot be identified or located, then disposition of the remains will be made by the administrative determination of the SECNAV concerned or their designee.

vv. Person Eligible to Receive Effects (PERE). The person eligible to receive the personal effects of a deceased military member or civilian employee. Receipt of personal effects does not constitute ownership. PERE is recognized in the following order:

(1) Legal representative of the Marines' Estate. To qualify as a legal representative, an individual must present duly certified copies of letters of testamentary, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction.

(2) Un-remarried surviving spouse.

(3) Children in order of seniority (age).

(4) Parents in order of seniority (age).

(5) Siblings in order of seniority (age).

(6) Other blood relative. When two individuals are of equal relationship, priority will be determined by age.

(7) A person standing in loco parentis.

(8) A person named as a beneficiary in the will.

ww. Personnel Casualty Report (PCR). An electronic message containing casualty information for the purpose of casualty reporting. This report contains background information on the casualty incident and is used for casualty notification of the PNOK and SNOK. The report forms the basis for the preparation of the "Report of Casualty" or DD Form 1300.

xx. Posthumous Promotion. A promotion to a higher grade following a casualty's death; however, this promotion is not for pay purposes.

yy. Presumptive Finding of Death. A declaration made by the DC, M&RA (MF), under SECNAV, based upon a recommendation by a board, or other official body that a Marine who was placed in a missing status is deceased and the date upon which death shall be presumed to have occurred.

zz. Primary Next of Kin (PNOK). The person most closely related to the casualty is considered the primary NOK for casualty notification and assistance purposes. The unremarried surviving spouse is the primary NOK. The term "surviving spouse" does not include one who obtained a divorce from the decedent (at any time). Other NOK and interested parties are recognized in the following order:

(1) Natural and adopted children in order of seniority (age). The age of majority is 18 years. Their surviving parent or legal guardian shall exercise the rights of minor children.

(2) Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

(3) Blood or adoptive relative granted legal custody of the Marine by a court decree or statutory provision.

(4) Brothers or sisters of legal age in order of seniority (age).

(5) Grandparents in order of seniority (age).

(6) Other relatives of legal age in order of relationship to the individual according to civil laws. Seniority (age) controls when persons are of equal degree of relationship.

(7) Person Standing in Loco Parentis to the Decedent. Seniority in age will control when persons are of equal degree of relationship.

(8) The Remarried Surviving Spouse. The term remarried surviving spouse does not include one who obtained a divorce from the decedent (at any time) or who remarried before a finding of death pursuant to reference (h).

aaa. Prisoner of War (POW). POW is not a casualty status for reporting purposes. For reporting purposes, the casualty status and category would be missing-captured. POW is the international legal status of military and certain other personnel captured during an armed conflict between two countries and that status entitles those captured to humanitarian treatment under the Third Geneva Convention, "Geneva Convention Relative to the Treatment of Prisoner of War." The

international status of POW is automatic when personnel "have fallen into the power of the enemy." There is not action by any country in the conflict to have that status applied to their personnel and for their personnel to be entitled to the humanitarian protections of the Geneva Convention".

bbb. Recently Separated Marine. A term used to describe a Marine who dies during the 120-day period which begins on the date following the date of release from active duty, ADT or retirement as applicable.

ccc. Record of Emergency Data (RED) (DD Form 93). A form used to designate beneficiaries for certain benefits and designate the PADD in the event of the Service member's death. It is a guide for the disposition of that member's pay and allowances if captured, missing, or interred. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency of death.

ddd. Reportable Casualty. Any casualty who is placed in a designated casualty category that requires a personnel casualty report be submitted.

eee. Retired. A component of service or classification of person that includes Marines on the Permanent Disability Retired List (PDRL), Temporary Disability Retired List (TDRL), Fleet Marine Corps Reserve (FMCR), or the retired list.

fff. Returned to Military Control. The status of a person whose casualty status of duty status whereabouts unknown (DUSTWUN) or missing has been changed due to the person's recovery by U.S. military authority.

ggg. Seriously Ill or Injured (SI). The casualty status of a person whose illness or injury requires medical attention, and medical authority declares that death is possible, but not likely within 72 hours, and/or severity of the injury is such that it is permanent and life-altering.

hhh. Secondary Next of Kin (SNOK). The parents of married casualties or unmarried casualties with children; used for the purpose of notification.

iii. Special Patient (SpecPat). The category of a casualty applicable when the casualty's illness or injury is not otherwise reportable but involves:

(1) incurable or terminal diseases (Acquired Immune Deficiency Syndrome (AIDS) is not classified as a terminal disease);

(2) diagnosed psychotic conditions requiring hospitalization;

(3) injuries such as loss of sight or limb, paralysis, or permanent and unsightly disfigurement of a portion of the body exposed to public view; or

(4) attempted suicide, verified by medical authority.

jjj. Special Escort. A military Service member, a family member, or a friend of the family specifically requested by the PADD to escort the deceased member's remains.

kkk. Temporary Disability Retired List (TDRL). Temporary medical retirement of members unfit for active duty resulting from an illness or injury considered to be of a temporary nature.

lll. Terrorism. The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

mmm. Unauthorized Absence (UA). The duty status of an active duty Marine absent from a designated place of duty without proper authority.

nnn. Unaccounted For. An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are killed in action/body not recovered (KIA/BNR).

ooo. Very Seriously Ill or Injured (VSI). The casualty status of a person whose illness or injury is such that medical authority declares it more likely than not that death will occur in the next 72 hours.

ppp. Veteran. Except as otherwise defined, a veteran is a person who served in the Regular or Reserve component of the Armed Forces and has been released or discharged.

qqq. Wounded In Action (WIA). A casualty category applicable to a hostile casualty, other than the victim of terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in a contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty category may be: not seriously injured (NSI), seriously ill or injured (SI), or very seriously ill or injured (VSI).

## Chapter 2

### Parent Command Responsibilities

1. General. The Marine Corps Casualty Assistance Program involves three key elements: the command, the CACO, and the DC M&RA (MF). It is imperative that all three work in close coordination in order to provide accurate, efficient service to the NOK. The roles of each vary dependent upon whether the casualty is injured/ill, deceased, missing and DUSTWUN. In deceased, missing and DUSTWUN cases, proximity to NOK is a definitive factor for whether the role of the command will be strictly that of a command representative or CACO.

a. Injured/Ill. The command will fulfill the role of both command representative and CACO in injured/ill cases. The Casualty Assistance Calls Program will still be executed, but in a limited manner, as will be discussed in Chapter 4. The command will be responsible for: reporting and provide limited benefit and entitlement assistance. DC M&RA (MF) will notify PNOK and SNOK, act as policy advisor to commands and provide ITOs to NOK.

b. Deceased, Missing and DUSTWUN. For the majority of deceased, missing and DUSTWUN cases, the parent command will not provide a CACO, based on the fact that most cases involve parents or geographically separated spouses that do not reside near the base or station of the parent command of the deceased Marine. Therefore, the role of the command will be solely that of command representative. The CACO will be assigned by DC M&RA (MF) to the closest base, station, or I&I to spouse, children and parents. DC M&RA (MF) will have a very involved role as policy advisor and single source authority for coordination of notification, mortuary affairs, and processing benefits and entitlements. The command will provide a CACO for the next of kin if residing in close proximity to the parent command.

c. Expertise and Training. Although the command does not provide the CACO in most cases, this is only one element of a very complex process that requires knowledgeable and informed involvement by the three key players in the process. Therefore, it is imperative that all Marine Corps commands have expertise and execute yearly training in the policies and procedures of the Marine Corps Casualty Assistance Program. The following subsections establish new Marine Corps policies and procedures on command requirements and further define the responsibilities for injured/ill and deceased cases.

2. Casualty Assistance Program Training. All SNCO(s) and Officers in the Marine Corps who could potentially be assigned as a CACO are required to receive annual training on the Casualty Assistance Program. This training will be a joint effort by DC M&RA (MF), the MEF MSE(s), and the unit Casualty Assistance Command Representative.

a. Training Requirements. The following subjects will be taught in all Casualty Assistance Program periods of instruction:

(1) An overview of the roles of the three key elements involved in the process: command representative, CACO, and DC M&RA (MF).

(2) Instruction on the definitions of all casualty statuses.

(3) Instructions on the significance of the RED and the Servicemembers' Group Life Insurance Election and Certificate (SGLV 8286).

(4) Determination of PNOK, PADD, PERE and SNOK.

(5) An overview of the required steps of reporting, notification, mortuary affairs, and benefits and entitlements.

(6) An overview of benefits and forms preparation. Casualty Assistance Calls Officers are not benefits experts. They will know who at MEF MSE, MEF, HQMC or appropriate Federal Agencies to contact in order to obtain factual guidance and answers on benefits related questions.

(7) Grief and trauma awareness.

(8) Privacy Act considerations.

(9) Public Affairs considerations.

(10) Application and delivery of investigative reports to the next of kin.

(11) Points of contact for support from USMC, DOD, other Federal Agencies, and non-profit organizations.

b. Training Coordination. The Casualty Assistance Program training will be a three-tiered evolution. SNCO(s) and Officers may meet their annual requirement by attending any one of the following:

(1) HQMC will provide yearly Casualty Assistance Program briefs in order to train the trainers at the following major commands and regions:

(a) Marine Forces Reserve (MARFORRES) - Training at a location determined by MARFORRES G-1 for I&I units in the three sectors of the United States (West, Central, and East).

(b) I Marine Expeditionary Force (I MEF) - Training at locations and bases determined by I MEF G-1 that will include units



from: MCAGCC Twentynine Palms, MCB Camp Pendleton, MCAS Miramar, and MCAS Yuma.

(c) II Marine Expeditionary Force (II MEF) - Training at locations and bases determined by II MEF G-1 that will include units from: MCB Camp Lejeune, MCAS New River, MCAS Cherry Point, and MCAS Beaufort.

(d) III Marine Expeditionary Force (III MEF) - Training at locations and bases determined by the III MEF G-1 that include units from: MCAS Iwakuni, MCB Camp Butler, and MCAS Kaneohe Bay.

(e) Parris Island and San Diego Recruit Depots.

(f) Any other Marine Commands as coordinated by base or detachment G-1(s) (e.g. MTSG, MCB Quantico, etc.)

(2) The MARFOR(s) will ensure that quarterly training is provided at no lower than the MEF MSE or equivalent level in order to train unit Casualty Assistance Command Representatives. Instructors may utilize the MFPC brief or a unit tailored version that meets all requirements outlined in paragraph 2a.

(3) Casualty Assistance Command Representatives will provide training as needed at the Battalion/Squadron and I&I level to ensure that all SNCO(S) and Officers meet the annual training requirement.

3. Casualty Assistance Command Representative (CACR). As tasked in this Order, every unit, down to the Battalion/Squadron/I&I level will have a Casualty Assistance Command Representative assigned in writing. The mission of this individual will be to ensure that the unit is adhering to the policies of the Casualty Assistance Program and remains up to date on all significant changes to the program stemming from congressional legislation, benefit enhancements, or revised HQMC policies.

a. Duties and Responsibilities. Upon assignment, the Casualty Assistance Command Representative's (CACR's) duties and responsibilities include, but are not limited to the following:

(1) Be fully informed about the Marine Corps Casualty Assistance Program.

(2) Fulfill the role of command representative when a Service member in the assigned unit becomes a casualty.

(3) Attend annual HQMC training at the location nearest the command to which assigned.

(4) Maintain a binder of all pertinent information to the Casualty Assistance Program to include: this Order, the CACO Guide to

Benefits and Entitlements, POC listing and the Casualty Assistance Calls Officer Training Program Brief.

(5) Maintain a roster of the annual training status of all SNCO(s) and Officers in the unit to which assigned. Provide copies of this roster to the next higher headquarters and MFPC.

(6) Maintain a roster of all personnel trained on casualty reporting procedures, on current personnel casualty reporting software programs and on investigative reporting policies in unit to which assigned. Provide copies of these rosters to the next higher headquarters and MFPC.

(7) Provide regular updates to the commander on unit's adherence to the program and any significant changes to policy.

(8) Provide RED and SGLV 8286 expertise at all command administrative audits.

(9) Ensure command Marines and their families receive information on the basics of the program during command orientation and pre-deployment briefs.

4. Command Responsibilities in Cases Involving Injured/Ill. In cases of injured/ill Marines in both combat operations and peacetime, the parent command of the casualty will:

a. Contact MFPC at (800)847-1597 immediately to begin the coordination of the notification to NOK.

b. Complete and submit a Personnel Casualty Report (PCR) in accordance with Chapter 3 of this Order.

c. Acquire copies of the last signed RED and any known phone numbers for the NOK and fax to MFPC (703)784-4134.

d. Make follow-up telephonic contact to the PNOK (and SNOK when applicable) in accordance with Chapter 4 of this Order after MFPC has made initial notification. Questions regarding medical status or movement should be directed to MFPC.

e. Submit Supplemental PCRs in accordance with Chapter 3 of this Order.

f. In VSI cases, the Commander or MFPC may request a CACO from the nearest I&I, base or station be assigned to assist the PNOK for emotional support or travel to bedside coordination. In these cases, the command representative should contact MFPC to coordinate assignment of a CACO, and, if available, a Chaplain.

g. Conduct preliminary inquiries into the injury/illness of a Marine in accordance with reference (i). When warranted, command investigations will be conducted.

h. Report preliminary and command investigative report information to MFPC in accordance with Chapter 3 of this order.

i. Forward copies of completed investigations to the General Court-Martial Convening Authority (GCMCA), Attn: Staff Judge Advocate (SJA). A copy of the executive summary and endorsements will be provided to MFPC.

5. Command Responsibilities in Case of Deceased Marine. In cases of deceased Marines, depending on the location of the NOK, the role of the command may be limited to the reporting of the casualty and an information resource to the CACO. If NOK lives in the immediate area, the parent command will assign a CACO upon coordination with the MFPC. In the case of a deceased casualty, the command will:

a. Contact MFPC immediately to begin the coordination of the Casualty Assistance Calls Program.

b. Inform the Marine Corps Operations Center (MCOC) of the death, (866)476-2669.

c. Immediately provide SSN(s) of the deceased to MFPC. This will allow the Operations Section to refer to the Record of Emergency Data in Marine Corps Total Force System (MCTFS) to identify the location of PNOK and SNOK and subsequently assign the nearest I&I, base, or station to designate a CACO. Information will not be released until the PCR has been reviewed by MFPC.

d. Complete and submit a PCR in accordance with Chapter 3 of this Order. In order to expedite the notification process, email an advanced copy to MFPC.

e. Acquire copies of the following: last signed RED; last signed SGLV 8286; page one of the Record of Military Processing (DD Form 1966/1), page one of the Military Enlistment/Reenlistment Form (DD Form 4/1) for enlisted; Appointment Acceptance and Record (NAVMC 763) for officers; page three (chronological record) from the Service Record Book (SRB)/Officer Qualification Record (OQR) and email, or fax, copies to MFPC. Updates to the RED via Marine Online (MOL) will supersede a previous signed RED. Additionally, a review of MCTFS is required to determine other changes to the RED.

f. Upon contact from assigned CACO, maintain close coordination to ensure updated or any additional information is provided that will contribute to notification and further assistance to NOK.

g. Commanders may coordinate with CACO after notification to make telephonic/written contact with NOK to express condolences.

h. Designate an escort in accordance with Chapter 5 of this Order.

i. Coordinate with Personnel Administrative Center (PAC) to run deceased transactions in MCTFS. Provide the servicing IPAC a copy of the PCR.

j. Express Mail SRB/OQR, medical, and dental records to MFPC. During combat operations, express mail medical and dental records to Marine Corps Mortuary Affairs Officer at Dover Port Mortuary.

k. Maintain contact with CACO to coordinate all other general administrative requirements outlined in Chapter 8 of this Order.

l. Conduct preliminary inquiries into the deaths of Marines, regardless of the circumstances, and including hostile deaths, in accordance with reference (i). When warranted, command investigations will be conducted.

m. Report preliminary and command investigative report information to MFPC in accordance with Chapter 3 of this Order.

n. Forward copies of completed investigations to the General Court-Martial Convening Authority (GCMCA), Attn: Staff Judge Advocate (SJA). A copy of the executive summary and endorsements of all completed investigations will be provided to MFPC.

o. Contact MFPC upon completion of investigations conducted in accordance with reference (i) to coordinate delivery to the next of kin.

6. Command Combat Casualty Operations Center. During combat operations or a mass casualty event, the MEF and MEF MSE(s) will maintain a 24-hour capability to process casualty reports and assist in coordination of notification and follow on assistance. The commands will:

a. Provide a telephone roster of all casualty operations centers at MEF and MEF MSE level and POC(s) of the rear parties or command representatives supporting their efforts to MFPC prior to deployment to AO.

b. Coordinate reporting procedures with command elements forward deployed.

c. Act as a clearing house for all reports from subordinate units and forward deployed command elements.

d. Maintain record of all reportable casualties sustained by respective command.

e. Ensure that rear party or command representatives fulfill the duties and responsibilities of paragraph 4 of this Chapter with the exception of the PCR requirement.

f. Fulfill the responsibilities of paragraph 5 of this Chapter for all hostile and non-hostile deaths in theater.

g. Coordinate all miscellaneous casualty matters in theater not covered above with MFPC.

## Chapter 3

### Casualty Reporting

1. General. When a reportable casualty occurs, it is the responsibility of the casualty's command to notify MFPC and the MCOC, and to submit a Personnel Casualty Report (PCR). In the case of a reportable casualty, the command will notify MFPC and the MCOC telephonically prior to release of the PCR.

a. Actions. Immediately submit a voice report to the MCOC and the MFPC when a reportable casualty occurs and follow with a PCR. The MFPC will coordinate with and provide information to reporting commands, Marine Corps activities, and the Casualty Assistance Calls Officer (CACO). Submit supplemental reports as the casualty's status or other information changes until convalescent leave is authorized or the individual is returned to duty.

b. Timeliness. Report as soon as possible but no later than one (1) hour after learning of the incident.

c. Accuracy. It is vital all information reported is complete and verified. Close liaison must be maintained between all concerned organizations and agencies (e.g., local law enforcement, hospitals, Marine Corps activities, etc.) to ensure accuracy. The information reported in the PCR will be provided to the next of kin (NOK), therefore, personal conjecture and unconfirmed information is prohibited.

d. After Hours. After working hours, holidays, and weekends, casualty reports must be provided to the MCOC and MFPC.

e. Friendly Fire Incidents. When a Marine is known or suspected of being killed or wounded as a result of friendly fire, a command will telephonically notify MFPC immediately. Commands will provide MFPC as many details as possible and include all information about the incident on the circumstances block of the initial PCR. Additional information discussing the investigative process, or clarifying circumstances of the incident, will be submitted via supplemental PCR as detailed in Chapter 3. Actions taken to impede the disclosure of this information will not be tolerated.

Chapter 3

Casualty Reporting

SECTION 1: REPORTABLE CASUALTIES AND METHODS OF REPORTING

1. Reportable Casualties - Marine Corps/Other Service Personnel. Reports are required when a Marine or a member of another service serving with a Marine unit is placed into an associated casualty status as outlined in table 3-1 below.

<u>Casualty Classification</u>	<u>Casualty Status</u>			
	<u>Deceased</u>	<u>Missing</u>	<u>DUSTWUN</u>	<u>Ill or Injured</u>
Active Duty	X <sub>1</sub>	X <sub>1</sub>	X <sub>1</sub>	X <sub>1,2</sub>
Inactive	X			
Retired	X <sub>3</sub>			
Veteran	X <sub>4</sub>			

Table 3-1.--Reportable Casualties - Marine Corps/Other Service Personnel

**Notes:**

1. Includes active duty Sailors, Soldiers, Airmen, Coast Guardsmen, Foreign Nationals (as defined in this Order), American Red Cross, or Public Health Service personnel while serving with Marine Corps units.
2. Report all SI and VSI and only report NSI in mass casualty incidents, upon medevac from a theater of combat operations or resulting from hostile incidents.
3. Report will be generated by the first Marine Corps activity learning of the death or as directed by MFPC.
4. Report if the veteran dies within 120 days after separation; within two years if 100% disabled; a Medal of Honor recipient; former POW

2. Reportable Casualties - Other Personnel. Reports are required when an individual in table 3-2 below, is placed in one of the associated casualty status categories.

<u>Casualty Classification</u>	<u>Casualty Status</u>			
	<u>Deceased</u>	<u>Missing</u>	<u>DUSTWUN/EAWUN</u>	<u>Ill or Injured</u>
Foreign National	X			
DON,(USMC) Civilian Employee/Contractor	X <sub>1</sub>	X <sub>2</sub>	X <sub>2</sub>	X <sub>2</sub>
Other Civilian	X <sub>1</sub>			
Family Member	X <sub>3</sub>			

Table 3-2.--Reportable Casualties - Other Personnel

**Notes:**

1. Report only if the death occurs OCONUS (hostile action or non-hostile action or accompanying Armed Forces in the field), or CONUS as a result of hostile action due to terrorist activity, aboard a Marine Corps installation, or aboard Government conveyance sponsored by the Marine Corps, or while in an official travel status. In the case of delayed entry program (DEP) personnel, report regardless of place of death.
2. Report only if OCONUS, who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field or for all CONUS casualties as a result of hostile action due to terrorist activity.
3. Eligible family members of active duty Marines only.
3. Non-Reportable Casualties. Casualties that do not meet the casualty status and classifications outlined in tables 3-1 and 3-2 are not reportable. Commanders will counsel non-reportable casualties to contact their NOK. When a non-reportable casualty becomes reportable, immediately submit a PCR.
4. Methods of Reporting
  - a. Voice Report. Commands will contact the MCOC at 1-866-476-2669 and MFPC at 1-800-847-1597 immediately upon learning a reportable casualty has occurred providing, at a minimum, the casualty's name, social security number and basic circumstances surrounding the casualty incident. The Marines' parent command is responsible for the voice report unless:
    - (1) The death occurs en route to a new permanent or temporary duty station (the Marine Corps activity first learning of the death will immediately contact the MCOC, MFPC and then inform the deceased member's new command by telephone);
    - (2) The reporting unit of the deceased is unknown, or the deceased is a retired or recently separated veteran who died within 120 days of separation (the Marine Corps activity first learning of the death will contact MFPC);
    - (3) The deceased is a DON, (USMC) civilian employee/contractor (the attached unit or employing or contracting activity should contact the MCOC and MFPC);
    - (4) The deceased is another category of civilian (e.g., other than DON, (USMC) civilian employee, guest, or business invitee) who dies aboard a Marine Corps installation or while being transported in



a Marine Corps conveyance. The installation commander or owner of the conveyance involved should contact the MCOC and MFPC. In the case of Delayed Entry Personnel (DEP), the Marine Corps Recruiting Station (MCRS) or Marine Corps District (MCD) should contact MFPC.

b. PCR Message. The casualty's reporting unit is primarily responsible for submitting the PCR immediately upon gaining knowledge of a reportable casualty unless:

(1) The casualty is between duty stations (the Marine Corps activity first learning of the incident will submit the PCR);

(2) The casualty's reporting unit is unknown or the casualty is a retired or recently separated Marine (the Marine Corps activity first learning of the incident will submit the PCR - e.g., I&I contacted by family/funeral director for MFH support);

(3) The casualty is a DON, (USMC) civilian employee/contractor (the assigned unit or base adjutant will submit the PCR);

(4) The casualty is another category of civilian (i.e., other than DON, (USMC) civilian employee, guests, or business invitees) who dies aboard a Marine Corps installation or while being transported in a Marine Corps conveyance (the base adjutant or owner of the conveyance involved will submit the PCR). In the case of Delayed Entry Personnel (DEP), the Marine Corps Recruiting Station (MCRS) or Marine Corps District (MCD) will submit the PCR; or

(5) The casualty is an eligible family member of an active duty Marine, (the reporting unit of the Marine will submit the PCR).

c. Reports by Patient Affairs Teams (PATs). PATs will ensure MFPC and the casualty's reporting unit are kept abreast of the status of all casualties admitted to or discharged from a Military Treatment Facility (MTF) as outlined in Section 3.

## Chapter 3

### Casualty Reporting

#### SECTION 2: PERSONNEL CASUALTY REPORT (PCR)

1. PCR Requirements. The PCR is used to report casualty information and is used by the Casualty Assistance Calls Officer (CACO) to inform the casualty's next of kin (NOK) of the details surrounding the incident. The report is administrative rather than operational; it should be sent immediately, in an unclassified manner, to the DC M&RA (MF) directly from the activity submitting the report. The report must be accurate and contain only verified information. PCRs will be maintained by reporting commands for six years in accordance with Freedom of Information Act (FOIA) requirements.

a. Submission. When a person, as detailed in table 3-1 or 3-2, becomes a reportable casualty, a PCR, in the format prescribed in this section, must be prepared and transmitted immediately upon knowledge and verification of the incident.

b. Incomplete Information. If all required information is not known, submit what is known and indicate in the remarks section that a supplemental report will follow.

c. DCIPS-Forward. This program, defined in Chapter 1, is the only authorized means by which casualty reports may be generated and submitted to higher Headquarters and MFPC. The program is NMCI approved across the Marine Corps and easily downloaded at the MFPC website ([www.manpower.usmc.mil](http://www.manpower.usmc.mil) => Casualty Assistance => Information for Administrators => Download DCIPS-Forward => Follow instructions on page).

d. Classification. The PCR will be submitted on the Non-secure Internet Protocol Router (NIPR) Net. If specific items require classification, omit the classified information from the initial PCR; indicate in the initial PCR (remarks section) that a classified report will follow, and send the classified information separately over the SIPR net referencing the original PCR.

e. Advance Copy. Prior to release of the PCR message, email an advance copy to the MCOC and DC M&RA (MF).

#### 2. PCR Types and Preparation Instructions

a. Initial PCR. Prepare an initial PCR on all reportable casualties (Figures 3-1 and 3-2 apply) by selecting the Hasty Report Tab of DCIPS-Forward. The Hasty Report will be used by both forward-deployed and non-deployed units Marine Corps-wide. Items below that are indicated with (\*) are mandatory on an Initial PCR to facilitate notification to the next of kin of deceased, DUSTWUN, injured or ill

Marines. All remaining items may be provided on a Supplemental Report as soon as possible.

b. Incident Investigations. Preliminary inquiries will be conducted into the deaths/injuries/illnesses of Marines in accordance with reference (i). When warranted, command investigations will be conducted. An initial PCR will include detailed information pertinent to the investigative process. Supplemental PCRs will be generated every 30 days to provide MFPC and the next of kin with a status of investigations until completed. Refer to the following samples, also provided in Figures 3-1 and 3-2:

(1) Preliminary Inquiry conducted xx Oct 09. Cause of SNM's death/injuries was due to enemy action; Command Investigation not required.

(2) Preliminary Inquiry conducted on xx Oct 09. Cause of SNM's death/injuries was due to friendly fire or is unknown at this time; Command/NCIS Investigation initiated on xx Oct 09.

(3) Preliminary Inquiry conducted on xx Oct 09. Cause of SNM's death/injuries was accidental; Command Investigation initiated on xx Oct 09.

c. Sample Initial and Supplemental PCRs are contained in Figures 3-4 to 3-14.

<u>FIELD</u>	<u>DESCRIPTION</u>
<b>Report Type (*)</b>	DCIPS-Forward Default for Initial, for Supplemental Reports choose appropriate type.
<b>Field Report Number (*)</b>	XXXYYZZZ (Eight digit value) XXX: MCC Code YY: Last two digits of the calendar year ZZZ: 001 to 999 as maintained in unit logbook or database
<b>Field Initial Report Number</b>	Used for Supplemental Reports, auto-populated by DCIPS Forward business rules when completing a Supplemental Report
<b>Casualty Type (*)</b>	As appropriate: Hostile Non-hostile Pending: Determination Pending

Figure 3-1.--Instructions for Preparation of the PCR

<p><b>Casualty Status (*)</b></p>	<p>As appropriate:  D-Deceased  M-Missing: Will not be used unless an official declaration has been made by SECNAV or his designee, DC, M&amp;RA (Director, Personal and Family Readiness Division (MF))  N-NSI ill/injury  R-Returned to Military Control  S-SI ill/injury V-VSI ill/injury  W-DUSTWUN  Z-None</p>
<p><b>Casualty Category (*)</b></p>	<p>As appropriate:  (Note: Casualty Category selections in DCIPS-Forward are dependent on Casualty Type Selected)  A-Accident: motor vehicle, training, etc  B-Besieged  C-Captured  D-Detained  H-Homicide As verified by military or civilian authorities  I-Illness As verified by medical authority  G-Missing in Action  K-Killed in Action  L-Beleaguered  M-Missing  N-Interned  P-Pending Determination Pending, under investigation  R-Died of Wounds S-Self-inflicted As determined by medical examiner  T-Terrorist  U-Undetermined (Cause unknown after investigation)  W-Wounded in Action</p>
<p><b>Multi Casualty Code</b></p>	<p>Auto-populated by DCIPS-Forward when creating initial or supplemental reports in the Multiple Casualty Incident Data module.</p>
<p><b>Personnel Type/Component (*)</b></p>	<p>As appropriate:  Civilian:  Guard: For other Service use  Regular: per MCTFS Component Code  Reserve: per MCTFS Component Code</p>
<p><b>Personnel Affiliation (*)</b></p>	<p>As appropriate:  (note: Personnel Affiliation selections are dependent on the Personnel Type/Component selected)  A-Active Duty  D-DOD: Department of Defense employees (GS)  F-Not active duty: Inactive  N-Federal (non-DOD): NAF employees  O-Non Federal: Civilian Contractors  P-Dependent: Family Member  R-Retired/Separated:</p>

Figure 3-1.--Instructions for Preparation of the PCR-- Continued

<p><b>Personnel Category (*)</b></p>	<p>As appropriate: (note: Personnel Category selections are dependent on Personnel Type/Component and Personnel Affiliation selected) A-Employee: GS or NAF B-Of Active Duty Member: IRT Dependent C-Obligated/Voluntary Service: Enlisted or Commissioned Service D-Foreign National Employee 6 F-120 days or less (not T/PDRL): For deaths 120 days after EAS G-Of DOD Employee: IRT to Dependents I-Non-Governmental Organization: For NGO(s) reportable according to Figure 3-2 J-Of retired Military Member: Not Reportable K-Other: Not specified in other values L-Full Time Support Agr: Not for USMC use M-Drill/Training/Special Work: ADT and IDT as defined in Chapter 1 N-Other than Active Duty Periods: as defined in Chapter 1, when not on ADT or IDT O-United Nations Employee: As appropriate P-Dropped from rolls: Appellate Leave as per para 6101 Q-120 days or less (T/PDRL): as appropriate S-Selective Service: In cases of drafted individuals T-Over 120 Days But Less Than 1 Year (T/PDRL): as appropriate U-Recalled/Mobilized: As appropriate V-Contractor: see Chapter 1 W-Cat 2: Not for USMC use X-Reserve Commission/Designation: Not for USMC use Y-Continuously Hospitalized: Retired/Retained as per Table 7-1, note 2 Z-Unknown: Not previously specified</p>
<p><b>SSN (*)</b></p>	<p>Verified by command.</p>
<p><b>Last Name (*)</b></p>	<p>As per MCTFS.</p>
<p><b>First Name (*)</b></p>	<p>As per MCTFS.</p>
<p><b>Middle Name</b></p>	<p>If known from 1996/1 or NAVMC 763 at time PCR is created. Do not delay submission of PCR while awaiting retrieval of SRB/OQR. DC M&amp;RA (MF) will determine once command sends SRB/OQR documents.</p>
<p><b>Suffix</b></p>	<p>If known from 1996/1 or NAVMC 763 at time PCR is created. Do not delay submission of PCR while awaiting retrieval of SRB/OQR. DC M&amp;RA (MF) will determine once command sends SRB/OQR documents.</p>
<p><b>Service (*)</b></p>	<p>As appropriate.</p>

Figure 3-1.--Instructions for Preparation of the PCR--Continued

<b>Rank (*)</b>	Selection of Service will determine values available for selection. For initial report select rank currently held according to MCTFS. Posthumous Promotion Rank will be annotated in remarks column of supplemental report.
<b>Duty Status</b>	Absent Without Leave: Same as UA for USMC Dropped from Rolls: Appellate Leave as per para 6101 Hospitalized: As appropriate Off Duty: As appropriate Leave: Must submit Leave papers with PCR Pass/Liberty: As appropriate Present for Duty: Same as On Duty Temporary Duty: Same as TAD for USMC
<b>Military Unit of Assignment (*)</b>	Utilize standard Naval Correspondence Manual format.
<b>Date/Time Incident (*)</b>	Local Time.
<b>Inflicting Force (*)</b>	Utilize for Hostile Deaths. For known/suspected friendly fire incidents select "U.S. Forces(Buddy)", "Allied Forces(Amigo)", or "Unknown" as appropriate.
<b>Incident City</b>	For foreign countries, utilize the English language spelling of city.
<b>Incident State</b>	Utilize only for casualties occurring in United States.
<b>Incident Country</b>	Utilize only for casualties occurring outside United States.
<b>Circumstances (*)</b>	Provide narrative of circumstances surrounding the incident in sufficient detail to enable CACO to inform NOK. Provide only verified facts.  <u>Vehicle Involvement:</u> Provide casualty's position (e.g., driver, passenger, pilot, gunner, navigator, etc.); the vehicle's owner (e.g., Government Owned, Privately Owned, or Commercial); the type of vehicle (e.g., Train, Automobile, Motorcycle, F/A-18D Hornet, M850 5-ton Truck, etc.); and for POV state whether seatbelt was being worn at the time of the accident.  <u>Training or Operational Casualties:</u> If the casualty occurred during a training exercise or an operation, provide a description of or name of the operation.  <u>Alcohol Involvement:</u> If known, state whether alcohol was involved in the incident.

Figure 3-1.--Instructions for Preparation of the PCR-- Continued

<b>Body Armor</b>	Utilize for Hostile casualties. As appropriate.
<b>Hospital Name</b>	For Injured/Ill/WIA casualties.
<b>Hospital City</b>	For Injured/Ill/WIA casualties. For foreign countries, utilize the English language spelling of city.
<b>Hospital State</b>	For Injured/Ill/WIA casualties. Utilize only for hospitals in United States.
<b>Hospital Country</b>	For Injured/Ill/WIA casualties. Utilize only for hospitals outside the United States.
<b>Diagnosis</b>	For Injured/Ill/WIA casualties. As verified by medical authority.
<b>Prognosis</b>	For Injured/Ill/WIA casualties. As verified by medical authority.
<b>Date/Time of Death</b>	As verified by competent medical authority.
<b>Died In/Out of Medical Treatment Facility</b>	As appropriate.
<b>Body Recovered</b>	As appropriate.
<b>Place of Death City</b>	For foreign countries, utilize the English language spelling of city.
<b>Place of Death State</b>	Utilize only for deaths occurring in United States.
<b>Place of Death Country</b>	Utilize only for deaths occurring outside United States.
<b>Cause of Death</b>	Verified by Competent Medical Authority. If cause is not known for initial report, send a supplemental once autopsy is completed or death certificate is provided by medical examiner.

Figure 3-1.--Instructions for Preparation of the PCR-- Continued

<p><b>Remarks (*)</b></p>	<p>Provide the type of investigation being conducted, the date initiated and a descriptive statement. For example:</p> <p>Preliminary Inquiry conducted on xx Oct 09. Cause of SNM's death/injuries was due to enemy action; Command Investigation not required.</p> <p>Preliminary inquiry conducted on xx Oct 09. Cause of SNM's death/injuries was due to friendly fire or is unknown at this time; Command/NCIS Investigation initiated on xx Oct 09.</p> <p>Preliminary inquiry conducted on xx Oct 07. Cause of SNM's death/injuries was accidental; Command Investigation initiated on xx Oct 09.</p> <p>Include any additional relevant information to include: Unit POC information, posthumous promotion information, etc.</p>
<p><b>Closed Date</b></p>	<p>Utilized by the reporting unit to clear the "Individual Casualty Data" queue.</p>

Figure 3-1.--Instructions for Preparation of the PCR-- Continued

d. Instructions for Preparation of Multiple Casualty Incident Data. DCIPS-Forward allows the creation of a template for a mass casualty incident in order to expedite individual PCR completion. Changes can be made to below data elements after the initial PCR has been created and saved through the Casualty Main Listing Tab.

<p><b>Multi. Casualty Code</b></p>	<p>Utilize unit name and a descriptor to define multiple casualty incidents (i.e. 3/6IED). You only have 8 characters for the code. If necessary, utilize additional descriptors to differentiate between similar incidents in the same unit.</p>
<p><b>Multi Casualty Desc</b></p>	<p>One line narrative of circumstances of incident.</p>
<p><b>Casualty Type (*)</b></p>	<p>As appropriate: Hostile: see Chapter 1 Nonhostile: see Chapter 1 Pending: Determination Pending</p>
<p><b>Service (*)</b></p>	<p>For template, utilize the service of the majority of casualties involved in the incident.</p>
<p><b>Military Unit of Assignment (*)</b></p>	<p>For template, utilize the unit of the majority of casualties involved in the incident.</p>

Figure 3-2.--Instructions for Preparation of Multiple Casualty Incident PCR



<b>Vehicle Group</b>	If known at time of PCR completion. Do not delay submission of initial PCR to determine vehicle. This field can be submitted in a supplemental report.
<b>Vehicle Type</b>	If known at time of PCR completion. Do not delay submission of initial PCR to determine vehicle. This field can be submitted in a supplemental report.
<b>Vehicle Armor Level</b>	If known at time of PCR completion. Do not delay submission of initial PCR to determine vehicle. This field can be submitted in a supplemental report.
<b>Vehicle Owner</b>	If known at time of PCR completion. Do not delay submission of initial PCR to determine vehicle. This field can be submitted in a supplemental report.
<b>Date/Time of Incident (*)</b>	Local Time.
<b>Incident City</b>	For foreign countries, utilize the English language spelling of city.
<b>Incident State</b>	Utilize only for casualties occurring in United States.
<b>Incident Country</b>	Utilize only for casualties occurring outside United States.

Figure 3-2.--Instructions for Preparation of Multiple Casualty Incident PCR--Continued

<b>Circumstances (*)</b>	<p>Provide narrative of circumstances surrounding the incident in sufficient detail to enable CACO to inform NOK. Provide only verified facts.</p> <p><u>Vehicle Involvement:</u> Provide casualty's position (e.g., driver, passenger, pilot, gunner, navigator, etc.); the vehicle's owner (e.g., Government Owned, Privately Owned, or Commercial); the type of vehicle (e.g., Train, Automobile, Motorcycle, F/A-18D Hornet, M850 5-ton Truck, etc.); and for POV state whether seatbelt was being worn at the time of the accident.</p> <p><u>Training or Operational Casualties:</u> If the casualty occurred during a training exercise or an operation, provide a description of or name of the operation.</p> <p><u>Alcohol Involvement:</u> If known, state whether alcohol was involved in the incident.</p>
<b>Inflicting Force (*)</b>	Utilize for Hostile Deaths. For known/suspected friendly fire incidents select "U.S. Forces (Buddy)", "Allied Forces (Amigo)", or "Unknown" as appropriate.
<b>Cause of Death</b>	This field will be completed specific to individual when completing initial PCR under Individual Listing Tab. Verified by Competent Medical Authority. If cause is not for initial report, send a supplemental once autopsy completed or death certificate is provided by medical examiner.

Figure 3-2.--Instructions for Preparation of Multiple Casualty Incident PCR--Continued

<b>Remarks (*)</b>	<p>Provide The Type Of Investigation Being Conducted, The Date Initiated And A Descriptive Statement. For Example:</p> <p>Preliminary Inquiry Conducted On XX Oct 09. Cause Of SNM's Death/Injuries Was Due To Enemy Action; Command Investigation Not Required.</p> <p>Preliminary Inquiry Conducted On XX Oct 09. Cause Of SNM's Death/Injuries Was Due To Friendly Fire Or Is Unknown At This Time; Command/NCIS Investigation Initiated On XX Oct 09.</p> <p>Preliminary Inquiry Conducted On XX Oct 09. Cause Of SNM's Death/Injuries Was Accidental; Command Investigation Initiated On XX Oct 09.</p> <p>Include any additional relevant information to include: Unit POC information, posthumous promotion information, etc.</p> <p>This field will be completed specific to individual when completing initial PCR under Individual Listing Tab.</p>
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Figure 3-2.--Instructions for Preparation of Multiple Casualty - Incident PCR--Continued

e. Supplemental PCR. All items pertaining to a particular casualty status (i.e. deceased, VSI, etc.) will be completed/submitted using the Hasty Report in DCIPS-Forward. A sequentially numbered supplemental PCR will be prepared and submitted when information on the original individual PCR is discovered to be incomplete, inaccurate. Be advised that updates to a VSI, SI or NSI casualty's medical condition or location will be reported via Progress Report vice a Supplemental PCR.

(1) Classified Information. Classified information unable to be released in the original individual PCR will be submitted in a supplemental classified PCR.

(2) DUSTWUN Cases. A supplemental PCR will be submitted daily detailing the search and investigation status. These are the most difficult cases for the NOK and all information is appreciated.

(3) Injured/Ill Cases. A supplemental/progress PCR will be submitted at reasonable intervals, depending upon prognosis, but at least every week until the individual's category has been downgraded below seriously ill/injured (SI), is sent on convalescent leave, or is returned to duty. "Returned to duty" means that the Marine is no longer required to attend any physical therapy or outpatient care, as stated by the attending physician, for the injury described in the

Initial PCR. In the case of an illness of a chronic nature, the reports may be discontinued, if, in the opinion of the commander, the patient is capable of communicating with the NOK. Additionally, the patient should be advised of the action taken and urged to communicate with family members. Supplemental PCRs will be generated by the parent command except in the following circumstances:

1. If the Marine is located in a theatre of operations, Supplemental PCRs will be generated by the Forward Command Element.

2. For Marines medevaced out of theatre of operations, Supplemental PCRs will be generated by Patient Affairs Teams (PATs) until the Marine has been returned to the parent command or administratively attached to another unit per reference (j).

(4) Incident Investigations. Generate supplemental PCRs at least every 30 days from the date of initial report to provide a status of the investigation until completed. Within 24 hours following the completion of an investigation, generate a supplemental PCR providing the completion date, findings and date of delivery to the next of kin. For Friendly Fire incidents, units will update the "inflicting Force" block as appropriate.

(5) Final Report. A supplemental PCR indicating "This is a final report" is required when an ill or injured casualty has been reported as SI or worse and is downgraded to below SI, or when a DUSTWUN or missing casualty is returned to military control or another disposition has been determined (deceased/body not recovered). Reports will not be closed while a Marine is in the medical pipeline undergoing recovery. The last sentence in the remarks section will state: "This is a final report."

<u>FIELD</u>	<u>DESCRIPTION</u>
<b>Report Type</b>	PROG - Progress Report (Injured/ill reports) STACH - Status Change (Casualty Status) SUPP - All other
<b>Field Report Number</b>	XXXXYYZZZ: (Nine digit value) XXX: MCC Code YY: Last digit of year ZZZ: 001-999 plus (A-Z) Utilize report number from initial report number plus each the letters A-Z for each sequential supplemental report.
<b>Field Initial Report Number</b>	Auto-populated by DCIPS business rules.
<b>Casualty Status</b>	Confirm or update Casualty Status.
<b>Previous Casualty Status</b>	Auto-populated by DCIPS business rules.

Figure 3-3.--Instructions for Preparation of Supplemental PCR

<b>Hospital Name</b>	For Injured/ill/WIA casualties. Update when transferred to a different hospital than one specified on initial PCR.
<b>Hospital City</b>	For Injured/Ill/WIA casualties. Update when transferred to a different hospital than one specified on initial PCR. For foreign countries, utilize the English language spelling of city.
<b>Hospital State</b>	For Injured/Ill/WIA casualties. Utilize only for hospitals in United States. Update when transferred to a different hospital than one specified on initial PCR.
<b>Hospital Country</b>	For Injured/Ill/WIA casualties. Utilize only for hospitals outside the United States. Update when transferred to a different hospital than one specified on initial PCR.
<b>Diagnosis</b>	For Injured/Ill/WIA casualties. As verified by medical authority. Update if diagnosis has changed since initial PCR.
<b>Prognosis</b>	For Injured/Ill/WIA casualties. As verified by medical authority.
<b>Body Recovered</b>	For DWRIA or Hospitalized non-hostile deaths.
<b>Date/Time of Death</b>	For DWRIA or Hospitalized non-hostile deaths.
<b>Place of Death City</b>	For DWRIA or Hospitalized non-hostile deaths.
<b>Place of Death State</b>	For DWRIA or Hospitalized non-hostile deaths.
<b>Place of Death Country</b>	For DWRIA or Hospitalized non-hostile deaths.
<b>Cause of Death</b>	For DWRIA or Hospitalized non-hostile deaths.
<b>Remarks</b>	Used to alert DC M&RA (MF) of changes made. Include any additional relevant information to include: Unit POC information, posthumous promotion information, etc.

Figure 3-3.--Instructions for Preparation of Supplemental PCR--  
Continued

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Nonhostile  
Casualty Status: NSI ILL/INJURY  
Casualty Category: Self-Inflicted  
Report Number: 09207001  
Personnel Type: Regular  
Personnel Affiliation: Active Duty  
Personnel Category: Obligated/Voluntary Service  
SSN (New/Old): 999-99-9999  
Last Name: SMITHERS  
First Name: LEROY  
Middle Name: SCOTT  
Service: United States Marine Corps  
Military Rank: CAPT  
Military Unit of Assignment: MWSG 38, MAG 36, 1ST MAW, OKINAWA, JAPAN  
Date/Time of Incident (New/Old): 20070220/2315  
Incident City: OKINAWA  
Incident Country: Japan  
Circumstance: SUICIDE ATTEMPT, VERIFIED BY COMPETENT MEDICAL AUTHORITY. DISTRAUGHT OVER A PENDING DIVORCE AND THE RETURN OF HIS FAMILY TO THE STATES, CAPT SMITHERS INGESTED APPROX 45 TYLENOL TABLETS. AT APPROX 0130, 070221 CAPT SMITHERS CONTACTED EMS PERSONNEL AND REPORTED THE INCIDENT. EMS PERSONNEL TRANSPORTED SNO TO THE USNH CAMP LESTER FOR TREATMENT. POC AT USNH CAMP LESTER IS DR. LEE, DSN: 314-623-7773.  
Diagnosis Info: SUICIDE ATTEMPT, DRUG OVERDOSE.  
Duty Status: Pass/Liberty  
Remarks: SPOUSE AND CHILDREN OF SNO ARE IN LAS VEGAS, NV. SNO DOES NOT DESIRE NOK TO BE NOTIFIED. POC AT MWSG IS CAPT WALLACE, DSN: 314-622-9900 OR COML: 011-83-453-7773. PRELIMINARY INQUIRY CONDUCTED ON 20 FEB 07. CAUSE OF INJURY IS SELF-INFLICTED; NO COMMAND INVESTIGATION REQUIRED.

Figure 3-4.--Sample PCR Special Patient

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Nonhostile  
Casualty Status: DECEASED  
Casualty Category: Homicide  
Report Number: B8807001  
Personnel Type: Reserve  
Personnel Affiliation: Not Active Duty  
Personnel Category: Other Than Active Duty Periods  
SSN (New/Old): 999-99-9999  
Last Name: HEWITT  
First Name: ERROL  
Middle Name: RODERICK  
Service: United States Marine Corps  
Military Rank: SGT  
Military Unit of Assignment: AT (TOW) CO, 8TH TANK BN, HIALEAH FL  
Date/Time of Incident (New/Old): 20070807/0350  
Incident City: FT LAUDERDALE  
Incident State: FL  
Circumstance: SGT HEWITT WAS RETURNING HOME IN HIS PRIVATELY OWNED VEHICLE WHEN HE STOPPED FOR A RED LIGHT AT THE INTERSECTION OF BISCANE BLVD AND 19TH STREET. AN INDIVIDUAL APPROACHED HIS VEHICLE WITH A GUN AND CARJACKED HIM. WITNESSES STATE SGT HEWITT RESISTED AND WAS SHOT MULTIPLE TIMES.  
Date/Time of Death: 20070807/0350  
Place of Death City: FT LAUDERDALE  
Place of Death State: FL  
Cause of Death: MULTIPLE GUNSHOT WOUNDS TO TORSO

Figure 3-5.--Sample PCR Inactive Death

Remarks: PRELIMINARY INQUIRY (PI) INITIATED AND COMPLETED ON 07 AUG 2007. COMMAND INVESTIGATION (CI) REQUIRED AND INITIATED ON 07 AUG 2007. NOTICE OF INVESTIGATION LETTER FORWARDED TO CACO FOR DELIVERY TO PNOK ON 07 AUG 2007. STATUS OF INVESTIGATION LETTER WILL FOLLOW ON 07 SEP 2007. SNM'S REMAINS ARE LOCATED AT BROWARD COUNTY CORONER; POC IS DR. LAWLESS AT 305-452-1777. FT LAUDERDALE POLICE HAVE A SUSPECT IN CUSTODY AT THIS TIME. POC AT THE FT LAUDERDALE POLICE DEPARTMENT IS OFFICER JAMES SMITH, 305-213-9945. SPOUSE WAS NOTIFIED OF DEATH BY LOCAL LAW ENFORCEMENT. SPOUSE NOTIFIED COMMAND OF SNM'S DEATH ON 070808. I&I STAFF MET WITH THE FAMILY ON 070808. POC AT THE I&I IS GYSGT BARRIOS, 305-843-2111 EXT 222.

Figure 3-5.--Sample PCR Inactive Death--Continued



\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Nonhostile  
Casualty Status: DECEASED  
Casualty Category: Illness  
Report Number: QBN07003  
Personnel Type: Civilian  
Personnel Affiliation: Dependent  
Personnel Category: Of Active Duty Member  
SSN (New/Old): 999-99-9999  
Last Name: BIRD  
First Name: REGINA  
Middle Name: MICHELLE  
Service: United States Marine Corps  
Military Unit of Assignment: MCB QUANTICO, VA  
Date/Time of Incident (New/Old): 20070414/0030  
Incident City: FREDERICKSBURG  
Incident State: VA  
Incident Country: United States  
Circumstance: MFS. BIRD WAS DIAGNOSED WITH CANCER IN LATE 2006 AND WAS ADMITTED TO MARY WASHINGTON HOSPITAL FOR ONGOING TREATMENT.  
Date/Time of Death: 20070414/0030  
Place of Death City: FREDERICKSBURG  
Place of Death State: VA  
Remarks: SSGT BIRD WAS AT WIFE'S BEDSIDE WHEN SHE PASSED AWAY. SSGT BIRD WAS COUNSELED TO SUBMIT A CLAIM FOR FSGLI UPON RECEIPT OF DEATH CERTIFICATE. POC AT HOSPITAL IS KIM CHU, 540-419-3333.

Figure 3-6.--Sample PCR Family Member Death

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Nonhostile  
Casualty Status: DECEASED  
Casualty Category: Illness  
Report Number: QBN07004  
Personnel Type: Civilian  
Personnel Affiliation: Federal (Non-DOD)  
Personnel Category: Employee  
SSN (New/Old): 999-99-9999  
Last Name: JOHNSON  
First Name: MICHEAL  
Middle Name: AARON  
Service: United States Marine Corps  
Military Unit of Assignment: MCB QUANTICO, VA  
Date/Time of Incident (New/Old): 20070414/1337  
Incident City: FALLUJAH  
Incident Country: IZ  
Circumstance: MF. JOHNSON SUFFERED A HEART ATTACK AT THE DINING FACILITY AND DIED SHORTLY THEREAFTER.  
Date/Time of Death: 20070414/1337  
Place of Death City: FALLUJAH  
Place of Death Country: IZ  
Remarks: NONE SUBMITTED AT THIS TIME.

Figure 3-7.--Sample PCR of Civilian Death

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT

Casualty Type: Nonhostile

Casualty Status: SI ILL/INJURY

Casualty Category: Accident

Report Number: V1207001

Personnel Type: Regular

Personnel Affiliation: Active Duty

Personnel Category: Obligated/Voluntary Service

SSN (New/Old): 999-99-9999

Last Name: DUVAL

First Name: DAVID

Middle Name: ROBERT

Service: United States Marine Corps

Military Rank: PFC

Military Unit of Assignment: 1ST BN, 2D MAR, 2D MAR DIV, CAMP LEJEUNE NC

Date/Time of Incident (New/Old): 20070313/0937

Incident City: ORANGE PARK

Incident State: FL

Circumstance: WHILE ON ANNUAL LEAVE, VISITING FAMILY IN JACKSONVILLE FL, SNM RECEIVED MULTIPLE INJURIES AS A RESULT OF A SINGLE VEHICLE ACCIDENT ON I-295. SNM LOST CONTROL OF HIS PRIVATELY OWNED VEHICLE, CAUSING THE VEHICLE TO VEER OFF THE ROADWAY AND IMPACT A TREE AT A HIGH RATE OF SPEED. SNM WAS WEARING A SEATBELT AND THERE ARE NO INDICATIONS THAT ALCOHOL WAS INVOLVED. ACCORDING TO SNM'S PARENTS, PFC DUVAL HAD GONE OUT WITH FRIENDS THE PREVIOUS EVENING AND HAD NOT RETURNED HOME. THE PARENTS STATED THAT SNM WAS SUFFERING FROM LACK OF SLEEP PRIOR TO THE INCIDENT.

Diagnosis Info: FRACTURED LEFT CLAVICLE, BROKEN LEFT ARM, LACERATIONS TO FACE.

Progress Report: Report Date: 20071114 Hospital: ORANGE PARK COMMUNITY HOSPITAL City: ORANGE PARK State: FL Medical Progress: Making Normal Improvement (Agate)

Duty Status: On Leave

Figure 3-8.--Sample Initial PCR Illness or Injury

Remarks: PRELIMINARY INQUIRY (PI) INITIATED AND COMPLETED ON 07 AUG 2007. A COMMAND INVESTIGATION (CI) WAS NOT REQUIRED. PARENTS WERE NOTIFIED BY LOCAL LAW ENFORCEMENT AND HOSPITAL PERSONNEL AT 1130, 070313. MFS. DUVAL (MOTHER) CONTACTED THE SDNCO AT I&I STAFF, JACKSONVILLE FL AT 1800. THE CO HAS CONTACTED MFPC TO PASS ON INFORMATION AND INITIATE ASSISTANCE FOR THE PARENTS. POC AT THE HOSPITAL IS DR. BRUNSWICK, 850-231-8855. POC AT THE I&I STAFF IS GYSGT BORDERS, DSN: 751-4343. POC AT THE PARENT COMMAND IS CAPT WALLACE, 910-451-6789. POC AT THE DUVAL COUNTY SHERIFF'S OFFICE IS DEPUTY RAMONA SIMS AT 850-233-4000. PRELIMINARY INQUIRY CONDUCTED ON 13 MAR 07. CAUSE OF SNM'S INJURIES WAS ACCIDENTAL; COMMAND INVESTIGATION INITIATED ON 13 MAR 07.

Figure 3-8.--Sample Initial PCR Illness or Injury--Continued

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: SUPP  
Casualty Type: Nonhostile  
Casualty Status: SI ILL/INJURY  
Casualty Category: Accident  
Report Number: V1207001A  
Personnel Type: Regular  
Personnel Affiliation: Active Duty  
Personnel Category: Obligated/Voluntary Service  
SSN (New/Old): 999-99-9999  
Last Name: DUVAL  
First Name: DAVID  
Middle Name: ROBERT  
Service: United States Marine Corps  
Military Rank: PFC  
Military Unit of Assignment: 1ST BN, 2D MAR, 2D MAR DIV, CAMP LEJEUNE NC  
Date/Time of Incident (New/Old): 20070313/0937  
Incident City: ORANGE PARK  
Incident State: FL  
Circumstance: WHILE ON ANNUAL LEAVE, VISITING FAMILY IN JACKSONVILLE FL, SNM RECEIVED MULTIPLE INJURIES AS A RESULT OF A SINGLE VEHICLE ACCIDENT ON I-295. SNM LOST CONTROL OF HIS PRIVATELY OWNED VEHICLE, CAUSING THE VEHICLE TO VEER OFF THE ROADWAY AND IMPACT A TREE AT A HIGH RATE OF SPEED. SNM WAS WEARING A SEATBELT AND THERE ARE NO INDICATIONS THAT ALCOHOL WAS INVOLVED. ACCORDING TO SNM'S PARENTS, PFC DUVAL HAD GONE OUT WITH FRIENDS THE PREVIOUS EVENING AND HAD NOT RETURNED HOME. THE PARENTS STATED THAT SNM WAS SUFFERING FROM LACK OF SLEEP PRIOR TO THE INCIDENT.  
Remarks: (13-MAR-07)-- PRELIMINARY INQUIRY (PI) INITIATED AND COMPLETED ON 07 AUG 2007. A COMMAND INVESTIGATION (CI) WAS NOT REQUIRED. PARENTS WERE NOTIFIED BY LOCAL LAW ENFORCEMENT AND HOSPITAL PERSONNEL AT 1130, 070313. MFS. DUVAL (MOTHER) CONTACTED THE SDNCO AT I&I STAFF, JACKSONVILLE FL AT 1800. THE CO HAS CONTACTED MFPC TO PASS ON INFORMATION AND INITIATE ASSISTANCE FOR THE PARENTS. POC AT THE HOSPITAL IS DR. BRUNSWICK, 850-231-8855. POC AT THE I&I STAFF IS GYSGT BORDERS, DSN: 751-4343. POC AT THE PARENT COMMAND IS CAPT WALLACE, 910-451-6789. POC AT THE DUVAL COUNTY

Figure 3-9.--Sample Supplemental PCR Illness or Injury

MCO 3040.4  
01 MAR 2011

SHERIFF' S OFFICE IS DEPUTY RAMONA SIMS AT 850-233-4000. PRELIMINARY INQUIRY CONDUCTED ON 13 MAR 07. CAUSE OF SNM'S INJURIES WAS ACCIDENTAL; COMMAND INVESTIGATION INITIATED ON 13 MAR 07.

(14-MAR-07) SUPP A -- SNM WAS TRANSFERRED FROM ORANGE PARK COMMUNITY HOSPITAL TO JACKSONVILLE MEMORIAL HOSPITAL ON 070314. POC IS DR. PINELLAS, 850-634-2228.

Figure 3-9.--Sample Supplemental PCR Illness or Injury--Continued

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: PROG  
Casualty Type: Nonhostile  
Casualty Status: NSI ILL/INJURY  
Casualty Category: Accident  
Report Number: V1207001B  
Personnel Type: Regular  
Personnel Affiliation: Active Duty  
Personnel Category: Obligated/Voluntary Service  
SSN (New/Old): 999-99-9999  
Last Name: DUVAL  
First Name: DAVID  
Middle Name: ROBERT  
Service: United States Marine Corps  
Military Rank: PFC  
Military Unit of Assignment: 1ST BN, 2D MAR, 2D MAR DIV, CAMP LEJEUNE NC  
Date/Time of Incident (New/Old): 20070313/0937  
Incident City: ORANGE PARK  
Incident State: FL  
Circumstance: WHILE ON ANNUAL LEAVE, VISITING FAMILY IN JACKSONVILLE FL, SNM RECEIVED MULTIPLE INJURIES AS A RESULT OF A SINGLE VEHICLE ACCIDENT ON I-295. SNM LOST CONTROL OF HIS PRIVATELY OWNED VEHICLE, CAUSING THE VEHICLE TO VEER OFF THE ROADWAY AND IMPACT A TREE AT A HIGH RATE OF SPEED. SNM WAS WEARING A SEATBELT AND THERE ARE NO INDICATIONS THAT ALCOHOL WAS INVOLVED. ACCORDING TO SNM'S PARENTS, PFC DUVAL HAD GONE OUT WITH FRIENDS THE PREVIOUS EVENING AND HAD NOT RETURNED HOME. THE PARENTS STATED THAT SNM WAS SUFFERING FROM LACK OF SLEEP PRIOR TO THE INCIDENT.  
Progress Report: Report Date: 20071114 Medical Progress: Making Normal Improvement (Agate)  
Duty Status: Hospitalized

Figure 3-10.--Sample Progress PCR Illness or Injury

MCO 3040.4  
01 MAR 2011

(29-MAR-07) PROG A -- UPGRADED CASUALTY STATUS TO NSI. SNM'S CONDITION CONTINUES TO IMPROVE. HE HAS BEEN REMOVED FROM LIFE SUPPORT AND IN STABLE CONDITION. PROGNOSIS FOR FULL RECOVERY IS GOOD. SNM IS COMMUNICATING WITH FAMILY AND COMMAND.

Figure 3-10.--Sample Progress PCR Illness or Injury--Continued



\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Nonhostile  
Casualty Status: DECEASED  
Casualty Category: Accident  
Report Number: V1807001  
Personnel Type: Regular  
Personnel Affiliation: Active Duty  
Personnel Category: Obligated/Voluntary Service  
SSN (New/Old): 999-99-9999  
Last Name: DOE  
First Name: MARCUS  
Middle Name: COREY  
Suffix: III  
Service: United States Marine Corps  
Military Rank: LCPL  
Military Unit of Assignment: 1ST BN, 8TH MAR, 2D MARDIV, CAMP LEJEUNE, NC  
Date/Time of Incident (New/Old): 20070713/2325  
Incident City: JACKCONVILLE  
Incident State: NC  
Incident Country: United States  
Circumstance: SNM WAS RETURNING TO MCB, CAMP LEJEUNE AFTER SPENDING THE EVENING WITH A GROUP OF FRIENDS AT A LOCAL NIGHT CLUB. SNM WAS HEADED NORTH ON HWY 17 APPROACHING THE INTERSECTION OF WESTERN BLVD. ACCORDING TO WITNESSES, SNM'S VEHICLE FAILED TO STOP AT A RED LIGHT. TO AVOID HITTING ANOTHER VEHICLE IN THE INTERSECTION, SNM SWERVED AND LOST CONTROL OF HIS VEHICLE. SNM WAS THROWN FROM THE VEHICLE AFTER THE VEHICLE IMPACTED A UTILITY POLE. NO OTHER VEHICLES WERE INVOLVED IN THE INCIDENT. SNM WAS TRANSPORTED TO ONSLOW MEMORIAL HOSPITAL WHERE HE DIED AS A RESULT OF MASSIVE INTERNAL INJURIES. ALCOHOL BELIEVED TO BE A FACTOR. SNM WAS NOT WEARING A SEAT BELT.  
Date/Time of Death: 20070714/0145

Figure 3-11.--Sample PCR Active Duty Death Nonhostile

Place of Death City: JACKSONVILLE

Place of Death State: NC

Cause of Death: MULTIPLE INTERNAL TRAUMATIC INJURIES; INTERNAL BLEEDING

Duty Status: Pass/Liberty

Remarks: PRELIMINARY INQUIRY (PI) INITIATED AND COMPLETED ON 13 JUL 2007. COMMAND INVESTIGATION (CI) REQUIRED AND INITIATED ON 13 JUL 2007. NOTICE OF INVESTIGATION LETTER (NOI) MAILED TO CACO FOR DELIVERY TO PNOK ON 13 JUL 2007. STATUS OF INVESTIGATION (SOI) LETTER WILL FOLLOW ON 13 AUG 2007. SNM'S REMAINS ARE LOCATED AT THE ONSLOW MEMORIAL HOSPITAL MORGUE, POC IS DR STEVENS 910-451-2567. PO3 CHAD RODGERS WAS A PASSENGER IN THE VEHICLE AND RECEIVED MULTIPLE INJURIES. PARENTS OF LCPL DOE WERE NOTIFIED BY HOSPITAL PERSONNEL AT 0100, 070714. POC ONSLOW COUNTY SHERIFF'S OFFICE IS DEPUTY NORMAN REAL AT 910-345-0023. PRELIMINARY INQUIRY CONDUCTED ON 14 JUL 07. CAUSE OF SNM'S DEATH WAS ACCIDENTAL; COMMAND/NCIS INVESTIGATION INITIATED ON 15 JUL 07.

Figure 3-11.--Sample PCR Active Duty Death Nonhostile--Continued

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Hostile  
Casualty Status: DECEASED  
Casualty Category: Killed In Action  
Report Number: V1807002  
Personnel Type: Regular  
Personnel Affiliation: Active Duty  
Personnel Category: Obligated/Voluntary Service  
SSN (New/Old): 999-99-9999  
Last Name: TEST  
First Name: MARCUS  
Middle Name: COREY  
Suffix: III  
Service: United States Marine Corps  
Military Rank: LCPL  
Military Unit of Assignment: 1ST BN, 8TH MAR, 2D MARDIV, CAMP LEJEUNE NC  
Date/Time of Incident (New/Old): 20041115/0930  
Inflicting Force: Enemy Forces  
Incident City: FALLUJAH  
Incident Country: Iraq  
Circumstance: LCPL TEST WAS KILLED IN ACTION WHILE CONDUCTING COMBAT OPERATIONS AGAINST ANTI-IRAQI FORCES IN THE AL ANBAR PROVINCE. LCPL SMUCKATEL WAS CONDUCTING A DISMOUNTED PATROL WHEN HE WAS STRUCK BY AN IED. THE BODY WAS IDENTIFIED BY GYSGT KILGORE, CO GYSGT, AND SSGT STAMOUR, PLT SGT, BY MEANS OF PERSONAL ASSOCIATION AND DOG TAGS. SUPPLEMENTAL REPORT FOR MISSING INFORMATION WILL BE SUBMITTED AS IT BECOMES AVAILABLE. THIS REPORT HAS BEEN VERIFIED BY LTCOL WAGNER, 13TH MEU XO, AT 1234-001. UNIT POC IS CAPT PITTS, 13TH MEU ADJ, AT 1234-002.  
Body Armor: Eye Protector / ESS Land OPS Goggles  
Body Armor: Helmet / Combat Vehicle Helmet / Shell

Figure 3-12.--Sample PCR Active Duty Death Hostile

Body Armor: Vest / Outer Tactical Vest / Yoke/Throat

Body Armor: Vest / Outer Tactical Vest / Small Arms Protective Inserts  
(SAPI)

Body Armor: Vest / Outer Tactical Vest / Groin Protectors

Died in/out of Medical Facility Treatment: Died Outside A Medical Treatment  
Facility

Date/Time of Death: 20041115/0930

Place of Death City: FALLUJAH

Place of Death Country: Iraq

Cause of Death: MULTIPLE BLAST INJURIES TO TORSO AND HEAD; BI-LATERAL  
AMPUTATION OF LEGS

Duty Status: Present For Duty

Remarks: PRELIMINARY INQUIRY (PI) INITIATED AND COMPLETED ON 15 NOV 2004.  
CAUSE OF SNM'S DEATH WAS DUE TO ENEMY ACTION; COMMAND INVESTIGATION (CI) NOT  
REQUIRED.

Figure 3-12.--Sample PCR Active Duty Death Hostile--Continued

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT

Casualty Type: Nonhostile

Casualty Status: DUSTWUN

Casualty Category: Pending

Report Number: V8A07001

Personnel Type: Regular

Personnel Affiliation: Active Duty

Personnel Category: Obligated/Voluntary Service

SSN (New/Old): 999-99-9999

Last Name: BERNETT

First Name: ARTHUR

Middle Name: ROBERT

Service: United States Marine Corps

Military Rank: MSGT

Military Unit of Assignment: VMA-211, MAG-13, 3D MAW, MCAS YUMA AZ

Date/Time of Incident (New/Old): 20071021/1300

Incident City: PEACOCK

Incident State: AZ

Circumstance: MSGT BERNETT AND HIS FAMILY (SPOUSE AND CHILDREN) WERE CAMPING AT ROUND LAKE PARK. AT APPROX 1300, 071021, MSGT BERNETT INFORMED HIS SPOUSE THAT HE WAS GOING HIKING AND WOULD RETURN IN A FEW HOURS. AFTER NOT RETURNING OVERNIGHT, THE NEXT AFTERNOON MFS. BERNETT CONTACTED PARK RANGERS AND INFORMED THEM THAT MSGT BERNETT HAD GONE HIKING AND NOT RETURNED IN EXCESS OF 24 HOURS. SEARCH EFFORTS RESULTED IN THE LOCATION AND RECOVERY OF MSGT BERNETT'S BACKPACK, WHICH CONTAINED TRACES OF BLOOD. POC AT MCAS YUMA IS MAJ RODGERS, 219-342-6666.

Duty Status: Pass/Liberty

Remarks: SEARCH EFFORTS BY PARK RANGERS AND LOCAL LAW ENFORCEMENT PERSONNEL ARE ONGOING. DAILY SUPPLEMENTAL PCR'S WILL BE SUBMITTED TO MFPC.

Figure 3-13.--Sample PCR Duty Status Whereabouts Unknown (DUSTWUN)

\*\*\* All Personal Data in sample PCRs is fictitious \*\*\*

Report Type: INIT  
Casualty Type: Hostile  
Casualty Status: DECEASED  
Casualty Category: Killed In Action  
Report Number: V1807002  
Personnel Type: Regular  
Personnel Affiliation: Active Duty  
Personnel Category: Obligated/Voluntary Service  
SSN (New/Old): 999-99-9999  
Last Name: JONES  
First Name: JUSTIN  
Middle Name: VAN  
Service: United States Marine Corps  
Military Rank: LCPL  
Military Unit of Assignment: 1ST BN, 8TH MAR, 2D MARDIV, CAMP LEJEUNE NC  
Date/Time of Incident (New/Old): 20050804/1415  
Inflicting Force: U.S. Forces (Buddy)  
Incident City: FALLUJAH  
Incident Country: Iraq  
Circumstance: LCPL JONES WAS KILLED IN ACTION WHILE CONDUCTING COMBAT OPERATIONS AGAINST ANTI-IRAQI FORCES IN THE AL ANBAR PROVINCE. LCPL JONES WAS CONDUCTING A MOUNTED PATROL WHEN HE WAS STRUCK BY SHRAPNEL FROM A FRAGMENTATION GRENADE WHICH WAS INADVERTENTLY DROPPED IN HIS VEHICLE WHILE ENGAGING THE ENEMY. THE BODY WAS IDENTIFIED BY SSGT STAMOUR, PLT SGT, BY MEANS OF PERSONAL ASSOCIATION AND DOG TAGS. SUPPLEMENTAL REPORT FOR MISSING INFORMATION WILL BE SUBMITTED AS IT BECOMES AVAILABLE. THIS REPORT HAS BEEN VERIFIED BY LTCOL WAGNER, 13TH MEU XO, AT 1234-001. UNIT POC IS CAPT PITTS, 13TH MEU ADJ, AT 1234-002.  
Body Armor: Eye Protector / ESS Land OPS Goggles  
Body Armor: Helmet / Combat Vehicle Helmet / Shell  
Body Armor: Vest / Outer Tactical Vest / Yoke/Throat

Figure 3-14.--Sample PCR Active Duty Death Hostile Due to Friendly Fire

Body Armor: Vest / Outer Tactical Vest / Small Arms Protective Inserts (SAPI)

Body Armor: Vest / Outer Tactical Vest / Groin Protectors

Died in/out of Medical Facility Treatment: Died Outside A Medical Treatment Facility

Remarks: PRELIMINARY INQUIRY CONDUCTED 20050804. CAUSE OF SNM'S DEATH WAS DUE TO FRIENDLY FIRE; COMMAND INVESTIGATION (CI) INITIATED 20050804.

Figure 3-14.--Sample PCR Active Duty Death Hostile Due to Friendly Fire--  
Continued

3. PCR Distribution. The DCIPS-Forward program automatically creates, formats, and prepares the PCR for delivery from the user's default e-mail browser. The releasing authority and units generating reports will distribute PCRs to personnel who have a legitimate need-to-know and eliminate non-essential personnel from their unit's e-mail distribution list. This is critical in protecting a casualty's personal information and preventing the unauthorized release of any information. The releasing agency must include the casualty's home station in the e-mail distribution list. There are four different distribution groups that are utilized based on the casualty status and service of the member. The display name of each distribution group as it is shown on the Marine Corps Global Address List (GAL) is listed below:

a. Marine Corps Deceased/DUSTWUN. The distribution group for all Marine Corps deceased and DUSTWUN casualties is Casualty PCR USMC - DECEASED.

b. Marine Corps Injured/Ill/WIA. The distribution group for all Marine Corps Injured/Ill and WIA casualties is Casualty PCR - USMC INJ\_ILL\_WIA.

c. Other Service Deceased/DUSTWUN. The distribution group for Other Services Injured/Ill and WIA casualties is Casualty PCR USA\_USN\_USAF - INJ\_ILL\_WIA.

d. Other Service Injured/Ill/WIA. The distribution group for Other Services deceased and DUSTWUN casualties is Casualty PCR USA\_USN\_USAF - Deceased.

## Chapter 3

### Casualty Reporting

#### SECTION 3: REPORTS TO HIGHER HEADQUARTERS

1. Reporting Requirements. In accordance with reference (a), all deceased, duty status whereabouts unknown (DUSTWUN), missing, and injured (in hostile incidents) casualties will be reported to the DOD. The MFPC is designated the sole organization to maintain the Marine Corps' capability for casualty recording and reporting. All casualties identified above will be reported to DOD through the submission of the DD Form 1300 or automated data interfaces with DOD systems.

2. DD Form 1300, Report of Casualty. The DD Form 1300 (figure 3-15) is the military equivalent of a civil death certificate and serves as proof of service and death. Government agencies and financial institutions generally accept the DD Form 1300 as proof of death. MFPC will prepare all DD Forms 1300 in the case of Marine Corps personnel. In addition to the DOD, MFPC will furnish copies of the DD Form 1300 to the following: the casualty's NOK, Marine Corps activities (upon request), Department of Veterans Affairs (DVA), Defense Finance and Accounting Service (DFAS), and the Office of Servicemembers' Group Life Insurance (OSGLI).



<b>REPORT OF CASUALTY</b>		REPORT CONTROL SYMBOL DD-P&R(AR)1664		
1. REPORT TYPE			2. DATE PREPARED	
<b>3. SERVICE IDENTIFICATION</b>				
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NO.	c. RANK	d. PAY GRADE
f. COMPONENT		g. BRANCH	h. ORGANIZATION	
<b>4. CASUALTY INFORMATION</b>				
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY	e. PLACE OF CASUALTY
f. CIRCUMSTANCES				
g. DUTY STATUS				h. BODY RECOVERED
<b>5. BACKGROUND INFORMATION</b>				
a. DATE OF BIRTH	b. PLACE OF BIRTH		c. COUNTRY OF CITIZENSHIP	
d. RACE				
e. ETHNICITY				f. SEX
g. RELIGIOUS PREFERENCE				
<b>6. ACTIVE DUTY INFORMATION</b>				
a. PLACE OF ENTRY		b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY	
7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary)				
<p style="text-align: center;">P</p> <p style="text-align: center;">L</p>				
<small>FOOTNOTES: 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.</small>				
<b>8. REPORTING INFORMATION</b>				
a. COMMAND AGENCY				b. DATE RECEIVED
9. DISTRIBUTION		10. SIGNATURE ELEMENT		
<small>NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.</small>				
DD FORM 1300, MAR 2004		PREVIOUS EDITION MAY BE USED.		Reset

\*\* All Forms must be stamped FOUO once completed \*\*

Figure 3-15.--Sample DD Form 1300, Report of Casualty

## Chapter 4

### Casualty Assistance Calls Program

#### 1. General

a. The establishment and administration of an effective Casualty Assistance Calls Program within the Marine Corps is vital to ensure survivors are properly notified of a casualty incident and to assure assistance in applying for all benefits and entitlements.

b. The Casualty Assistance Calls Program consists of four phases: notification and condolence (see section 2); mortuary affairs and funeral honors (see section 3); benefits and entitlements assistance (see section 4). The first three phases are administratively intense, typically encompassing thirty to sixty days. At the sixty day mark, the Long Term Assistance Program (LTAP) (see section 5) is initiated at MFPC to begin the transition of the assistance provided by the CACO to LTAP representatives at HQMC.

c. The Casualty Assistance Calls Program will be conducted in a manner that will promote the best interests of the casualty, the Next of Kin (NOK), and the Marine Corps. The Marine Corps is genuinely concerned for all casualties and NOK in need of assistance.

d. Figure 4-1 is provided as a quick reference guide for notification and condolence, mortuary affairs, funeral honors, and benefits and entitlements.

#### 2. Determining Primary and Secondary Next of Kin (NOK)

a. Primary NOK (PNOK). The PNOK is determined by MFPC in accordance with DODI 1300.18, reference (a), by reconciling information collected from the Marine's personnel records and the survivors. The person most closely related to the casualty is considered the PNOK for purposes of notification and assistance. The unremarried surviving spouse is the PNOK. The term surviving spouse does not include one who obtained a divorce from the decedent (at any time). Other NOK and interested parties are recognized in the following order:

(1) Natural and adopted children in order of seniority. The rights of minor children shall be exercised by the surviving parent or legal guardian.

(2) Parents in order of seniority (age), unless legally exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision prior to the Marine joining the Marine Corps. In the event of joint custody, the eldest parent will be recognized as the PNOK. A divorce decree must be provided to ensure correct disposition.

(3) Blood or adoptive relative granted legal custody of the Marine by a court decree or statutory provision.

(4) Brothers or sisters of legal age in order of seniority.

(5) Grandparents in order of seniority.

(6) Other Relatives of Legal Age in Order of Relationship to the Individual According to Civil Laws. Seniority controls when persons are of equal degree of relationship.

(7) Person Standing in Loco Parentis to the Decedent. Seniority controls when persons are of equal degree of relationship.

(8) Remarried Surviving Spouse. The term remarried surviving spouse does not include one who obtained a divorce from the decedent (at any time) or who remarried before a finding of death pursuant to reference (h).

b. Secondary NOK (SNOK)

(1) If the Marine is survived by a spouse, all minor children (not living with the spouse), and both parents will be considered SNOK.

(2) If the Marine is not survived by a spouse but is survived by children, the senior child is the PNOK, all other children and both parents will be considered SNOK.

(3) If the Marine is not survived by a spouse or children, the parent not determined to be the PNOK will be considered the secondary NOK.

(4) If the Marine is not survived by a spouse, children, or parent(s), SNOK designations will not apply.

Note: Parents will be notified either as a PNOK or SNOK. Both parents will be notified regardless of marital status or location. Whether PNOK or SNOK, both parents will be provided the same respect.

3. Other Concerned Individuals. Commanders should be aware that when casualties occur, there may be interested persons other than the PNOK or SNOK who may be affected or show considerable interest in the casualty. These persons may include other members of the unit, close personal friends, boyfriends, girlfriends, fiancés, etc. While it is not possible, because of the Privacy Act of 1974, to provide these individuals with the complete details or to allow access to personal effects, common sense and sensitivity should be used.

4. Miscellaneous Costs

a. Normally, no expense to the Government other than the use of Government transportation will be necessary in connection with the Casualty Assistance Calls Program. In rare cases, the distance involved may necessitate the issuance of TAD orders.

b. Commanders are authorized to issue orders, and charge the costs incurred to the command's operation and maintenance allotment provided by the Marine Corps. Such orders will be issued at the discretion of the command as necessary to effectively administer the Casualty Assistance Calls Program on an individual case basis. Commanders must direct funding requests to the next level in the chain of command.

c. Cite the appropriate allotment held by the district commander in cases involving recruiting activities.

<u>CASUALTY STATUS</u>	<u>CASUALTY CLASSIFICATION</u>	<u>PHASES REQUIRED</u>	<u>MANNER OF CALL</u>	<u>NOK TO CALL UPON</u>	<u>WHO WILL MAKE CALL</u>
<b>DECEASED</b>	<b>ACTIVE DUTY</b>	NOTIFICATION <sup>1</sup> , MORTUARY AFFAIRS (MA), FUNERAL HONORS (FH), & BENEFITS AND ENTITLEMENTS (B & E)	PERSONAL	PRIMARY SECONDARY	UNIT ASG BY DC M&RA (MF) <sup>2</sup>
	<b>INACTIVE</b>	CONDOLENCE <sup>3</sup> B & E <sup>4</sup>	N/A	N/A	N/A <sup>3</sup>
	<b>RETIRED</b>	CONDOLENCE <sup>5,6,7</sup> FH <sup>5,6</sup> B & E <sup>6</sup>	PERSONAL <sup>5,6</sup>	PRIMARY SECONDARY <sup>8,6</sup>	GENO ASG BY THE CMC (DMCS) AND CACO <sup>7</sup>
	<b>VETERAN</b>	N/A	N/A	N/A	N/A
	<b>FOREIGN NATIONAL</b>	NOTIFICATION <sup>9</sup>	PERSONAL	PRIMARY	REP OF COUNTRY CONCERNED OR UNIT ASG BY DC M&RA (MF)
	<b>DON, (USMC) CIVILIAN EMPLOYEE /CONTRACTOR</b>	NOTIFICATION <sup>10</sup>			CHRSC REP OR CONTRACT AGENCY REP OR UNIT ASG BY DC M&RA (MF)
	<b>OTHER CIVILIAN</b>				LAW ENFORCEMENT

Figure 4-1.--Guide to Casualty Assistance Phases

	<b>FAMILY MEMBER</b>	NOTIFICATION <sup>11</sup> CONDOLENCE <sup>3</sup>	PERSONAL <sup>11</sup>	PRIMARY (MARINE)	LAW ENFORCEMENT, COMMANDER, OR COMD REP
<b>DUSTWUN</b>	<b>ACTIVE DUTY</b>	NOTIFICATION <sup>1</sup>	PERSONAL	PRIMARY SECONDARY	UNIT ASG BY DC M&RA (MF) <sup>2</sup>
	<b>DON, (USMC) CIVILIAN EMPLOYEE /CONTRACTOR</b>			PRIMARY	LAW ENFORCEMENT OR UNIT ASG BY DC M&RA (MF)
<b>MISSING</b>	<b>ACTIVE DUTY</b>	NOTIFICATION <sup>12</sup> B & E	PERSONAL	PRIMARY SECONDARY	UNIT ASG BY DC M&RA (MF) <sup>2</sup>
	<b>DON, (USMC) CIVILIAN EMPLOYEE /CONTRACTOR</b>			PRIMARY	LAW ENFORCEMENT OR UNIT ASG BY DC M&RA (MF)

Figure 4-1.--Guide to Casualty Assistance Phases--Continued

<u>CASUALTY STATUS</u>		<u>CASUALTY CLASSIFICATION</u>	<u>PHASES REQUIRED</u>	<u>MANNER OF CALL</u>	<u>NOK TO CALL UPON</u>	<u>WHO WILL MAKE CALL</u>
<b>ILL OR INJURED</b>	<b>NSI</b>	<b>ACTIVE DUTY</b>	NOTIFICATION <sup>13</sup>	TELEPHONIC	PRIMARY	DC M&RA (MF) <sup>14</sup>
	<b>SI</b>		NOTIFICATION <sup>1</sup> B & E <sup>15</sup>	TELEPHONIC PERSONAL <sup>15</sup>	PRIMARY SECONDARY	DC M&RA (MF) <sup>14</sup>
	<b>VSI</b>		NOTIFICATION <sup>2</sup>	TELEPHONIC	PRIMARY SECONDARY	DC M&RA (MF) <sup>14</sup>
	<b>SPECPAT</b>		NOTIFICATION	PERSONAL <sup>15</sup>	PRIMARY	UNIT ASG BY DC M&RA (MF) <sup>16</sup>
<b>Returned to Military Control</b>						

**Notes:**

1. When the NOK has been notified by sources other than the casualty or Marine Corps, a call will still be made.
2. After coordination with DC M&RA (MF), reporting unit will make appropriate call/assign CACO when the NOK resides in the same geographic area as the reporting unit.
3. Commanders may conduct condolence calls at their own discretion.
4. Benefits and Entitlement Assistance may be provided by commands at their own discretion. The DC M&RA (MF) will correspond with all appropriate beneficiaries. Commands desiring to provide assistance should contact and coordinate assistance with the DC M&RA (MF).
5. Only in the case of retired General officers.
6. Only in the case of retired Marines on the T/PDRL who die within 120 days of separation.
7. Condolences are delivered by the general officer assigned by the CMC (Director, Marine Corps Staff (DMCS)). The CACO will usually accompany the assigned general officer on the condolence call. In cases where a general officer is not available, the condolence call may be made via telephone.
8. Calls to the secondary NOK are not required in cases involving retired General Officers.
9. When death occurs aboard a Marine Corps installation or aboard Government conveyance sponsored by the Marine Corps. Notification will be made to the naval attaché or other appropriate representatives of the country concerned.
10. Notification is the responsibility of the appropriate human resources office, contracting agency, or local law enforcement personnel. Marine Corps representatives may accompany officials for the purpose of extending condolences on behalf of the U.S. Marine Corps.
11. Only if the Marine has not been informed of the death by other sources.
12. Notify of change in status from DUSTWUN to an official missing status.
13. Hostile NSI (Wounded in Action) only. Notification will be completed by MFPC unless specifically stated on PCR "SNM has contacted NOK and does not desire further notification" or "SNM does not desire NOK notification"
14. Command may follow up MFPC official notification if desired.
15. When directed by the DC M&RA (MF) or as deemed appropriate by the commander. Requires close coordination between MFPC and command.
16. Only when desired by the Marine.

Figure 4-1.--Guide to Casualty Assistance Phases--Continued

Chapter 4

Casualty Assistance Calls Program

SECTION 1: CASUALTY ASSISTANCE CALLS OFFICER (CACO)

1. General. The CACO is the individual appointed to represent the CMC with the next of kin (NOK) and will conduct all three phases of the call as required. Sympathy, courtesy, precise information, and service are the cornerstones on which the Casualty Assistance Calls Program is built and is a sacred obligation of the Marine Corps.

2. Assigning a CACO

a. In cases where the primary NOK (PNOK) or secondary NOK (SNOK) reside in the same geographical area as the casualty's parent command, after coordination with MFPC, the reporting unit will assign a CACO and provide MFPC with the information (e.g., rank, name, and telephone number). All casualty assistance calls will be coordinated through MFPC to ensure simultaneous notification of PNOK and SNOK.

b. When the PNOK or SNOK does not reside in the same geographical area as the reporting unit, MFPC will locate and task the closest Marine Corps activity to assign a CACO.

c. When tasked, Marine Corps activities will assign a CACO capable of completing all three phases. The following requirements apply:

(1) Assign only a staff noncommissioned officer (SNCO), warrant, or commissioned officer. When possible, the CACO should be of equal or higher grade than the casualty.

(2) Selection of the CACO is at the discretion of the commander and should be made from Marines under his/her administrative control. Although any SNCO or officer on active duty is considered eligible for assignment, the CACO assigned will:

(a) Possess the maturity, experience, and ability to deal with unusual and difficult circumstances.

(b) Not be a relative, a close friend, or anyone scheduled for deployment, reassignment, retirement, or release from active duty within the next six-months.

(c) Be trained in accordance with requirements in Chapter 2.

(d) Be available to assist the PNOK until all benefits have been applied for or received and until all fatality reports or investigations have been obtained, or until the PNOK has determined that assistance is no longer needed. When assistance is no longer needed, through the coordination with the Long Term Assistance

Provider described in section 5, the PNOK will be provided a contact number or mailing address that they can call or write anytime in the future for additional assistance.

d. Upon assignment, MFPC assumes direct control of the CACO whose primary mission is to discharge the duties and responsibilities outlined in paragraph 3 below.

e. Recruiting activities will not typically be tasked to provide CACOs and are essentially exempt from CACO duty. However, under extenuating circumstances when next of kin cannot effectively be supported by the next closest Marine Corps activity, MFPC retains the authority to task recruiting activities for CACO assignment.

3. Duties and Responsibilities. Upon assignment, the CACO's duties and responsibilities include, but are not limited to, the following:

a. Represent the Commandant and the U.S. Marine Corps with the NOK.

b. Notify the NOK of the circumstances surrounding the casualty as outlined in section 2 of this chapter.

c. Provide a business card with 24/7 contact numbers to the NOK.

d. Initiate the On-Line Casualty Assistance Calls Report (1770) within 72 hours of assignment. Use of on-line report is mandatory. Contact MFPC for detailed instructions.

e. Deliver "The Days Ahead" binder and the DOD Survivor's guide with Marine Corps Addendum.

f. Provide appropriate assistance as outlined in sections 3, 4, and 5 of this chapter, the CACO Guide to Benefits and Entitlements and as directed by MFPC.

g. Coordinate the requirement for a small honor guard (six personnel minimum) to render appropriate honors plane-side at the arrival airport of the Fallen Marine as per Reference (f).

h. Open and maintain at the unit, a case file for 6 years on each casualty call conducted. If the family relocates, forward copies of the CACO Report and pertinent documents to the gaining CACO.

i. Provide information and assist with the resolution of applicable benefits and entitlements (see chapter 7).

j. Provide the PNOK with current information on ongoing investigations (if applicable) and the process for obtaining a copy of such investigations; the process for obtaining a copy of any autopsies (if conducted); the current status on the return of personal effects if identified as the PERE.



k. Provide eligible family members information on legal assistance provided by military attorneys on matters arising from the deaths of such decedents, including tax matters, on an expedited, prioritized basis.

l. Provide eligible family members and/or beneficiaries with information on the availability of financial counseling, payment of the death gratuity and insurance proceeds.

m. Coordinate with the casualty's command to ensure all appropriate administrative requirements have been completed (i.e., personal effects, mail) (see Chapter 8).

n. Act as the sole conduit between all Government agencies and the casualty's family. All information for the family should be presented to the family through the CACO (e.g., AGENCY--> MFPC--> CACO--> NOK).

o. Ensure all gifts from benevolent or philanthropic organizations are presented to the family in an appropriate ceremony as outlined in Chapter 7.

p. Brief Commander on a weekly basis utilizing the Casualty Assistance Call Report (1770) as to the status of the casualty assistance provided to the next of kin.

q. Complete and submit to MFPC, an Initial Casualty Assistance Call Report (1770) (via the Manpower Portal) within 30 days of assignment. This report is extremely valuable in documenting assistance provided to the NOK, addressing problem areas and recommendations concerning the Casualty Assistance Calls Program. The online report should be updated daily to report actions completed. The CACO Report will be completed, in its entirety, and submitted to MFPC for filing in the Casualty's case file.

4. Reassignment of Responsibilities. Tasked activities will ensure CACO responsibilities are properly transferred when the following occurs.

a. Relocation of the NOK. When the NOK relocates outside of the tasked activity's immediate geographic area, prior to completion of required assistance, the tasked activity and CACO will:

(1) Notify MFPC of the pending relocation and new address.

(2) Make liaison with the new CACO when tasked and identified by MFPC.

(3) Coordinate with the new CACO to ensure a smooth transition, to include:

(a) Providing a copy of the casualty case file with explanation of the case specifics and information pertaining to the assistance rendered.

(b) Providing contact information.

(c) Providing the expected time of departure, itinerary, estimated time of arrival, mode of travel, and the new address of the NOK.

(4) Submit completed Casualty Assistance Calls Report (1770) to MFPC.

b. Transfer of CACO. When a CACO is transferred or reassigned prior to rendering all required assistance, the tasked activity, and CACO will:

(1) Personally introduce the new CACO to the NOK (if possible).

(2) Familiarize the gaining CACO with the casualty case and provide contact information in case questions arise.

(3) Notify MFPC of the reassignment of responsibility.

(4) Initiate On-Line Casualty Assistance Calls Report (1770) within 72 hours of assignment as CACO.

Chapter 4

Casualty Assistance Calls Program

SECTION 2: PHASE I: NOTIFICATION AND CONDOLENCE

1. General

a. The primary purpose of the notification phase is to inform the casualty's next of kin (NOK) of the incident and surrounding circumstances. CACOs conducting personal notifications must be in the appropriate uniform and capable of representing the Commandant and the U.S. Marine Corps. Notifications will be made in an expeditious, professional, and dignified manner with consideration for the casualty's family.

b. The primary purpose of a condolence call is to extend personal sympathy on behalf of the Commandant and the U.S. Marine Corps and to offer assistance to the family of the casualty. Condolence Calls are made when the Marine Corps is not able to make the initial notification, whether because the NOK is at bedside at the time of death or they are informed by civilian authorities. Condolence Calls are also made in the case of the death of retired General Officers or former Sergeants Major of the Marine Corps.

2. Manner of Notification. Notification will be made on reportable casualties as outlined in subparagraphs (a) through (e). For individuals not listed below, notification is not required unless directed by MFPC. Commanders may make notification to individuals not covered as the commander deems appropriate.

a. Active Duty

(1) Deceased, Duty Status Whereabouts Unknown (DUSTWUN), and Missing. The primary NOK (PNOK) and secondary NOK (SNOK), as defined in Chapter 1, will be notified in person.

(2) Ill or Injured

(a) Hostile Not Seriously Injured (NSI)- Wounded in Action, Seriously Ill or Injured (SI), and Very Seriously Ill or Injured (VSI). The PNOK and SNOK, defined in Chapter 1, will be notified telephonically by MFPC. Following telephonic notification, a Casualty Assistance Calls Officer (CACO) may be assigned at the request of the commander or as directed by MFPC.

(b) SpecPat. When a Marine makes a suicide attempt, as verified by medical authority, notification will be made as follows:

1. the Marine notifies the PNOK; requests notification not be made; or

2. if the Marine does not indicate a clear intent, or

is not capable of making notification, MFPC will make telephonic notification to the PNOK.

b. Deserters. When a deceased Marine is a declared deserter and notification to the PNOK has not been accomplished by other means (e.g. hospital, police, etc.), MFPC will direct telephonic or personal notification as a matter of courtesy.

c. Foreign Nationals. If the PNOK is located in CONUS, the host commander will make personal notification. If residing outside CONUS, representatives of the parent country will make notification.

d. DON, (USMC) Civilian Employees/Contractors

(1) Deceased, DUSTWUN, and Missing. The PNOK should be notified in person. Notification should be coordinated through the appropriate human resources office or contracting agency. The human resource office/contract officials are primarily responsible for making notification to the NOK. Marine Corps representatives may accompany these officials to provide condolences on behalf of the United States Marine Corps.

(2) Ill or Injured. The PNOK will be notified telephonically.

e. Family Members. When the Marine is not aware of the death, the Marine's commander or representative will notify the Marine in person. The Marine is responsible for notifying other family members as desired. Commanders may assist in making telephonic or personal (if in local area) notifications to other relatives, when requested by the Marine.

3. Condolence Calls

a. When a notification of death is made by sources other than the Marine Corps, (e.g., Marine dies at home; hospital, law enforcement, etc.) a condolence call is required and will be made after receipt of information confirming the death.

b. In the case of deceased General Officers and former Sergeants Major of the Marine Corps, the condolence call does not make these individuals eligible for either mortuary affairs or benefits and entitlements assistance. The representative will provide general information pertaining to the Casualty Assistance Program and must be prepared to assist the family if specifically requested.

c. When notified and practicable, commanders should make every effort consistent with commitments and capabilities to assist the families of deceased inactive and retired Marines. A Marine acting as a representative of the CMC may either make a condolence call at the home of the family or contact the family by telephone to offer condolences and assistance.

#### 4. CACO Guide to Benefits and Entitlements

a. The CACO Guide to Benefits and Entitlements is a hyper-linked, user friendly, Microsoft word document that is maintained as the most up-to-date resource for CACOs. It includes a checklist of CACO requirements that follow the duties and responsibilities delineated in Section 1 of this chapter. It is also the reference for current dollar amounts and policies for all benefits and entitlements.

b. Upon assignment, MFPC will provide the CACO with a digital copy of the CACO Guide to Benefits and Entitlements. If DC M&RA (MF) is unable to provide this reference due to time constraints or technological restrictions, it will be downloaded by the CACO from the HQMC Casualty Website ([www.manpower.usmc.mil](http://www.manpower.usmc.mil) => Casualty Assistance => Casualty Assistance Calls Officer (CACO) link => reference: CACO Guide).

c. Any available time between assignment and subsequent execution of the notification or condolence phase should be used to familiarize oneself with the CACO Guide. The CACO Guide is an invaluable resource to the CACO in the execution of their duties and should be read in its entirety.

#### 5. Notification/Condolence Guidelines

a. Times of Notification. The Marine Corps' goal is to accomplish all required notifications within 8 hours of learning of the casualty incident. Hours of notification are 0500-2400, unless directed by the MFPC.

b. Uniform for Notification. Personal notification will be conducted in the Service Alpha uniform. If extenuating circumstances require the wear of the Dress Blue uniform, permission must be requested through the MFPC prior to the execution of the notification. The uniform for commander-requested VSI condolence calls or assistance visits is the Service Charlie/Bravo uniform.

c. Simultaneous Notification. One of the purposes for coordination of the notification by MFPC is to make simultaneous notification to PNOK and SNOK. If the PNOK cannot be immediately located, the CACO for the SNOK shall notify DC M&RA (MF) and await further instructions to satisfy the goal of simultaneous notification. Notification of the SNOK should not be delayed for an unreasonable amount of time; however, it is preferred whenever possible, that the PNOK be notified at the same time. At the direction of MFPC, the SNOK may be notified first, if the PNOK location is unknown, in order to assist in determining the whereabouts of the PNOK. When the SNOK is notified first, advise the SNOK not to contact the PNOK until official notification by the Marine Corps has occurred. If the PNOK is a minor, notification will be made to the child's guardian.

d. Notification by Other Sources. In cases involving death, when notification has been made to the NOK by sources other than the Marine

Corps (e.g., friend, physician, police, media, etc.), a condolence call is required to confirm the information and to complete phases II and III of the assistance process.

e. CMC Directed Actions: MFPC may direct other actions as appropriate. All uncertain situations should be referred to MFPC for guidance.

## 6. Methods of Notification/Condolence Calls

### a. Telephonic

(1) Telephonic notification will be conducted for injured/ill cases as explained in Chapter 2. Telephonic notification is not authorized for deceased cases unless directed by the DC M&RA (MF). Telephonic notifications for injured/ill Marines are the responsibility of MFPC.

(2) Marines who become casualties and are determined to be in an NSI or SpecPat status should be counseled to make telephonic notification to their NOK, if desired.

(3) If warranted, telephonic SI and VSI notifications will be followed up with a personal assistance call from an assigned CACO.

(4) When a Marine in the status of SI or VSI notifies the NOK, his/her notification will be followed up with an official notification call from MFPC.

(5) MFPC will ensure that the NOK of a SI or VSI Marine is briefed on invitational travel orders (ITOs) to bedside as per Chapter 7.

(6) MFPC will contact the parent command to provide the time and date of contact with the Marine's NOK.

b. Personal. Notification will be made by the assigned CACO. Although no specific instructions can be given to cover the varied and sometimes difficult situations that may arise when making personal notifications, the following guidance applies:

(1) The CACO is a representative of the Commandant and the U.S. Marine Corps, will be in an appropriate uniform, and will act in a manner befitting the assignment.

(2) The CACO must be accompanied by a minimum of one other individual to provide moral support or assistance in the event the family member becomes ill or aggressive. The individual(s) accompanying the CACO may be: a chaplain, as explained below; a medical officer; a Corpsman; local law enforcement personnel; or another Marine. Key volunteers and family readiness personnel are not authorized to accompany a CACO during official notification or condolence call.

(3) The CACO will make every effort to locate a chaplain to assist with the notification or condolence call.

7. Conduct of Personal Notification/Condolence Calls

a. Prior to Departure

(1) Contact MFPC for guidance and instructions. If the CACO Guide to Benefits and Entitlements has not been received, request it be sent at this time.

(2) Contact the casualty's reporting unit (or the activity that reported the incident), hospital or morgue where the casualty is located, or any other agency that may provide additional information that may be useful. This minor delay is often well worth the investment of time.

b. Locating the NOK

(1) If the NOK cannot be located or is not at home, inquire with neighbors, friends, postmaster, or the local police to determine if the NOK resides at the address. Take care not to disclose the full purpose of the visit except to the NOK. If the NOK's absence appears to be temporary, await their return or proceed to their location, as appropriate.

(2) If the NOK is out of town and not expected to return shortly, attempt to obtain the location. If the location is within a reasonable distance, carry out the notification call. If not, contact MFPC immediately.

c. Notification Requirements

(1) The notification visit may vary in length; however, you must be aware of the NOK's right to privacy and do not stay longer than necessary.

(2) Before executing the notification, verbally verify that the correct person is being addressed.

(3) If the NOK does not offer entrance into the home, ask permission to enter. It is helpful if the NOK is seated prior to delivering the news.

(4) Use good judgment and do not pass graphic or embarrassing details. Do not speculate, embellish or give personal opinions.

(5) When addressing the casualty's family, make every effort to display an understanding and helpful demeanor which will give comfort to a bereaved family.

(6) Speak naturally and at a normal pace keeping in mind that the NOK may need to hear the information several times before the notification visit is complete. An overly formal approach, or a flippant manner, may seriously damage the Marine Corps' reputation with the family, and possibly an entire community. The actions of a CACO during the notification will establish the working relationship with the affected NOK. The following is suggested and may be modified as appropriate:

(a) Death Cases. "The Commandant of the Marine Corps has entrusted me to express his deep regret that your (relationship), John (died/was killed in action) in (place of incident (city/state or country) on (date). (State the circumstances) The Commandant extends his deepest sympathy to you and your family in your loss."

(b) DUSTWUN/Missing Cases. "The Commandant of the Marine Corps has entrusted me to inform you that your (relationship) has been reported as (DUSTWUN, Missing, or Missing in Action) in (place of incident (city/state or country) since (date). (State the circumstances) Upon receipt of additional information, you will be promptly notified. The Commandant extends his deepest sympathy to you and your family during this time."

(7) Advise the NOK of all known details surrounding the casualty incident (use discretion). Never withhold information as it may lead the NOK to suspect a cover-up on the part of the Marine Corps, to include incidents of friendly fire and any investigations being conducted. Use information contained in the PCR and information gathered from the reporting command. Do not embellish, speculate, or provide unsubstantiated information. If requested, you may provide the family with a copy of the PCR.

(8) Answer any immediate questions the NOK may have. If answers are not known, do not be afraid to say so. Write down the question (don't rely on memory) and be sure to get back to the NOK with an answer at a later time.

(9) Remain alert for any adverse reaction to the news. If there is another adult member of the family at home at the time, it may be helpful for the NOK. In case of severe reaction, contact the local hospital, ambulance service, fire department, or rescue squad (if required).

(10) If notifying the PNOK, inform the NOK that personal notification will be made to the secondary NOK. If notifying the secondary NOK, inform the NOK that personal notification will be made to the PNOK.

(11) In cases involving death, the following actions must be accomplished during the initial visit:

(a) Express condolences on behalf of all Marines.



(b) If the casualty is a single Marine, determine if the deceased is legally responsible for any children, unknown to the Marine Corps.

(c) Verify name, address, telephone number, and SSN for payment of death gratuity (if applicable). It is vital that all information is verified (to include spelling).

(d) Determine if there are any immediate family members serving in the Marine Corps or other military services. Notification should be made through the proper military chain of command.

(e) Arrange for a second visit, usually within 24 hours, to discuss mortuary affairs and funeral honors. Advise the NOK to refrain from making any burial/funeral arrangements until they have been thoroughly briefed on mortuary benefits by a mortuary affairs representative.

(f) For casualties occurring in a combat theatre of operations and returned to CONUS via the Dover Port Mortuary (DPM) located at Dover Air Force Base, Delaware, brief the PNOK with regard to media access to the Dignified Transfer (DT) of the Marine's remains at DPM. A DT is the movement of the deceased from the arrival aircraft to DPM. Collect the PNOK's decision as to media access to the DT on the Media Consent Form and provide the signed document to MFPC as soon as possible. The Media Consent Form will be provided to the CACO upon assignment.

(12) Before departing the NOK's home, provide the NOK with a calling card (business card) to contact the CACO when necessary.

(13) If NOK is alone, ask if they would like a friend or family member contacted to stay with them.

(14) Upon completion of notification, immediately contact MFPC and the parent command of the deceased Marine, from the nearest phone away from the residence of the NOK, and provide notification time, date, and all verified information.

d. Notification Restrictions

(1) Unless the casualty is ill or injured, do not notify the NOK by telephone unless authorized by MFPC.

(2) Do not, under any circumstances, make personal notification calls alone.

(3) Do not read from a prepared speech when notifying the NOK.

(4) Do not notify neighbors or friends of the casualty incident; notification should be made to the NOK concerned.

(5) The use of acronyms should be avoided unless clearly understood by the NOK.

(6) Refrain from discussing benefits, entitlements, and disposition of remains during the notification/condolence call, unless specifically requested by the NOK.

(7) Do not commit to, or promise, the NOK anything that can not be provided or that is clearly outside the jurisdiction of the Marine Corps.

(8) In cases where media is expected or is present, do not act as a Public Affairs representative. HQMC Public Affairs or MFPC will assist in these matters if needed.

## Chapter 4

### Casualty Assistance Calls Program

#### SECTION 3: PHASE II: MORTUARY AFFAIRS AND FUNERAL HONORS

1. General. This phase involves coordination with the parent command, local Mortuary Affairs Representative (MAR), Navy Mortuary Affairs, and the local funeral director (selected by the Person Authorized to Direct Disposition of Human Remains (PADD)) for the shipment and interment/inurnment of remains as desired by the PADD. The CACO local to the place of burial will also coordinate with their unit, base, or station for the conduct of funeral honors. There will be no formal tasking by MFPC for funeral honors of active duty personnel. Further details on the conduct of funeral honors are provided in Chapter 6. This phase lasts approximately 3 days, or up to 7 days if remains are located outside CONUS.

#### 2. Mortuary Affairs: Disposition of Remains

a. Preparation for Second Visit. The second phase begins the day after the notification/condolence call is conducted. Prior to making the scheduled visit with the NOK, the following actions should be completed:

(1) Death Gratuity Payment Coordination. Contact MFPC to coordinate payment of death gratuity. The SSN of the death gratuity beneficiary and electronic funds transfer form are needed for payment. The MFPC will fax or email pre-populated claims paperwork to the CACO assisting the death gratuity beneficiary. After completion by the recipient, the paperwork will be faxed or emailed back to MFPC who will in turn forward the documents to DFAS-Cleveland for the processing of the payment.

(2) Mortuary Affairs Brief. Contact the MAR in the local area where the remains are located to obtain information on the remains. If the remains are not being handled by a MAR, Navy Mortuary Affairs located at MFPC will handle the entire case and brief the CACO on all mortuary requirements. For casualties which occur in a combat theatre of operations, Dover Port Mortuary will brief the CACO on all mortuary requirements and handle all coordination/arrangements for return of remains.

(3) Coordination of PADD Briefing. After being briefed on the status of the remains, CACO shall contact MFPC or Dover Port Mortuary to coordinate a briefing of the available disposition options to the PADD by qualified MFPC/Dover mortuary affairs representatives. The CACO will facilitate the briefing which will be conducted via telephone (utilize speakerphone if possible).

(4) Obtain Additional Information Concerning the Case. Contact the Marine's parent command for any additional information that may be passed to the NOK during the visit.

(5) Manner of Visit. If information is required from the NOK, it is not necessary to travel to the NOK's home to obtain the information. Since the initial contact has occurred, contact with the NOK may be made via telephone in preparation for the second visit.

b. During the Visit. Upon arrival at the NOK's home, the NOK may still be in shock; therefore, the visit should be limited to the following:

(1) Completion of Death Gratuity paperwork, DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment) as well as the Electronic Funds Transfer (EFT) form. Two witnesses besides the recipient must sign the claim form. These two individuals can be the CACO and their assistant. Inform the recipient where the forms will be sent to and approximate time for processing. If the beneficiary of the DG is a spouse, advise that it is in their best interest to have funds deposited into their own individual account vice joint as most banks will freeze assets of a deceased Marine.

(2) Contact MFPC or Dover Port Mortuary and facilitate the briefing of the available disposition options to the PADD.

(3) Assist the PADD with regards to the completion of the MMSO/NMA 5360/1 (Statement of Disposition of Remains) and, if applicable, CJMAB Form 4 (Election for Air Transportation of Remains from a Theatre of Combat Operations). The CJMAB Form 4 will be utilized for casualties who die in a theatre of combat operations or who die elsewhere of injuries sustained in a combat theatre of operations. The PADD will also need to be briefed on CJMAB Form 8 which notifies the PADD about the Armed Forces Medical Examiner (AFME) need to retain organs(s) and/or body tissue for further examination to determine manner of death. If the PADD wishes to be notified of identified subsequent remains, CJMAB Form 3 must be completed. This form allows the PADD to provide detailed disposition instructions to the parent service. All of these forms are found in the CACO Guidebook to Benefit and Entitlements and must be signed by the PADD. Examples of the CJMAB Forms 1,3,4,8 are located in figure 4-1.

(4) Advise the PADD that the remains will be escorted home by a Marine. Even though the PADD has a right to request a special escort, the PADD should be advised that doing so may delay the shipment of the remains.

(5) Answer any questions and address immediate concerns of the NOK. The NOK may ask specific questions concerning the incident and may include questions requiring answers that the CACO may not have direct access to or are not readily available. The CACO will advise the NOK on all stages of the conduct of investigations into the cause and circumstances of the Marine's death. Investigative report information will be provided to the CACO via the PCR from MFPC. Provide only information contained on the PCR.

(6) Obtain disposition instructions for the Marine's mail and the personal effects/household goods (shipping address) from the PERE - Person Eligible to Receive Effects.

(7) During the visit, take notes. These notes will be helpful in the completion of the Casualty Assistance Call Report and vital in ensuring all concerns and questions by the NOK are addressed. Do not rely on memory; and do not be afraid if the answer to a question asked by the NOK is unknown, to say so. Write down the question and get back to the NOK at a later time.

(8) The NOK should not be promised anything, unless it is certain that it can be done. With the exception of death gratuity (if applicable) and mortuary benefits, the CACO should refrain from discussing any benefits and entitlements during this visit unless specifically requested by the NOK.

c. After the Visit

(1) Fax or email a scanned copy of the MMSO/NMA 5360/1 to the MAR and MFPC. During combat operations, fax or email a scanned copy (along with the CJMAB Form 4) to Dover Port Mortuary in addition to those organizations previously mentioned. Contact the MAR and MFPC to ensure receipt and for any further instructions.

(2) Contact the Marine's parent command

(a) Provide disposition instructions for the Marine's mail and personal effects/household goods as desired by the Person Eligible to Receive Effects (PERE).

(b) Advise of any special escort request. If the PADD did not request a special escort, the parent command will be prompted to provide a Marine escort (CONUS cases) to accompany the remains. Obtain the name of the escort and pass any instructions to the escort.

(c) Advise of any requirements passed by the NOK (e.g., desires for burial, additional flag for burial, etc.).

(3) Contact MFPC

(a) Pass any additional relevant information provided by the NOK.

(b) Advise of any problems or seek guidance on questionable items presented by the NOK.

(c) If the NOK desires interment/inurnment in a location other than the local area, complete and fax the ITO Worksheet to MFPC. ITOs will be funded and provided by MFPC (see Chapter 7).

(4) Coordinate any requirements associated with the arrival and interment/inurnment of the remains.

(5) Contact the funeral home selected by the PADD to coordinate all requirements to include payment of funeral expenses. It is not the responsibility of the CACO to enter into any contracts with the funeral home selected by the NOK.

(6) If interment is to be conducted at Arlington National Cemetery, contact the cemetery administration soonest to inquire about space availability and to complete necessary forms.

(7) If interment is being considered in a National cemetery, contact the cemetery administration to inquire about space availability.

(8) Coordinate MFH. If interment/inurnment will occur outside of the local area of the CACO, contact the nearest Marine Corps activity to coordinate MFH support. If required, contact MFPC for assistance to locate the nearest unit with regards to providing funeral honors support. All funeral honors will be conducted in accordance with reference (k). There will not be a formal tasking for funeral honors of an active duty Marine.

(9) For casualties that occur in a combat theatre of operations and whose remains are returned through the mortuary facility at Dover Air Force Base, Delaware, the CACO is responsible for coordinating a uniformed honor guard detail to transfer the remains from the aircraft, when airport and airline security requirements permit, by carrying the flag draped casket to a hearse or other form of ground transportation.

(10) The CACO and funeral director, selected by the PADD, will also meet the remains and the escort upon arrival.

3. Casualty Assistance Calls Package (CACPAC). The CACPAC is normally prepared within 24 to 48 hours after the Marine's death and contains various documents and informational literature for the PNOK. The CACPAC will be sent via United States Postal Service Express Mail or Federal Express to the CACO. Included in the CACPAC are the following items:

- a. "The Days Ahead" Binder
- b. DD Form 1300 (Report of Casualty) (13 copies)
- c. MFPC Information/Condolence Letter
- d. DOD Survivors Guide with Marine Corps Addendum
- e. Pamphlets and letters from support, benevolent, or philanthropic organizations
- f. Lapel Pin for the Next of Kin of Deceased Personnel or Gold Star Lapel Pin (as appropriate)

- g. Honorable Service Certificate (as appropriate)
- h. VA Benefits Information pamphlet

**DISPOSITION OF REMAINS ELECTION STATEMENT  
INITIAL NOTIFICATION OF IDENTIFIED PARTIAL REMAINS**

DATA REQUIRED BY THE PRIVACY ACT OF 1974		
<small>Authority: Title 10 USC, Sections 1481 through 1488. Principal Purpose: To record disposition of remains desired by the person authorized to direct disposition of remains (PADD). Routine Uses: By Departments of the Army, Navy and Air Force to document and authorize actions necessary to return the remains. Disclosure: Disclosure of requested information is voluntary. Without disclosure your desires may not be recorded and accommodated.</small>		
1. NAME OF DECEASED (Last, First, Middle Initial)	2. SERVICE / RANK OF DECEASED	3. SSN OF DECEASED
4. TYPED OR PRINTED NAME OF PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)		5. RELATIONSHIP TO DECEASED

I, the undersigned, understand that every effort is being made for the full recovery of remains, but only partial remains have been recovered and identified at this time. I am aware that additional subsequent remains may be recovered at a later date and individually identified or designated for inclusion with a group interment.

I elect the following option from the applicable sections below:

**Section I: Election for Currently Recovered Remains**

Option 1 _____ Initials	I would like to receive the incomplete remains that have been identified at this time.
Option 2 _____ Initials	I would like to have the incomplete remains temporarily held until other substantial remains believed to be from the deceased are identified. I understand that this process can take up to a week or more.

**Section II: Election In the Event of Future Identification (Individual Incident Only)**

Option 1 _____ Initials	In the event that further remains are individually identified, I would like to be notified and given the choice of accepting subsequent portions for disposition.
Option 2 _____ Initials	In the event that further remains are individually identified, I do not want to be notified. I authorize the Army, Marine Corps, Navy, Air Force or Coast Guard to make appropriate disposition.

**Section III: Election In the Event of Future Identification (Multiple Casualty Incident)**

Option 1 _____ Initials	In the event that further remains are identified as group remains, I would like to be notified and provided information on any planned ceremony in honor of deceased Service Members in the group.
Option 2 _____ Initials	In the event that further remains are identified as group remains, I do not want to be notified.

**Authorization of PADD and Witness**

SIGNATURE OF PADD	DATE
TYPED OR PRINTED NAME OF WITNESS (Last, First, MI, Rank/Grade, Title)	
SIGNATURE OF WITNESS	DATE

CJMAB Form 1 (Apr 2009) Previous editions are obsolete.

\*\* All Forms must be stamped FOUO once completed \*\*

Figure 4-2.--Sample CJMAB Form 1



DISPOSITION OF REMAINS ELECTION STATEMENT NOTIFICATION OF SUBSEQUENTLY IDENTIFIED PARTIAL REMAINS		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
<b>Authority:</b> Title 10 USC, Sections 1481 through 1488 <b>Principal Purpose:</b> To record disposition of remains as directed by the Person Authorized to Direct Disposition of the remains (PADD). <b>Routine Uses:</b> By Departments of the Army, Navy, and Air Force to document and authorize actions necessary to return the remains. <b>Disclosure:</b> Disclosure of requested information is voluntary. Without disclosure your desires may not be recorded or accommodated.		
NAME OF DECEASED (Last, First, Middle Initial)	SERVICE / RANK OF DECEASED	SSN OF DECEASED
TYPED OR PRINTED NAME OF PADD		RELATIONSHIP TO DECEASED
I, the undersigned, understand that partial additional remains have been recovered and individually identified for the decedent listed above. I hereby direct and authorize that the additional remains be: (select one option below)		
Option 1  Initial _____	<b>Transferred for interment in a suitable burial container above the original casket to:</b> <i>Funeral Home</i> _____ <i>Name and</i> _____ <i>Address</i> _____	
Option 2  Initial _____	<b>Transferred to the funeral home below for subsequent cremation at Government expense, arranged by the person with legal authority at the final destination:</b> <b>Urn Choice: Metal _____ Wood _____</b> <i>Funeral Home</i> _____ <i>Name and</i> _____ <i>Address</i> _____	
Option 3  Initial _____	<b>Cremated, placed in a Metal _____ or Wood _____ urn and delivered to:</b> <i>Name and</i> _____ <i>Address</i> _____	
Option 4  Initial _____	<b>Retained at the Servicing Mortuary for appropriate disposition by the parent Service.</b>	
Option 5  Initial _____	<b>Retained by the Armed Forces Medical Examiner System for teaching and research purposes with final disposition as a medical specimen.</b>	
<b>In the event that further subsequent remains are identified beyond today (select Notify or Do Not Notify):</b>		
<b>NOTIFY</b>	<b>You may select one or both</b> _____ I would like to be notified and given the choice of accepting <b>individual</b> portions for disposition.  _____ I would like to be notified in the event that further remains are classified as part of a <b>group</b> , so that I can be provided information on any planned ceremony in honor of Service members in the group.	
<b>DO NOT NOTIFY</b>	_____ I DO NOT want to be notified. I authorize the parent Service to make appropriate disposition.	
AUTHORIZATION OF PADD AND WITNESS		
SIGNATURE OF PADD		DATE
TYPED OR PRINTED NAME OF WITNESS	SIGNATURE OF WITNESS	DATE

CJMAB Form 3 (October 2009) Previous editions are obsolete.

\*\* All Forms must be stamped FOUO once completed \*\*

Figure 4-3.--Sample CJMAB Form 3

**ELECTION FOR AIR TRANSPORTATION OF REMAINS  
FROM A THEATER OF COMBAT OPERATIONS**

DATA REQUIRED BY THE PRIVACY ACT OF 1974

<small>Authority: Title 10 USC, Sections 1481 through 1488                  Principal Purpose: To record air transportation of remains desired by the person authorized to direct disposition of remains (PADD).                  Routine Uses: By Departments of the Army, Navy and Air Force to document and authorize actions necessary to return the remains.                  Disclosure: Disclosure of requested information is voluntary. Without disclosure your desires may not be recorded and accommodated.</small>		
NAME OF DECEASED (Last, First, Middle Initial)	SERVICE / RANK OF DECEASED	SSN OF DECEASED
TYPED OR PRINTED NAME OF PADD		RELATIONSHIP TO DECEASED
COMPLETE ADDRESS OF PADD		PHONE NUMBER(s)

**As the Person Authorized to Direct Disposition (PADD) of remains, I acknowledge the air transportation options available to me, and my choice is reflected below.**

Option 1	I direct that the remains be transported by military / military contracted aircraft to an airport or military base appropriate to the receiving funeral home or interment site.
_____	Initials
Option 2	I direct that the remains be transported by commercial aircraft to an airport appropriate to the receiving funeral home or interment site.
_____	Initials
<b><u>NOTES:</u></b>	

<b>GENERAL WAIVER</b>	<b>In the unlikely event that the choice of air transportation selected above is delayed due to circumstances beyond the military Services' control, I authorize the military Service to arrange other transportation, if required, to ensure the timely arrival of my loved one's remains.</b>
_____	Initials

***Authorization of PADD and Witness***

SIGNATURE OF PADD	DATE
TYPED OR PRINTED NAME OF WITNESS	
SIGNATURE OF WITNESS	DATE

CJMAB Form 4 (MAR 2007) Previous editions are obsolete.

\*\* All Forms must be stamped FOUO once completed \*\*

Figure 4-4.--Sample CJMAB Form 4

DISPOSITION OF ORGANS RETAINED FOR EXTENDED EXAMINATION		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
NAME OF DECEASED	RANK OF DECEASED	SSN
TYPED OR PRINTED NAME OF PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)		RELATIONSHIP
<p>I, the undersigned, understand that the _____ has/have been retained (organ/organs) by the Armed Forces Medical Examiners system for the purpose of extended examination to determine the cause and manner of death IAW 10 USC 1471.</p> <p>Upon completion of the additional studies, which can take up to six months, I elect the following option by placing my initials next to the option of my choice:</p> <p>_____ I do not want to be notified and I authorized the Armed Forces Medical Initials Examiners System to make proper disposition.</p> <p>_____ I would like to be notified when examination is complete and given the Initials opportunity to decide the disposition of above-mentioned organ(s) for disposition.</p> <p>_____ I want the organ(s) sent to the following funeral home: Initials</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Name of Funeral Facility</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Address</p> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Phone Number</p>		
AUTHORIZATION OF PADD AND WITNESS SIGNATURE		
TYPED OR PRINTED NAME OF PADD	SIGNATURE OF PADD	DATE
TYPED OR PRINTED NAME OF WITNESS	SIGNATURE OF WITNESS	DATE

**CJMAB Form 8 - OCT 2006**

\*\* All Forms must be stamped FOUO once completed \*\*

Figure 4-5.--Sample CJMAB Form 8

## Chapter 4

### Casualty Assistance Calls Program

#### SECTION 4: PHASE III: BENEFITS AND ENTITLEMENTS

1. General. Phase III, Benefits and Entitlements, begins when the NOK is prepared to begin discussing such matters. As a general rule, allow the family to bury their Marine before beginning the benefits and entitlements phase. Some NOK may want to begin during the mortuary affairs and funeral honors phase; take cues from the family and move forward at their pace.

#### 2. Benefits and Entitlements Visit

##### a. Prior to the visit

(1) Determine which benefits and entitlements are applicable to the case. Contact MFPC for assistance and guidance. Upon determination, read the information provided in the CACO Guide for each benefit and become familiar with the benefit and required claim form.

(2) The CACO should complete all applicable claim forms with the known information. This allows the CACO to be poised and ready for the completion of claim forms after the interment/inurnment. Copies of all completed forms should be filed in the "Days Ahead" Binder provided to the PNOK.

(3) Approximately 2 days after the funeral, call the NOK or beneficiary and schedule an appointment to complete necessary claim forms for benefits and entitlements.

(4) In order to prepare the NOK for the visit, briefly explain what will be discussed during the visit. Encourage the NOK to review the DOD Survivors Guide, with Marine Corps Addendum, previously provided. Doing so will give the NOK a better understanding of benefits and entitlements and may aid in eliminating a lot of questions.

(5) Contact the Regional Office (RO) of the VA and inform the assigned VA Casualty Assistance Officer (CAO) of the scheduled appointment with NOK. The CACO should attempt to have the RO CAO attend the visit with the NOK. If accompanied by the RO CAO, the RO CAO will brief all benefits administered by the VA as they are the benefit and entitlement experts.

(6) Benefits and entitlements are not considered a part of the Marine's estate and are unaffected by the presence of a will. Additionally, benefits and entitlements are paid according to Federal law or as designated by the Marine.

(7) Obtain a desired date from the NOK, and contact the SSA to schedule an appointment for the NOK to apply for SSA benefits. The SSA will brief the NOK on all available benefits administered by the SSA.

(8) Contact the parent command to obtain the status of the shipment of personal effects/household goods. Contact the Joint Personal Effects Depot (JPED) for all deaths associated with contingency operations.

(9) Contact the funeral director to obtain a copy of the itemized bill, and fax the bill to the MFPC for payment.

(10) If possible, resolve all other outstanding issues or concerns raised by the NOK.

b. During the Visit

(1) Explain each applicable benefit and entitlement to the appropriate beneficiary and obtain signatures on all required claim forms; file the forms in the "Days Ahead" binder.

(2) Brief the PERE on the status of the shipment of personal effects/household goods.

(3) Brief the PADD on the status of the payment of funeral expenses.

(4) Brief the NOK on any outstanding issues or concerns raised by the NOK.

c. After the Visit

(1) Contact the NOK to determine if financial payments are being received.

(2) Contact MFPC for assistance in resolving outstanding issues.

(3) The duties and responsibilities of the CACO officially end when the Casualty Assistance Call Report has been completed and submitted to the MFPC. However, moral obligations to the NOK still exist. The NOK may contact the CACO for assistance in other matters. When appropriate, provide assistance or refer the NOK to the DC M&RA (MF). Continued support of the NOK reaffirms the Marine Corps' commitment of "Take Care of Our Own."

3. Casualty Assistance Call Report

a. The Casualty Assistance Calls Report is the single most important document in the review of the decedent's case file history. It is to be completed as benefits and entitlements are applied for and received. It serves as documentation of completion of all applicable

tasks required for execution by the CACO as part of the Casualty Assistance Calls Program. Additionally, it provides an after-action report for the CACO to provide feedback on positive and negative aspects of the Casualty Assistance Program, and recommended changes or improvements.

b. Online CACO Report Application. The Online CACO Report Application enables the CACO to complete the Casualty Assistance Call Report via the web. The application can be updated as events occur or tasks are completed. The following are guidelines for its use:

(1) CACO(s) must have a valid Manpower Portal Account. If the CACO does not have an account, they must register for one at [www.manpower.usmc.mil](http://www.manpower.usmc.mil).

(2) The link to the Online CACO Application is: [www.manpower.usmc.mil/cacov2](http://www.manpower.usmc.mil/cacov2).

(3) The CACO will only have access to cases previously completed or are currently working.

(4) Entry data for creation of a new report is the deceased Marine's SSN. Upon entry of the SSN, the application will attempt to pre-populate the form with data on the casualty from the MCTFS and the Defense Casualty Information Processing System (DCIPS).

(5) After the form is auto-populated, the CACO will begin to fill in completed events and tasks. Once complete, entered information is saved to the application database and an email is automatically sent to MFPC providing notification of the opening of a new report.

(6) The CACO can return to the application as many times as necessary to make changes or updates to the report. Once all actions are complete, the CACO must select submit on the main browse page that corresponds to that specific case. The case is then locked until MFPC completes a review and determines whether to approve or disapprove the submission.

(7) If the case is disapproved, an email is sent to the CACO informing them of the reason, and the case is returned to an open status to allow resolution.

(8) Once the case is approved, an email will be generated informing the CACO. At this time the CACO will print the report for his/her records. MFPC will download the completed report and place it in the casualty case file. MFPC will register the report as "closed" in the application and an email will be generated to the CACO informing them of the final closed status. Once closed, the CACO will still have the ability to view and print the report.

(9) An interim report is due to MFPC thirty (30) days from the date of assignment as CACO.

(10) The final report is due sixty (60) days from the date of assignment as CACO. If extenuating circumstances exist that preclude the completion of the report within the established time frame, contact MFPC to request an extension.

## Chapter 4

### Casualty Assistance Calls Program

#### SECTION 5: LONG TERM ASSISTANCE PROGRAM

1. General. The Casualty Assistance Calls Program is designed to suit the culture and organization of the Marine Corps. The Marine Corps does not have Casualty Assistance experts whose sole purpose is to assist survivors of deceased Marines on a permanent basis at the unit, base, or station level. Therefore, MFPC, through the execution of the Long Term Assistance Program, will continue to assist and attend to the needs of survivors of deceased Marines.

#### 2. Long Term Care Assistance Program

a. The mission of the Long Term Assistance Program is to ensure that the NOK of deceased Marines receive sustained, quality assistance from the Marine Corps as the typical CACO assistance period draws to a logical end state. A CACO usually completes their administrative duties between 30 and 60 days. This does not relieve them of their obligation to assist the NOK with future concerns and unresolved issues - the CACO's commitment to the NOK of a Marine is open-ended. However, over time, MFPC shifts the focus of personal assistance to the NOK from the in-person support of the CACO to that of a permanent resource at MFPC, the Long Term Assistance Provider (LTAP).

#### b. Program Benchmarks

(1) A LTAP representative at MFPC will review decedent case files approximately sixty days after death. The Casualty Assistance Calls Officer Report will be the primary document used to orient the LTAP to outstanding issues and possible sensitive areas. Upon review of the decedent case file and the CACO Report, the LTAP will make contact with the CACO. At this time, the LTAP surveys the status of the case and determines if further action by the CACO is required. If necessary, the LTAP will guide the CACO to resolution. The LTAP will advise the CACO that the PNOK will be contacted via mail and telephone to introduce the details of the program and provide contact information to the NOK. Dependent upon the determination of the LTAP, the CACO may continue to be the primary point of contact for the NOK.

(2) A letter is mailed to the PNOK 60-days following the death of the Marine providing a brief explanation of the program, the LTAP's contact information and a business card.

(3) The LTAP will then contact the PNOK of the deceased Marine, identify themselves as the POC for long term support, and again survey the situation for unmet needs. The LTAP will provide guidance to the PNOK as required, confirm his/her contact information with the PNOK, and reconnect him/her with the CACO if necessary and attempt to resolve any outstanding issues.



(4) At the one-year mark, the LTAP will follow-up with the NOK by sending an additional letter. The letter is intended to remind the NOK of the indefinite support available at HQMC and again provide contact information should the NOK need assistance.

Chapter 4

Casualty Assistance Calls Program

SECTION 6: CASUALTY ASSISTANCE DURING AND AFTER MOBILIZATION

1. General. The Marine Corps must ensure casualty assistance is continually provided in accordance with provisions of this Order, during and after mobilization. Casualty assistance will be provided by personnel assigned to bases and stations nearest the next of kin (NOK), or by Readiness Support Program (RSP) personnel assigned to a Peacetime/Wartime Support Team (PWST). Other Marine Corps activities may be tasked to provide casualty assistance at the direction of the DC M&RA (MF) on an "as needed basis".

2. Readiness Support Program (RSP)

a. Definition. The RSP structure provides a Marine Corps presence in local communities and performs many aspects of community relations, and contributes to the overall readiness of the Reserve Establishment. An important function of PWST personnel is to provide casualty assistance and family support services during and after mobilization.

b. Purpose. The RSP provides a trained pool of personnel to conduct casualty notification and assistance during and after mobilization of the Reserve Establishment. These personnel have overall responsibility for fulfilling the casualty assistance mission in the geographical area formerly covered by the staff members of the inspector-instructor units to include:

(1) SMCR personnel filling Individual Mobilization Augmentation (IMA) billets.

(2) Prior Service Recruiters.

(3) Pre-assigned Individual Ready Reserve personnel.

(4) Pre-assigned retirees.

3. Responsibility. The process of providing casualty assistance during the transition from peacetime to wartime must be seamless. Marine Corps bases and stations will assume responsibility for the NOK residing in the geographic area of the base or station. PWST personnel will assume duties from the inspector-instructor staffs. Degradation in the quality of casualty assistance provided cannot be afforded; therefore, care must be exercised during the transition process.

a. Assignment. Assignments for casualty assistance will be made in accordance with the procedures set forth in this Order.

b. Training. Training is necessary to properly carryout the demanding duties and responsibilities associated with the Casualty Assistance Calls Program.

(1) In the event of mobilization, training will be conducted by Marine Corps bases and stations in order to support the NOK of personnel residing in the geographic area of the base or station.

(2) Marine Forces Reserve will conduct training for PWST Reserve IMA billets annually. Following mobilization, PWST personnel will train augmentees of the PWST.

(3) Training materials may be requested from the DC M&RA (MF).

c. Augmentation. Marine Corps activities unable to handle the volume of casualty assistance requirements due to multiple casualties should advise MFPC immediately. MFPC may task the nearest Marine Corps activity to provide personnel and assistance.

## Chapter 5

### Mortuary Affairs

1. General. The Navy is responsible for the administration of the Mortuary Affairs Program for active duty, retired Navy and Marine Corps personnel and certain categories of civilians. A complete list of eligible individuals and specific guidance concerning Mortuary Affairs (MA) is contained in Reference (e). MA provides professional mortuary services, supplies, and related services incident to the care, disposition, and shipment of remains. Marine Corps activities are required to take such action as deemed appropriate for the preservation and protection of remains and effects of deceased Marine Corps personnel. Mortuary Affairs Representatives (MARs) and decedent affairs officers who are on staff at most naval hospitals and clinics assist local commanders in the execution of the mortuary affairs program. For assistance and questions, contact the local MAR, Navy Mortuary Affairs or DC, M&RA (MFPC).

2. Autopsies. See Reference (f) for guidance concerning autopsies.

3. Organ Donations

a. In general, procedures and policies concerning organ donations are dictated by local authorities. Organs are typically disposed of in accordance with the wishes of the Person Authorized to Direct Disposition of Human Remains (PADD). Exceptions are:

(1) when the Marine specifies disposition under the Uniform Anatomical Gift Act

(2) when the organ(s), usually the heart and brain, are required for autopsy or other studies authorized by law, CJMAB (Central Joint Mortuary Affairs Board) Form 8 (Disposition of Organs Retained for Extensive Examination) will be required for signature by the PADD.

b. If the Marine in question is under the care of a military hospital, specific procedures of the hospital command will be implemented. In most cases, the Marine's family will decide whether or not authorization is granted to harvest organs, however, each state has different requirements regarding organ donation.

c. Regardless of the Marine's desire to be an organ donor (e.g., organ donor annotated on a valid state driver's license), the family or state's wishes will ultimately dictate whether organ donation occurs.

4. Person Authorized to Direct Disposition of Human Remains (PADD)

a. The PADD controls the disposition of remains and is the person to whom the Marine Corps and the Casualty Assistance Calls Officer (CACO) are responsible to provide assistance.

b. The CACO will request instructions for disposition of remains to inform the PADD of their choices.

c. The PADD shall be designated by the Marine on his/her Record of Emergency of Data (RED) and this designation is observed by federal law. For disposition of remains, the Secretary of the Military Department concerned is deemed to have standing if no other eligible person is available. If the Marine did not designate a PADD on their RED, eligible NOK are recognized in the order as defined in Chapter 1.

5. Disposition of Remains. Disposition includes instructions for the preparation and encasement, selection of the receiving funeral home, and selection of the place of interment.

a. Statement of Disposition. Request for Navy mortuary contract services must be committed in writing by the PADD, by completing the Statement of Disposition of Remains. The Statement of Disposition form is provided to the CACO in the CACO Guide to Benefits and Entitlements or may be obtained by contacting DC, M&RA (MFPC).

b. Relinquishment of Disposition Rights. When the PADD desires to relinquish disposition rights, the assigned CACO will ensure the disposition form reflects "option 6" on the form. The PADD cannot designate another person to assume the responsibility of directing disposition of remains, the person who will next be appointed for the responsibility will be determined by a Navy Mortuary Affairs specialist. The completed form will be faxed to the DC, M&RA (MFPC) and the MAR. In the event the form is not available, the assigned CACO will prepare and have the PADD sign the following statement:

"I hereby relinquish my right to exercise control over the disposition of the remains of my (relationship of deceased). I understand that the right to direct disposition of the remains of (rank, name, and SSN of deceased) will transfer to the next person in the order of precedence as per Reference (a). I also certify that I have the legal right to make this authorization and release the U.S. Navy, its officers, agents, and employees from any and all liability that may arise from this relinquishment."

c. Refusal of Navy Mortuary Contract Services. When the PADD declines Navy mortuary contract services, responsibility for all arrangements, services, and related expenses will be assumed by the PADD. Although these costs are the responsibility of the PADD, allowable expenses will be reimbursed up to the amounts of the authorized entitlements, plus transportation of the remains (see paragraph 7 below).

6. Shipment of Remains. Remains of individuals covered under the program will be shipped at Government expense to a location selected by the PADD. Shipment will be accomplished via the most direct route unless indirect routing for the purpose of an authorized stopover is approved. Transportation of remains will be provided as expeditiously as possible. The PADD should be advised that funeral and interment dates should not be set until a shipping schedule has been arranged.

a. Mode of Transportation. A Government transportation request (GTR) will be used to obtain commercial air or rail transportation of remains. For casualties that occur in a combat theatre of operations and whose remains are returned through the mortuary facility at Dover Air Force Base, Delaware, the PADD has the option of designating the method of air transportation (military/military-contracted or commercial) for the remains from Dover to the place of interment. A uniformed honor guard detail will meet the remains and shall participate in the transfer of remains from the aircraft when airport and airline security requirements permit, by carrying the flag draped remains to a hearse or other form of ground transportation. Government air transportation is not authorized from one point in the 48 contiguous United States to another point in the 48 contiguous United States, except as outlined in paragraph c below.

b. Cremated Remains (Cremains). The inurned cremains, in an appropriate outer receptacle, will be hand carried by an escort using commercial air, rail funeral coach, or other appropriate vehicle. Please refer to TSA urn restrictions for carry-on process.

c. Indirect Routing and Stopover. The PADD may request an indirect routing with a stopover en route for funeral services or other legitimate reasons. A stop-over must be approved by Navy Mortuary Affairs prior to shipment. The stopover must not exceed a period of 72 hours. The PADD must agree to pay for all expenses incurred at the stopover point including transfer of remains to and from the commercial carrier terminal. Stopovers are limited to the 50 United States and its possessions.

d. Estimated Timeline. Although it is impossible to predict the exact schedule, remains normally arrive at their destination within 3 to 5 days when the death occurs within CONUS, and within 7 to 10 days when the death occurs outside CONUS. Unusual circumstances (e.g., loss at sea, whereabouts unknown, multiple casualties, or when

recovery or identification of remains is complicated) may delay shipment.

7. Burial Allowances. Authorized allowances are described below. These amounts may change; upon contact, a Navy Mortuary Affairs specialist will ensure the assigned CACO is briefed on current amounts. Current authorized amounts will also be found in the CACO Guide to Benefits and Entitlements.

a. Primary Expenses. Expenses include costs for removal, embalming, casket, clothing, dressing, cosmetic/restorative procedures; permits, air tray, cremation, urn, and engraving.

b. Secondary Expenses. Expenses may include, but are not limited to, costs for professional services; facilities; staff; church; limousines; gratuities; obituary notice; memorial items; one grave space; cemetery labor, headstone or marker; vault/outer enclosure; and columbarium. Reimbursable amounts differ based on the following options:

- (1) Interment in a private cemetery;
- (2) Interment in a national cemetery;
- (3) Direct disposition to a national cemetery;
- (4) Cremation;
- (5) When there is no Government involvement (paragraph 8 applies) and burial is in a private cemetery; or
- (6) When there is no Government involvement (paragraph 9 applies), and burial is in a national cemetery.

Note: There is no cost associated with the opening and closing of the grave when interment occurs in a national cemetery.

c. Transportation Expenses. The cost of transportation is provided in addition to primary and secondary expenses.

8. Reimbursement for Funeral/Interment Expenses. Request for reimbursement for funeral/interment expenses should be submitted to MFPC utilizing DD Form 1375, Request for Reimbursement for Funeral/Interment Expenses. Reimbursement is limited to costs as outlined the CACO Guide to Benefits and Entitlements. The PADD is liable for all costs in excess of the above allowances.

9. Burial in a National Cemetery. National cemeteries are under the jurisdiction of the Veterans' Administration (VA), National Cemetery Administration. Services for burial include the gravesite, headstone or marker, opening/closing of the grave and perpetual care. Many

national cemeteries have columbaria or gravesites for cremated remains. Gravesites cannot be reserved and must be applied for at the time of death. Reservations made under previous programs are honored. National cemeteries do not conduct burials on weekends or holidays. For additional information or eligibility criteria for burial, contact the cemetery in which burial is being considered or the National Cemetery Administration.

Note: Arlington National Cemetery (ANC) is under the jurisdiction of the Army. Eligibility is more limited than other national cemeteries. For information, contact ANC.

10. Burial at Sea. Burials at sea will be arranged by a Navy Mortuary Affairs specialist upon request. Contact MFPC for additional information.

11. Memorial Services. When an active duty Marine has been officially determined to be deceased and no remains are recovered, Navy will reimburse the PADD for cost associated with a memorial service. See CACO Guide to Benefits and Entitlements for current authorized reimbursement amounts.

a. The PADD is responsible for making arrangements for memorial services and filing for reimbursement. A Navy Mortuary specialist will determine which costs are reimbursable and should be consulted prior to making arrangements.

b. Memorial service authorization pertains to private memorial services held by the family and should not be confused with memorial services held by the Marine's unit. The Marine Corps is not authorized to pay for or reimburse family members for travel expenses to unit memorial services.

c. If remains are later recovered, Navy will pay for primary expenses and transportation expenses less the amount previously expended for the memorial service.

12. Headstones or Markers. The VA, National Cemetery Administration will provide a headstone or marker upon request for the graves of deceased eligible veterans, retired, and active duty service members at no charge to survivors (this benefit is offered regardless of whether placement is in a national or private cemetery). The VA will also provide a headstone or marker upon request for the graves of spouses or other eligible family members buried in a military, state veteran, or national cemeteries.

a. Costs. The VA will pay the shipping costs of the headstone or marker to any location worldwide, but will not pay the cost of placing the headstone or marker on the grave. There is no cost associated with placement in a national, state, or military post



cemetery. The cost of a headstone or marker cannot be applied toward the cost of a private headstone or marker.

b. Inscriptions. Headstones or markers are inscribed with the name of the deceased, branch of service, and years of birth and death. Additionally, the following optional items may be inscribed on the headstone or marker: military grade; rank or rate; war service; months and days of birth and death; religious emblem; and text indicating valor awards.

c. Memorial Headstones or Markers. Memorial headstones or markers may be provided for remains that were not recovered or identified, buried at sea, donated to science, or cremated and scattered. A memorial headstone or marker is the same as those used to identify a grave except the phrase "In Memory of" precedes the inscription.

d. Requesting a Headstone or Marker. Requests for headstones or markers must be submitted to the VA utilizing the VA Form 40-1330, Application for Standard Government Headstone or Marker for Installation in a Private or Local Cemetery. When burial occurs in a national or Government cemetery, the cemetery administrator usually orders the headstone or marker.

13. Clothing, Uniforms, and Accoutrements for Burial. Authority and regulations for providing articles of clothing to dress remains of uniformed members of the Marine Corps, civilians and certain others, for burial are contained in references (e) and (l). Suitable (new or in near new condition) burial clothing, uniform, accoutrements and religious or fraternal insignia may be obtained and provided to the funeral director or mortuary responsible for preparing remains. When required suitable items or clothing, insignia, etc., are not available for individuals who die outside the 48 contiguous United States, information, with size estimates, should be furnished to the U.S. POE or DC, M&RA (MFPC) as soon as possible ensuring the items can be obtained expeditiously. Uniform procurement will be authorized by Navy Mortuary specialists.

a. Marine Corps Personnel. The Blue Dress or Service "A" uniform (including cover and shoes) including authorized insignia, devices, badges, and decorations, underwear, and hose will be provided (white gloves may be provided for damaged hands). Items should be obtained as follows:

(1) Withdrawn from the deceased Marine's personal effects provided items are in a serviceable (new or near new) condition. Clothing will be washed or dry cleaned, chargeable to Designated Acquisition Program (DAP) funds.

(2) If necessary, Navy Mortuary Affairs is authorized to purchase uniforms as per Reference (e).

b. Civilian Employees. Clothing authorized for burial of eligible civilian employees consists of suitable outer clothing, underwear, hose, and (if requested or required) shoes. Clothing in the individual's possession at the time of death will be used when available and suitable.

c. Enemy Prisoners and Foreign Nationals. Clothing for eligible enemy prisoners and foreign nationals will consist of a suitable U.S. military uniform (from which all decorations, insignia, or other evidence of membership in the armed services of the United States have been removed), underwear and hose; or suitable civilian clothing.

14. Floral Tributes. A floral tribute will be furnished on behalf of the United States Marine Corps for burial, inurnment, or memorial (remains not recovered) services of deceased active duty Marines, Marines who are on the Temporary/Permanent Disability Retired List (T/PDRL) and die within 120 days of separation while retired/retained in a medical treatment facility, personnel of other uniformed services attached to or serving with the Marine Corps at the time of death, and other appropriate individuals as directed by the DC, M&RA (MFPC). Floral re-imburements should be kept separate from funeral expenses and contract, contact MFPC for guidance.

a. The assigned CACO is primarily responsible for ordering the floral tribute unless:

(1) the burial, inurnment, or memorial services occurs in a location outside the geographical area of the CACO (upon coordination with the CACO and the DC, M&RA (MFPC), the Marine Corps activity closest to the burial location will obtain or order the floral arrangement); or

(2) the burial, inurnment, or memorial service takes place in Arlington National Cemetery (ANC) or Quantico National Cemetery (QNC) (the floral tribute will be ordered by Marine Barracks, Washington, DC, or the Quantico Ceremonial Platoon).

b. The cost of the floral tribute must not exceed the amount specified in CACO Guide to Benefits and Entitlements. The card and banner attached to the floral tribute must read "UNITED STATES MARINE CORPS". The vendor should be provided a copy of the DD Form 1300 and advised to submit the invoice and the DD Form 1300 to the CMC (MFF) for payment. The invoice should contain the decedent's name, grade, and SSN. The cost of floral tributes provided at unit memorials may not be reimbursed from nor charged to the CMC (MFF).

15. Invitational Travel Orders (ITO) to Burial and Dignified Transfer. See chapter 7.

16. Escorts. An escort will be provided for Marines with a casualty classification of active duty and Marines who were placed on the

T/PDRL and die within 120 days (while retained in a medical treatment facility) to accompany the remains or hand-carry cremated remains to ensure prompt and safe delivery. Detailed instructions relative to assignment, selection, and responsibilities of escorts are contained in references (f) and (m) and are summarized below.

a. Escort Use within the 50 United States. When the place of demise and the final destination of remains or cremated remains are within the 50 United States, commanders will assign an escort or special escort to accompany the remains or cremated remains to the final destination.

b. Escort Use outside the 50 United States

(1) Except as follows, commanders are not authorized to assign an escort to accompany remains while outside the 50 United States without the approval of MFPC.

(a) When remains are transported by Military Airlift Command (MAC) aircraft, custody of the remains is delegated to the aircraft commander. In such instances, only special escorts are authorized as outlined in subparagraph (c).

(b) When transportation of the remains is provided by commercial air to or from a point in the 50 United States or between two overseas locations, assign an escort to accompany the remains to final destination.

(c) When remains are consigned to an overseas location from within the 50 United States, assign an escort to accompany remains from location of preparation to a U.S. port of debarkation.

(2) In deaths of Marines assigned to overseas areas, the Commander will appoint an escort to accompany the remains to a U.S. point of entry (POE) only after receipt of instructions from MFPC.

(a) Parent commands desiring to furnish a command representative to accompany remains to a U.S. POE will fund for the representative's round trip transportation.

(b) Escorts are not needed to accompany the remains from the point of debarkation overseas to a U.S. POE when remains are transported by MAC aircraft, paragraph c. below refers.

(c) Upon arrival of such an escort at a U.S. POE mortuary, a decision will be made as to whether the escort will be allowed to accompany the remains to the final destination. This decision will be based on the PADD's desires concerning a special escort.

c. Escorts from theater of Official Combat Zone or Operation. In most cases, Combatant Commanders will not authorize escorts from a

theater of operation to Dover Port Mortuary. Contact MFPC for current policy for theaters of operation.

d. Eligibility for Escort Duty. Escorts may be assigned from any of the following categories of persons, subject to limitations set forth in subparagraph (f).

(1) Military personnel on active duty (the proposed escort's commander will determine availability for escort duty for active duty personnel).

(2) Civilians.

(3) Retired or inactive military personnel.

(4) Special escorts.

e. Special Escorts. The PADD may specifically request a special escort of any one person, civilian or military (including a relative) to accompany the remains. All requests must be submitted to MFPC. Approval authority is Navy Mortuary Affairs.

f. Selection of Escort. Unless a special escort is requested by the PADD, commanders should make every effort to ensure the assigned escort is:

(1) a Marine of the same status as the deceased; i.e., an officer for an officer, an enlisted Marine for an enlisted Marine;

(2) the same grade as the deceased (or higher) (exceptions may include a close personal friend of the deceased);

(3) a friend from the same unit as the deceased, wherever practicable;

(4) capable of representing the Marine Corps in a credible manner; and

(5) in possession of a Government travel card or have sufficient funds to defray the anticipated lodging, subsistence, miscellaneous, and rental car (if applicable) expenses during temporary duty as an escort. Travel advances are authorized.

g. Escort Counseling. Commanders will ensure the escort is thoroughly briefed prior to departure. Assistance may be obtained from the local MAR. Escorts should be counseled on the following:

(1) Appropriate uniform for wear (seasonal Blue Dress "B" or Service "A").

(2) Duties and responsibilities as outlined in paragraph h.

(3) Use of alcoholic beverages.

h. Escort Responsibilities. The duties and responsibilities of a special escort may vary depending upon the status of individual selected. Military service members performing the duties of a special escort will perform the same duties as outlined in this paragraph. Duties of other special escorts will generally be limited to necessary transportation arrangements. When a relative acts as special escort, the relative should be relieved of details to the maximum extent possible. The escort must ensure that the below list of duties and responsibilities are followed:

(1) Stay with the remains while at any common carrier terminal at point of origin to ensure the remains are in a safe area, under cover and out of public view. Once remains are placed in a secure area, escorts are not required to physically stay with the remains in the secure area when remains are delivered to the terminal in advance of the actual departure time.

(2) Ensure all planned transportation arrangements are carried out, to include witnessing the loading of remains, per the provided schedule.

(3) Ensure appropriate honors are rendered during the loading and off-loading of the remains.

(4) Be especially attentive during the transfer of remains from one carrier to another. Notify the consignor, consignee, and the assigned CACO of any change in transportation arrangements which affect the time or method of delivery.

(5) Report to the carrier any damage to the casket or outer case that is observed at a transfer point or destination terminal. Obtain a statement concerning the damage and liability from the carrier agent.

(6) Upon arrival at the common carrier terminal at final destination or at an authorized stopover point, proceed to the section receiving the remains prior to their release to the funeral director. The air tray is only to be removed by the funeral director prior to placement in the hearse. A flag may be draped over the casket with the union (cluster of stars) at the head over the left shoulder of the deceased.

(7) Upon arrival at the designated funeral establishment, deliver to the funeral director all information and documents that have been provided by the consignor.

(8) Do not speculate or offer opinions to the NOK regarding the circumstances of death, ongoing investigations, death benefits, funeral expenses; etc., refer these questions to the assigned CACO.

(9) Express appropriate condolences to the NOK and ascertain whether or not the NOK desires the escort to remain for the funeral. If desired by the NOK, the escort will attend the funeral services and provide such help as prudence dictates, assuring that no unwanted intrusion is made upon the privacy of the NOK. A period of 72 hours (in addition to any authorized stopover) is authorized in which to attend the funeral services. Request for any extension must be made to MFPC.

(10) Upon completion of the funeral services, or if the NOK does not desire the escort remain for the funeral, the escort should make arrangements for an immediate return to duty.

i. Escort Travel. Escorts will travel at Government expense and should possess a Government travel card or be given a travel advance or possess sufficient funds to defray travel costs.

(1) First Class Air Travel. Adhere to the Joint Federal Travel Regulations (JFTR) when arranging transportation for an escort. Under normal circumstances, round trip coach class accommodations are authorized for escorts. Routine use of first class air travel is not authorized. When coach class accommodations are not available and a delay in delivery of remains will affect prior commitments, authorization for one-way first class air travel may be requested from MFPC. Be prepared to provide all pertinent information surrounding the request.

(2) Transportation Arrangements. In coordination with the appropriate Commander, arrangements for furnishing escorts are the responsibility of the activity arranging transportation for the remains or cremated remains. A GTR (separate from the one issued for the remains) will be issued for transportation of the escort. The GTR will provide for transportation in accompanying the remains and return to place designated in the orders.

(3) Supplemental Transportation. The use of bus or taxi for required supplemental transportation at destination is authorized. Rental car authorization requires prior approval from MFPC.

(4) Travel Orders. Temporary additional duty (TAD) orders for military members will be prepared by the member's command, the MAR or the assigned CACO. TAD orders for civilian personnel will be coordinated by MFPC. MFPC will provide escort travel appropriation data upon request. Navy Mortuary Affairs authorizes funding of one official escort.

j. Escorts for Commingled Remains. One or more Navy or Marine Corps escorts may be detailed to accompany remains, provided the total number of escorts does not exceed the number of deceased members of the Navy and Marine Corps involved in group interment. This limitation is not applicable when members of other services are also involved in the group interment and Navy or Marine Corps members are assigned as special escorts for those deceased members.

k. Escort/Attendant for Eligible Family Members of Deceased or Missing Marine Corps Personnel

(1) The Marine Corps is authorized to furnish transportation and travel allowances to an escort/attendant who may be a member of the military service, a civilian employee, or other person, for travel performed under competent orders as an escort/attendant, for an eligible family member; provided that:

(a) the cognizant commander has determined that travel by the family member is warranted and that such family member is incapable of traveling without an escort because of age, mental or physical incapacity, or other extraordinary circumstances which would result in undue hardship to the family member or public criticism of the Marine Corps; and

(b) such travel is performed not later than 1 year after the Marine dies or enters a missing status.

(2) The escort/attendant should be a relative, friend, or acquaintance of the family member, when practicable.

(3) Contact MFPC for guidance and appropriation data for funding the costs of the escort/attendant.

17. Burial/Memorial Flag. See Chapter 7.

18. Burial Flag Display Case. See Chapter 7.

19. Group Burials/Commingled Remains

a. Multiple remains of individuals killed in the same incident which are unable to be individually identified are referred to as commingled remains. Navy Mortuary Affairs will make arrangements to inter commingled remains in a national cemetery and notify all parties concerned of the circumstances necessitating a group burial and of the cemetery selected for interment. Additionally, Navy Mortuary Affairs will schedule transportation of remains and an escort accordingly.

b. If commingled remains involve Marine Corps personnel and other service personnel, Navy Mortuary Affairs will coordinate necessary action with the involved Services, for the selection of the cemetery. Generally Group remains are interred in Arlington National Cemetery,

however, exceptions may be made for another National Cemetery when the geographic location is central to the families involved. Each Service will notify the concerned parties of its own personnel of the circumstances necessitating a group burial and of the cemetery selected for interment.



Chapter 6

Military Funeral Honors (MFH) and Marine Corps Birthday  
Wreath Laying Ceremonies

1. General

a. This chapter, in conjunction with Reference (n) chapters 25 and 26, provides policy and guidance for performing funeral honors ceremonies; funeral honors support reporting requirements, and the conduct of Marine Corps birthday ceremonies in honor of deceased former Commandants and Sergeants Major of the Marine Corps. For purposes of this chapter, MFPC is also referred to as the Service Honors Coordinator (SHC).

b. The Marine Corps renders MFH to honor deceased Marines upon request from the next of kin (NOK). Marine Corps participation is primarily for the family's benefit; consequently, their wishes should be followed whenever possible, within applicable regulations. A properly executed ceremony has significant impact on the family, community and the Marine Corps' reputation. A lack of care may have a far-reaching negative impact. The guidance provided in Reference (n) should be followed when possible, but may be modified when necessary.

c. MFPC, as the SHC, has sole responsibility for the coordination and assignment of MFH support within the Marine Corps. As MFH support is a total force mission, any Marine Corps activity having sufficient assets to provide MFH support will be tasked. Exceptions to policy should be addressed to MFPC. Upon receipt by MFPC, each MFH support tasking will be assigned to the Marine Corps activity closest to the burial/interment location.

d. In cases where multiple Marine Corps activities are located within close geographic proximity of one another, every attempt will be made to rotate MFH support requests equitably between each. MFPC should be advised of any coordinated agreements between Marine Corps activities located in the same geographic area.

e. Marine Corps activities receiving funeral honors support requests, clearly falling within its area of responsibility (AOR), will provide support after coordinating with MFPC. If the burial/interment location is not in the Marine Corps activity's AOR, contact the responsible Marine Corps activity and MFPC to coordinate support.

f. Marine Corps activities will provide support regardless of mileage; and support will not be based upon status of the deceased, decorations awarded, combat service, or time in service.

Chapter 6

Military Funeral Honors (MFH) and Marine Corps Birthday  
Wreath Laying Ceremonies

SECTION 1: FUNERAL HONORS SUPPORT

1. Statutory Requirements

a. Funeral Honors Detail. Per reference (k), the Secretary of Defense (SECDEF) shall ensure that, upon request of the next of kin (NOK), a funeral honors detail is provided for the funeral of any veteran.

b. Composition of Funeral Honors Details

(1) Per reference (k), a funeral honors detail for the funeral of a Marine will consist of two or more persons.

(2) At least two members of the funeral honors detail shall be members of the Armed Forces, at least one of who shall be a Marine. The remainder of the detail may consist of members of the Armed Forces or members of veterans' organizations or other organizations approved under regulations prescribed by the SECDEF. Each member of the Armed Forces in the detail shall wear the uniform of the member's Armed Force while serving in the detail.

c. Ceremony. A funeral honors detail shall, at a minimum, perform at the funeral a ceremony that includes the folding of a United States flag, and presentation of the flag to the veteran's family, and the playing of Taps. Unless a bugler is a member of the detail, the funeral honors detail shall play a recorded version of Taps using audio equipment that the detail shall provide, if adequate audio equipment is not otherwise available for use at the funeral.

d. Support. To provide a funeral honor detail, DC, M&RA (MFPC) may provide material, equipment, and training for members of a veteran organization or other organization approved by the SECDEF.

e. Waiver Authority. The Commandant of the Marine Corps may waive any requirement when the Secretary considers it necessary to do so to meet the requirements of war, national emergency, or a contingency operation or other military requirements. The authority to make such a waiver may not be delegated.

f. Veteran Defined. The term veteran means a decedent who:

(1) served in the active military, naval, or air service (as defined in Reference (g) and who was discharged or released there from under conditions other than dishonorable; or

(2) was a member or former member of the Selected Reserve described in Reference (g).

2. Eligible Personnel

a. Upon request of the NOK, MFH support will be provided to the following eligible Marine Corps personnel:

- (1) Active duty;
- (2) Reserve;
- (3) Retired; or
- (4) Honorably separated veterans.

b. For requests involving members of another branch of Service, see Chapter 7.

c. At the discretion of local commanders, a burial detail consisting of body bearers may be authorized in cases involving civilian personnel when warranted.

3. Ineligible Personnel. MFH support will not be provided when:

- a. the Marine or another Service member dies in a deserter status; or
- b. the deceased was discharged under other than honorable (OTH), bad conduct (BCD), or dishonorable (DD) conditions.

4. Verification of Honorable Service

a. Marine Corps policy, as outlined in this Chapter, is to provide MFH support to active duty, retired, Reserve, and veterans whose last period of service was honorable. Honorable service, in the case of veterans, must be verified by one of the following:

- (1) DD Form 214,
- (2) MCTFS (if recently separated),
- (3) VA letter
- (4) Honorable Discharge Certificate, or
- (5) (VBA-IBBA) National Cemetery's Veterans Verification.

b. In the case of active duty and reserve personnel, honorable service verification is not required; however, paragraphs 2 and 4 apply.

c. Verification in the case of retired Marines may be obtained via the MCTFS, if verified by the MCTFS, other means of verification are not necessary.

d. Verification of honorable service is primarily provided by the deceased's family via the funeral director. In some cases, it may be necessary to assist the family member or funeral director in obtaining honorable service verification due to lost or destroyed separation documents. Assistance in obtaining separation information may be obtained by contacting the National Personnel Records Center (NPRC) or the DC, M&RA (MFPC).

#### 5. Denial of Funeral Honors Support

a. Funeral Honors shall be denied for the following:

(1) The deceased has been convicted of a Federal capital crime and whose conviction is final (other than a person whose sentence was commuted by the President of the United States).

(2) The deceased has been convicted of a State capital crime and whose conviction is final (other than a person whose sentence was commuted by the Governor of a state).

(3) The deceased is found to have committed a Federal capital crime or a State capital crime, as set forth in Reference (i), but has not been convicted of such crime by reason of such person not being available for trial due to death or flight to avoid prosecution.

(4) The deceased is a veteran, as defined in Reference (g) of title 10, United States Code, or who died while on active duty or as a member of a Reserve component, when the circumstances surrounding the person's death are such that to provide honors at the funeral or burial of the person would bring discredit upon the person's Service (or former Service).

b. In all cases, only the CMC or the designee, the Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA), may deny a request for MFH support.

c. Marine Corps activities in receipt of MFH support requests, which believe the request should be denied, must forward a recommendation for denial of MFH support to the DC, M&RA (MFPC). An official response, to render or deny MFH support, will be provided once determination has been made by the CMC or DC, M&RA.

#### 6. Funeral Honors Support Involving Members of Another Service

a. Upon request, the Marine Corps will render/assist in MFH support for a service member of another branch of service (e.g., corpsman, chaplain, etc.) provided:

- (1) The service member served with the Marine Corps.
- (2) The service member was honorably separated.

b. When another branch of service is unable to provide MFH support for any of its members and that service request assistance from the Marine Corps, every attempt will be made to do so, within constraints of available resources. Assistance from the Marine Corps does not in anyway relieve the requesting service from participating in or providing at least one service member, as required by law, to attend the burial/inurnment services.

c. Any Marine Corps activity receiving requests for MFH support from a funeral director or family member of a service member of another service branch, other than outlined in paragraph 5, should take the following action as appropriate.

- (1) Determine if the parent service has been contacted for MFH support. If not, be proactive and help facilitate contact with the service concerned.

- (2) If the service concerned has been contacted, explain to the caller, the service concerned has overall responsibility for providing MFH support for its members, and any request for Marine Corps augmentation or assistance must come from the service concerned. The Marine Corps' policy is not to interfere with another service's procedures unless requested by the service concerned.

d. When handling MFH support requests, be respectful, sincere, and proactive. Refer all questionable cases to the DC, M&RA (MFPC).

#### 7. Minimum Funeral Honors Support Requirements

a. Marine Corps policy and tradition has been to provide the maximum number of personnel when rendering MFH at any burial/inurnment. Marine Corps activities will provide MFH support within the constraints of available resources; however, MFH support consisting of the minimum two persons, as required by Reference (k), must be the exception rather than the norm.

b. If the Marine Corps activity is unable to support a request for MFH support, contact MARFOR or MEF HQ to request augmentation. Assistance should be requested from the nearest Marine Corps activity or the DC, M&RA (MFPC).

c. Funeral honors may be conducted by fewer personnel when assigned personnel perform more than one function; i.e., body bearers also perform the rifle detail, etc. Commanders will ensure that assigned personnel are sufficiently trained to perform MFH support functions.

8. Uniform Requirements

a. Ceremonial participants will wear the seasonal Blue Dress "A" or "B" with a mourning band on the left sleeve, if available. To facilitate a greater number of personnel available to provide MFH, if assigned personnel do not possess the Blue Dress uniform, the Service "A" uniform is authorized for wear. Participants will all wear the same uniform.

b. All other military personnel in attendance may wear the seasonal Blue Dress or Service "A" uniform.

c. Commanders are authorized to deviate from the above, as required.

9. Burial/Memorial Flags

a. By regulation, deceased active duty service members are entitled to one burial/memorial flag for the Person Authorized to Direct Disposition of Human Remains (PADD), spouse, father, mother and each child. Remains will usually arrive for burial with the casket already draped with a burial/memorial flag obtained by the funeral director or Mortuary Affairs Representative (in the case of active duty Marines). If required, a burial/memorial flag may be obtained from:

(1) The nearest DVA Regional Office by completing the VA Form 21-2008, Application for United States Flag for Burial Purposes; or

(2) Any U.S. Post Office; or

(3) The normal supply system (NSN 8345-00-656-1432). Marine Corps activities should keep a limited supply of flags on hand for burial purposes.

b. Upon completion of the ceremony, the burial/memorial flag should be folded (Figure 6-1) and presented to the PNOK. Where two relatives have equal rights, present the flag to the elder. Additional flags will be presented to parents if spouse is the PNOK or in the case of single Marines with divorced parents, the parent not determined by regulation to be the PNOK. Requests for multiple flags should be honored when possible and within reason.

c. Present the burial/memorial flag(s) to the designated person using the words contained in paragraph 25006 of reference (k). The below may be used as an alternate:

"On behalf of the President of the United States, the Commandant of the United States Marine Corps, and a grateful Nation, please accept this flag as a symbol of our appreciation of your (relationship) service to Country and Corps."

d. During the service, whether at the grave or chapel, drape the flag over the casket. In some cases, it may be prudent to pre-fold the flag. A pre-folded flag should be placed on the casket as close to the heart as possible. If it is impossible to place the flag on the casket, or the remains are cremated, the Marine Corps representative will hold the flag during the ceremony. Never place anything on top of the flag.

e. When undercover, always salute the burial/memorial flag when it is moved with the casket and after presentation.

10. Floral Tributes. See chapter 5.

11. Funeral Honors Support Reporting Requirements

a. Per reference (k), all military departments shall submit specified data on MFH support provided to the Defense Manpower Data Center (DMDC).

b. All funeral honors support provided by any Marine Corps activity must be reported to the DC, M&RA (MFPC). Upon completion of the burial/inurnment, or not later than three (3) days thereafter, complete figure 6-2 and fax or email to the DC, M&RA (MFPC).

1. To fold the flag, bring the striped half up over the blue field.



2. Then fold it in half again.



3. Bring the lower striped corner to the upper edge, forming a triangle.



4. Then fold the upper point in to form another triangle. Continue until the entire length of the flag is folded.



5. When near the end—nothing but the blue field showing—tuck the last bit into the other folds to secure it.



6. The final folded flag resembles a cocked hat with only the white stars on a blue field showing.



Figure 6-1.--Folding the United States Flag



Chapter 6

Military Funeral Honors (MFH) and Marine Corps Birthday  
Wreath Laying Ceremonies

SECTION 2: BIRTHDAY CEREMONIES AT THE GRAVE/MEMORIAL OF FORMER  
COMMANDANTS AND SERGEANTS MAJOR OF THE MARINE CORPS

1. Marine Corps Birthday Tradition. Since 10 November 1954, wreath-laying ceremonies honoring former Commandants have been conducted at their gravesides or other designated places. These ceremonies are a continuing part of the Marine Corps' birthday tradition.

2. Responsible Activities. A ceremony will be conducted annually on 10 November at the graveside/memorial of deceased former Commandants and Sergeants Major of the Marine Corps by the responsible activities listed in figures 6-3 and 6-4.

3. Conduct of Ceremonies

a. Ceremonies will be conducted as follows:

(1) The ceremonial party will consist of a field grade officer (OIC), a noncommissioned officer, and a bugler. The uniform is the Blue Dress "A" or "B" without arms, or the appropriate inclement weather uniform, as prescribed by the commander.

(2) Although local conditions may require variations, the following procedures will be used where possible:

(a) Upon arrival of the party at the graveside/memorial, the bugler will be posted a short distance from and facing the grave; the OIC will take a position at or near the foot of the grave, facing toward the headstone; and the noncommissioned officer with the wreath will take a position beside the grave, prepared to deliver the wreath to the OIC when appropriate.

(b) The OIC will uncover and stand in silent meditation for approximately 1 minute. The OIC will then cover, and taking the wreath from the noncommissioned officer, places it on the grave. When the wreath has been placed, the OIC will step back one pace; and in unison with the noncommissioned officer, render a hand salute. The bugler will then sound Taps. At the conclusion of Taps, the bugler will render a salute. All then terminate their salutes. The party departs the graveside via the most direct route.

b. Commanders are authorized to perform more elaborate ceremonies at their own discretion, if personnel assets are available.

4. Purchase of Floral Wreaths

a. Activities tasked with conducting the ceremony will procure a floral wreath, at a cost not to exceed \$125.00, for use in the ceremony for each former Commandant or Sergeant Major.

b. The vendor should be advised to mail or fax the invoice to the CMC (Resource Management Branch (MFF)). The invoice must contain the following statement, "floral wreath for graveside ceremony of (Grade and Name) former (Commandant or Sergeant Major) of the Marine Corps".

5. Maintenance of Graves/Memorials

a. If upkeep of the Commandant or Sergeant Major's grave/memorial is not otherwise provided, those activities responsible for the annual ceremony are also responsible for the maintenance of the grave/memorial.

b. Activities should notify the DC, M&RA (MFPC) if available resources are insufficient to maintain the grave/memorial.

<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Major Samuel Nicholas Service: 28 November 1775 - 28 November 1781</p> <p>Died: 27 August 1790 Memorial Plaque: Hollenback Center, University of Pennsylvania Philadelphia, PA</p>	<p>Naval ROTC Unit University of Pennsylvania Philadelphia, PA</p>
<p>Lieutenant Colonel William Ward Burrows Service: 12 July 1798 - 6 March 1804</p> <p>Died: 6 March 1805 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Lieutenant Colonel Franklin Wharton Service: 7 March 1804 - 1 September 1818</p> <p>Died: 1 September 1818 Interred: Old Trinity Church Yard New York, NY</p>	<p>Headquarters 1st Marine Corps District Garden City, NY</p>
<p>Lieutenant Colonel Anthony Gale Service: 3 March 1819 - 16 October 1820</p> <p>Died: 1843 Interred: Lincoln County Courthouse, Stanford, KY</p>	<p>Inspector-Instructor Staff Lexington, KY</p>
<p>Brigadier General Archibald Henderson Service: 17 October 1820 - 6 January 1859</p> <p>Died: 6 January 1859 Interred: Congressional Cemetery Washington, DC</p>	<p>Marine Barracks Washington, DC</p>
<p>Colonel John Harris Service: 7 January 1859 - 12 May 1864</p> <p>Died: 12 May 1864 Interred: Oak Hill Cemetery, 30th &amp; R Streets, N.W. Washington, DC</p>	<p>Marine Barracks Washington, DC</p>
<p>Brigadier General Jacob Zeilin Service: 10 June 1864 - 31 October 1876</p> <p>Died: 18 November 1880 Interred: Laurel Hill Cemetery Philadelphia, PA</p>	<p>Inspector-Instructor Staff Philadelphia, PA</p>

Figure 6-3.--List of Deceased Former Commandants of the Marine Corps

<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Colonel Charles G. McCawley Service: 1 November 1876 - 29 January 1891</p> <p>Died: 13 October 1891 Interred: Abington Presbyterian Church Rosemont, PA</p>	<p>MAG-49 NAS Willow Grove Willow Grove, PA</p>
<p>Major General Charles Heywood Service: 30 January 1891 - 2 October 1903</p> <p>Died: 26 February 1915 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General George F. Elliott Service: 3 October 1903 - 30 November 1910</p> <p>Died: 4 November 1931 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General William P. Biddle Service: 3 February 1911 - 24 February 1914</p> <p>Died: 25 February 1923 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General George Barnett Service: 25 February 1914 - 30 June 1920</p> <p>Died: 27 April 1930 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General John A. Lejeune Service: 1 July 1920 - 4 March 1929</p> <p>Died: 20 November 1942 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General Wendell C. Neville Service: 5 March 1929 - 8 July 1930</p> <p>Died: 8 July 1930 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 6-3.--List of Deceased Former Commandants of the Marine Corps--  
Continued

<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Major General Ben H. Fuller Service: 9 July 1930 - 28 February 1934</p> <p>Died: 8 June 1937 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General John H. Russell Service: 1 March 1934 - 30 November 1936</p> <p>Died: 6 March 1947 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Lieutenant General Thomas Holcomb Service: 1 December 1936 - 31 December 1943</p> <p>Died: 24 May 1965 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Alexander A. Vandegrift Service: 1 January 1944 - 31 December 1947</p> <p>Died: 8 May 1973 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Clifton B. Cates Service: 1 January 1948 - 31 December 1951</p> <p>Died: 4 June 1970 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Lemuel C. Shepherd, Jr. Service: 1 January 1952 - 31 December 1955</p> <p>Died: 6 August 1990 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Gen Randolph McCall Pate Service: 1 January 1956 - 31 December 1959</p> <p>Died: 31 July 1961 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 6-3.--List of Deceased Former Commandants of the Marine Corps--  
Continued

<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>General David M. Shoup Service: 1 January 1960 - 31 December 1963</p> <p>Died: 13 January 1983 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Leonard F. Chapman, Jr. Service: 1 January 1968 - 31 December 1971</p> <p>Died: 6 January 2000 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Gen Robert E. Cushman, Jr. Service: 1 January 1972 - 30 June 1975</p> <p>Died: 2 January 1985 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Gen Wallace M. Greene Jr. Service: 1 January 1964 - 31 December 1967</p> <p>Died: 8 March 2003 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Gen Louis H. Wilson Service: 1 July 1975 - 30 June 1979</p> <p>Died: 21 June 2005 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 6-3.--List of Deceased Former Commandants of the Marine Corps--  
Continued

<u>SERGEANT MAJOR</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Sergeant Major Wilbur Bestwick Service: 23 May 1957 - 31 August 1959</p> <p>Died: 10 July 1972 Interred: Alta Mesa Memorial Park Palo Alto, CA</p>	<p>Inspector-Instructor Staff San Jose, CA</p>
<p>Sergeant Major Francis D. Rauber Service: 1 September 1959 - 28 June 1962</p> <p>Died: 19 February 1991 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Sergeant Major Thomas J. McHugh Service: 29 June 1962 - 16 July 1965</p> <p>Died: 21 February 2000 Interred: Coastal Carolina State Veterans Cemetery Jacksonville, NC</p>	<p>Marine Corps Base Camp Lejuene, NC</p>
<p>Sergeant Major Herbert J. Sweet Service: 17 July 1965 - 31 July 1969</p> <p>Died: 18 June 1998 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Sergeant Major Leland D. Crawford Service: 16 August 1979 - 27 June 1983</p> <p>Died: 16 February 1993 Interred: Rosecrans National Cemetery San Diego, CA</p>	<p>Marine Corps Recruit Depot San Diego, CA</p>
<p>Sergeant Major Clinton A. Puckett Service: 1 February 1973 - 31 May 1975</p> <p>Died: 3 September 2002 Inurned: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 6-4.--List of Deceased Former Sergeants Major of the Marine Corps

Chapter 7

Benefits and Entitlements

1. General

a. This chapter covers general information regarding benefits and entitlements furnished by the Marine Corps, Federal and non-Federal agencies. Eligibility for benefits and entitlements may depend upon the casualty's classification and the circumstances surrounding the casualty incident, as well as, marital and dependency status. The information in this chapter is provided as a guide for effectively advising and counseling the next of kin (NOK). This chapter is to be used in conjunction with the CACO Guide to Benefits and Entitlements (CACO Guide). This chapter does not specify any dollar amounts, as the CACO guide is the most up-to-date reference for that element of each benefit or entitlement. As benefit eligibility requirements may change, it is recommended that the actual regulation governing any benefit in question be consulted in addition to this Order.

b. MFPC administers benefits and entitlements in the case of missing Marines. There are various benefits and entitlements available for the survivors of active duty and ill or injured Marines. Benefits and entitlements in the cases of inactive, retired, or veteran Marines, foreign nationals, civilians, and family members are limited and must meet eligibility requirements.

c. When applying for benefits, survivors need not hire a lawyer or claim agent to assist in obtaining benefits. The assigned Casualty Assistance Calls Officer (CACO), supported by the tasked Marine Corps activity and MFPC will assist in the preparation and submission of appropriate claim forms.

d. The submission of claims should be accomplished as soon as possible following death, but only at the pace with which the NOK is comfortable. This will ensure timely adjudication by the agency concerned and will in turn expedite the commencement or receipt of benefits to which the claimant may be entitled.

e. Survivors and CACO(s) completing claim forms should ensure that forms are completed properly and that any documents required for substantiation of the claim have been attached. This, in many cases, will eliminate the necessity for the agency concerned to return the claim for correction, completion, or additional information.

f. Contact MFPC for guidance concerning benefits eligibility and application procedures.



Chapter 7

Benefits and Entitlements

SECTION 1: SURVIVORS BY CASUALTY CLASSIFICATION

1. Active Duty

a. Eligible survivors of active duty Marines are generally entitled to many of the benefits and entitlements outlined in section 2; eligibility requirements are applicable.

b. Government agencies such as the Department of Veterans Affairs (VA) and the Social Security Administration (SSA) administer benefits as provided by law to the survivors of deceased active duty Marines. The Marine Corps Casualty Assistance Program will assist survivors in claiming these and other applicable benefits.

2. Appellate Leave

a. Marines who die in an appellate leave status are considered active duty Marines; and therefore, survivors are normally entitled to the same benefits and entitlements of an active duty Marine as per Reference (o).

b. Upon receipt of notification of death, MFPC will coordinate with the reporting command, and the Navy and Marine Corps Appellate Leave Activity. The following benefits are noted as exceptions and may not be provided:

(1) Survivor Benefit Plan (SBP)

(2) Arrears of Pay (AP) and allowances (AP depends upon where in the appellate review process the Marine dies)

(3) Honorable Service Certificate

(4) Lapel Pin

3. Deserters. Marines, who are in an unauthorized absence status and have been administratively declared deserters at the time of death, forfeit entitlement to all death benefits.

4. Inactive. Survivors of inactive Marines may not be eligible for many of the benefits and entitlements outlined in section 2. Refer to section 2, paragraph 7 (Death Classification Eligible) for each specific benefit or entitlement.

5. Retired. For casualty reporting purposes, retired Marines are separated into the following classifications: Marines on the Temporary/Permanent Disability Retired List (T/PDRL) that die within 120 days after separation and all other retired Marines.

a. Retired Marines placed on the T/PDRL that die within 120 days due to their Service connected disability, are eligible to receive many of the same benefits and entitlements as active duty Marines with the following exception:

(1) Burial allowances (Marine must be retired/retained).

(2) Basic Allowance for Housing (BAH) (retired Marines are not entitled).

b. Survivors of all other retired Marines may not be entitled to the benefits and entitlements outlined in Section 2, paragraph 7 (Death Classification Eligible). The DVA and SSA administer most benefits.

6. Veterans. Benefits and entitlements and assistance for survivors of veteran Marines are very limited. Refer to Section 2, paragraph 7 (Death Classification Eligible). Benefits administered by the DVA and SSA are outside the jurisdiction of the Marine Corps. Assistance to the survivors in these cases is extremely limited.

7. Foreign Nationals. Benefits and entitlements and assistance for the survivors of foreign nationals attached to Marine Corps units are mostly non-existent or not administered by the Marine Corps. If eligible, the deceased may be entitled to burial benefits as outlined in chapter 5.

8. Civilians. Benefits and entitlements assistance for the survivors of civilian employees or contractors and other civilians are not administered by the Marine Corps. If eligible, the deceased may be entitled to burial benefits as outlined in chapter 5. Coordination with the appropriate human resources office or contracting agency is required. In the case of Delayed Entry Program (DEP) personnel, entitlement to Servicemembers' Group Life Insurance (SGLI) coverage may exist if the individual enlisted in the Reserve Component and is drilling with a unit prior to death.

9. Family Members. Benefits and entitlements resulting from the death of an eligible family member are limited to FSGLI and transportation to place of burial as outlined in Chapter 5.

Chapter 7

Benefits and Entitlements

SECTION 2: FINANCIAL, GENERAL, AND MISCELLANEOUS

1. General. This section contains information pertaining to the most common benefits and entitlements. Figure 7-1, grouped by classification, is provided as a quick reference tool. See section 3 for information pertaining to benevolent or philanthropic organizations.

a. All dollar amounts for benefits and entitlements can be found in the CACO Guide to Benefits and Entitlements.

b. The DVA is responsible for a variety of Federal benefits available for veterans, eligible family members, and survivors. Eligibility for most DVA benefits is based upon discharge from active military Service under other than dishonorable conditions. Survivors not assigned a Casualty Assistance Calls Officer (CACO) should contact the nearest DVA office concerning benefits eligibility and application procedures.

2. Death Gratuity (DG). DG is a lump-sum payment intended to help assist eligible beneficiary(ies) with immediate living expenses.

a. Death Classification Eligible. Active Duty, T/PDRL who die within 120 days of separation and death is Service connected.

b. Beneficiary Determination. DG is paid by law in the following order:

(1) DG Beneficiary: As per reference (p), Marines can designate a beneficiary(ies) to receive up to 100% of the DG. Beneficiaries can be anyone. The amount designated to the DG beneficiary(ies) must be made in increments of 10%. If the Marine does not designate a DG beneficiary or if the total amount designated does not equal 100% of the total payment, the DG, or the remaining amount, will be paid to the by-law recipient identified in reference (a) as shown below.

(2) To the surviving spouse of the person, if any;

(3) If there is no spouse, to any surviving children of the person and the descendants of any deceased children by representation;

(4) To the surviving parents or the survivor of them;

(5) To the duly appointed executor or administrator of the estate of the person;

(6) If there is none of the above, to other next of kin of the person entitled under the laws of domicile of the person at the time of the person's death

c. Claim Procedure. CACO will provide appropriate DG beneficiary's SSN to MFPC. A pre-populated DD Form 397 (Claim Certification and Voucher for Death Gratuity Payment) and Electronic Funds Transfer (EFT) will then be faxed or emailed to the CACO. The DC, M&RA (MFPC) will complete processing through DFAS-Kansas City after verification. The DC, M&RA (MFPC) will adjudicate all death gratuity payments to minors. DG payments in the case of retired Marines placed on the T/PDRL who die within 120 days of separation must be approved by the Department of Veterans Affairs, Cleveland (VA-CL) prior to payment. MFPC coordinates/adjudicates all payments. Upon approval, payment will be made by the Defense Finance and Accounting Service, Cleveland (DFAS-CL) only.

d. Method of Settlement. Payment of death gratuity will be through direct deposit into the designated account of the appropriate beneficiary. Ensure that beneficiaries do not attempt to transfer funds into a Prudential Alliance account created for the payment of SGLI.

3. DD Form 1300, Report of Casualty. The DD Form 1300 is the military equivalent of a civil death certificate and will only be produced by MFPC in all required cases. In addition to serving as a proof of death, the DD Form 1300 serves as proof of service and is generally accepted by both Government and non-Government agencies and financial institutions. When produced, the DD Form 1300 will be provided to the NOK of the casualty, DVA, SSA, DFAS, and DOD.

a. Death Classifications Eligible. Active Duty, Inactive, T/PDRL who die within 120 days of separation.

b. Beneficiary Determination. Provided to PNOK and any other beneficiaries requiring the DD Form 1300 to request a payment.

c. Claim Procedures. MFPC will complete and disseminate as necessary.

d. Method of Settlement. N/A

4. Burial Flag Display Case. Navy will provide a burial flag display case to eligible beneficiaries.

a. Death Classification Eligible. Active Duty, Appellate Leave, T/PDRL who die within 120 days of separation.

b. Beneficiary Determination. All family members who are eligible to receive a flag are eligible to receive a Burial Flag Display Case.

c. Claim Procedure. Fax the Flag Case Request Form found in the CACO Guide and a copy of the DD Form 1300 to MFPC.

d. Method of Settlement. Navy Mortuary Affairs will facilitate distribution to the eligible family members.

5. Invitational Travel Orders (ITO) to Dignified Transfer. Travel to and from the Dignified Transfer Ceremony and 2 days per diem are authorized. A Government Transportation Request (GTR) should be utilized whenever possible.

a. Death Classification Eligible. ITO(s) are authorized for eligible family members of active duty Marines who die while conducting or in support of real world contingency operations.

b. Beneficiary Determination. Per reference (q), ITOs may be issued to the PNOK and up to 2 other family members in order to attend the Dignified Transfer Ceremony at Dover Port Mortuary. A per diem allowance is authorized for attending family members when the total time from departure of residence to the time of return after the ceremony is more than 10 hours. See the JFTR for additional information.

c. Claim Procedure. All ITOs will be approved and/or produced by MFPC. Request for ITO to Dignified Transfer should be submitted to MFPC utilizing figure 7-2.

d. Method of Settlement. Upon completion, the assigned CACO should submit a travel voucher (DD Form 1351-2) for each traveler, complete with social security number, current mailing address, telephone number, and all receipts to his/her servicing finance office. The guardian or custodian should sign claims involving minors.

6. Invitational Travel Orders (ITO) to Burial. Travel to and from the burial site and 2 days per diem are authorized. A Government Transportation Request (GTR) should be utilized whenever possible.

a. Death Classification Eligible. ITO(s) are authorized for eligible family members of active duty and retired Marines placed on the Temporary/Permanent Disability Retired List (T/PDRL) who die within 120 days of separation while retained in a medical treatment facility as a result of service connected disability.

b. Beneficiary Determination. Per reference (q), ITOs may be issued to the spouse, spouse's parents, children, parents, siblings, and Person Authorized to Direct Disposition (PADD) to attend the burial or memorial service (if remains are not recovered). MFPC will issue an ITO to the family members of Vietnam, Korean War, and World War II era Marines whose remains are repatriated. Per reference (q) in cases involving group burial, round trip transportation at Government expense to the place of interment is authorized for eligible family members of the deceased. A per diem allowance is authorized for attending family members when the interment site is not in the local area or the total time from departure of residence to the time of return after burial is more than 10 hours. See the JFTR for additional information.

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c. Claim Procedure. All ITOs will be approved and/or produced by MFPC. Request for ITO to burial should be submitted to MFPC utilizing figure 7-2.

d. Active Duty Personnel. In cases where the eligible family member is an Active Duty member, TAD orders will be generated by their local command. Appropriation data will be provided by MFPC.

e. Method of Settlement. Upon completion, the assigned CACO should submit a travel voucher (DD Form 1351-2) for each traveler, complete with social security number, current mailing address, telephone number, and all receipts to his/her servicing finance office. The guardian or custodian should sign claims involving minors.

7. Servicemembers' Group Life Insurance (SGLI). SGLI is a life insurance program administered by the DVA through the Office of Servicemembers' Group Life Insurance (OSGLI), a division of Prudential Bank.

a. Death Classification Eligible. Active Duty, Inactive (SMCR or IMA), T/PDRL who die within 120 days of separation, any member who dies within 120 days of separation from active duty, with the exception of Marines in a deserter status.

b. Beneficiary Determination. Beneficiaries as designated by the Marine on the latest Servicemembers' Group Life Insurance Election and Certificate, SGLV 8286. The contingent beneficiary will receive proceeds if the primary is deceased. If the Marine dies without a designated beneficiary, proceeds are paid per Reference (a) in the following order: spouse, child(ren), parent(s), duly appointed executor or administrator of the estate, or other NOK.

c. Claim Procedures. The beneficiary must complete and submit the Claim for Death Benefits, SGLV 8283. MFPC certifies all SGLI coverage and submits all necessary documentation to the Office of Servicemembers' Group Life Insurance (OSGLI) for payment of proceeds.

d. Method of Settlement. The Marine elects the method of payment (lump-sum or 36 monthly payments). If the Marine makes no election, the beneficiary may choose the method. If the Marine elects lump-sum, the beneficiary may change the method to 36 monthly payments. However, if the Marine elects 36 monthly payments, the beneficiary may not change the method to lump sum. SGLI is nontaxable, and accrues interest at the standard rate from the date of death through the date of disbursement of proceeds. All monies are deposited into a Prudential Alliance Account opened by OSGLI for the beneficiary.

8. Family Servicemembers' Group Life Insurance (FSGLI). Reference (r) contains information and guidance pertaining to life insurance coverage under the FSGLI program. Marines may elect FSGLI spousal coverage up to the maximum amount. The cost of the coverage is based upon the spouse's age. Child coverage is provided at no cost as long as the Marine is insured under the SGLI program.

a. Death Classifications Eligible. Active Duty and Inactive (SMCR and IMA) dependents enrolled in DEERS or listed in MCTFS. After the Marine's death, coverage for eligible family members continues for a period of 120 days, from the date of death, premium free. Family members must have been covered under the program at the time of the Marine's death. After the extended 120-day period, spouse coverage may be converted to a commercial life insurance policy. Child coverage cannot be converted.

b. Beneficiary Determination. The Marine is the only eligible beneficiary.

c. Claim Procedure. A SGLV 8283A claim form, death certificate, and PCR must be submitted to MFPC. A claim package will be completed and submitted to OSGLI for payment.

d. Method of Settlement. All monies are deposited into a Prudential Alliance account created by OSGLI for the Marine upon filing of claim.

9. SGLI Accelerated Benefits Option (ABO). The ABO permits terminally ill Marines or spouses, insured under the SGLI or FSGLI program, access to the death benefits of the policy before death. Reference (r) contains information and guidance pertaining to the SGLI ABO.

a. Death Classifications Eligible. Same as SGLI and FSGLI.

b. Beneficiary Determination. The Marine is the eligible beneficiary in the case of ABO.

c. Claim Procedure. The Marine or spouse must have a valid written prognosis from a physician of nine months or less to live. Only the insured Marine may apply and receive proceeds from the ABO on behalf of him/herself or their spouse.

d. Method of Settlement. The Marine may receive up to 50 percent, or a lesser amount in increments of \$5,000, of the face value of insurance coverage in a lump-sum payment.

10. Beneficiary Financial Counseling Services (BFCS). BFCS is a benefit offered to the beneficiary of an SGLI, VGLI, or FSGLI policy. BFCS provides professional financial counseling at no cost to the beneficiary. Included in the service are a financial planning resource kit, 1 year access to a toll free financial planning help line, and a subscription to a financial planning newsletter.

a. Death Classifications Eligible. Same as SGLI and FSGLI.

b. Beneficiary Determination. Eligible beneficiaries of SGLI or FSGLI.

c. Claim Procedure. To participate in the BFCS, the SGLI beneficiary(ies) should contact the provider's help line to arrange a meeting with a financial counselor. Beneficiary(ies) has two years from the date of payment to take advantage of this benefit.

d. Method of Settlement. N/A

11. Arrears of Pay (AP). All pay and allowances terminate on the date of death. Any monies deposited into the Marine's direct deposit account after the date of death are usually recouped by the DFAS-KC or DFAS-CL. Additionally, all allotments terminate on the date of death. The survivors must make arrangements for continued payments to creditors. Payment of AP is the final settlement of a Marine's pay account. AP includes any unpaid compensation, unused leave, and reenlistment bonuses (if applicable).

a. Death Classification Eligible. Active Duty, Inactive, T/PDRL who die within 120 days of separation.

b. Beneficiary Determination. AP is paid to the surviving beneficiary designated on the Marine's most recently signed RED. If there is no surviving designated beneficiary, payment will be made, per DOD Financial Management Regulations, to the person highest on the following list living on the date of the Marine's death:

(1) Surviving spouse.

(2) Child(ren) or descendants of deceased child(ren).

(3) Parents in equal parts or, if either is deceased, the survivor.

(4) Legal representative.

(5) Person entitled to payment per the state law of the deceased Marine's domicile.

c. Claim Procedure. The beneficiary must complete and submit the SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Services.

d. Method of Settlement. DFAS-Cleveland will mail a check to the address of the beneficiary as provided on the SF 1174 or electronically deposit the funds into the beneficiaries account if an EFT form is provided. Upon completion of the audit and closing of a deceased Marine's pay account, the DFAS will furnish a Treasury Form W-2 to the beneficiary showing the amount of tax withheld and paid to the Commissioner of the IRS. This report of taxable income will include all payments made to the deceased Marine during the calendar year, regardless of the year in which such pay was earned. The W-2 form together with the death certificate or DD Form 1300 should be presented to the IRS upon filing of income taxes.



12. Continued Residency in Government Quarters and/or Basic Allowance for Housing (BAH). Family members residing in government quarters are authorized continued residency in such quarters at government expense for 365 days or, for those residing off-base, a lump-sum payment of 365 days BAH will be paid at the Marine's current rate or a combination of the above is authorized.

a. Death Classification Eligible. Active Duty.

b. Beneficiary Determination. Family members residing in base quarters at the time of death, or approved family members not residing in government quarters at the time of the Marine's death. In cases involving single Marines with children, the Marine must be paying court ordered child support at the time of death.

c. Claim Procedure. Extension requests for residence in government quarters may be submitted to the base commander via the appropriate base housing office. If an extension request is granted, rental charges may apply.

d. Method of Settlement. If Government quarters are vacated before 365 days, the family members will be provided a lump-sum payment for the unused days. DFAS-Cleveland will make payment directly to the authorized family members upon receipt of the Vacate Government Quarters Form (DD Form 2367).

13. Survivor Benefit Plan (SBP). SBP is a taxable, monthly annuity that provides a percentage of a Marine's retirement pay to eligible, surviving beneficiaries. Upon retirement (or transfer to TDRL/PDRL status), members must either elect SBP coverage based on a self-elected base amount, or decline coverage. Additionally, all Marines on active duty are covered under SBP at no cost to the member. In order for a surviving beneficiary to receive an annuity under the active duty death provision, the Marine's death must have either occurred in a hostile environment or determined by appropriate authorities to be in the line of duty.

a. Death Classifications Eligible. Active Duty and Retired.

b. Beneficiary Determination

(1) In the case of active duty Marines:

(a) Former spouse (if mandated by an existing court order).

(b) Spouse (current spouse if no court order exists mandating former spouse coverage).

(c) Child(ren) (Effective with deaths occurring on or after November 24, 2003, the surviving spouse may elect child only coverage if he/she determines that it would be more appropriate to provide an annuity for the dependent child in lieu of the surviving spouse).

(2) In the case of retired Marines, the following beneficiaries may be selected by the Marine:

- (a) Spouse,
- (b) Spouse and child(ren),
- (c) Child(ren) only,
- (d) Former spouse,
- (e) Former spouse and child(ren), or
- (f) Insurable interest (individual).

c. Claim Procedure. The CACO Guide to Benefits and Entitlements contains up-to-date detailed instructions for SBP package completion and submission. Upon establishment of the SPB annuity account, DFAS-CL will provide the necessary claim forms to the appropriate beneficiary.

d. Method of Settlement

(1) Active Duty Marines

(a) If the Marine's death is determined to be in the line of duty, SBP is 55 percent of what the Marine's retired pay would have been had the Marine been retired with total disability. The Marine's retired pay is calculated at 75 percent of their final/High-three pay.

(b) If the Marine's death is determined not to be in the line of duty, SBP is 55 percent of what the Marine's retired pay would have been had the Marine been retired based on years of service. The Marine must have been retirement eligible (at least 20 years of service) at the time of death or SBP is not payable.

(2) Retired Marines. SBP pays 55 percent of the Marine's elected base amount (chosen upon retirement). In the case of T/PDRL Marines, retirement pay is calculated at 75 percent, vice 50 percent of the Marine's basic pay. Additionally, retirement pay is calculated based upon years of service.

(3) Dependency and Indemnity Compensation (DIC) Offset. SBP payments to spouses are reduced by the amount of the monthly DIC payment awarded by the DVA; SBP payments for children are not reduced by DIC (paragraph 13).

(4) Reduction. When the surviving/former spouse reaches age 62, the SBP annuity is reduced to 35 percent of the Marine's base amount, unless supplemental SBP (SSBP) is elected at the time of retirement. SSBP can only be elected in the case of retired Marines and does not apply in the case of active duty or retirement eligible Marines. SSBP provides a monthly annuity payment of up to 55 percent

at age 62. Effective April 1, 2008, the age 62 Social Security offset will stand repealed. As a result, the Supplemental SSBP election is no longer available.

(5) Termination or Suspension of Annuity

(a) Spouse. Payments terminate when the spouse dies, and is suspended upon remarriage before age 55. SBP may be reinstated if the subsequent marriage ends in death, divorce, or annulment.

(b) Children. Children are eligible for payments as long as they are unmarried and under age 18, or under 22 if a full-time student in an accredited school. A child who is disabled and incapable of self-support remains eligible for life or as long as disabled and unmarried if the disability occurred before age 18 (or before 22 if a full-time student).

14. Dependency and Indemnity Compensation (DIC). Upon application, the DVA may approve a monthly, tax exempt, payment to survivors of Marines who die on active duty, retired, and veterans who die from a service-connected disability. Death must not be the result of willful misconduct. The DVA will make determinations independent of any determinations made by the Marine Corps.

a. Death Classifications Eligible. Active Duty, T/PDRL who die within 120 days of separation due to service connected disability.

b. Beneficiary Determination. Beneficiaries may include the spouse, children, or low-income parents.

c. Claim Procedures. Survivors of active duty and retired T/PDRL Marines who die within 120 days of separation should complete the DIC Worksheet provided by the CACO. Survivors of all other categories of persons must complete the Application for Dependency and Indemnity Compensation, Death Pension and Accrued Benefits by A Surviving Spouse or Child, VA Form 21-534.

d. Method of Settlement. The DVA pays a monthly stipend to eligible beneficiaries via direct deposit (or a check on a case-by-case basis). Refer to the CACO Guide for current stipend amounts.

15. MGIB Refund. The DVA will pay a death benefit (refund) equal to the amount contributed to MGIB, less any benefits paid. Death must not be a result of willful misconduct, as determined by a line of duty determination (LODD). In cases involving multiple beneficiaries, the refund is divided among the beneficiaries.

a. Death Classifications Eligible. Active Duty, Inactive, T/PDRL who die within 120 days of separation.

b. Beneficiary Determination. Paid to the beneficiary(ies) of SGLI proceeds, designated on the Marine's latest SGLV 8286.

c. Claim Procedures. Submit MGIB Reimbursement Request form found in the CACO Guidebook to Benefits and Entitlements to the VA Regional Office.

d. Method of Settlement. A check is sent to the beneficiary designated to by the Marine as per address provided on claim form.

16. Thrift Savings Plan (TSP) Refund. The TSP is a defined contribution plan and offers the same savings and tax benefits that many private corporations offer employees under 401(k) plans.

a. Death Classifications Eligible. Active Duty, Inactive, T/PDRL who die within 120 days of separation due to service connected disability.

b. Beneficiary Determination. Beneficiary designated by the Marine on the most recent Designation of Beneficiary (Form TSP-U-3). In the event the Marine did not designate a beneficiary prior to death, the beneficiary will be determined in the following order:

(1) Spouse.

(2) Child(ren) equally, and descendants of deceased children by representation.

(3) Parents equally or the surviving parent.

(4) Appointed executor or administrator of the Marine's estate.

(5) The NOK who is entitled to the estate under the laws of the state in which the Marine resided at the time of death.

c. Claim Procedures. Submit form TSP-U-17 (Thrift Savings Plan: Information Relating to Deceased Participants) to the address listed in the CACO Guide to Benefits and Entitlements.

d. Method of Settlement. If the Marine dies, the entire account balance will be distributed to the appropriate beneficiary. Payments made to spouses are subject to a 20 percent mandatory Federal income tax withholding (except for any portion attributable to tax-exempt contributions, i.e., from combat zone pay). However, spouses may avoid the mandatory withholding and defer paying taxes on all or part of payments by having the TSP transfer the payment amount to an IRA (other than a Roth IRA) or to another eligible retirement plan if that plan permits such a transfer. Payments to beneficiaries other than a spouse are subject to a 10 percent withholding (except for any portion attributable to tax-exempt contributions); withholding is optional and may be avoided. Payments cannot be transferred to an IRA or other eligible retirement plan.

17. Social Security Administration (SSA) Benefits. SSA benefits are payable to the survivors if at the time of death the Marine had the

required insured status under the law. Additionally, the SSA will pay a death benefit to the surviving spouse or children.

a. Death Classifications Eligible. Active Duty, Inactive, Retired, Veteran.

b. Beneficiary Determination. Will be explained by SSA in meeting set up by CACO.

c. Claim Procedures. Will be explained by SSA in meeting set up by CACO.

d. Method of Settlement. Will be explained by SSA in meeting set up by CACO.

18. Savings Bonds Purchased Through Allotment Refund. Bonds purchased through allotment by the deceased Marine will be issued, upon request, to the named beneficiary. To verify whether the Marine participated in this program, view the most current Leave and Earning Statement (LES) or consult the MCTFS or the DFAS-Cleveland.

a. Death Classifications Eligible. Active Duty, Inactive, T/PDRL who die within 120 days of separation due to service connected disability.

b. Beneficiary Determination. As designated by Marine upon application for bonds.

c. Claim Procedures. DFAS-Cleveland will process the payment automatically upon settlement of Marines' account.

d. Method of Settlement. DFAS-Cleveland will send a check to the appropriate beneficiary upon final pay settlement of the Marines' account.

19. Honorable Service Certificate (HSC). MFPC will provide an HSC in recognition of honorable service to NOK as appropriate. This document takes the place of the DD 214.

a. Death Classifications Eligible. Active Duty, T/PDRL who die within 120 days of separation due to service connected disability.

b. Beneficiary Determination. Provided to the PNOK and as requested to SNOK.

c. Claim Procedures. MFPC will complete and disseminate as necessary.

d. Method of Settlement. N/A

20. Lapel Pin/Gold Star Lapel Button. The lapel pin signifies the loss of an active duty service member and commemorates honorable service and consists of a gold star surrounded by four sprigs of oak. The sprigs of oak refer to the Army, Marine Corps, Navy, and Air

Force. The gold star lapel button signifies the loss of an active duty service member in combat and commemorates honorable service and has a purple background with a gold star. Replacement pins may be requested from MFPC.

a. Death Classifications Eligible. Active Duty, T/PDRL who dies within 120 days of separation due to service connected disability.

b. Beneficiary Determination. MFPC will provide a lapel pin or a gold star lapel button, as appropriate, to each NOK.

c. Claim Procedures. MFPC will disseminate as appropriate.

d. Method of Settlement. N/A

21. Identification (ID) Card. Eligible survivors of deceased active duty and retired Marines must renew their ID card within 30 days of the Marine's death.

a. Death Classifications Eligible. Active Duty, Inactive, Retired.

b. Beneficiary Determination. Eligible dependents.

c. Claim Procedures. The ID card may be renewed at the nearest Real-Time Automated Personnel Identification System (RAPIDS) site. ID cards are issued for a period of 4 years maximum and must be renewed upon expiration.

d. Method of Settlement. Renewal of the ID card will update the survivor's status in the Defense Enrollment Eligibility Reporting System. See reference (v) for continuing privileges information.

22. TRICARE Family Member Medical

a. Death Classification Eligible. Active Duty, Reserve, Retired.

b. Beneficiary Determination

(1) Family members of Active Duty and Activated Reservists remain eligible for TRICARE health care benefits for 3 years, from the time of the member's death, at the active duty family member rate. Upon expiration of the 3-year period, coverage may continue at the retiree family member rate. TRICARE medical coverage for surviving children continues to the age of 21 (or age 23 if enrolled in a VA accredited college and the sponsor provides more than 50% of the student's financial support).

(2) Upon the retiree's death, the surviving spouse remains eligible for TRICARE benefits at the retiree rate, unless he or she loses TRICARE eligibility through remarriage or failure to enroll in Medicare Part B when entitled to Medicare. The retiree's surviving children remain eligible for TRICARE benefits until the age of 21 or,

if the child is a full time student, they will remain eligible until the age of 23.

c. Claim Procedure. Network providers will file the claim for the beneficiary. If a non-network provider or emergency service is used, the beneficiary may be required to file the claim. If required, DD Form 2642 (TRICARE DOD/CHAMPUS Medical Claim) should be completed and sent to the appropriate Region's Claim Department. Addresses and additional information can be found on [www.tricare.osd.mil/claims](http://www.tricare.osd.mil/claims).

23. TRICARE Dental Plan (TDP)

a. Death Classifications Eligible. Active Duty, Inactive.

b. Beneficiary Determination. Family members enrolled in the TDP at the time of the Marine's death are entitled to 3 years of continued coverage. Families who are not eligible for TDP or whose three-year continued coverage period has ended, may enroll in the TRICARE Retiree Dental Program.

c. Claim Procedures. N/A.

d. Method of Settlement. The continued coverage period begins on the first day of the month following the Marine's death. Upon expiration of the 3-year period, coverage under the TDP cannot be extended.

24. Survivor/Family Member Travel. Per the JFTR, approved family members, residing with the Marine, are authorized transportation at Government expense to the Marine's home of record, or any other location within the CONUS.

a. Death Classifications Eligible. Active Duty, T/PDRL who die within 120 days of separation due to service connected disability.

b. Beneficiary Determination. Approved Family Members.

c. Claim Procedures. Travel orders should be issued citing the same appropriation data used in travel for separating Marines.

d. Method of Settlement. Transportation includes shipment of household goods covered under the Marine's allowance.

25. Survivors' and Dependents' Education Assistance (DEA). The VA offers educational assistance benefits to unremarried spouses and children of eligible Marines. Survivors should contact the nearest VA office for information. State governments may offer scholarship assistance for eligible family members of deceased military personnel. Survivors should contact their state board of education for information.

a. Death Classifications Eligible. Active Duty or Inactive, T/PDRL, Retired, Veteran (See Note 20 on Figure 7-1).

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b. Beneficiary Determination. Spouses who have not remarried and children of Marines who die from a service-connected injury or illness.

c. Claim Procedures. To apply for benefits, survivors and dependents should complete VA Form 22-5490, Application for Survivors' and Dependents' Education Assistance. The completed form should be faxed to the closest Regional Processing Center as listed in the CACO Guide to Benefits and Entitlements or on the Casualty Assistance Website.

d. Method of Settlement. N/A

26. Decorations and Awards. Upon request, HQMC Awards Branch will provide replacement decorations and awards.

a. Death Classifications Eligible. Active Duty, Inactive, Retired.

b. Beneficiary Determination. NOK may request replacement decorations and awards.

c. Claim Procedures. Requests submitted within 1 year of an active duty Marine's death should be submitted to MMMA. Requests should be in the form of a letter or email with deceased Marines' name and NOK address. Any requests after the 1-year period should be submitted to the National Personnel Records Center (NPRC), St. Louis, MO.

d. Method of Settlement. MMMA will provide individuals medals and ribbons. Refer to the CACO Guide to Benefits and Entitlements for organizations that can provide medal and ribbon mounting services.

27. Presidential Memorial Certificate (PMC). The PMC, provided by the VA, is a parchment certificate with calligraphic inscription expressing the Nation's recognition of a Marine's military service. The program was established in 1962 by President John F. Kennedy and has been continued by every subsequent President. The Marine's name is inscribed and the certificate bears the signature of the current President.

a. Death Classifications Eligible. Active Duty.

b. Beneficiary Determination. Primary Next of Kin (PNOK).

c. Claim Procedures. VA CAO will deliver or mail.

d. Method of Settlement. N/A

28. Invitational Travel Orders (ITO) to Bedside. Per reference (q), ITO(s) may be issued to not more than three family members for round-trip transportation and per diem to visit an active duty Marine who is seriously ill or injured or in a situation of imminent death, whether or not electrical brain activity exists or brain death is declared,



and who is hospitalized in a medical facility anywhere in the world. In the case of Service members whose status is NSI - injured/ill in a combat zone or operation, ITO(s) are authorized to visit active duty Marines once hospitalized in a medical facility in CONUS.

a. Classifications Eligible. Active Duty.

b. Beneficiary Determination. Family members as used in this paragraph are the Marine's spouse, children (including step, adopted, and illegitimate children), siblings, and parents (includes fathers and mothers through adoption and persons who have stood in loco parentis to the Marine for a period of not less than 1 year immediately before the Marine entered the Marine Corps). MFPC will adjudicate requests as appropriate authority designated in the JFTR.

c. Claim Procedures. Request for ITO to bedside should be submitted to MFPC. ITO(s) will be approved, funded, and issued by MFPC. In circumstances where the spouse and/or parent is an active duty Marine, MFPC will direct the family member's command to issue TAD orders utilizing appropriation data provided by MFPC. Commanders are not authorized to utilize command funds to issue an ITO.

(1) A GTR must be used to the maximum extent practicable for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any GTR used). When travel is by privately owned conveyance, only the operator of the privately owned conveyance is entitled to mileage allowances.

(2) If authorization involves international travel, contact MFPC for guidance. Assistance in obtaining no fee passports and any required VISA may be obtained by contacting the local passport agency or the HQMC, Passport Office.

(3) The Navy-Marine Corps Relief Society or the American Red Cross may assist family members with a loan or grant to offset the cost of food and lodging. Assistance requests must come from family members.

d. Method of Settlement. Upon return and assisted by the assigned CACO or Marine Corps activity, the traveler(s) must submit a travel voucher (DD Form 1351-2), complete with SSN, current mailing address, telephone number, receipts, and doctor's statement to the CACO or Marine Corps activity providing assistance. The guardian or custodian should sign claims involving minors. The CACO or Marine Corps activity assisting the traveler should submit the completed claim to their servicing finance office for liquidation.

29. Commercial Life Insurance. CACOs will assist survivors of deceased Marines insured under a commercial life insurance policy in contacting the company concerned to apply for proceeds resulting from the death of the insured Marine.

- a. Death Classifications Eligible. All
- b. Beneficiary Determination. Determined by Insurance Company
- c. Claim Procedures. N/A
- d. Method of Settlement. N/A

30. Civil Service Employment Preference. Survivors may be eligible for Federal Government employment preference benefits. Consult the nearest Federal Job Information Center of the U.S. Office of Personnel Management, VA Regional Office or the USA Jobs website for information (<http://www.usajobs.opm.gov/>).

- a. Death Classifications Eligible. Active Duty, Inactive, Retired, Veteran
- b. Beneficiary Determination. The unremarried spouse, and in some cases the Marine's mother
- c. Claim Procedures. Consult the nearest Federal Job Information Center of the U.S. Office of Personnel Management or the VA for information.
- d. Method of Settlement. N/A

31. Home Loan Guaranty Services. VA loan guarantees are available to Service members, veterans, inactive, and their surviving spouse for the purchase of homes, condominiums, and manufactured homes and for refinancing loans. VA guarantees part of the total loan, permitting the purchaser to obtain a mortgage with a competitive interest rate, even without a down payment if the lender agrees.

- a. Death Classifications Eligible. Active Duty, Inactive, Retired, Veteran.
- b. Beneficiary Determination. Un-remarried surviving spouses
- c. Claim Procedures. The surviving spouse should complete the Request for Determination of Loan Guaranty Eligibility - Unremarried Surviving Spouses, VA Form 26-1817.
- d. Method of Settlement. Contact the VA.

**CASUALTY CLASSIFICATION**

	<u>ILL OR INJURED ACTIVE DUTY</u>	<u>DECEASED ACTIVE DUTY</u>	<u>INACTIVE</u>	<u>T/PDRL RETIRED</u>	<u>RETIRED</u>	<u>VETERAN</u>	<u>FAMILY MEMBER</u>
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**BURIAL/MEMORIAL BENEFITS**

<b>BURIAL ALLOWANCES</b>	N/A	YES1	N/A	YES2	N/A	N/A	YES3
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<b>BURIAL IN A NATIONAL CEMETERY</b>	N/A	YES <sup>1</sup>	YES <sup>5</sup>	YES	YES	YES <sup>5</sup>	YES <sup>6</sup>
<b>MEMORIAL SERVICE</b>	N/A	YES <sup>1,7</sup>	N/A	N/A	N/A	N/A	N/A
<b>HEADSTONE OR MARKERS</b>	N/A	YES <sup>1,29</sup>	YES <sup>5</sup>	YES	YES	YES <sup>5</sup>	YES <sup>8</sup>
<b>BURIAL/MEMORIAL FLAG</b>	N/A	YES <sup>1,29</sup>	YES <sup>5</sup>	YES	YES	YES <sup>5</sup>	N/A
<b>BURIAL FLAG DISPLAY CASE</b>	N/A	YES <sup>1,29</sup>	N/A	YES <sup>2</sup>	N/A	N/A	N/A
<b>FLORAL TRIBUTES</b>	N/A	YES <sup>1,29</sup>	N/A	N/A	N/A	N/A	N/A
<b>ITO TO BURIAL</b>	N/A	YES <sup>1</sup>	N/A	N/A	N/A	N/A	N/A
<b>ITO TO DIGNIFIED TRANSFER OF REMAINS</b>	N/A	YES <sup>1,29</sup>	N/A	N/A	N/A	N/A	N/A
<b>ITO TO BEDSIDE</b>	YES <sup>27</sup>	N/A	N/A	N/A	N/A	N/A	N/A
<b>MILITARY FUNERAL HONORS</b>	N/A	YES <sup>1,9</sup>	YES <sup>5,9</sup>	YES <sup>9</sup>	YES <sup>9</sup>	YES <sup>9</sup>	N/A

Figure 7-1.--Benefits and Entitlements at a Glance

**CASUALTY CLASSIFICATION**

	<u>ILL OR INJURED ACTIVE DUTY</u>	<u>DECEASED ACTIVE DUTY</u>	<u>INACTIVE</u>	<u>T/PDRL RETIRED</u>	<u>RETIRED</u>	<u>VETERAN</u>	<u>FAMILY MEMBER</u>
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**FINANCIAL COMPENSATION**

<b>DEATH GRATUITY</b>	N/A	YES <sup>1</sup>	N/A	YES <sup>10</sup>	YES <sup>10</sup>	YES <sup>10</sup>	N/A
<b>SGLI</b>	N/A	YES <sup>1</sup>	YES <sup>19</sup>	YES <sup>11</sup>	YES <sup>11</sup>	YES <sup>11</sup>	N/A

FSGLI	N/A	N/A	N/A	N/A	N/A	N/A	YES <sup>12</sup>
VGLI	N/A	N/A	N/A	YES <sup>13</sup>	YES <sup>13</sup>	YES <sup>13</sup>	N/A
SGLI ABO	YES	N/A	N/A	YES <sup>15</sup>	N/A	N/A	YES <sup>14</sup>
BFCS	N/A	YES <sup>1,15</sup>	YES <sup>15</sup>	YES <sup>15</sup>	YES <sup>15</sup>	YES <sup>15</sup>	YES <sup>15</sup>
MGIB/VEAP REFUND	N/A	YES <sup>1</sup>	N/A	YES	N/A	N/A	N/A
ARREARS OF PAY AND ALLOWANCES	N/A	YES <sup>1</sup>	YES <sup>15</sup>	YES	N/A	N/A	N/A
BAH	N/A	YES <sup>1</sup>	N/A	N/A	N/A	N/A	N/A
CONTINUED RESIDENCY IN GOVT QUARTERS	N/A	YES	N/A	N/A	N/A	N/A	N/A
SURVIVOR BENEFIT PLAN (SBP)		YES <sup>1,16</sup>	YES <sup>25</sup>	YES <sup>17</sup>	YES <sup>17</sup>		
DIC		YES <sup>1,18</sup>	N/A	YES <sup>18</sup>	YES <sup>18</sup>	YES <sup>18</sup>	
THRIFT SAVINGS PLAN (TSP) REFUND		YES	YES	YES	YES	YES	
SSA BENEFITS							YES
SAVINGS BONDS REFUND				N/A			N/A

Figure 7-1.--Benefits and Entitlements at a Glance--  
Continued

**CASUALTY CLASSIFICATION**

	<u>ILL OR INJURED ACTIVE DUTY</u>	<u>DECEASED ACTIVE DUTY</u>	<u>INACTIVE</u>	<u>T/PDRL RETIRED</u>	<u>RETIRED</u>	<u>VETERAN</u>	<u>FAMILY MEMBER</u>
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**GENERAL ENTITLEMENTS**

DD FORM 1300, REPORT OF CASUALTY	N/A	YES	YES <sup>19</sup>	YES <sup>2</sup>	N/A		N/A
HONORABLE SERVICE CERTIFICATE	N/A	YES <sup>1</sup>	N/A				

LAPEL PIN OR GOLD STAR LAPEL BUTTON		YES <sup>1,24</sup>		YES <sup>2,24</sup>			
COPY OF INVESTIGATION		YES <sup>26</sup>		N/A			
ID CARD	N/A	YES <sup>1</sup>		YES	YES	N/A	N/A
TRICARE MEDICAL				N/A	N/A		
TRICARE DENTAL							
SHIPMENT OF PERS EFFECTS/HHG				YES			
SURVIVOR/FAMILY MEMBER TRAVEL							
SURVIVORS' AND DEPND EDUCATION ASSIST	N/A	YES	YES <sup>20</sup>	YES <sup>20</sup>	YES <sup>20</sup>	YES <sup>20</sup>	N/A
DECORATIONS AND AWARDS	N/A	YES	YES	YES	YES	YES	N/A
PRESIDENTIAL MEMORIAL CERTIFICATE	N/A	YES	N/A	N/A	N/A	N/A	N/A
ITO TO BEDSIDE	YES <sup>27</sup>	N/A	N/A	N/A	N/A	N/A	N/A

MISCELLANEOUS BENEFITS							
COMMERICAL LIFE INSURANCE	N/A	YES <sup>22</sup>	YES <sup>22</sup>	YES <sup>22</sup>	YES <sup>22</sup>	YES <sup>22</sup>	YES <sup>22</sup>
CIVIL SERVICE EMPLOYMENT PREFERENCE		YES	N/A	N/A	N/A	N/A	N/A
HOME LOAN GUARANTY SERVICES		YES <sup>23</sup>		YES <sup>23</sup>	YES <sup>23</sup>	YES <sup>23</sup>	

Figure 7-1.--Benefits and Entitlements at a Glance--Continued

Notes:

1. Deserters are not entitled as all benefits are forfeited.
2. Death must have occurred within 120 days of separation and considered retired/retained (on rolls of the hospital from initial admission).
3. Allowances are limited to reimbursement of transportation costs from place of demise to place selected by the sponsor. Allowances may include preparation, encasement, and shipment when death occurs outside CONUS.
4. If entitled to retired pay at the time of death or would have been eligible except for age requirement.
5. Must be discharged under conditions other than dishonorable.
6. Authorized for spouse and children.
7. Only if remains are not recovered.
8. Entitled only if buried in a national or Government cemetery.
9. Circumstances of death must not discredit the Marine Corps or separation must be under honorable conditions.
10. Death must be approved as service-connected by the VA and usually occur within 120 days of separation.

11. Death must occur within the 120-day extended coverage period or within 2 years (when approved by the OSGLI for 2-year extended coverage due to disability).
12. In the amount of coverage elected by the sponsor (child coverage is included free if the sponsor is covered under the SGLI).
13. In the amount of coverage elected.
14. Only the Marine may apply.
15. Must be covered by SGLI, VGLI, or FSGLI.
16. Unless retirement eligible at time of death, death must be in the line of duty.
17. If member elected participation.
18. Death must be a result of:
  - (a) a disease or injury incurred or aggravated while on active duty or active duty for training;
  - (b) an injury incurred or aggravated in line of duty while on inactive duty training; or
  - (c) a disability covered by VA. Death cannot be the result of willful misconduct; or
  - (d) veterans must have a totally service-connected disability, the disability does not have to cause the actual death.
19. SMCR or IMA, or any other classification of reserve paying SGLI premiums
20. Must be:
  - (a) permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces;
  - (b) Veteran who died from any cause while such service-connected disability was in existence;
  - (c) missing in action or captured in line of duty by a hostile force; or
  - (d) forcibly detained or interned in line of duty by a foreign government or power.
21. Operational or training related deaths only.
22. Only if covered by a commercial policy.
23. Consult the VA for eligibility requirements.
24. The Lapel Pin is provided in nonhostile death cases; the Gold Star Lapel Button is provided when death occurs as a result of combat.
25. Must be on annual training (AT) at time of death.
26. If conducted and upon request to the convening authority or HQ, NCIS.
27. Limited to three family members.
28. Burial or inurnment must take place in Arlington or Quantico National Cemetery.
29. Applicable to deceased casualties occurring in contingency operations, such as Operations Enduring and Iraqi Freedom, who are processed through Dover Port Mortuary, Dover AFB, Delaware.

Figure 7-1.--Benefits and Entitlements at a Glance--Continued

### **NOTIFICATION SCRIPT REGARDING MEDIA COVERAGE AT DOVER AFB**

The Services will use the following script to obtain the PNOK's decision regarding media access to the Dignified Transfer of their fallen Service Member:

"I know this is a terribly traumatic time for you, and the Marine Corps will do everything possible to support you through this difficult period. Your loved one is scheduled to return to the United States through Dover Air Force Base, Delaware. While I do not currently know when he/she is scheduled to arrive, I can tell you that we will do everything necessary to return him/her as quickly as possible. Upon arrival at Dover Air Force Base, your loved one will be will part of a Dignified Transfer. That will move him/her to the port mortuary which is located on Dover Air Force Base. You and two

additional Family members of your choosing are entitled to travel at Government expense to observe the Dignified Transfer of your loved one from the aircraft that returns him/her to Dover to the ground transportation that will move him/her to the Port Mortuary, which is also located on Dover Air Force Base. The Dignified Transfer takes approximately 15 minutes and is not a formal ceremony. Your loved one will be taken to the Port Mortuary for positive identification, autopsy, and preparation for his/her onward transportation to the receiving funeral home selected by the person authorized to direct disposition (PADD). Families are not allowed entry to the Port Mortuary."

DOD authorizes media coverage of the Dignified Transfer, but only if the primary next-of-kin specifically approves that coverage. The following options are available to you:

In your capacity as the primary next-of-kin, do you consent to public media coverage of the Dignified Transfer? If you agree to the public media coverage, you can be provided a copy of the Dignified Transfer recorded by DOD photographers. The recording will be sent to you at a later date. Consent to public media coverage also means consent to the release of your loved one's casualty information to the media and public before the normal 24-hours of privacy ends. If your decision regarding public media coverage is "No", you may obtain a DOD recording of the Dignified Transfer by consenting to Government filming of the event. This means the DOD will record the Dignified Transfer of your loved one, however public media coverage will not be allowed.

Your copy of the Dignified Transfer will be sent to you at a later date. Please be aware that if specifically requested by public media, the Government will be required to release the recording under the rules of the Freedom of Information Act. If you elect "No" to public media consent and "No" to Government Filming, a copy of the Dignified Transfer will not be available as no coverage was authorized.

Figure 7-2.--Notification Script Regarding Media Coverage at Dover AFB

## Chapter 8

### General Administrative Requirements

1. Record of Emergency Data (RED). The RED is the primary source of information used to locate family members and identify beneficiaries of deceased, duty status whereabouts unknown (DUSTWUN), missing, ill, and injured Marines. References (s) and (t) contain detailed instructions for the audit and maintenance of the RED.
2. Identification (ID) Tags
  - a. ID tags are designed for identification, casualty reporting, and graves registration in case of death in a combat zone.
  - b. ID tags will be prepared and worn in accordance with reference (1). ID tags should remain with the casualty at all times. Once positive identification has been made and medical or mortuary authority has released the remains, ID tags may be sent to the casualty's family as part of the Marine's personal effects.
3. OPREP-3SIR (Serious Incident Report). The flag word SIR indicates an event or incident of high Marine Corps interest. The OPREP-3SIR applies specifically to Marine Corps units and installations not attached to or assigned to a specific command relationship with a Joint, Combined, or Combatant Command. The OPREP-3SIR consists of an initial voice report to the Marine Corps Operations Center, followed by a hard copy message and any required follow-up messages. Regulations regarding the issuance of an OPREP-3SIR are contained in reference (u). The OPREP-3SIR must be submitted to the Marine Corps Operations Center. Submission of an OPREP-3SIR does not supersede, or eliminate, the requirement to issue a PCR to MFPC, or the responsible combat casualty cell for casualties that take place in a theater of operation, if otherwise required.
4. Media Interest and Release of Information
  - a. Release of information to news media regarding military personnel and/or other personnel who are casualties will not occur until 24 hours after the last notification of NOK. Refer to instructions contained in reference (b) or (1) for further guidance.
  - b. Due to the sensitivity of the subject matter in cases of death by suicide, homicide, training, accidents, or which occur under unnatural or peculiar circumstances, close coordination must be made with the officer responsible for the release of public information. Close coordination with the Public Affairs Officer (PAO) will permit substantially the same information being released to news media as is provided the next of kin (NOK) during the notification process. Release of information to news media and information provided to the NOK will be limited to verified facts.



c. To permit the prompt release of information to the news media in death cases or serious injury cases, commanders and PAOs should coordinate with MFPC to ensure the 24-hour time period required by reference (b) after notification of the primary and secondary NOK has expired, prior to release of information.

d. In the event that anticipated overwhelming media interest will occur at the funeral ceremony or burial, close coordination with the local PAO is directed. The PAO will assist in developing a public affairs plan that is consistent with the family's wishes to possibly include media escorts, interviews, and general displacement of camera crews.

e. In the event the PNOK's decision on media access at Dover Port Mortuary is "Yes", the 24-hour release rule is waived.

5. Hospital Liaison Responsibilities. Reference (j) details the responsibilities for commands to provide liaison and support to a designated military treatment facility (MTF). Hospital liaison sections will ensure each casualty's reporting unit and MFPC are kept abreast of the status of any casualty admitted to an MTF.

Chapter 8

General Administrative Requirements

SECTION 1: DUTY STATUS WHEREABOUTS UNKNOWN (DUSTWUN) CASES

1. General. The DUSTWUN issue is not commonly understood and extreme care must be taken when situations arise that may invoke statutory provisions of the missing persons law.

2. When to Report

a. Any Marine suspected to be a casualty, who is not present or appears to be missing (i.e., whereabouts are unknown, the disappearance appears to be involuntary, and the Marine is not known to be UA), and whose status initially is so uncertain that the commander must gather the facts to make a proper status determination, must be reported as DUSTWUN, per chapter 3. Additionally, Marines thought to be UA/Deserter in an Official Combat Zone or Operation should be reported as DUSTWUN. Make no SRB or unit diary entries at this time.

b. Factors, such as remote distances from occurrence and lack of current on scene information, make immediate determination and reporting difficult, but do not relieve the commander from the responsibility for submission of the report required for review in determining the Marine's status under reference (a).

3. Other Required Documents. See Chapter 2.

4. Personal Effects

a. Immediately, upon initial declaration of DUSTWUN, inventory the Marine's personal effects.

b. If the Marine is declared UA, maintain the personal effects in supply until the Marine has been administratively dropped from the rolls and declared a deserter. After which time, ship personal effects to the proper recipient per reference (x).

c. If the Marine is subsequently declared deceased, ship personal effects as outlined in reference (w).

5. Required Investigation

a. Once reported as DUSTWUN, the commander with special courts-martial convening authority, having jurisdiction over the Marine will convene a fact-finding body to investigate the circumstances surrounding the disappearance. During this initial phase, an appropriate search will be conducted. While the search is ongoing, the Marine will not be placed in a missing status. The maximum time a

Marine may remain in a nonhostile DUSTWUN status is 10 days from the date of disappearance.

b. Subsequent to submission of the Personnel Casualty Report (PCR) placing the Marine in a DUSTWUN status (figure 3-8), the commander will submit a daily supplemental PCR to MFPC that includes the extent of the search, any progress noted, and other pertinent information. These reports are used to keep the DC, M&RA (Director, MF) updated on a possible missing persons case, and are also used to keep the next of kin (NOK) informed. Daily supplemental PCRs are required, unless not feasible for security reasons, and will continue until the search has been discontinued and the Marine involved is:

(1) returned to military control;

(2) recommended to be declared missing as evidence of death or UA is not considered conclusive;

(3) placed in a UA status (date of absence is initial date of disappearance); or

(4) reported deceased (remains recovered or search efforts were unsuccessful but evidence of death is considered conclusive).

(a) Conclusive evidence of death may be considered to exist when information (eyewitness statements, circumstances of disappearance, and results of immediate search, local conditions, and terrain) outweigh, beyond any reasonable doubt or logical possibility, the Marine may have survived. Such conclusive evidence need not be predicated upon recovery of remains since situations may arise in which the remains cannot be recovered. If, after immediate search, evidence of death does exist, the responsible commander has the authority and duty to submit a report of death. The date of death will be the date the Marine was placed in a DUSTWUN status, unless the circumstances indicate subsequent survival.

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

c. An initial determination must be made regarding whether the Marine had access to classified information. An initial damage assessment must be conducted by the command to establish the possibility of the compromise of classified information and impact on the command. In crisis, contingency, or wartime situations, send an information copy of all such investigations to MFPC and the commander in the chain of command. In wartime or other emergencies, send the investigation findings (for death and UA reports), and recommendations for missing reports in a brief but factual message to MFPC.

d. The investigation report must be received by MFPC within 10 days of the disappearance. The report must contain opinions and a recommendation that the Marine be declared missing. If the convening authority determines the Marine to be deceased or UA, issue the appropriate death or supplemental PCR, as outlined in chapter 3, and complete all administrative requirements.

(1) If the recommendation is to declare the Marine missing, the convening authority will include in the report, additional information to include latitude and longitude, distance from nearest land; when applicable, local conditions, extent of searches made, statements of survivors and other members who may have pertinent information concerning the circumstances; and a recommendation from the commander to be declared missing.

(2) For nonhostile cases, upon receipt of a report and based on the information contained therein, the DC, M&RA (Director, MF), as the SECNAV designee, will determine if the Marine should be carried as missing, reported UA, or declared deceased. Upon determination, the commander will be notified and directed to take the appropriate actions.

Chapter 8

General Administrative Requirements

SECTION 2: MISSING PERSONS CASES

1. General

a. The instructions in this section pertain to personnel in a missing status as defined in the Missing Persons Act. These instructions do not apply to personnel in UA status.

b. The Missing Persons Act authorizes the Secretary of the Service concerned, or a designee, to make any determination necessary to administer the act. The SECNAV has designated the DC, M&RA (Director, MF) as a designee to administer the Missing Persons Act for Marine Corps personnel and civilians who enter a missing status.

2. Definitions. Per reference (a), the following definitions apply:

a. The term missing person means:

(1) a member of the Armed Forces on active duty who is in a missing status; or

(2) a civilian employee of the DOD or an employee of a contractor of the DOD who serves in direct support of, or accompanies, the Armed Forces in the field under orders and who is in a missing status.

b. The term missing status means the status of a missing person who is determined to be absent in a category of any of the following:

(1) missing,

(2) missing in action,

(3) interned in a foreign country,

(4) captured,

(5) beleaguered,

(6) besieged, or

(7) detained in a foreign country against that person's will.

c. The term accounted for, with respect to a person in a missing status, means that:

(1) the person is returned to United States control alive;

(2) the remains of the person are recovered and, if not identifiable through visual means as those of the missing person, are identified as those of the missing person by a practitioner of an appropriate forensic science; or

(3) credible evidence exists to support another determination of the person's status.

3. Transfer by Service Record. When the Marine has been officially declared missing by the SECNAV or the DC, M&RA (Director, MF), transfer the Marine by service record to the Captured and Missing Unit.

4. Closing and Distribution of the SRB/OQR, Health, and Dental Records. Commanders are required to forward the SRB/OQR, health, and dental records of missing Marines to MFPC, as outlined in chapter 2 of reference(s).

5. Personal Effects and Household Goods.

a. Marines. Commanders are required to inventory and ship all personal effects and household goods (to include vehicles), in accordance with reference (w). Destroy relatively valueless effects such as toiletries and cleaning supplies. Make an itemized list of all items destroyed, and forward it to MFPC for inclusion in the Marine's SRB/OQR. Do not include this list on the inventory sent to the next of kin (NOK). Questions concerning eligibility, storage, and shipment should be addressed to the local TMO or CMC (Traffic Management Branch (LPC-4)).

b. Person Eligible to Receive Effects (PERE). Refer to Chap 1-21

(1) Legal representative of the service member's estate. To qualify as a legal representative, an individual must present duly certified documentation.

(2) Unremarried surviving spouse.

(3) Children in order of seniority.

(4) Parents in order of seniority (age).

(5) Siblings in order of seniority.

(6) Other blood relative.

(7) A person standing in loco parentis.

c. Civilians. Coordinate and provide all personal effects to the local law enforcement authorities for delivery to the NOK.

6. Mail for Missing Marines. Under no circumstances will mail for missing Marines be returned to sender or forwarded to the NOK until receipt of instructions from the assigned Casualty Assistance Calls Officer (CACO) or NOK, commanders will process all mail for missing Marines in accordance with reference (z).

7. Promotions. Missing Marines continue to be eligible for promotion as outlined in reference (x) or (y).

8. Release of Information. Releasable information on unaccounted for or missing Marines is limited to basic biographical information such as name, date of loss, country of loss, and status. Exceptions include information released to a third party that has written consent from a court-appointed legal guardian of the missing Marine or Freedom of Information Act (FOIA) requests where disclosure does not constitute a clearly unwarranted invasion of personal privacy. In determining what information must be disclosed under FOIA, a balancing test weighing the public interest in disclosure against the potential invasion of personal privacy should be conducted. In applying the balancing test, the privacy sensibilities of family members should be considered as a clear and present factor that weighs against the public release of information.

9. Missing Persons Laws

a. Per reference (t), Payments to Missing Persons, and the casualty regulations now in effect relating to Marine Corps personnel and their family members are the responsibility of the DC, M&RA (Director, MF). This provision of law covers all nonhostile missing determinations and payments to all personnel and their family members when placed in a missing status. Reference (t) directs that all pay and allowances accrue in a missing Marine's pay account for a minimum of 12 months after the initial disappearance unless, in the interim, evidence determines the Marine is either UA or deceased.

b. Per reference (a), Missing Persons are the responsibility of the SECNAV or the designee. This provision of law covers all hostile missing determinations.

c. The Director (MF) makes any determination necessary to administer the provisions of reference (a) except that the Secretary and the designee may change or revoke any prior determination made under Missing Persons, such determination when made is conclusive as to the following:

(1) Death or finding of death.

(2) The fact of dependency under Missing Persons.

(3) The fact of dependency under any other law authorizing the payment of pay, allowances, or other entitlement and wages to members of the Marine Corps when the payments are contingent on dependency.

(4) Any other status covered by Missing Persons.

(5) An effective date, including one on which evidence or information is received by the Director (MF).

(6) Whether information received concerning a member of the Marine Corps is to be construed and acted on as an official report of death.

10. Status Review. After 12 months, the Director (MF) or the SECNAV, will appoint a three-member status review board to gather all available information, and give opinions and recommendations about the missing Marine. Upon receipt of the board report, the DC, M&RA (Director, MF), or the SECNAV will determine the Marine either is dead, or direct the missing status to continue if the Marine can reasonably be presumed to be alive. The Marine's family members may attend the board hearing and be represented by counsel. MFPC will give all the information concerning the status review board to the family through the assigned CACO at least 60 days before the board meets.



Chapter 8

General Administrative Requirements

SECTION 3: DEATH CASES

1. Other Required Documents. In addition to the initial voice report (OPREP3-SIR) and preparation/submission of the Personnel Casualty Report (PCR); the following applicable documents from the Marine's SRB/OQR must be faxed to MFPC immediately upon learning of a Marine's death:

a. A copy of the Marine's latest signed Record or Emergency Data (RED). As this is the only document used by MFPC to determine the appropriate beneficiary of certain death benefits, e.g., death gratuity and pay arrears, it is vital that the signed RED be provided. Updates to the RED via Marine Online (MOL) will supersede a previous signed RED. Additionally, a review of MCTFS is required to determine other changes to the RED.

b. A copy of the Marine's latest signed SGLV 8286, Servicemembers' Group Life Insurance Election and Certificate, and SGLV 8285, Request for Insurance (SGLI), if applicable.

c. A copy of the Marine's DD Form 1966/1 (1<sup>st</sup> page), Record of Military Processing - Armed Forces of the United States, if enlisted after Jan 1989 or DD Forms 1966/1 and 1966/2 if enlisted prior to Jan 1989; or a copy of the Marine's NAVMC 763A, United States Marine Corps Appointment Acceptance and Record (if commissioned or a warrant officer).

d. A copy of the Marine's DD Form 4/1, Record of Enlistment/Reenlistment contract.

e. A copy of the Marine's NAVMC 00003 (leave papers), permanent change of station orders (PCSO), or temporary additional duty orders (TADO) in all cases involving Marines who die while in a leave, PCS, or TAD status.

f. A copy of the Marine's most recent NAVMC 118 (3), Chronological Record page.

g. A copy of the orders issued by competent authority in cases involving Reserve Marines who die during or en route to or from an AT, ADT, IDT or ADSW period.

h. In cases involving the death of an individual in the Delayed Entry Program (DEP), a copy of all enlistment documents.

2. Posthumous Promotions, Commissions, and Warrants. A deceased Marine may be posthumously promoted, appointed, or commissioned if the Marine, at the time of death, meets the criteria outlined in reference (x) for officers, or reference (y) for enlisted Marines. Posthumous promotions have no affect on pay and allowances.

3. Closing and Distribution of the SRB/OQR, Health, and Dental Records

a. Commanders are required to close and forward the SRB/OQR, health, and dental records of deceased Marines as outlined in chapter 2 of reference(s). Do not retain the SRB/OQR, health, or dental records for investigation or any other purpose. Instead, make certified copies of the relevant documents and forward the records, as required. Contact IPAC as well to ensure distribution of the documents in the service record are made.

b. If positive identification of the remains is pending, when necessary, provide the health and dental records to the appropriate medical authority to assist in the identification process. For deaths occurring in a contingency operation, send the dental/health records to Dover Port Mortuary, 116 26<sup>th</sup> Street, Dover AFB, DE 19902-5121. After positive identification has been completed, ensure the health and dental records are recovered and forwarded to MFPC.

c. If the remains are not recovered, retain the health and dental records for 10 days, or until search efforts have been completed. Upon official determination that remains are not recoverable, forward the health and dental records to MFPC, as required.

4. Personal Effects and Household Goods

a. Marines. Commanders are required to inventory and ship all personal effects and household goods, including vehicles and any items on the Marine's person or located at the Marine's place of duty, in accordance with reference (w). Questions concerning the eligibility, storage, and shipment should be addressed to the local Traffic Management Office (TMO) or the CMC (Traffic Management Branch (LPC-4)).

(1) Inventory personal effects found on or near the remains after law enforcement investigations are complete. Mark, bag, and attach the personal effects to the remains. In cases involving multiple casualties, do not remove clothing, personal effects, equipment, ID cards or tags found on or near the remains. These belongings may be required for positive identification.

(2) Destroy relatively valueless effects such as toiletries, cleaning supplies, and damaged clothing (e.g., blood-stained or soiled clothing that cannot be properly cleaned). In cases requiring investigation of the circumstances of death, coordinate with the

investigative authorities to ensure the effects targeted for destruction have no investigative or forensic value. Make an itemized list of all items destroyed, and forward it to MFPC for inclusion in the Marine's SRB/OQR. Do not include this list on the inventory sent to the next of kin (NOK).

(3) In the case of Marines killed in an Official Combat Zone, all Personal Protective Equipment should stay with the remains through to Dover Port Mortuary. All other personal effects should be shipped to the Joint Personal Effects Depot in Aberdeen, Maryland.

b. Person Eligible to Receive Effects (PERE)

c. Civilians. When a civilian dies aboard a military installation or conveyance, the commander of the installation or conveyance shall ensure that a thorough inventory of the personal effects (to include any luggage) is conducted and documented. The personal effects will be distributed as outlined in paragraph a.

5. Mail for Deceased Marines

a. Under no circumstances will mail for deceased Marines be returned to sender or forwarded to the NOK until absolute verification has been received that the NOK has been notified. Verification can be obtained from MFPC. Mail for the deceased may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the NOK.

b. Upon official notification of the NOK, mail will be returned to sender or forwarded to NOK as desired. Upon receipt of instructions from the assigned Casualty Assistance Calls Officer (CACO) or NOK, commanders will process all mail for deceased Marines in accordance with reference (z).

c. Casualty Assistance Calls Reports must include disposition of the deceased Marines mail per NOK desires. MFPC must verify CACO case files.

6. Department of the Defense Suicide Event Report (DODSER)

a. Purpose. The DODSER is designed to standardize the review and reporting process on suicides among active duty Navy and Marine Corps personnel. The information will be used to identify risk factors to assist commanders in targeting and improving local suicide prevention efforts. This Order outlines steps for commands to use in completing the DODSER and for reporting results to the CMC. Effective completion of the DODSER requires a collaborative effort by line, medical, and other staff.

b. Intent. The DODSER is a tool to improve institutional knowledge about suicides within the Marine Corps. The intent is to

aggregate DODSER data and periodically publish "Lessons Learned" for the Fleet. The data collection process for the DODSER is a means to improve risk management, not an investigative procedure to determine negligence or accountability in cases of suicide or suspected suicide.

c. Action

(1) Commanders of Marines or sailors who are alleged or suspected of having taken their own lives shall complete and submit the DODSER at <https://dodser.t2.health.mil/dodser>.

(2) Within 3 working days of transmitting the initial PCR, the command shall appoint a Marine officer and supporting team to collect, examine, and record information on the DODSER. Major command policy will determine the command level at which the DODSER will be completed. Supporting team input should be sought from the CO/XO, medical officer, mental health provider, chaplain, CACO, PMO, and personal services. Input should also be sought from the decedent's supervisor and his/her co-workers. Coordination of input to complete the DODSER is to be determined by the command.

(3) Within 15 working days of the initial PCR, the command shall complete and submit the DODSER at: <https://dodser.t2.health.mil.dodser>. Additional information can be forwarded as it becomes available (e.g., toxicology reports). The time limit is given to focus the command's efforts on information that is immediately available, not to burden the command with an open-ended and exhaustive data collection process.

d. Focus. The DODSER focuses on data related to the decedent's military and professional life and are limited in scope with respect to the decedent's personal or private life. Completion of the DODSER does not require input from non-military sources (e.g., family members and civilian friends). While information from non-military sources may be valuable in understanding the context of a service member's suspected suicide, the primary interest of the Marine Corps is on determining modifiable service-related risk factors that can be used in the early identification and referral of at-risk personnel. To avoid duplication of efforts, the DODSER team should work in conjunction with established investigating bodies (e.g., JAGMAN, NCIS, or civilian authorities). Data derived from formal investigations may be used to complete various sections of the DODSER.

e. Format

(1) Two primary means of collecting data for the DODSER are record reviews and interviews. The following records should be used in completing the DODSER:

(a) Military service record (including any records of counseling).

(b) Medical record.

(c) Secondary records (e.g., mental health, family advocacy program, and security reports).

(d) Medical appointments list (e.g., Composite Health Care System medical appointments for past 12 months).

(e) Financial records (e.g., letters of indebtedness).

(f) Investigative reports. (e.g., JAG, NCIS, or civilian authorities.)

(g) Records related to manner of death (e.g. casualty reports, toxicology/lab reports, pathology/autopsy reports, suicide notes. It is recognized that some of these reports will likely not be available when the DODSER team initially convenes: Copies of these reports may be forwarded when they become available if significant.

(2) A form to record interviews from military personnel regarding the decedent (e.g., the decedent's supervisor, co-workers, and peers) will be provided by HQMC Behavioral Health. These interviews should be conducted with sensitivity and due consideration for the personnel involved. The purpose of these interviews is to provide firsthand accounts about the decedent and his/her behavior, not to determine accountability or culpability for the service member's death.

f. Description

(1) Section I, II and III of the DODSER requests basic identifying demographic information on the decedent and military status at the time of death. Command date of entry are key components.

(2) Section IV contains questions regarding the event itself and includes the first free form question (#41) that requests free-text details of the general sequence of events leading to the event.

(3) Section V requests information about the decedent's history. This includes medical history, military history and personal history. The DODSER concludes with a series of questions related to the individual completing the form and records accessed to provide the details. Information required to complete this form may come from medical and personnel records and the DODSER team can use a command interview form to collect information from military personnel familiar with the decedent or circumstances around the suicide.

a. Support. Questions about the DODSER may be directed to the DC M&RA (MFC-5) or the Navy Personnel Command (PERS 6).

## 7. Death Investigations

a. Investigations into the circumstances surrounding the death of a member of the naval service or into the death of a civilian aboard a place under naval control will be conducted in accordance with reference (i).

b. MFPC is the single activity responsible for tracking and archiving all injury and death investigations, limited to executive summaries. Completed command investigations will be forwarded to the General Court-Martial Convening Authority (GCMCA), Attn: Staff Judge Advocate (SJA).

c. Release of Investigations. Death investigations shall not be released to the public until finalized. In the interest of providing the decedent's NOK with timely information, upon completion of the review by the first flag officer in the chain of command, the reviewer shall release an advance copy of the investigation, per request, to the NOK. Release of an advance copy to the requesting NOK shall not be made when:

(1) release would violate law (e.g., investigation classified); or

(2) the endorser can articulate how release would harm the command's mission, interfere with an ongoing criminal investigation, or why release shall not be made for good cause.

d. Delivery to NOK. When providing investigations to the NOK, consideration should be given to the potential impact of the report. Prior to the release of the investigative findings to the NOK, the investigating unit will notify MFPC of its completion in order to arrange for proper coordination for delivery. Graphic photographs are to be separately wrapped and labeled. Similar procedures should be placed upon autopsy reports and other materials containing graphic details of injury, wounds, and mutilation. To assist those who may still be grieving to understand the meaning and significance of the report of investigation and to alleviate the growing number of disputes between the services and the NOK, releasing authorities should ensure hand delivery of the report by someone who can discuss the report with the family. The releasing authority will coordinate with the Casualty's commander to ensure that both a PCR and a voice report are given to MFPC to alert them and document the release of the investigation. Normally, the CACO will make delivery, but there may be reasons (technical subject matter or personal friendships) for another individual to be assigned the task.

8. Naval Criminal Investigative Service (NCIS) Notifications and Investigations

a. Notification. NCIS must be notified per reference (aa), of any death occurring on a Navy vessel or Navy/Marine Corps aircraft or installation (except when the cause of death is medically attributable to disease or natural causes).

b. Death Investigations. NCIS investigations consist of the report of investigation (ROI) (narrative summary) and enclosures. ROI's shall not be included in administrative investigative reports unless the local NCIS office indicates to the contrary. NCIS investigations may be provided to the NOK upon request. A copy of the completed report must be requested from the NCIS Family Liaison Office, Washington, DC.

9. Self-inflicted Deaths

a. In cases where death is confirmed or suspected of being self-inflicted, commanders must ensure the NOK are provided a timely and accurate appraisal of the circumstances surrounding the Marine's death. It is essential that no misrepresentations, either purposeful or unintentional, of the facts be given.

b. Grieving family members may become consumed by the need to find an explanation to the Marine's death. Avoid speculation concerning the underlying reason for the act or suspected act.

c. Self-inflicted deaths may erode the family's capacity to trust others; family members may feel anger and resentment toward the Marine's command, or eager to blame the Marine Corps for the death. Giving the family members a place to express their feelings and a sympathetic ear is far more important than establishing the rightness of the Marine Corps. However, caution should be taken not to provide additional anguish toward the Marine Corps, which may result in undue hardship and accusations.

d. Difficulties surrounding the relationship between the Marine and the family members may surface after a self-inflicted death, and may add complications to the family's process of grief and adjustment. Family members may feel profound guilt and shame as a result of the death. The CACO is not generally trained to assist the family in dealing with those feelings associated with the Marine's death. Be supportive and refer family members to professionals (e.g., chaplains, medical, and counseling personnel) for assistance in dealing with grief.

10. Line of Duty Determinations (LODD). In order for survivors to qualify for certain death benefits, death must have occurred in the line of duty. Reference (i) requires a LODD on all active duty deaths. LODD guidance is contained in reference (i).

11. Coordination with the Assigned CACO

a. It is vital and essential that the commander and parent command of the deceased Marine contact and coordinate with the CACO on all matters associated with the personal affairs of the Marine to include any investigation.

b. Coordination between the parent command, MFPC and the CACO will ensure that all information provided to the NOK by the CACO is accurate and correct. Additionally, timely information and support of the efforts provided by the CACO will ensure the casualty assistance call results in success.

c. Any information for the NOK should be provided via the CACO. Doing so only ensures the CACO possesses the same information as the NOK and does not preclude the commander from passing the appropriate condolences to the NOK via telephone.

d. Contact MFPC to obtain the name and telephone number of the assigned CACO.

12. DD Form 214. A DD Form 214 will not be produced upon the death of an active duty or inactive (SMCR) Marine. As deceased Marines cannot be separated, MFPC prepares and will distribute the DD Form 1300 in all aforementioned cases.



Chapter 8

General Administrative Requirements

SECTION 4: CONDOLENCE LETTERS

1. Preparation Requirements

a. When and By Whom. Condolence letters will be prepared by the designated individual, in cases involving the below persons:

(1) Active Duty Marines. A condolence letter will be written to the appropriate next of kin (NOK) according to the Marine's dependency status; if the Marine is married, to both the spouse and parents (if the parents are separated or divorced, letters will be sent to both parents); if the Marine is divorced or single with children, a condolence letter will be written to the children (in care of the guardian) and the parents (if the parents are separated or divorced, letters will be sent to both parents). The following individuals will prepare letters of condolence:

(a) The Marine's immediate commander will prepare a letter to the appropriate person(s), as outlined above, within 5 working days (combat committed organizations, within 10 days) of the Marine's death or notification of death.

(b) When a Marine dies away from his/her parent command either in a temporary additional duty (TAD) status or in the execution of a permanent change of station (PCS), the commander of the unit from which the Marine had just been detached is responsible to write the letter of condolence.

(2) Missing Marines. Instructions in paragraph 3, to the extent applicable, should be followed. The following special instructions are provided:

(a) The Marine's immediate commander will prepare a condolence letter to the primary NOK (PNOK) within 10 days following date of the incident.

(b) No mention of personal effects is permitted.

(c) The condolence letter to the PNOK may indicate that a comprehensive investigation is being conducted and that the DC, M&RA (MFPC) will provide details upon completion and review.

(3) Inactive Marines. The Marine's immediate commander will prepare a letter to the PNOK within 5 working days of the Marine's death or notification of death.

(4) Retired Marines. MFPC will prepare a condolence letter to the PNOK upon notification of the Marine's death.

(5) Civilian Employees and Contractors. The installation commander or unit commander will prepare a condolence letter to the PNOK within 5 days of the death or notification of death.

(6) Family Members of Active Duty Marines. The Marine's immediate commander will prepare a condolence letter to the Marine within 5 working days of the death.

b. Preparation and Processing. The following general instructions are provided:

(1) Letters will be written in simple language; show a warm personal interest in the person to whom they are addressed, describe basic circumstances surrounding the death; and extend condolences.

(2) Circumstances will be related factually as previously reported in the PCR, chronologically, sympathetically, and tactfully. Under no circumstances will inaccurate or unsubstantiated information regarding the circumstances of death be provided. In addition to supplying facts and answering questions that normally occur to the family, the letter should contain information that may comfort them; such as, the fact that the Marine did not suffer (if accurate), that he/she received the anointments of their faith (if appropriate), etc.

(3) When appropriate, complimentary remarks will be included relating to the individual's character, personality, efficiency, and work habits.

(4) When more than a single condolence letter is to be prepared, care must be exercised to ensure all facts and circumstances of death are in agreement. The text of each letter will be modified to indicate a personal condolence to the addressee.

(5) The condolence letter to the PNOK may contain a statement regarding the collection, safeguarding, and disposition of the personal effects of the deceased.

(6) All condolence letters will be carefully reviewed at the highest level of command prior to release for mailing.

(7) A copy of each letter sent to the family of a deceased Marine will be attached to the closed service records.

(8) The samples provided in figures 8-1 and 8-2 indicate the types of letters to be written. These examples should be used as a guide and not as form letters.

c. Special Instructions for Unusual Circumstances

(1) Letters of condolence prepared in cases of death requiring investigations in accordance with reference (i), will not be delayed merely because of the investigation. The NOK should be provided all factual information at the earliest practicable date. The fact an investigation is being conducted may be included in the condolence letter. The officer conducting the investigation should be provided copies of all correspondence sent to or received from the NOK. No mention of misconduct or line of duty will be included in condolence letters.

Note: When an investigation is mentioned in a condolence letter, be certain that one is conducted and expeditiously processed.

(2) No information will be included which, in itself, might be the specific basis for a claim against the Government, another agency, or an individual; or information of which disclosure is prohibited by security regulations.

(3) In cases of homicide or suicide, it may be necessary to include information as to the actual cause of death (e.g., perforating wound of the head; gunshot wound to the head; suffocation by drowning, etc.). Avoid the use of language that might be interpreted as prematurely concluding that the death resulted from self-inflicted wounds.

LETTERHEAD

3040  
CO  
Date

Mrs. Rachel D. Brooks  
Street address  
City, State, Zip code

Dear Mrs. Brooks:

The premature death of your husband, Lance Corporal Roger David Brooks, U.S. Marine Corps, on February 23, 2007 near Woodbridge, VA, is a source of sorrow to me and to his many friends in this battalion. Please accept our deepest sympathy in your bereavement.

Roger was in a liberty status and was returning to base early Sunday morning driving a privately owned automobile on U.S. Interstate 95. Approximately two miles south of Woodbridge, the automobile left the highway and traveled about 200 feet, striking an embankment, and overturning several times. Roger was traveling alone at the time and a passerby summoned the State Police and an ambulance. He was immediately taken to the U.S. Naval Hospital, Quantico, VA, where he was pronounced dead upon arrival. As you know, the cause of death was determined to be multiple injuries to the body.

Although Roger had been a member of this battalion for only a short time, he had acquired many friends, had shown a sincere interest and willingness to learn, and he was a highly motivated Marine. I realize that words can do little to console you at this time, but I do hope that the knowledge that your husband will be missed and that we share your sorrow will give you some measure of comfort.

Chaplain W. E. Hardy conducted a memorial service on February 25th, and the entire battalion turned out to pay its respects.

If you feel that I can be of any assistance to you, please do not hesitate to contact me at (123) 456-7890.

Sincerely yours,

Figure 8-1.--Sample Marine Condolence Letter

LETTERHEAD

3040  
CO  
Date

Mr. and Mrs. John E. James  
Street address  
City, State, Zip code

Dear MF. and MFs. James:

It is difficult for me to express the deep sorrow the Marines in Company A feel over the recent death of your son, Corporal Peter Gregory James, U.S. Marine Corps on March 10, 2007.

\*PJ (as his friends in Company A called him) was serving as squad leader of a machine gun squad attached to the third platoon of his company. On the afternoon of March 7, 2007, Company A was conducting a live fire training exercise aboard Marine Corps Base, Camp Pendleton, CA, which required the squad to cease fire and rush forward when a pre-designated signal was given. PJ, unexpectedly stood and ran forward of his squad's position prior to the designated signal being given. After running a short distance, it became obvious that rounds from his squad's machine gun had hit PJ. A cease-fire was ordered immediately but obviously too late to avoid hitting PJ. Medical attention, to the extent possible, was rendered by the Corpsman on site. PJ was transported to the Naval Hospital Camp Pendleton where he was pronounced dead upon arrival. PJ received multiple gunshot wounds to his body causing his death.

PJ had won the respect of the Marines under him and was highly regarded by his senior noncommissioned officers as well as his platoon commander. He was an extremely devoted Marine, maintained a cheerful disposition, worked, and fought hard, with a spirit of which you can be proud. I realize that words alone can do little to console you, but I hope that knowing his fellow Marines keenly misses your son will provide some measure of comfort.

Chaplain John T. Huston, U.S. Navy, anointed PJ en route to the hospital. On March 11, 2007, Chaplain Huston also conducted a memorial service for PJ, and many of PJ's friends were able to attend.

If there is anything that I may do for you, please do not hesitate to contact me at (123) 456-7890.

Sincerely,

\* Use of other than first name is appropriate provided that such name or nickname is familiar to the NOK or unless annotated as in the above example.

Figure 8-1.--Sample Marine Condolence Letter--Continued

LETTERHEAD

3040  
CO  
Date

Mr. John Harris  
123 Grand Drive  
Appleton, TX 12345

Dear MF. Harris:

Please accept my deepest sympathy on behalf of the United States Marine Corps on the premature death of your wife, Deborah, on February 12, 2007. (Circumstances of the death; make it brief or omit it if the NOK was present at the scene of the incident and clearly understands the circumstances.)

I realize that words can do little to console you at a time like this, but I want you to know that we share in your sorrow.

If I can be of any assistance to you, please do not hesitate to contact me at (123) 456-7890.

Sincerely,

Figure 8-2.--Sample Civilian Condolence Letter