

**MARINE CORPS  
CASUALTY PROCEDURES  
MANUAL  
(MARCORCASPROC MAN)**



**U.S. MARINE CORPS**



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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MCO P3040.4D  
MRC  
15 Apr 96

MARINE CORPS ORDER P3040.4D W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS CASUALTY PROCEDURES MANUAL (SHORT TITLE:  
MARCORCASPROCMA)

Ref: (a) MCO P5211.2A  
(b) DoDInst 1300.18  
(c) MCO P1070.12H  
(d) FMFM 4-8  
(e) MCO 6320.2C  
(f) NAVMEDCOMINST 6320.3B  
(g) MCO P1080.20L  
(h) NAVMC 2691  
(i) MCO P1741.8C  
(j) JFTR, Vol. I  
(k) NAVPERS 15955-F  
(l) NAVMEDCOMINST 5360.1  
(m) MCO P4050.38B  
(n) MCO P1400.32A  
(o) MCO P1080.40

Encl: (1) LOCATOR SHEET

Reports Required: I. Personnel Casualty Report  
(Report Control Symbol DD-3040-02  
(External Report Control Symbol  
DD-P&R(AR)1664)), pars. 1001 through  
1005, figs. 1-1 through 1-9

1. Purpose. To publish the policies, procedures, responsibilities, and technical instructions for the administration of the Marine Corps Casualty Program as outlined in references (a) through (o).

2. Cancellation. MCO P3040.4C.

3. Summary of Revision. This Manual has been completely reformatted, contains a substantial number of changes, and must be completely reviewed.

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

15 Apr 96

4. Reports Required. Each of the information requirements listed in this Manual does not require a separate report control symbol. A single symbol has been assigned in order to periodically review the overall Casualty Reporting System.
5. Recommendations. Recommendations concerning this Manual are invited and should be submitted to the CMC (MRC) via the appropriate chain of command.
6. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
7. Certification. Reviewed and approved this date.

  
G. R. CHRISTMAS  
Deputy Chief of Staff for  
Manpower and Reserve Affairs

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FM CMC WASHINGTON DC//MRC//

TO MARADMIN

BT

UNCLAS //N03040//

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MSGID/GENADMIN/MRC//

SUBJ/CH. 1, MCO P3040.4D, MARINE CORPS CASUALTY PROCEDURES MANUAL

/(SHORT TITLE-MARCORCASPROMAN)//

REF/A/MCO P3040.4D/MARCORCASPROMAN/YMD:960415//

POC/M.L. WARD/MAJ/HD, CASUALTY BRANCH/HQMC/TEL:DSN 278-9512

/TEL:FAX DSN 278-9823//

RMKS/1. THE PURPOSE OF THIS MARADMIN IS TO DIRECT PEN CHANGES TO

THE

REF PENDING FORMAL REVISION.

2. ACTION. MAKE THE FOL PEN CHANGES:

A. CHANGE OFFICE CODE "MHP-10" TO READ "MRC" THROUGHOUT.

B. PAR 2004.6A(4) AND FIGURE 2-7 (PG 2-41) - CHANGE APPN DATA TO READ AS FOL: 17\*1106.27AO 000 00027 0 067443 2D 00BNOK 027\*TOCBNOK SDN M00027\*\*TOCBNOK.

C. PAR 2004.6B - ADD NEW SUBPAR (6).- (6): APPROPRIATION DATA.

17\*1106.27AO 000 00027 0 067443 2D 0CPNOK M00027\*\*CPNOK SDN M00027\*\*TOCPNOK. (WHERE \* APPEARS, USE LAST DIGIT OF FY. WHERE \*\* APPEARS, USE LAST TWO DIGITS OF FY.)

D. FIGURE 2-8 (PG 2-42) PAR. 4 - CHANGE APPN DATA TO READ AS FOL:

17\*1106.27AO 000 00027 0 067443 2D 0CPNOK M00027\*\*CPNOK SDN M00027\*\*TOCPNOK.

3. INFORMATION. INVITATIONAL TVL ORDERS (ITO'S) FOR TVL TO BEDSIDE OF SERIOUSLY INJURED (SI) OR VERY SERIOUSLY INJURED (VSI) MARINES

ARE

NOT AUTH TO BE ISS WITHOUT THE APPROVAL OF THE CMC (MRC) OR THE CMC CASUALTY DUTY OFFICER (AFTER WORKING HOURS). SDN AND APPN DATA WILL BE PROVIDED UPON APPROVAL. IF ANY OF THE CLAIMANTS ARE MINORS, ADD MINORS TO CUSTODIAN(S) TVL CLAIM IN BLOCK 12 (WITH SSN). PER PAR 2004.6A(3) AND 2004.6B(4) UNITS MUST SUBMIT A TVL CLAIM (WITH ORIGINAL ITO'S, TVL ITINERARY, TRAVELERS SSN(S) AND DOCTOR'S STATEMENT) TO:

HEADQUARTERS, U.S. MARINE CORPS  
MANPOWER AND RESERVE AFFAIRS (MRC)  
3280 RUSSELL ROAD  
QUANTICO, VA 22134-5103//  
BT

LOCATOR SHEET

Subj: MARINE CORPS CASUALTY PROCEDURES MANUAL (SHORT TITLE:  
MARCORCASPROCMAN)

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ENCLOSURE (1)





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INTRODUCTION

0001. PURPOSE. To publish policies, procedures, responsibilities, and technical instructions for the administration of the Marine Corps Casualty Program.

0002. GENERAL

1. This Manual applies to all Marine Corps units and activities and all categories of persons listed in paragraph 1003.

2. The CMC (MRC) must approve any deviation from the procedures in this Manual.

3. Refer any questions on casualty matters to the CMC (MRC). Call commercial (703) 696-2070 or DSN 426-2070 or call the HQMC Command Center at commercial (703) 695-7366 or DSN 225-7366, and ask for the Casualty Duty Officer.

0003. ORGANIZATION

1. This Manual is organized for easy reference. The text contains important background information and policy which all units must review and understand. For quick reference, refer to the figures which give basic instructions and examples. For your convenience, this Manual contains an index.

2. The first two chapters are arranged in a logical sequence of occurrence: Casualty Reporting (Chapter 1) and Notification and Casualty Assistance (Chapter 2). Additional chapters deal with specific casualty issues: Death Cases (Chapter 3); Funeral Support (Chapter 4); and Unaccounted-for Persons (e.g., Missing, Missing in Action) (Chapter 5).

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CHAPTER 1

CASUALTY REPORTING

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CHAPTER 1

CASUALTY REPORTING

1000. GENERAL POLICY. It is Marine Corps policy that casualty notification will be affected to the primary and secondary next of kin (NOK) of active duty Marines in a timely, professional, dignified, and understanding manner. When a reportable casualty occurs, it is the responsibility of the Marine's unit to notify those involved in the casualty notification and assistance process. It is essential that information provided is timely, accurate, and as complete as the circumstances allow. Casualty assistance is one of the Marine Corps' most critical duties. Marine Corps casualties and their families deserve our maximum efforts.

1001. PERSONNEL CASUALTY REPORT (PCR)

1. Definition. The PCR is the primary source of casualty information. It is used to inform the NOK of a casualty's status. The report is administrative rather than operational. It should be sent immediately to the CMC (MRC) directly from the reporting unit; not via the chain of command. The report must be accurate and contain only verified information.

2. Classification. The PCR will be unclassified. If specific items require classification, indicate in your original PCR (remarks section) that a classified report will follow, and send the classified information separately referencing the original PCR.

3. Minimize. The PCR is exempt from minimize limitations.

4. Preparation and Submission

a. When a person listed in paragraph 1003 becomes a casualty, a PCR in the format prescribed in this chapter must be transmitted by message immediately upon knowledge of the incident. If all the information is not known, submit what is known and indicate that a supplemental report will follow. At a minimum, submit information for lines 1 through 7 on the initial PCR. Figure 1-1 explains the PCR format; figures 1-2 through 1-9 are examples of PCR's. Paragraph 1003 lists the categories of reportable persons and the required addressees and paragraph 1004 lists casualty type, status, and category. Report Control Symbol DD-3040-02 has been assigned to this report. External Report Control Symbol DD-P&R(AR)1664 applies.

b. Submission of the PCR should be preceded by a telephone call to the CMC (MRC) at commercial (703) 696-1177/2070 or DSN 426-1177/2070. After working hours, call the HQMC Command Center at commercial (703) 695-7366 or DSN 225-7366, and ask for the Casualty

Duty Officer. (During war or periods of national emergency, the Casualty Assistance Operations Center (CAOC) will be operational 24 hours a day and a special "800" telephone number will be activated and disseminated).

c. Advanced copies should be faxed to the CMC (MRC) and the Marine Corps Districts in which the NOK reside. The CMC (MRC) commercial fax number is (703) 696-2072 or DSN 426-2072.

5. Supplemental PCR. A supplemental PCR will be prepared when information on the original PCR is discovered to be incomplete or inaccurate, or when the condition of the individual reported on changes. Address supplemental messages to the same addressees as on the original PCR.

6. Special Interest Casualty Matters

a. Certain casualty matters, because of the nature of the incident or because of the person involved, generate unusual interest. The following casualty incidents have been designated as special interest casualty matters.

(1) multiple/mass casualty events,

(2) unique or bizarre incidents resulting in a casualty that can be expected to generate news interest,

(3) any casualty incident involving a person subject to special interest. Persons subject to special interest include:

(a) active duty general officers and general officer designees,

(b) retired general officers,

(c) officers commanding battalions or units of similar size and responsibility in hostile fire areas,

(d) field grade officers in advisory positions in hostile fire areas,

(e) past or present Sergeant Major of the Marine Corps,

(f) any government official or public figure who becomes a casualty while under Marine Corps sponsorship,

(g) returned prisoners of war still on active duty,

(h) Medal of Honor recipients

(i) other persons who have been identified as subject to special interest.

b. Immediately upon receipt of information concerning a special interest casualty matter, the responsible reporting commander will relay all available information by the fastest possible method (normally telephone) to the CMC (MRC). This advance report is designed primarily to alert casualty personnel of the casualty incident. It will not be delayed pending accumulation of complete and detailed information.

c. For ill/injured special interest casualties, see paragraph 1001.8.

d. All telephonic reports will be confirmed by electronic message.

e. Decisions by persons not to have their NOK notified will be honored, unless overriding considerations exist concerning the health and well-being of either the reported person, or his or her NOK.

f. If the CMC (MRC) considers it appropriate, they may direct that the NOK of the person involved in special interest casualty matters be notified without regard to normal hours of notification.

#### 7. Mass Casualties

a. Definition. 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 support capabilities.

b. Submit a mass casualty report in the format found in figure 1-9 when there are five or more casualties from the same incident.

c. Telephone the CMC (MRC) immediately at commercial (703) 696-2070/1177 or DSN 426-2070/1177, during working hours and the HQMC Command Center (703) 695-7366 or DSN 225-7366, after working hours.

d. The mass casualty report should include lines 1 through 4 for all casualties (regardless of condition), lines 1 and 2 for all noncasualties directly involved (state "uninjured" or "treated and released," etc., on line 2), and lines 5, 6, and 7. This report precedes, but does not replace, the individual PCR. Address this report only to the CMC WASHINGTON DC//MRC //, BUMED WASHINGTON DC//332//, and other services if appropriate (paragraph 1003.8).

8. Medical Progress Reports. When a casualty is either Seriously Ill or Injured (SI) or Very Seriously Ill or Injured (VSI), weekly progress PCR's will be submitted indicating the patient's status and/or any change in status or location. These progress reports will be sequentially numbered. The subject of the progress PCR

will be PROGRESS REPORT #\_\_\_; CASE OF (MARINE'S NAME/SSN). Progress reports will be submitted weekly until the Marine's hospitalization ends. Progress reports will include:

- a. all relevant details about the health, well-being, and medical progress of the Marine,
- b. morale,
- c. current and anticipated treatments, to include surgical operations (type and whether or not successful),
- d. additional and terminal diagnosis,
- e. anticipated period of hospitalization,
- f. any evacuation plans to include dates and destination,
- g. if the NOK is present, so report, along with NOK departure from bedside.

9. Marines MEDEVACED from Area of Operation (AO). Submit a PCR on all Marines who must be MEDEVACED from an AO. The casualty status will be reported as MEDEVAC on line two of the PCR, and include MEDEVAC location on line 13 (Remarks) of the PCR. NOK will not be notified of injuries or illnesses that are not normally reportable; i.e., good or fair condition. Marines will be encouraged to notify NOK personally.

10. Release of Information. In no case will information be released to the news media or any other party prior to notification of NOK. Refer any questions to the cognizant public affairs office. If commands wish to inform their major elements of the death of a Marine, message traffic should not include the names and addresses of the NOK, as such would constitute a Privacy Act violation per MCO P5211.2.

#### 1002. WHO SUBMITS THE PCR

##### 1. Reporting Unit

a. Each casualty's reporting unit is primarily responsible for submitting the PCR and must be able to release a PCR 24-hours a day. The PCR should be immediately sent from the reporting unit to the CMC (MRC). Do not send via the chain of command.

b. If the casualty occurs outside of the reporting unit's geographical area, the Marine Corps activity first learning of the casualty will immediately notify the casualty's reporting unit which will then notify the CMC (MRC) and submit the PCR.

## 2. Activity First Learning of Casualty

a. If the casualty's reporting unit is unknown or the casualty does not belong to a unit (e.g., retired, or separated for less than 120 days), then the Marine Corps activity first learning of the casualty will immediately notify the CMC (MRC) by telephone and follow up with a PCR. Provide as much information as possible.

b. If a casualty occurs en route to a new permanent or temporary duty station, the Marine Corps activity first learning of the casualty will immediately inform the casualty's new command by telephone and submit a PCR with the new command as an information addressee. Address supplemental messages to the same addressees required for the original PCR (paragraph 1003).

### 1003. CATEGORIES OF REPORTABLE PERSONS

1. Marines on Active Duty. This category includes all casualty types for active duty regular Marines as well as reservists in an active duty status or en route to or from a prescribed period of active duty training.

a. The following action addressees will be used on the PCR:

(1) CMC WASHINGTON DC//MRC //

(2) BUMED WASHINGTON DC//332//

(3) MEDDEN AFFAIRS GREAT LAKES IL//02C//

(4) Marine Corps District(s) where PNOK and SNOK are located; and

(5) if NOK live outside the CONUS, MSGBN QUANTICO VA or the closest overseas military command.

b. The following information addressees will be used on the PCR:

(1) Commands in the chain of command

(2) Military hospital where Marine is hospitalized (if applicable)

(3) COMNAVSAFECEN NORFOLK VA//047//

(4) CMC WASHINGTON DC//SD//

c. If a Marine is dead or unaccounted-for:

- (1) DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJS//
- (2) NAVMEDINFOMGMTCEN BETHESDA MD//04//
- (3) NAVY JAG ALEXANDRIA VA//33//
- (4) SECNAV WASHINGTON DC//JJJ//
- (5) SECNAV WASHINGTON DC/WHLO// (operational/training deaths only)
- (6) FHTNC NORFOLK VA//
- (7) ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC// AFIP-CME//
- (8) 60SVS TRAVIS AFB CA//SVD// (deceased from WESTPAC)
- (9) 436SVS DOVER AFB DE//SVD// (deceased from LANT)
- (10) CG MARFORRES//ADJ//

d. The appropriate Unified and Component Commander(s) plus the Senior Marine Command located within the Unified Commander's geographic area of responsibility.

e. If the Marine is believed to have attempted/gestured suicide (as verified by a medical authority) or committed suicide, include CMC WASHINGTON DC//MHH//. Specify in the remarks the Marine's duty status and if alcohol was involved. Suicide ideations are not reportable.

2. Recently Discharged/Retired Marines. Submit a PCR on Marines or recruits who die within the 120-day period after their discharge/retirement date or release from active duty. Address the PCR per paragraph 1003.1. If retired, include DFAS-CLEVELAND CENTER CLEVELAND OH//632//.

3. Reserve Marines Not on Active Duty. Submit a PCR only in death cases. This includes Marines in the Individual Ready Reserve (IRR), Selected Marine Corps Reserve (SMCR), Delayed Entry Program (DEP), and Retired Reserve. Send the PCR to CMC WASHINGTON DC//MRC // and DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJS//. If the Marine was in an active duty status, address the PCR per paragraph 1003.1.

4. Retired Marines. Submit a PCR only in death cases, unless the casualty is a general officer (paragraph 1003.7). Only lines 1 through 4 and line 8 on the PCR are required (figure 1-4). Send the message to CMC WASHINGTON DC//MRC// and DFAS-CLEVELAND CENTER CLEVELAND OH//632//.

5. Dependents of Active Duty Marines. Submit a PCR only in death cases (figure 1-5). Only lines 1 through 4, 8, and 10 on the PCR are required. Send the PCR to CMC WASHINGTON DC//MRC //, BUMED WASHINGTON DC//332//, and MEDDEN AFFAIRS GREAT LAKES IL//02C//.

6. Civilians Employed by the Marine Corps. Submit a PCR only if death occurs or they are unaccounted-for when stationed outside of the CONUS or when in an official travel status (figure 1-6). Send the PCR to MEDDEN AFFAIRS GREAT LAKES IL//02C//, BUMED WASHINGTON DC//332//, and the Marine Corps District where the NOK live, if applicable. Send an information copy to CMC WASHINGTON DC//MRC 10//

7. General Officers (Reserve and Retired) and Former Sergeants Major of the Marine Corps. Contact the CMC (MRC) immediately by telephone if a general officer or former Sergeant Major of the Marine Corps is hospitalized or has died; follow up with a PCR to CMC WASHINGTON DC//MRC //, BUMED WASHINGTON DC//332//, DFAS-CLEVELAND CENTER CLEVELAND OH//632//, and FHTNC NORFOLK VA//.

8. Other Armed Services and Organizations. When members of other services, members of the American Red Cross, and members of the Public Health Service are killed while serving with Marine units, submit a PCR to CMC WASHINGTON DC//MRC//, BUMED WASHINGTON DC//332//, and to the appropriate addressee(s) listed below. Ensure that it is entitled "Joint Casualty Alert Message." Refer to paragraph 1003.1b for appropriate INFO addressee(s) (figure 1-7).

- a. Army: CDRPERSCOM ALEXANDRIA VA//TAPC-PEC//
- b. Air Force: HQ AFMPC RANDOLPH AFB TX//DPMC//  
HQ AFMWR S A RANDOLPH AFB TX//MWD//
- c. Navy: BUPERS WASHINGTON DC//663//
- d. Coast Guard: COMDT COGARD WASHINGTON DC//G-PS//
- e. Public Health Service: PHS ROCKVILLE MD//
- f. American Red Cross: AMCROSS WASHINGTON DC

9. Foreign Nationals. Send PCR's for foreign nationals assigned to the Marine Corps to CMC WASHINGTON DC//MRC //, BUMED WASHINGTON DC//332//, and the appropriate embassy/consulate in Washington, DC. If the NOK are in the CONUS, the host commander will make notification. If the NOK are outside the CONUS, the parent country will make notification.

1004. REPORTABLE CASUALTY TYPE, STATUS, AND CATEGORY. DoDInst 1300.18 provides policy guidance pertaining to the reporting of casualty type, status, and category.

1. Casualty Type. A term used to identify a casualty for reporting purposes as either a hostile or a nonhostile casualty.

2. Casualty Status. A term used to classify a casualty for reporting purposes. The casualty statuses are: Deceased, Duty Status Whereabouts Unknown (DUSTWUN), Missing, Very Seriously Ill or Injured (VSI), Seriously Ill or Injured (SI), Incapacitating Illness or Injury (III), Not Seriously Injured (NSI), and Special Patient (SPECPAT).

3. Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include Killed in Action (KIA), Died of Wounds Received In Action (DWRIA), Beleaguered, Besieged, Captured, Detained, Interned, Missing In Action (MIA) (See Chapter 5 for definitions), and Wounded In Action (WIA).

4. Nonhostile Casualties. 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 nonhostile casualties.

a. 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.

b. Very Seriously Ill or Injured (VSI). The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered.

c. Seriously Ill or Injured (SI). The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.

d. Incapacitating Illness or Injury (III). The casualty status of a person whose illness or injury requires hospitalization but medical authority does not classify as VSI or SI and the illness or injury makes the person physically or mentally unable to communicate with the NOK.

e. Not Seriously Injured (NSI). The casualty status of a person whose injury may or may not require hospitalization, medical authority does not classify as VSI, SI or III, and the person can communicate with the NOK. This status will only be used when reporting those not seriously injured in a mass casualty incident.

f. Special Patient (SPECPAT). All casualties regardless of condition which are not otherwise reportable but involve:

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

(2) incurable or terminal disease (Acquired Immune Deficiency Syndrome is not classified as a terminal disease and should only be reported if otherwise reportable under this paragraph);

(3) diagnosed psychotic condition requiring hospitalization;

(4) attempted suicide and suicide gestures verified by a medical authority (state such on the PCR). All suicide attempts and gestures by active duty personnel will be reported. State on PCR whether or not SNM wants NOK notified.

5. Hostile Casualty. A person who is the victim of 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 unauthorized absence (UA), deserter, or dropped-from-rolls status or is voluntarily absent from a place of duty (figure 1-8).

a. 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.

b. 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.

c. 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 the contused wound. These include fractures, burns, blast concussions, all effects of

biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be VSI, SI, III, or NSI.

6. Duty Status Whereabouts Unknown (DUSTWUN). A temporary casualty status when the Marine's whereabouts are unknown, whose disappearance appears to be involuntary, and who is not known to be UA. Do not assign this category if the casualty is dead per paragraph 1004.4a. DUSTWUN always precedes "missing" which will only be assigned per Chapter 5.

1005. NONREPORTABLE CASUALTIES. A casualty is nonreportable when a Marine becomes injured or ill, but the condition is not serious and the Marine is able to communicate with his/her NOK. In such cases, the unit commander will counsel the Marine to contact the NOK by telephone or letter. Do not send a PCR. When a nonreportable casualty becomes reportable (casualty status NSI, SI, VSI, III), immediately submit a PCR.

1006. NOK

1. The person most closely related to the casualty is considered primary NOK (PNOK) for notification, condolence, disposition of remains, personal effects, and the release of records to secondary NOK (SNOK) and third parties. The unremarried surviving spouse is PNOK. The term surviving spouse does not include one who obtained a divorce from the decedent (at any time). The next senior relative is considered SNOK. Other NOK and interested parties are recognized as stated in the following order:

a. Natural and adopted children in order of seniority. The age of majority is 18 years. The rights of minor children, with the exception of disposition of remains, shall be exercised by their surviving parent or legal guardian. (Minor children are not entitled to make disposition of remains.)

b. Parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree of statutory provision. Both parents will always be notified regardless of their standing as PNOK or SNOK.

c. 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 Title 37, U.S. Code.

d. Blood or adoptive relative who was granted legal custody of the Marine by a court decree or statutory provision.

e. Brothers or sisters of legal age in order of seniority.

f. Grandparents in order of seniority.

g. Other relatives of legal age in order of relationship to the deceased according to civil laws. Seniority controls when persons are of equal degree of relationship.

h. Persons standing in loco parentis to the decedent although not the natural parents. Seniority in age will control when the persons are of equal relationship. (For disposing of remains, the Secretary of the Navy may be deemed to have such standing if no other such person is available.)

1007. CONDOLENCE LETTERS

1. Unit Commander. The deceased Marine's unit commander will send condolence letters to the PNOK and SNOK. They will be sent within 48 hours of the casualty incident and will describe, in a factual manner, the basic circumstances surrounding the Marine's death. Use the word "apparent" when describing self-inflicted wounds. If the Marine died as a result of friendly fire and the fact is substantiated, the letter should so state. However, if death could have been caused by friendly fire but is not substantiated, the letter should indicate that additional details regarding the death of the Marine will be provided when available. Under no circumstances will inaccurate or unsubstantiated information regarding the circumstances of a Marine's death be provided. The letter will be brief, warm, tactful, and offer sincere condolences (figure 1-10). If more than one letter is sent, the text should be varied; however, the description of the circumstances should be identical. Do not include photographs, vivid injury descriptions, or exaggerated compliments. If the NOK were at the scene of the incident or are otherwise intimately aware of the circumstances, there is no need to repeat the detailed circumstances. Always provide a telephone number so the NOK can contact you if they have questions pertaining to the casualty. Put a copy of the letter(s) on the document side of the casualty's service record and, under separate cover, SEND A COPY TO THE CMC (MRC).

2. HQMC Staff. The CMC (MRC) will prepare condolence letters from the Secretary of the Navy and the CMC to the PNOK of deceased Marines. The CMC may send a condolence letter to the PNOK of deceased members of other services killed in incidents involving Marines.

1008. IDENTIFICATION (ID) TAGS. ID tags are essential in the casualty identification process. MCO P1070.12 contains preparation instructions. All personnel will wear ID tags in a combat area, participating in field training exercises, on military operations, when traveling on military aircraft, when directed by the commander, and (unless otherwise directed) when outside the CONUS. Two tags will be worn. Wear one ID tag suspended from the neck and the other

tag in a manner prescribed by the commander. Marines issued a medical warning tag per NAVMEDCOMINST 6150.35, shall wear it at all times. ID tags constitute a basic item in casualty processing. Both tags will remain with the casualty at all times, except when the remains are buried in a combat area, in which case one will be attached to the grave marker per FMFM 4-8.

1009. HOSPITAL LIAISON SECTIONS

1. MCO 6320.2 details the responsibilities for providing liaison at designated hospitals. Hospital liaison sections will ensure each casualty's reporting unit and the CMC (MRC) are kept abreast of the status of all casualties. Generate Medical Progress Reports or a supplemental PCR to:

- a. Immediately report admission/discharge to the CMC (MRC).
- b. Immediately report changes in diagnosis/prognosis, or any change in casualty status. See NAVMEDCOM 6320.3 for guidance.
- c. Provide weekly reports as required if no status changes have occurred.

2. Casualty reports to the CMC (MRC) from hospital liaison sections should be transmitted by immediate message or fax.

1010. PARENT COMMAND HOSPITAL LIAISON. When a Marine is admitted to a non-U.S. medical facility in a foreign country, a member of the parent command will be assigned as liaison between the injured/ill Marine and the CMC (MRC) until such time as the injured/ill Marine returns to the parent command or is medevaced to a U.S. military medical facility. Depending on the circumstances, this may require the liaison to remain in country with the injured/ill Marine while the remainder of the unit moves out of the area.

1011. FRIENDLY FIRE INCIDENTS. When a Marine is known or suspected of being killed or wounded as a result of friendly fire, so state in the PCR, and give as many details as possible. This information must be provided to the CMC (MRC) immediately. Marine Corps policy dictates that the NOK be notified of the implication of friendly fire as soon as possible after the incident. No actions to impede the disclosure of this information will be tolerated. See paragraph 1007 for instructions on condolence letters in friendly fire incidents.

MARCORCASPROC MAN

<u>Line Number</u>	<u>Instructions</u>
Subject	<u>Non-death cases:</u> PCR (DD-3040-02) <u>Death cases:</u> PCR (DD-3040-02) DEATH
1. Grade, first name, middle initial, last name, SSN/MOS, component/sex (M or F)	Capt Joseph E. Smith 000 00 0000/0302 USMC/M (if USMCR, state if on active duty). If not active duty or Reserve, state civilian, dependent, or retired.
2. Casualty Type/Status/Category	<u>Type:</u> hostile or nonhostile  <u>Status:</u> deceased, DUSTWUN, missing, VSI, SI, III, NSI, or SPECPAT  <u>Category:</u> KIA, DWRIA, beleaguered, besieged, captured, detained, interned, MIA, WIA, or none. (See paragraphs 1004 and 5001 for definitions.)
3. Diagnosis of injury	Enter complete diagnosis, use medical term and plain language explanation as verified by medical authority. State if an autopsy will be conducted.
4. Condition/prognosis or time, date, and place of death	<u>Condition:</u> good, critical, fair, serious, very serious, or grave (as determined by the attending physician).  <u>Prognosis:</u> as determined by the attending physician.  <u>If dead:</u> list local time, date, and geographical place of death. State "same as line 5," if applicable.

Figure 1-1.--Instructions for Completing the PCR.

MARCORCASPROC MAN

5. Local time, date, and geographical place of incident 1200, 920512, 10 miles east of Oslo, Norway (include specific town/city and province). If classified, place on supplemental classified PCR.
6. Circumstances State all known facts. Identify conjecture or unconfirmed information as such. Narrative of circumstances in sufficient detail to enable CACO to inform NOK. Describe casualty's activity during the incident. If suspected suicide refer to such incidents as alleged or possible self-inflicted pending completion of investigation.
7. Unit/POC/telephone number (commercial and DSN) 1st Bn, 2d Mar, Camp Lejeune, NC, or 1st Bn, II MEF, deployed/1stLt Hugh Maxwell/(910) 555-3322 or DSN 555-3322. (If attached, also give parent unit.)
8. Current location of casualty/POC/telephone number (commercial and DSN) Hospital/ship where casualty is being treated; if deceased, location of remains or "remains not recovered." If appropriate, state "remains recovered, not identified."
9. Is investigation being conducted/agency/POC/telephone number (commercial and DSN) Yes or no/local police, command, NCIS, FBI, etc./ Police Sergeant James Stanton/(919) 444-1212.
10. PNOK last name, first name, middle initial, address (including Zip Code), telephone number, and relationship to casualty If there is more than one PNOK (e.g., parents when there is no spouse or children), include both. State deceased or whereabouts unknown if appropriate.
11. SNOK last name, first name, middle initial, address (including Zip Code), and relationship to casualty If parents, include both. State if deceased or whereabouts unknown if appropriate.

Figure 1-1.--Instructions for Completing the PCR--Continued.

MARCORCASPROC MAN

- |   |   |
|---|---|
| 12. Did command notify NOK?                             | Yes or no. If yes, give time, date, name, and commercial telephone number of person who made the notification.  |
| 13. Remarks   | Include any relevant remarks (e.g., PNOK ill and needs the presence of a physician during notification; servicemember does not want NOK notified; servicemember will be evacuated to Naval Hospital, Rota in about 3 days; supplemental PCR will be submitted; and any special desires of the NOK, if known). |
| FOR ALL MARINES WHO DIE ON ACTIVE DUTY INCLUDE:         |   |
| 14. Pay entry base date (PEBD)                          | 870402  |
| 15. Monthly base pay/incentive pay/special pay          | 747.00/NA/NA  |
| 16. Religious preference                                | Use plain language.   |
| 17. Decorations and awards necessary to prepare uniform | Use abbreviations in MCO P1070.12, IRAM, for weapons qualification; and abbreviations for awards (e.g., GC, MU, NA 01. Include other decorations such as jump wings, service stripes, presidential/JCS identification badge, French Fourragere, etc.  |
| 18. Date latest record of emergency data (RED) signed   | 860202  |
| 19. Death gratuity beneficiary on latest signed RED     | Name and relationship only.   |
| 20. Arrears of pay                                      | Name and relationship only.   |
| 21. State whether command will pay death gratuity       | Yes or No   |

Figure 1-1.--Instructions for Completing the PCR--Continued.

MARCORCASPROC MAN

22. Date latest SGLV Form 8286, SGLI election, signed/beneficiary/option State if SGLV Form 8285 on file	910506/Spouse/lump sum; or 910506/Mother 50 percent, Father 50 percent/lump sum, etc. No SGLV 8285 on file.
23. Marital status	Married, single, divorced, separated, etc.
24. Date/place of birth	690123/Waco, TX.
25. Race/ethnic group per MCO P1080.20, MCTFSCODESMAN	White, black, yellow, red other, or unknown.
26. Date/place of original entry on active duty (continued service)	900421/MEPS, Richmond VA.
27. Date of prior service	900112 USA (Refers to member having served in a different branch of service or having a definite break in service greater than 1 day.)
28. Home of record; city and state	Austin, TX.

Figure 1-1.--Instructions for Completing the PCR--Continued.

MARCORCASPROC MAN

SAMPLE NONHOSTILE INJURY/ILLNESS PCR

IMMEDIATE  
0 152100Z MAY 92 ZYB  
FM FIRSTBN SECOND MAR/S-1//  
TO CMC WASHINGTON DC//MRC //  
BUMED WASHINGTON DC//332//  
MEDDEN AFFAIRS GREAT LAKES IL//02C//  
FOURTH MCD PHILADELPHIA PA//ADJ//  
INFO COMMARFORLANT  
CG SECOND MARDIV  
SECOND MAR  
NAVHOSP CAMP LEJEUNE NC  
COMNAVSAFECEN NORFOLK VA//047//  
CMC WASHINGTON DC//SD//  
MSGID/GENADMIN//S-1//  
UNCLAS //N03040//  
SUBJ/PCR (DD-3040-02)//  
POC/R.H. SMITH/GYSGT/PERSCHF/TEL:DSN 465-2111//  
RMKS/1. CAPT JOSEPH E. SMITH 000 00 0000/0302 USMC/M  
2. NONHOSTILE/VSI  
3. MULTIPLE TRAUMATIC INJURIES  
4. GRAVE/DEATH PROBABLE  
5. 1200, 920515, 10 MILES SOUTH OF KINSTON, NC  
6. SNO DRIVER OF POV TRAVELING SOUTH ON ROUTE 17, LOST  
CONTROL OF VEHICLE WHICH HIT MEDIAN AND TURNED OVER  
LANDING ON CAR ROOF. DRIVER THROWN FROM VEHICLE.  
7. 1ST BN, 2D MAR, CAMP LEJEUNE, NC/CAPT EDWARDS/  
DSN 345-6789  
8. NAV HOSP, CAMP LEJEUNE, NC/CDR BROWN/(919) 222-1111  
9. YES/ON SLOW COUNTY SHERIFFS DEPARTMENT/POLICE SERGEANT  
JAMES STANTON/(919) 222-0011  
10. SMITH, JOSEPH F. AND DONNA, 123 HILL RD.,  
PHILADELPHIA, PA 00000, (215) 000-0000, PARENTS.  
11. NA  
12. NO  
13. FATHER SERIOUSLY ILL/FAMILY PHYSICIAN DR.  
JOHN JONES, 14 MAPLE ROAD, PHILADELPHIA, PA 00000,  
(215) 000-1111./BT

Figure 1-2.--Sample Nonhostile Injury/Illness PCR.

MARCORCASPROCMAN

SAMPLE NONHOSTILE DEATH PCR

IMMEDIATE  
0 082000Z AUG 92 ZYB  
FM FIRSTBN SECOND MAR/S-1//  
TO CMC WASHINGTON DC//MRC //  
BUMED WASHINGTON DC//332//  
MEDDEN AFFAIRS GREAT LAKES IL//02C//  
SIX MCD ATLANTA GA//ADJ//  
TWELFTH MCD SAN DIEGO CA//ADJ//  
INFO COMMARFORLANT  
CG SECOND MARDIV  
SECOND MAR  
NAVHOSP CAMP LEJEUNE NC  
COMNAVSAFECEN NORFOLK VA//047//  
CMC WASHINGTON DC//SD//  
DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJS//  
NAVMEDINFOMGMTCCEN BETHESDA MD//04//  
NAV JAG WASHINGTON DC//33//  
SECNAV WASHINGTON DC//JJJ/WHLO//  
FHTNC NORFOLK VA  
ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//  
AFIP-CME//  
CG MARFORRES//ADJ//  
MSGID/GENADMIN//S-1//  
UNCLAS //N03040//  
SUBJ/PCR (DD-3040-02) DEATH//  
POC/R.H. SMITH/GYSGT/PERSCHF/TEL:DSN 484-2111//  
RMKS/1. MSGT JACK E. KILGORE 000 00 0000/0369 USMCR  
(ON ACTIVE DUTY)/M  
2. NONHOSTILE/DECEASED  
3. MULTIPLE TRAUMATIC INJURIES, AUTOPSY TO BE  
PERFORMED  
4. 1230, 920808, NRMC, CAMP LEJEUNE, NC/LT BOB BREVARD/  
(919) 222-4433  
5. 1200, 920808, CAMP LEJEUNE, NC  
6. SNM PASSENGER IN CH-46 WHICH CRASHED DURING A  
TRAINING EXERCISE. SPECIFIC CIRCUMSTANCES UNKNOWN.  
7. 1ST BN, 2D MAR, CAMP LEJEUNE, NC/CAPT IMBRY/  
DSN 484-3838  
8. NAV HOSP, CAMP LEJEUNE, NC/REMAINS RECOVERED, NOT  
IDENTIFIED/LT SCHAEFER/DSN 745-4455  
9. YES/UNIT/MAJ FISHER/DSN 484-9900/NCIS/SPECIAL AGENT  
KIMBERLY JAYNES/(919) 554-7777

Figure 1-3.--Sample Nonhostile Death PCR.

MARCORCASPROC MAN

SAMPLE NONHOSTILE DEATH PCR

10. KILGORE, KAREN J., 1234 GUNTREE ROAD, JACKSONVILLE,  
NC 28542, (919) 000-0000, SPOUSE.  
11. KILGORE, FRANK F. AND WILMA A., 1234 REDROCK RD.,  
PHOENIX, AZ 00000, 215-000-0000, PARENTS.  
12. YES/1530/920808/CAPT ALLAN JONES/DSN 484-3314  
13. FOUR MARINES INVOLVED IN INCIDENT; NO SURVIVORS.  
14. 751230  
15. \$2200/FLIGHT PAY/NA  
16. CATHOLIC  
17. RSS, GC 05, MU, SD, NC, SERVICE STRIPES/4  
18. 900101  
19. SPOUSE (SEE LINE 10)  
20. FATHER (SEE LINE 11)  
21. YES  
22. 920101/KILGORE, KAREN J./NA  
23. MARRIED  
24. 460123/PHOENIX, AZ  
25. WHITE  
26. 890530/MATSS-902, MATSG-90, NAS, MILLINGTON, TN  
27. NO PRIOR SERVICE  
28. PHOENIX, AZ./BT

Figure 1-3.--Sample Nonhostile Death PCR--Continued.

MARCORCASPROC MAN

SAMPLE RETIRED DEATH PCR

IMMEDIATE  
0 080001Z JUL 92 ZYB  
FM INSP INSTR STF WAUKEGAN IL  
TO CMC WASHINGTON DC//MRC//  
DFAS-CLEVELAND CENTER CLEVELAND OH//632//  
FHTNC NORFOLK VA  
MSGID/GENADMIN/S-1//  
UNCLAS //N03040//  
SUBJ/PCR (DD-3040-02) DEATH//  
POC/T.B. DICKENS/GYSGT/MARLASN/TEL:DSN 576-0842//  
RMKS/1. COL WILLIAM R. REID 987 65 4321 USMC  
(RET.)/M  
2. NONHOSTILE/DECEASED  
3. APPARENT PULMONARY EMBOLISM. RESULTS OF AUTOPSY  
PENDING.  
4. 2315, 920707, MICHAEL REESE HOSP,  
CHICAGO, IL  
8. MORGUE, MICHAEL REESE HOSP, CHICAGO, IL 45677/MR. GARY  
LAMBERT/(702) 955-8070  
10. CYNTHIA H. REID, 123 S. MONITOR AVE, CHICAGO, IL  
60644/(312) 000-0000, WIDOW./BT

Figure 1-4.--Sample Retired Death PCR.

MARCORCASPROC MAN

SAMPLE DEPENDENT DEATH PCR

IMMEDIATE  
0 080001Z AUG 92 ZYB  
FM FIRSTBN SECOND MAR  
TO CMC WASHINGTON DC//MRC//  
BUMED WASHINGTON DC//332//  
MEDDEN AFFAIRS GREAT LAKES IL//02C//  
MSGID/GENADMIN/S-1//  
UNCLAS //N03040//  
SUBJ/PCR (DD-3040-02) DEATH//  
POC/J.L. SCHMIDT/1STLT/ADJ/TEL:DSN 484-3456//  
RMKS/1. ROBERT S. PIKE, JR., DEPENDENT SON/M  
2. NONHOSTILE/DECEASED  
3. SUDDEN INFANT DEATH SYNDROME. AUTOPSY PENDING.  
4. 1540, 920807, 1234 PINETREE CIRCLE, JACKSONVILLE, NC  
28542  
8. MORGUE/NAVAL HOSPITAL CAMP LEJEUNE, NC 28542-0000/LT  
YEAGER/DSN 484-2789  
10. SGT PIKE, SR., ROBERT S. AND LINDA W., 1234 PINETREE  
CIRCLE, JACKSONVILLE, NC 28542/(919) 000-0000/PARENTS.//  
BT

Figure 1-5.--Sample Dependent Death PCR.

MARCORCASPROC MAN

SAMPLE CIVILIAN DEATH PCR

IMMEDIATE  
0 080201Z JUN 92 ZYB  
FM FOURTH MAR  
TO MEDDEN AFFAIRS GREAT LAKES IL//02C//  
BUMED WASHINGTON DC//332//  
TWELFTH MCD SAN DIEGO CA//ADJ//  
INFO CMC WASHINGTON DC//MRC//  
MSGID/GENADMIN/S-1//  
UNCLAS //N03040//  
SUBJ/PCR (DD-3040-02) DEATH//  
POC/T.D. SAMPSEL/CAPT/ADMINO/TEL:DSN 665-7890//  
RMKS/1. GS-12 WILLIAM H. NISHIKAWA (ASSIGNED TO UNIT)/M  
2. HOSTILE/DECEASED/DWRIA  
3. MULTIPLE TRAUMA, TRAUMATIC LEG AMPUTATION CAUSED BY  
ENEMY ARTILLERY  
4. SAME AS LINE 5  
5. 2245, 920607, NEAR AL JUBAYL, SAUDI ARABIA  
6. GS-12 CIVILIAN WAS A PASSENGER IN A VEHICLE WHICH WAS  
STRUCK BY ENEMY ARTILLERY. SNC WAS MOVED TO HOSPITAL SHIP  
USS COMFORT WHERE HE DIED TWO HOURS LATER.  
7. SEVENTH MAR, CAMP SCHWAB, OKINAWA, JA/LTCOL VICTOR  
JACOBS/DSN 665-0932  
8. USS COMFORT/LT GERALD COFFEY/DSN 773-6880  
9. YES/1STMARDIV/COL TREVOR CUMMINGS/DSN 654-0101  
10. FREDERICK, YOSHI K., 1234 LOS ALOMIDOS BLVD., LOS  
ANGELES, CA 99754, (619)-000-0000, MOTHER.  
11. FATHER, DECEASED.  
12. NO  
13. INFORMATION SURROUNDING LOCATION AND CIRCUMSTANCES OF  
INCIDENT CLASSIFIED. REMAINS WILL BE SHIPPED TO CONUS IN  
APPROXIMATELY 7-10 DAYS, VIA DOVER AFB MORTUARY.//BT

Figure 1-6.--Sample Civilian Death PCR.

## SAMPLE JOINT CASUALTY ALERT MESSAGE PCR

```

IMMEDIATE
0 102000Z AUG 92 ZYB
FM    FIRSTBN SECOND MAR
TO    CMC WASHINGTON DC//MRC//
      BUMED WASHINGTON DC//332//
      HQ AFMPC RANDOLPH AFB TX//DPMC//
      HQ AFMWR S A RANDOLPH AFB TX//MWD//
INFO  COMMARFORLANT
      CG SECOND MARDIV
      SECOND MAR
      NAVHOSP CAMP LEJEUNE NC
      COMNAVSAFECEN NORFOLK VA//047//
      CMC WASHINGTON DC//SD//
      NAVY JAG WASHINGTON DC//33//
      SECNAV WASHINGTON DC//JJJ/WHLO//
      FHTNC NORFOLK VA
      ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//
      AFIP-CME//
MSGID/GENADMIN/S-1//
UNCLAS //N03040//
SUBJ/PCR (DD-3040-02) DEATH/JOINT CASUALTY ALERT MESSAGE//
POC/L. SSGT/PERSCHF/TEL:DSN 484-3356//
1.  AIRMAN JOHN L. HOLLOWAY 000 00 0000/USAF
    (ON ACTIVE DUTY)/M
2.  NONHOSTILE/DECEASED
3.  MULTIPLE TRAUMATIC INJURIES, AUTOPSY TO BE
    PERFORMED
4.  1230, 920808, NRMC, CAMP LEJEUNE, NC/LT BOB BREVARD/
    (919) 222-4433
5.  1200, 920808, CAMP LEJEUNE, NC
6.  SERVICEMEMBER PASSENGER IN CH-46 WHICH CRASHED DURING
    A TRAINING EXERCISE. SPECIFIC CIRCUMSTANCES UNKNOWN.
7.  1ST BN, 2D MAR, CAMP LEJEUNE, NC/CAPT IMBRY/
    DSN 484-3838
8.  NAV HOSP, CAMP LEJEUNE, NC/LT SCHAEFER/DSN 745-4455
9.  YES/UNIT/MAJ FISHER/DSN 484-9900/NIS/SPECIAL AGENT
    KIMBERLY JAYNES/(919) 554-7777
10. HOLLOWAY, MARIE F., 1234 MACKEY LANE, SUITLAND,
    MD 20746, (301) 000-0000, WIFE.
11. HOLLOWAY, GEORGE M. AND KATY A., 1234 FELTERS RD.,
12. NO
13. FOUR MARINES AND ONE AIR FORCE MEMBER INVOLVED IN
    INCIDENT; NO SURVIVORS.//BT

```

Figure 1-7.--Sample Joint Casualty Alert Message PCR.

## SAMPLE HOSTILE DEATH PCR

IMMEDIATE  
 O 080201Z APR 92 ZYB  
 FM MAG FOUR ONE//S-1//  
 TO CMC WASHINGTON DC//MRC//  
 BUMED WASHINGTON DC//332//  
 MEDDEN AFFAIRS GREAT LAKES IL//02C//  
 FOURTH MCD PHILADELPHIA PA//ADJ//  
 TWELFTH MCD SAN DIEGO CA//ADJ//  
 INFO CG FOURTH MAW  
 NAVMEDCLINIC NEW ORLEANS LA  
 DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJS//  
 NAVMEDINFOMGMT CEN BETHESDA MD//04//  
 NAVY JAG WASHINGTON DC//33//  
 USCINCEUR VAHINGEN GE//ECJ1/ECJ3//  
 CINCUSNAVEUR LONDON UK//N-11//  
 HQ MARFOREUR BOEBLINGEN GE//G1//  
 SECNAV WASHINGTON DC//JJJ/WHLO//  
 FHTNC NORFOLK VA  
 ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//  
 AFIP-CME//  
 436SVS DOVER AFB DE//SVD//  
 CG MARFORRES//ADJ//  
 COMNAVSAFECEN NORFOLK VA//047//  
 CMC WASHINGTON DC//SD//  
 MSGID/GENADMIN/S-1//  
 UNCLAS //N03040//  
 SUBJ/PCR (DD-3040-02) DEATH//  
 POC/G.L. GOUCH/1STLT/PERSO/TEL:DSN 774-9922//  
 RMKS/1. MAJOR GLENN S. HOWARD 000 00 0000/7523 USMC/M  
 2. HOSTILE/DECEASED/KIA  
 3. NOT KNOWN  
 4. SAME AS LINE 5  
 5. 1600, 920407, 10 MILES SOUTH OF AL WAQBAH, SAUDI  
 ARABIA.  
 6. SNO PILOT OF F/A-18 WHEN INVOLVED IN CONTACT  
 WITH ENEMY AIRCRAFT. WITNESS SAW PLANE HIT GROUND  
 WITHOUT PILOT EJECTING. PARTIAL WRECKAGE FOUND;  
 NO POSSIBILITY OF SURVIVAL.  
 7. MAG-41 DALLAS, TX (DEPLOYED)/LTCOL JEFFERY COLLINS/  
 DSN 774-9922  
 8. REMAINS NOT RECOVERED, SEARCH CONTINUING  
 9. YES/MAG-41/LTCOL HENRY FIGMONT/DSN 774-9922  
 10. HOWARD, JR., GLENN S., 123 PINETREE LANE, BREMERTON,  
 WA, (876) 000-0000, SON, MINOR CHILD LIVING WITH FORMER  
 SPOUSE, JANE E. HOWARD

Figure 1-8.---Sample Hostile Death PCR.

SAMPLE HOSTILE DEATH PCR

11. HOWARD, MARTIN S. AND CAROL W., 123 SYCAMORE HILL RD.,  
CINCINNATI, OH 00000, (605) 000-0000, PARENTS.  
12. NO  
13. FATHER SUFFERING FROM CARDIAC PROBLEMS, REQUEST  
PHYSICIAN ACCOMPANY CACO ON NOTIFICATION CALL.  
14. 730907  
15. \$3567.40/FLIGHT PAY/NA  
16. CATHOLIC  
17. ND, MU, NA 03, NC 01, REX, PSS  
18. 910230  
19. HOWARD, JR., GLENN S., MINOR SON (SEE LINE 10)  
20. HOWARD, CAROL W., MOTHER (SEE LINE 11)  
21. YES  
22. 850101/HOWARD, JR. GLENN S./MINOR SON/LUMP SUM  
23. DIVORCED  
24. BLACK  
25. 730907, MEPS, KILLINGTON, VT  
26. BENNINGTON, VT./BT

Figure 1-8.--Sample Hostile Death PCR--Continued.

MARCORCASPROC MAN

SAMPLE MASS CASUALTY REPORT

IMMEDIATE  
0 080001Z SEP 92 ZYB  
FM TWO FOUR MEU  
TO CMC WASHINGTON DC//MRC//  
BUMED WASHINGTON DC//332//  
CDR MILPERCEN ALEX VA//DAPC-PDC//  
INFO COMMARFORLANT  
CG SECOND MARDIV  
SECOND MAR  
NAVHOSP CAMP LEJEUNE NC  
COMNAVSAFECEN NORFOLK VA//047//  
DFAS-KANSAS CITY CENTER KANSAS CITY MO//FJJS//  
CMC WASHINGTON DC//SD//  
NAVMEDINFOMGMTCCEN BETHESDA MD//04//  
NAVY JAG WASHINGTON DC//33//  
FHTNC NORFOLK VA  
ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//  
AFIP-CME//  
SECNAV WASHINGTON DC//JJJ/WHLO//  
MSGID/GENADMIN/S-1//  
UNCLAS //N03040//  
SUBJ/PCR (DD-3040-02)//  
POC/J.L. WARNERS/CAPT/ADJ/TEL:DSN 484-2222//  
RMKS/1. CAPT ROBERT ROMANOSKY 000 99 9999/7566 USMC/M  
NONHOSTILE/DECEASED/MULTIPLE TRAUMA/1230/920907/NRMC  
CAMP LEJEUNE NC  
2. LCPL GEORGE F. PEREZ 999 00 0000/0311 USMC/M  
NONHOSTILE/VSI/MULTIPLE TRAUMA GRAVE/NOT EXPECTED TO  
SURVIVE  
3. CPL JAMES E. WHITEHORSE 667 33 0000/0311 USMC/M  
NONHOSTILE/DUSTWUN/NA/SEARCH CONTINUING  
4. CPL MILTON R. JUNG 000 33 0000/11B USA/M  
NONHOSTILE/III/BROKEN TIBIA GOOD/GOOD  
5. CPL GEOFFRY D. GOODWIN 888 00 0000/0311 USMC/M  
NONHOSTILE/NOT INJURED  
6. CAPT BRUCE J. WILLIS 999 00 0000/7564 USMC/M  
NONHOSTILE/NSI/TREATED AND RELEASED  
7. 1200, 920907, 10 MILES EAST/SOUTHEAST OF CAMP  
LEJEUNE, NC  
8. CAPT ROMANOSKY PILOT OF CH-53 WHICH CRASHED IN THE  
WATER DURING TRAINING EXERCISE.  
9. PAO, MCAS CHERRY POINT, NC 28540/LTCOL JOHN J.  
CALLAHAN/DSN 484-2222//BT

Figure 1-9.--Sample Mass Casualty Report.

SAMPLE CONDOLENCE LETTER

3040

S-1

Mrs. Rupert M. Biles  
123 Grand Drive  
Appleton, TX 12345

Dear Mrs. Biles:

The untimely death of your husband, Sergeant Rupert Biles, on February 13, 1992, is a source of sorrow to me and his many friends in the battalion. Please accept our deepest sympathy in your bereavement. (Circumstances of the death; make it brief (e.g., "Rupert was on duty at the company armory when he died of an apparently accidental gunshot wound to the chest. An investigation is being conducted. Your Casualty Assistance Call Officer will assist you in requesting a copy of the report.") or omit it if the NOK was present at the scene of the incident and clearly understands the circumstances (e.g., wife was in the car when it crashed)).

Rupert was a fine Marine and was admired by his fellow Marines. He was warm, outgoing, and dependable. The Marines in this battalion will miss him.

I realize that words can do little to console you at a time like this, but I want you to know that we share your sorrow.

If I can be of any assistance to you, please do not hesitate to contact me. My telephone number is (000) 000-0000.

Sincerely,

Figure 1-10.--Sample Condolence Letter.

CHAPTER 2

CASUALTY NOTIFICATION AND ASSISTANCE

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CHAPTER 2

CASUALTY NOTIFICATION AND ASSISTANCE

2000. INTRODUCTION. This chapter provides casualty notification and assistance information. Figure 2-1 contains a comprehensive checklist of all the actions required for casualty assistance in death cases. Figure 2-3 contains a checklist for casualty assistance in illness/injury cases. Unless otherwise stated, the procedures in this chapter apply only to active duty Marine casualties.

2001. GENERAL

1. Nonreportable Casualties. Do not notify the NOK of nonreportable casualties (per paragraph 1005) unless directed by the CMC (MRC). Rather, unit commanders will counsel nonreportable casualties to notify their NOK.

2. Reportable Casualties. It is Marine Corps policy to notify the NOK of any reportable casualty (paragraph 1003). Accurate information must be given immediately to the NOK (see paragraph 2002). The families must receive this information before they are approached by other sources; i.e., news media, hospitals seeking organ donations, etc. Notify the NOK using information from the written PCR. Information received by means other than the PCR must be from a reliable source (attending physician, command, police, etc.) and verified by the CMC (MRC).

3. Suicide Attempts/Gestures. When a Marine attempts or gestures to commit suicide, as verified by medical authority, notification will be as follows:

a. If the Marine desires to make notification on their own, state this fact on line 13 of the PCR, including the date notification was accomplished.

b. If the Marine does not indicate a clear intent, or is not capable of making the notification, indicate on line 13 of the PCR "notification required." This applies to NOK who do not reside in the immediate area of the command.

4. Retired Marines

a. When a retired Marine dies, a Casualty Assistance Call Officer (CACO) is not assigned unless directed by the CMC (MRC). The CMC (MRC) will mail information about death benefits to the NOK. Survivors of Marine retirees may seek casualty assistance from the Retired Affairs Office located at the nearest military installation.

The Defense Finance and Accounting Service Cleveland (DFAS-CL) will mail information on arrears of pay to the designated beneficiary.

b. Retirees are eligible for shipment of remains from the military medical facility, located in the United States, in which they were properly admitted and subsequently died, to the place of burial, or reimbursement for such shipment. The term United States includes the Commonwealth of Puerto Rico and the territories and possessions of the United States.

c. Repatriation of remains for military retirees, and their dependents, may be authorized on a space-available basis on military or military-chartered flights. Only air transportation may be provided on a non-reimbursable; i.e., free of charge basis, and then only on a space-available basis when flights exist in the area. Should the military make arrangements for other service, i.e., recovery, care, embalming, and disposition etc., the families would be responsible for the charges. In addition, the military will only provide transportation from an overseas base to the initial point of entry (POE) in the U.S. (usually Dover AFB in Delaware or Travis AFB in California). Making arrangements and paying for the transportation of the body from the place of death to the overseas base, and from the U.S. POE to the final U.S. destination is the responsibility of the family. Interested personnel or commands should contact the U.S. Navy Office of Mortuary Affairs at (800) 842-7990, or (202) 653-1345 to discuss what, if any, military assistance is available.

5. Retired General Officers. When a retired general officer dies, the closest Marine Corps District or major command will assign a CACO to assist with funeral arrangements and provide casualty assistance. The CACO should be a field grade officer. If a field grade officer is not available in the geographical area of the NOK, appoint the most senior officer. See also paragraph 2001.4c above.

6. Active Duty Relative of Active Duty Servicemember. When the casualty is the relative (spouse, son, daughter, etc.) of an active duty servicemember, personal notification will be made with the same care and concern as is taken when the recipient of the casualty call is a civilian. The CACO should be of equal or higher grade than the servicemember being notified.

7. Dependents of Active Duty Marines. When a Marine's dependent dies, the commanding officer will notify the Marine. The only military death benefit authorized for dependents is transportation of remains from the medical treatment facility to the destination selected by the sponsor. If outside CONUS then preparation, encasement, and transportation are authorized.

8. Dependents of Retired Marines. The dependents of retirees are eligible for shipment of remains from the military medical facility, located in the United States, in which they were properly admitted

and subsequently died, to the place of burial, or reimbursement for such shipment. The term United States includes the Commonwealth of Puerto Rico and the territories and possessions of the United States.

9. Civilians Employed by the Marine Corps. When a civilian employed by the Marine Corps dies, the supervisor (military or civilian) will coordinate notification with the local civilian personnel office. If necessary, request assistance from the appropriate Marine Corps District. Death benefits for civilians who are performing temporary additional duty (TAD) are limited to transportation of remains and a nominal burial expense. If outside CONUS then preparation, encasement, and transportation are authorized.

10. Reservists. Treat reservists on active duty or en route to or from a scheduled Inactive Duty Training (IDT) period or IRR screening/muster as any other active duty Marine. The NOK of nonactive duty reservists are not personally notified because the Marine is not considered to be under military control at the time of death.

11. Deserters. Marines in an unauthorized absence status over 30 days are declared deserters on the 31st day of absence effective from the first day of absence. Deserters receive no death benefits, however, PNOK may be officially notified of the death as a matter of courtesy. The CMC (MRC) will direct notification.

## 2002. NOTIFICATION PROCEDURES

1. Personal Notification. Always notify the PNOK, SNOK, and parents in person. Notify the PNOK first unless the PNOK cannot be immediately found. When notifying parents, notify both parents regardless of their marital status or location. If the NOK is a minor, notify the child's guardian. When notification has been made by another source (e.g., friend, physician, police, etc.), a personal casualty call is still required to confirm the information and to offer casualty assistance.

2. Imminent Death. In imminent death situations (VSI) the commanding officer, his or her personal representative, the attending physician, the commander of the medical facility, or a representative of the CMC (MRC) may notify the NOK by telephone in order to allow them to travel to the Marine's bedside if they so desire. The telephone call may be made at any time, and should be made as soon as possible following the incident. The person making the telephone call will use extreme caution to ensure that all information communicated to the NOK is accurate, complete, and consistent. Direct communication between the NOK and the attending physician is encouraged. A CACO will be assigned to assist the NOK as necessary. This travel will be reimbursed by the Government, except in cases where the Marine has been pronounced "brain dead."

3. Timeliness. In all cases, notification will be made expeditiously and with consideration for the NOK. DO NOT make a personal notification between 2400 and 0500 unless the situation is urgent. The Marine Corps goal is to make all notifications within 12 hours of the casualty incident.

4. Unit Responsibility

a. Upon learning of a casualty, immediately call the CMC (MRC), even if information is limited or incomplete.

b. When the NOK live in the unit's geographical area (normally within 75 miles), make personal notification, give casualty assistance, and so state on the PCR.

c. If the NOK live outside of the unit's geographical area, telephone (if possible) the appropriate Marine Corps District (figure 2-4), give the most up-to-date information, and immediately follow up with a PCR (figure 1-1).

d. If the NOK reside outside CONUS, include the Marine Security Guard Battalion or the closest overseas command as an addressee on the PCR. On line 13 of the PCR, request their help in notification and casualty assistance.

e. If a special escort has been requested by the PNOK and approved by the CMC (MRC), provide Travis AFB/Dover AFB Mortuary with name, grade, SSN, and itinerary.

f. When directed by the appropriate Marine Corps District, make notification and provide casualty assistance.

5. Marine Corps District Responsibilities. Marine Corps Districts are responsible for casualty notification, assistance, and funeral support within district boundaries. Commanding officers of Marine Corps Districts must identify all Marine assets suitable to provide casualty assistance within their districts. In emergencies, any Marine detachment with more than one Marine assigned may be tasked to provide casualty assistance.

a. CACO Assignment. When the NOK do not live in the same geographical area as the casualty's unit, the Marine Corps District in which the NOK reside will contact the closest Marine Corps unit or activity, to include bases and stations, having sufficient assets to provide casualty notification and assistance, and direct them to assign a CACO to notify the NOK and provide casualty assistance. The following guidelines pertain:

(1) Assign a staff noncommissioned officer or senior, and if possible, of equal or higher grade than the casualty. When the person being notified is an active duty servicemember, the CACO should be of equal or higher grade than the person being notified.

(2) Assign casualty duties equitably, considering the location of the NOK and unit assets.

(3) Develop standing operating procedures for casualty notification and assistance.

(4) Ensure all units and activities within the district boundaries are aware of their responsibilities.

(5) Ensure all CACO's are adequately trained and are familiar with the contents of this Manual.

(6) Monitor all casualty notifications and assistance within district boundaries.

(7) If a unit of MARFORRES is tasked, ensure a copy of the PCR, annotated with unit and individual assigned, is faxed to MARFORRES Headquarters.

(8) Ensure casualty assistance responsibilities are properly transferred when NOK relocate or when CACO's are reassigned, as follows:

(a) Movement From One Area in CONUS to Another. In this case, the losing CACO will telephone the gaining CACO and give him/her the specifics of the case and what assistance has already been rendered. The losing CACO will then make a copy of the complete case and send the original case to the gaining CACO.

(b) Movement From One Overseas Area to Another, From Overseas to CONUS, or From CONUS to an Overseas Area. In this case, the losing CACO will notify the CMC (MRC) by telephone before the move and then follow up with a message. The message will include whatever information is necessary to provide a smooth transition in providing casualty assistance to the NOK. Also, the message will include the NOK's time of departure, estimated time of arrival, mode of travel, and address at destination.

(c) When Assistance Will be Needed at Intermediate Points En route to the Final Destination. The losing CACO will send a message to all persons concerned, giving the NOK's itinerary and assistance needed.

(d) When CACO is Transferred or Reassigned. In this case, the losing CACO will, if possible, personally introduce the new CACO to the NOK. The losing CACO will familiarize the gaining CACO with the case and provide him/her with a telephone number in case questions arise concerning what has already been done or said in the particular case.

b. Funeral Support. The Marine Corps Districts are responsible for coordinating funeral support within district boundaries. Funeral support will be provided for both active duty and former Marines when requested by the NOK. If mission requirements preclude support by the nearest Marine Corps activity, reassign the duty within the district. The Marine Corps Drill and Ceremonies Manual (NAVMC 2691) and Chapter 4 of this Manual (MCO P3040.4D) provide specific guidance on funeral support.

6. Marine Security Guard Battalion Responsibilities. The Marine Security Guard Battalion, Quantico, VA, will monitor incoming PCR's and, when appropriate or when requested by the CMC (MRC), will assist with casualty notification, assistance, and funeral support outside CONUS.

7. Overseas Command Responsibilities

a. Overseas commands will monitor incoming PCR's and, when appropriate or when requested by the CMC (MRC), will assist with casualty notification, assistance, and funeral support outside CONUS.

b. When remains are returned from overseas provide Travis AFB/Dover AFB Mortuary with the CACO's name, grade, and telephone number, as well as the receiving funeral homes' name, address, and telephone number. Advise Travis AFB/Dover AFB Mortuary of PNOK desires regarding type of casket (wood or metal) ensuring they are aware of any special flag requirements. If the PNOK desires cremation, advise Travis AFB/Dover AFB Mortuary if it is to be done at the port mortuary or at the final destination, and whether a bronze or wooden urn is to be used. Advise Travis AFB/Dover AFB Mortuary of the consignee who will receipt for the remains.

2003. CACO RESPONSIBILITIES

1. General. The CACO is responsible for the following:

a. Representing the CMC with the NOK of ill, injured, missing, and deceased Marines.

b. Serving as a liaison between the NOK of an ill, injured, missing, or deceased Marine and various agencies of HQMC.

c. Notifying the NOK of ill, injured, missing, or deceased Marines of the circumstances surrounding the casualty.

d. Verifying personal information contained in the PCR with the Marine's family; i.e., relationship, names, addresses, telephone numbers, marital status, existence of possible heirs, etc.

e. Providing casualty assistance to include: funeral arrangements, benefit claims, transportation arrangements, movement of household goods/personal effects, etc.

f. Completing the Casualty Assistance Call Report (1770) located in the Casualty Assistance Call Package (CACPAC) within 30 days of receipt. CACO's are reminded that this report is extremely valuable in documenting services provided to the NOK and also addressing problems and making recommendations concerning the casualty assistance program. Each item on the report should contain a date and a comment on when the service(s) was/were provided, or reflect not applicable (N/A).

g. Opening and maintaining a case file for 2 years on each casualty call conducted.

2. Death Cases. See the checklist contained in figure 2-1 for specific responsibilities in death cases and figure 2-2 for suspected suicides.

3. Illness/Injury Cases. See the checklist contained in figure 2-3 for specific responsibilities in illness/injury cases.

4. Missing Cases. See the checklist contained in figure 5-1 for specific responsibilities in missing cases.

2004. DEATH BENEFITS. Unless otherwise stated, the death benefits listed below apply only to Marines who die on active duty. A list of frequently used telephone numbers is provided at figure 2-4 to aid in the settlement of death benefits.

1. Pay and Allotments. All pay and allotments stop on the date of death. The DFAS-Kansas City (KC) will notify the PNOK by letter of any allotments in effect at the time of death. Advise the PNOK that any pay deposited to the Marine's direct deposit account after the date of death will be immediately recouped by the DFAS-KC.

## 2. Death Gratuity

a. Death gratuity is a \$6,000 lump-sum payment intended to help the PNOK of active duty Marines meet immediate living expenses. It will usually be paid within 2 working days if there is no doubt about the lawful recipient. Any amount over \$5,000 is taxable.

b. If a Marine dies within 120 days of separation/retirement and the Department of Veterans Affairs (DoVA) determines the cause of death was a result of a service-connected injury/illness, payment of death gratuity will be directed by the CMC (MRC).

c. Death gratuity is paid to the living survivor(s) highest on the following list, per Title 10, U.S. Code:

(1) surviving spouse;

(2) children in equal shares. The term children includes children, regardless of age or marital status, who are:

(a) legitimate;

(b) legally adopted;

(c) a stepchild, if a member of the Marine's household;

(d) illegitimate. (An illegitimate child is eligible 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.)

(3) the relative designated on the RED; this must be the parent(s) or brother(s)/sister(s) (including half-blood and adopted). Further, more than one relative can be designated. The term parent means a natural or adoptive parent or persons who have stood in loco parentis for a period of not less than 1 year any time prior to the Marine's entry into active service. Only one loco parentis parent will be recognized; preference will be given to the one exercising parental relationship nearest the Marine's entry into active service date;

(4) undesignated parents in equal shares; or

(5) undesignated brother(s)/sister(s) (including half-blood and adopted) in equal shares;

d. The CMC (MRC) will adjudicate death gratuity payments to minors.

e. Commanders are authorized to determine entitlement to and effect payment of death gratuity to a spouse of an active duty Marine when the spouse lives in the duty station's geographical area, even if the Marine is deployed. Commanders may pay death gratuity except when:

(1) the death results from execution by a civil court (including foreign courts) or for a military offense;

(2) the spouse is a minor;

(3) the spouse is implicated in the death; or

(4) the Marine did not die on active duty (e.g., Temporary Disability Retired List, Fleet Marine Corps Reserve, or retired).

f. In all other cases, death gratuity will not be paid by the Marine's unit. Instead, the CMC (MRC) will determine the proper beneficiary and direct the appropriate finance officer to make payment.

### 3. Arrears of Pay

a. All arrears of pay (unpaid compensation) are paid to the surviving beneficiary(ies) designated on the most recently signed RED.

b. If there is no surviving designated beneficiary, payment will be made 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 dead, the survivor;
- (4) legal representative; or
- (5) person entitled to payment per the state law of the deceased Marine's domicile.

c. The CMC (MRC) will send the "Claim for Unpaid Compensation of Deceased Member of the Uniformed Services," SF-1174, to the beneficiary or include it in the CACPAC.

### 4. Life Insurance

a. MCO P1741.8 contains information on the various Government life insurance policies. The most common one is Servicemen's Group Life Insurance (SGLI). The CMC (MRC) certifies SGLI payments and sends the claim forms to eligible recipients or includes it in the CACPAC.

b. Reservists who are members of a unit having 12 or more scheduled IDT periods a year (this includes members of the Reserve Delayed Entry Program (RDEP)) may be covered by SGLI. Official Marine Corps casualty notification of the NOK is not required, but the unit must send the service records of any decedent to the CMC (MRC) for benefits determination. The CMC (MRC) will contact the NOK by letter if there are any benefits due.

5. Burial Allowances. Marines who die on active duty or while continuously retained in a Government hospital from the end of active duty until death are entitled to preparation, encasement, transportation, and interment within the following limits:

a. Preparation and Encasement (Including Cremation)

(1) Preparation and encasement may be provided by the Government at a military facility, military contract facility, or civilian facility on a one-time contract basis with the Government.

(2) If the PNOK does not want the Government to arrange the preparation and encasement, reimbursement is limited to the amount it would have cost the Government at a military contract facility, \$1,750.00. This method will cause the PNOK to pay for any excess costs. Encourage the PNOK to use the Government provided services, but if the PNOK does not desire to do so, obtain a signed statement to this effect.

b. Interment

(1) A maximum of \$3,100 if interred in a private cemetery.

(2) A maximum of \$2,000 if remains are consigned to a funeral director for burial in a national or other government cemetery, or if the remains are consigned to a naval activity for burial at sea.

c. Burial at Sea. Requests for burial at sea should be submitted to and arranged with the Naval Office of Medical/Dental Affairs. Civilians will not normally be authorized to attend services aboard ships, aircraft, and auxiliary craft. Services aboard ship, while it is in port, are permitted on an "as not-to-interfere basis." Exceptions to this policy may be granted by responsible authority. If practicable, photographs of the ceremony should be taken. The flag used during the ceremony, the photographs, and a description of the services should be forwarded to the NOK with an appropriate cover letter. A copy of the letter and documents received with the remains/cremains are to be forwarded to BUMED-332.

d. Memorial Services. A maximum of \$2,000 may be reimbursed towards a memorial service or plot if there are no remains. Claims must be made within 2 years of the death notification to the NOK.

e. Shipment of Remains

(1) The Government will pay for the shipment of remains to only one destination via the most direct route or authorized indirect routing with stopover.

(2) The PNOK may request an indirect routing with a stopover en route for funeral services or other legitimate reasons. The NOK must agree to pay for all expenses incurred at the stopover point including the transfer of remains to and from the commercial carrier terminal. Submit requests for stopovers to the CMC (MRC) prior

to shipment. Stopovers are limited to the 50 United States and its possessions. Even though at least two funeral homes will give services, reimbursement is limited to the amounts listed in paragraph 2004.5b.

(3) Remains normally arrive at their destination within 3 to 5 days when the death is within CONUS, and within 7 to 10 days when the death is outside CONUS. In unusual circumstances, i.e., crash at sea, whereabouts unknown, mass casualty, or when identification of remains is complicated, arrival of the remains may be delayed. In some cases, the remains may not be recovered. In these cases, the CACO must communicate directly with the CMC (MHP-10) for up-to-date information. Funeral dates should not be set until these matters are resolved.

f. Reimbursement for any of the funeral benefits listed above must be submitted to the Naval Office of Medical/Dental Affairs on DD Form 1375, Request For Payment of Funeral and/or Interment Expenses, enclosed in the CACPAC.

g. Headstone or Marker. The DoVA will provide a headstone or marker for Marines who die on active duty, while retired, or when discharged under honorable conditions. VA Form 40-1330, Application for Standard Government Headstone or Marker for Installation in a Private or Local Cemetery, is enclosed in the CACPAC. When burial is in a national or government cemetery, the cemetery administrator will order the headstone or marker using the information provided by the PNOK.

#### 6. Invitational Travel Orders (ITO's)

##### a. Death Cases

(1) Per the JFTR, Volume I, ITO's (figure 2-7) may be issued to the spouse and children of the deceased to attend the burial service. Parents are authorized travel under this authority only if there is no spouse or children. Travel to and from the burial site and 2 days per diem are authorized. Use a Government Transportation Request (GTR), if possible. The Head, Assistant Head, and Administrative Officer, Casualty Section, CMC (MRC) are authorized to sign ITO's "By direction" of the CMC.

(2) The CMC (MRC) may issue ITO's to the family members of Vietnam era unaccounted-for Marines whose remains are returned from Southeast Asia.

(3) Submit a travel claim for each person (with airline ticket receipt, if applicable) to the CMC (MRC). If any of the claimants are minors, have their custodian sign the claims.

>CH 1 (4) Appropriation Data. 17\*1106.27AO 000 00027 0 067443  
2D00BNOK 027\*TOCBNOK SDN M00027\*\*TOCBNOK (Where \* appears, use last  
digit of the fiscal year, \*\* use last two digits of current fiscal  
year.)

b. Illness/Injury Cases

(1) Per the JFTR, Volume I, ITO's (figure 2-8) may be issued to two family members of an SI or VSI Marine. Travel to and from the bedside must be authorized by the CMC (MRC). No per diem is authorized for travel to the bedside. Use GTR's, if possible. The Head, Assistant Head, and Administrative Officer, Casualty Section, CMC (MRC) are authorized to sign ITO's "By direction" of the CMC, and will issue appropriation data.

(2) The condition of the Marine has to be SI or VSI before travel will be authorized.

(3) The attending physician and the director of the medical facility must agree that the presence of the NOK is medically warranted for the health and welfare of the Marine, and statements attesting to this must be received by the CMC (MRC) before travel will be authorized (figure 2-5).

(4) Submit a travel claim for each person (with airline ticket receipt, if applicable) to the CMC (MRC). If any of the claimants are minors, have their custodian sign the claims.

(5) Contact the CMC (MRC) for appropriation data and guidance if irregularities exist. If travel to bedside requires international travel, determine if the NOK have passports and provide information on how to obtain them if they do not.

>CH 1 (6) Appropriation data. 17\*1106.27AO 000 00027 0 067443  
2D00CPNOK M00027\*\*TOCBNOK SDN M00027\*\*CPNOK SDN M00027\*\*TOCPNOK.  
(Where \* appears, use last digit of fiscal year. Where \*\* appears, use last two digits of FY.)

7. Transportation of Dependents. Dependents are authorized transportation at Government expense to the Marine's home of record, the dependent's residence, or any other location within the CONUS when approved by the CMC (LFT-2). Send travel claims with a copy of the Report of Casualty (DD Form 1300) to the CMC (LFT-2).

8. Transportation of Household Goods/Personal Effects. Household goods and personal effects will be shipped at Government expense to the location specified by the NOK. The authorization to move or place the effects/goods in nontemporary storage is effective for 1 year after the Marine's death. Send requests to extend this time limit to the CMC (LFT-4). Temporary storage is authorized up to 180 days. If the NOK desires nontemporary storage, immediately notify the transportation office handling the shipment. See paragraph 3006 for procedures for inventory and shipment of personal effects.

9. Vacating Government Quarters. Dependents are authorized to continue residing in military quarters, at Government expense, for

90 days after the Marine's death. Extension requests should be submitted by the PNOK to the base commander via the appropriate base housing office. If granted, there will be a rental charge applied.

10. Basic Allowance for Quarters (BAQ)/Variable Housing Allowance (VHA). Survivors not residing in government quarters will receive BAQ/VHA at the sponsor's current rate for 180 days. The DFAS-KC will make one lump sum payment for 180 calendar days to the authorized NOK. CACO's will immediately notify the DFAS-KC by message of the dependents' new address and date Government quarters are vacated if occurring within 180 days of the date of death.

11. Uniformed Services Identification and Privilege Card (DD Form 1173). When a Marine dies, the CACO must make sure that eligible family members are issued new identification cards as soon as possible so they can continue to receive medical care and other privileges.

12. Survivor Benefit Plan (SBP). The survivors of active duty Marines who are retirement eligible (20 years of active service) and retired Marines who elect SBP are covered by the plan. SBP is a monthly benefit paid to the surviving spouse; if there is none, the eligible surviving children. Refer any questions relating to this plan to the DFAS, Denver (figure 2-4).

13. Dependency Indemnity Compensation (DIC). Survivors of Marines who die on active duty or veterans dying from a service connected disability may be eligible for DIC. The DoVA will make this determination based on length of marriage. Survivors may include children or dependent parents. Benefits are \$769.00 per month, regardless of paygrade. Submit claims for DIC on DoVA Form 21-534 or 21-535 (whichever is applicable) to the nearest DoVA office which will determine any possible entitlement. The appropriate form(s) are in the CACPAC.

14. Social Security Administration (SSA) Benefits. Survivors of deceased Marines may be eligible for SSA benefits including a lump-sum payment of \$255.00. Submit claims for benefits on the "Application For Survivors Benefits," VA Form 55A-24, which is attached to the DIC claim form in the CACPAC. Do not detach these two forms in the CACPAC as the DoVA processes both claims. Submission of this claim should be followed up by an appointment at the nearest Social Security office.

15. Income Taxes. The DFAS sends the beneficiary the Treasury Form W-2 once arrears of pay have been paid. In general, death benefits (including death gratuity and SGLI) are not taxable; however, see paragraph 2004.2a concerning death gratuity.

16. Employment Preference. The unremarried spouse, and in some cases the deceased Marine's mother, may be eligible for some Federal

Government employment preference benefits. Consult the nearest Federal Job Information Center of the U.S. Office of Personnel Management or the DoVA for more information.

17. Educational Opportunities

a. The NOK may obtain a pamphlet on scholarships for a deceased Marine's unmarried dependent children from the Chief, Bureau of Naval Personnel (PERS 663), Washington, DC 20370-5640 and from the American Legion, National Headquarters, P.O. Box 1055, Indianapolis, IN 46206.

b. Some states have scholarship assistance for the dependents of deceased military personnel. Advise the NOK to check with their state board of education.

c. Advise the NOK to contact the nearest DoVA office for possible educational benefits administered by that agency.

## MARCORCASPROC MAN

### CACO CHECKLIST/GUIDE FOR DEATH CASES

#### INTRODUCTION

Assignment as a CACO may be psychologically and emotionally taxing, but may be one of the most rewarding tasks you will ever be assigned as a Marine. As a CACO, you should become intimately familiar with MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROC MAN). This Manual has been carefully written to provide the necessary information to make your Casualty Assistance Call a success.

The MARCORCASPROC MAN provides specific instructions regarding the instances when casualty notification is required. Taskings may come from either the CMC (MRC), the cognizant Marine Corps District Headquarters, or your local command. CACO's may be commissioned, warrant, or staff noncommissioned officers.

Casualty assistance normally occurs in five distinct phases: initial notification, subsequent visits, burial, administration, and additional follow up visits.

#### PHASE I: INITIAL NOTIFICATION

\_\_\_ Always have a dress or service uniform prepared. Casualty calls come when you least expect them.

\_\_\_ Open and maintain a case file for 2 years on every casualty call you conduct. Keep copies of all messages, completed claim forms, your Casualty Assistance Call Report (see Phase IV), and a chronological log of every action (time, date, what, who, etc.) you take from the minute you are tasked as the CACO through the administrative completion of all post burial paperwork. This file will be invaluable if inquiries are made after your duties are complete.

\_\_\_ Be prepared for media interest in casualty cases. Desert Storm demonstrated the media's ability to disregard family sensitivity to "get the story." CACO's should carry telephone numbers for District, Recruiting Region, and HQMC Public Affairs Officers (PAO). CACO's, if confronted by media representatives, should refrain from making comments in deference to the privacy of the family of the Marine in question. Reporters' questions will be referred to the appropriate PAO. If the situation warrants, CACO's will remain at the residence to screen media at the scene.

\_\_\_ As soon as you've been assigned as a CACO, immediately verify the casualty and obtain a copy of the PCR released by the parent command. Have them FAX it to you if at all possible.

Figure 2-1.--CACO Checklist/Guide For Death Cases.

MARCORCASPROCMAN

CACO CHECKLIST/GUIDE FOR DEATH CASES

\_\_\_\_ Verify the NOK's name, address, telephone number (include area code), and relationship to the deceased/injured Marine.

\_\_\_\_ Call the CMC (MRC) at DSN 426-1177/78 or commercial (703) 696-1177/78 immediately for clarification, authentication, or approval. After normal working hours, the HQMC Casualty Duty Officer may be contacted at DSN 225-7366 or commercial (703) 695-7366.

\_\_\_\_ Prepare a calling card with your name and your home and work telephone numbers to give to the NOK upon your arrival.

\_\_\_\_ All notifications will be made in person. Only in the most unusual circumstances will a NOK be notified by other means. Contact the CMC (MRC) if you have any doubts.

\_\_\_\_ Make notification between the hours of 0500 and 2400 unless otherwise directed.

\_\_\_\_ Attempt to find out if the NOK speaks a language other than English. If so, take someone with you who can help interpret your message.

\_\_\_\_ Never go on an initial notification alone. A chaplain, medical officer, or another Marine should accompany you. This individual can provide moral support, physical assistance in the event the NOK becomes seriously ill or aggressive, and verification (witness) of what occurs between you and the NOK.

\_\_\_\_ Prior to departing your office, call the parent command, the hospital or morgue where the remains are located, or any other agency you feel is necessary to obtain additional information which may be helpful. The minor delay is often well worth the investment of time.

\_\_\_\_ Before beginning your notification, ensure you are addressing the right individual. Verbally verify the name of the person and the person's relationship to the Marine. Do not assume anything.

\_\_\_\_ When addressing the NOK, make every effort to display an understanding and helpful demeanor which will give comfort to the bereaved NOK. An overly formal approach or a flippant manner can seriously damage the Marine Corps reputation with the NOK, and possibly an entire community. Try to put the NOK at ease and let the NOK know the Marine Corps will help in any way possible.

\_\_\_\_ Using discretion, advise the NOK of all known details surrounding the death. Use the information contained in the PCR.

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

Do not embellish it with speculation or unsubstantiated information. See figure 2-2 for Special Procedures For Families of Suspected Suicide Cases.

\_\_\_\_\_ If death occurred by other than natural causes, tell the NOK the matter is being investigated and they will be entitled to a copy of the final report. Line 9 of the PCR will note if an investigation is being conducted. Verify the parent command's intentions and follow this up until the NOK have a copy of the investigation, if they desire one. Copies of the final report may be ordered from the Office of the Judge Advocate General of the Navy, (figure 2-6). Copies of criminal, police, NCIS, etc., reports may also be requested by the NOK. Notify the CMC (MRC) if the NOK desire copies of these reports. Request autopsies through the office of the civilian authorities performing it or through the patient administration office if performed in a military hospital. Autopsies from aircraft incidents may be requested through the Armed Forces Institute of Pathology, Building 54, Room G066, Washington, DC 20306-6000.

\_\_\_\_\_ Ask the NOK if they desire a specific person (Marine, civilian, family member, or member of any branch of the Armed Forces) to act as a body escort. If not, the parent command will assign a Marine as personal escort (Chapter 3). Relay the NOK's desires for a special escort to the CMC (MRC) immediately. Though assigning a family member as escort may cause additional logistical problems, it is the family's prerogative, and their wishes will be honored if possible.

\_\_\_\_\_ Determine if there are any immediate family members serving in the Marine Corps or other military services. If so, contact the CMC (MRC). These personnel will be notified through the proper military chain of command.

\_\_\_\_\_ Determine if the deceased is legally responsible for any children (legitimate or illegitimate).

\_\_\_\_\_ Explain that benefits are established by Federal law and payments will be made without the need of a civilian attorney.

\_\_\_\_\_ Obtain the SSN(s) of the death gratuity beneficiary(ies) and pass to the CMC (MRC) for payment.

\_\_\_\_\_ Answer any immediate questions the NOK may have, and arrange for a second visit (within 24 hours) to discuss funeral arrangements and other benefits, as appropriate.

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

\_\_\_ Give the NOK your calling card with your work, duty, and home telephone numbers where they can contact you for any assistance.

\_\_\_ Express to the NOK your sincerest condolences on behalf of all Marines and then depart by telling them you'll return the following day to help with funeral arrangements. Before you go, encourage the NOK, especially if it is a spouse or a single parent, to have someone (family member, neighbor, friend, etc.) nearby to provide comfort and physical assistance, if necessary. Your first visit may take as much time as you deem appropriate. Leave the family alone in their time of grief if you sense that is their desire.

\_\_\_ Casualty assistance will be your primary duty until all the necessary paperwork is completed after burial. Expect to spend a good deal of time with the family in the next few days. The entire casualty assistance process may take several months to complete.

\_\_\_ Write everything down. Don't rely on your memory.

\_\_\_ Tell the appropriate Marine Corps District or, if overseas, the unit that assigned you, the time of notification, any relevant information given by the NOK, and any problems.

PHASE II: SUBSEQUENT VISITS

Specific items to be addressed during the second and subsequent visits will be: arrival of the remains (if known), selection of a funeral director (if desired), death certificate/report of casualty, burial entitlements/allowances, headstone, memorial flag, military honors for burial and other funeral arrangements, and payment of the death gratuity.

Henceforth, your vocabulary will include words such as burial, remains, deceased, morticians, death, and funerals. You may not be comfortable with these words. You will be even less comfortable discussing them with the NOK. Don't be overly euphemistic, and don't hesitate to use the deceased Marine's first name when speaking with the NOK.

Prior to the second visit to the family attempt to find the answers to the following questions:

\_\_\_ Are the remains going to be recovered and are they viewable?

\_\_\_ Who is the death gratuity, pay arrears, and/or SGLI beneficiary?

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

\_\_\_ Can I deliver the death gratuity check on my next visit?

\_\_\_ What was the Marine's status at the time of death? Was he/she UA, a deserter, killed while committing a crime, involved in activities which would discredit the Marine Corps? These conditions surrounding a Marine's death affect pay and allowances, death benefits, DoVA benefits, etc. The circumstances surrounding the death will not...repeat, will not...affect the manner in which you conduct yourself with the family. They still deserve the utmost respect and the best service you can provide.

\_\_\_ Does the Marine rate a posthumous promotion?

\_\_\_ Are there any additional details surrounding the death that should be passed on to the NOK?

\_\_\_ What military funeral honors does this Marine rate? What does a simple or full honors funeral consist of? How can I best explain this to the family?

\_\_\_ What is the status of the personal effects shipment? Are there any problems which might cause a delay?

\_\_\_ Are the NOK going to move within the next 60 days? If so, get the new address.

FUNERAL ARRANGEMENTS. (See paragraph 2004.5 for details.)

\_\_\_ Tell the family if the remains are viewable or not. If not, discourage them from viewing. If they insist upon viewing the remains, get the funeral director to help with this delicate matter.

\_\_\_ Tell the family if the remains are not going to be recovered. If the Marine died in an accident at sea, it is very likely that the remains will not be recovered. The Navy does not conduct salvage operations to recover remains. The Naval Services consider the sea a fit and proper resting place for its servicemembers.

\_\_\_ Determine if the family of a Marine in an active duty status wants a Blue Dress "B" uniform placed on the remains. If the deceased Marine had a serviceable Blue Dress uniform, have it cleaned (using the appropriation listed below) and use it. If requested and there is no uniform with the remains, the CACO will get one from the closest Marine Corps Exchange or the Navy Uniform Mail Order Shop, 1545 Cross Ways Boulevard, Suite 200, Chesapeake, VA 23320, or call 800-368-4088. Appropriation data is as follows: 9750130. 188M 000 00018 M 060956 2D LNT000 00018599003T.

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

(NOTE: The NOK of former and retired Marines must purchase the Blue Dress uniform using their own funds.)

\_\_\_\_\_ Determine the family's desires concerning the disposition of the remains, in what cemetery the body will be interred, or if cremation of the remains is desired. If the body will be buried in a location other than the Marine's hometown, and transportation for the NOK is required to and from the funeral, ITO's need to be initiated as soon as possible. The Government will transport the spouse and children or the parents (if there is no spouse or children) to and from the funeral. Per diem is authorized for 2 days. See paragraph 2004.6 and figure 2-7 for details concerning ITO's.

\_\_\_\_\_ Determine what funeral home will be used, if any. Get a point of contact, a telephone number, and an address. (Pass this information on to the CMC (MRC) immediately.) Contact the funeral home immediately to set the foundation for future liaison. Determine what their charges would be for various services. Compare these charges with the authorized Government payments for these services, noted below.

\_\_\_\_\_ Tell the family what military honors the Marine is eligible for. Determine their wishes in regards to burial and honors.

\_\_\_\_\_ Tell the family if their requested body escort will be available or if another Marine will be handling that assignment.

\_\_\_\_\_ Explain to the family how the remains will be prepared (at Government expense), shipped, escorted, and received:

\_\_\_\_\_ Preparation and Encasement (including cremation):

1. Preparation and encasement may be provided by the Government at a military facility, military contract facility, or civilian facility on a one-time contract with the Government.

2. The PNOK will be offered a choice of either the specification 18 gauge metal sealer casket or the specification hardwood casket for burial. Offering the specification hardwood casket for burial will require extra care and judgement by decedent/mortuary affairs officers, CACO's, and any other persons/agencies involved in the care and disposition of remains. The specification hardwood casket is not a sealer (airtight) casket, and it will not be used for non-viewable remains that cannot be dressed, and must be wrapped. Questions regarding choice of caskets, their specifications, etc., should be referred to the local mortuary affairs office for their assistance.

Figure 2-1.--CACO Checklist/Guide For Death Case--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

3. If the PNOK does not want the Government to arrange the preparation and encasement, reimbursement is limited to the amount it would have cost the Government at a military contract facility, \$1,750.00. This method will cause the PNOK to pay for any excess costs. Encourage the PNOK to use the Government provided services, but if the PNOK does not desire to do so, obtain a signed statement to this effect.

\_\_\_ Interment

1. A maximum of \$3,100 may be reimbursed if the deceased is interred in a private cemetery.

2. A maximum of \$2,000 may be reimbursed if the remains are consigned to a funeral director for burial in a national or other government cemetery, or if the remains are consigned to a naval activity for burial at sea.

\_\_\_ Memorials. A maximum of \$2,000 may be reimbursed towards a memorial service, plaque, or plot if there are no remains. Claims must be made within 2 years of the death notification to the NOK.

\_\_\_ Shipment of Remains

\_\_\_ Coordinate with the parent command regarding the shipment of remains. Remains normally arrive at their destination within 3 working days when the death is within the CONUS. Be aware that remains shipped from overseas may take from 7 to 10 days to arrive in the CONUS, due to customs, autopsy, flight scheduling, etc. Don't promise the NOK anything in this regard. Encourage the NOK to delay finalizing funeral arrangements until remains have arrived.

\_\_\_ If the NOK requests an indirect routing, see paragraph 2004.5e.

\_\_\_ Arrange for the funeral director (or cemetery superintendent if no funeral director is used) to meet you at the airport, train station, etc., when the deceased arrives with his/her escort.

\_\_\_ Headstone or Marker. The DoVA will provide a headstone or marker. The DoVA does not provide reimbursement for headstone or marker purchased from a commercial source, see paragraph 2004.5g for details.

\_\_\_ Help the family to schedule viewings, memorial services, etc., as appropriate.

Figure 2-1.--CACO Checklist/Guide For Death Case--Continued.

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CACO CHECKLIST/GUIDE FOR DEATH CASES

\_\_\_ Advise the NOK they will receive an official Report of Casualty (DD Form 1300) from the CMC (MRC).

\_\_\_ Deliver the Death Gratuity check, if possible.

\_\_\_ Advise the NOK that you will call them from the funeral home (or cemetery) and arrange for them to meet you there to view the remains, if they so desire, after you have time to inspect the remains.

\_\_\_ Have the escort positively identify the deceased, if possible.

\_\_\_ Inspect the remains for uniform cleanliness and correctness, and the mortician's preparation of the body. The funeral director may be called upon to render an opinion in this matter. They are normally very helpful.

PHASE III: BURIAL

The OIC of the funeral should be someone other than the CACO. The CACO will have enough to do taking care of the families needs, without having to worry about getting a firing detail together and auditioning buglers. However, if the CACO should have to act as the OIC of the funeral detail, the following suggestions pertain.

\_\_\_ Make liaison with the superintendent of the cemetery to identify any trouble spots. It may save you from an embarrassing situation on the day of the burial. Normally, at a minimum, two copies of the escort's orders are needed for entry into a national cemetery. Check in advance to see what else they will need. The cemetery superintendent will order the headstone or marker from the DoVA if the NOK desires. Ensure that the information you give him/her, i.e., full name, grade (watch out for posthumous promotions), religion, date of birth, date of death, branch of service (Regular or Reserve), location of death, is completely accurate.

\_\_\_ Full military honors consist of an OIC, a seven person firing detail, six bodybearers, a bugler, and a priest/rabbi/minister. Full honors can be rendered with fewer personnel. For instance, four of the bodybearers may perform as the firing detail and a cassette tape (hidden behind a distant headstone or hedgerow) may be used to play "Taps." If you use a real bugler, ensure, repeat ensure, you audition him/her prior to the actual burial ceremony. If you can't get a military musician, request the services of a local high school (maybe the Marine's alma mater)

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

bugler or trumpet player. See NAVMC 2691 and Chapter 4 of this Manual for the specific procedures for military honors and burials. Use ceremonial (slow) hand salutes at all times. Be aware that smoothly maneuvering a casket containing a 200-plus pound Marine is much more difficult than it looks, particularly when it is raining, windy, and cold.

\_\_\_\_\_ Arrange for a floral tribute for Marines who die on active duty (cost not to exceed \$75.00); direct the vendor to send the invoice to the Morale, Welfare and Recreation Support Activity (MWF-1), 3044 Catlin Avenue, Quantico, VA 22134-5099; include a copy of the DD Form 1300 or the decedent's name, grade, and SSN; place "United States Marine Corps" on all cards and banners attached to the tribute.

\_\_\_\_\_ Memorial flags are normally delivered to the spouse of the deceased (if the Marine was married) and also to the parents if they are the PNOK. The casket will normally arrive from the parent command with the flag already draped over the casket. If you need one in an emergency, simply see your local DoVA or U.S. Post Office. They routinely carry extra flags for this purpose.

\_\_\_\_\_ The OIC will usually hand the memorial flag that draped the casket to the PNOK or whoever they designate. A recommended offering of condolences is spelled out in NAVPERS 15955-F. This will be another occasion that will test your emotions tremendously. The escort should come with a copy of this small blue book, but you should also have a copy on hand for ready reference.

\_\_\_\_\_ To personalize the flag, one of the deceased Marine's identification tags and/or one of the expended blank cartridges used during the ceremonial firing may be placed inside of the memorial flag after it is folded.

PHASE IV: ADMINISTRATION

\_\_\_\_\_ A few days following the death, you will receive a CACPAC from the CMC (MRC). This package may contain the following:

- the Report of Casualty (DD Form 1300) (This is the military equivalent of a civilian death certificate and, when certified, is accepted by banks, financial institutions, and insurance companies.)
- claim for SGLI death benefit

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

- posthumous promotion warrants (in some cases)
- claim for Unpaid Military Compensation (Arrears of Pay)
- claims for the DoVA Benefits (Dependency and Indemnity Compensation and Death Pension (VA Form 21-534), and Headstone/Grave marker) (VA Form 40-1330)
- claim certification and voucher for Death Gratuity Payment (if not previously paid)
- Casualty Assistance Call Report (1770)
- Honorable Service Certificate
- Gold Lapel Button to be presented to the NOK
- other pertinent forms if the NOK was a dependent of the deceased Marine
- request for payment of funeral and/or interment (DD Form 1375)

EXPLAIN THE FOLLOWING, IF APPLICABLE

\_\_\_\_ Allotments. All pay and allotments stop on the date of death. Any financial obligations previously paid by allotment must be taken care of immediately.

\_\_\_\_ Death Gratuity. Death gratuity is a lump-sum \$6,000 payment intended to help the proper recipient meet immediate living expenses. ANY AMOUNT OVER \$5,000 IS TAXABLE.

\_\_\_\_ Arrears of Pay. All arrears of pay are paid to the surviving beneficiary(ies) designated by the Marine (with a signature) on the most recent signed RED. The claim form will be sent to the designated beneficiary by the CMC (MHP-10) or included in the CACPAC. ALL OF THIS AMOUNT IS TAXABLE.

\_\_\_\_ Life Insurance. The CMC (MHP-10) certifies the SGLI payment and sends the claim forms directly to eligible recipients. The Marine Corps is not responsible for settling of any civilian insurance claims. SGLI RECEIPTS ARE NOT TAXABLE.

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

\_\_\_\_ Transportation of Dependents. Dependents are authorized transportation to the Marine's home of record, their residence, or any other location within the CONUS.

\_\_\_\_ Transportation of Household Goods/Personal Effects

\_\_\_\_ The dependents are authorized a household goods move to the Marine's home of record, the PNOK's residence, or the residence of any other NOK authorized to receive personal effects. The authorization to move or place the effects/goods in nontemporary storage is effective for 1 year after the Marine's death. Send requests for extensions to the CMC (LFT-4). Temporary storage is authorized up to 180 days at the destination. If the PNOK desires nontemporary storage, immediately notify the transportation office handling the shipment.

\_\_\_\_ Personal effects will be sent to the PNOK as soon as possible.

\_\_\_\_ Vacating Government Quarters. Dependents are authorized to continue residing in military quarters, at Government expense, 90 days after a Marine's death. Extension requests should be submitted by the PNOK to the base commander via the appropriate base housing office. If granted, there will be a rental charge applied.

\_\_\_\_ BAQ/VHA. The DFAS-KC pays BAQ/VHA at the sponsor's current rate for 180 days. A lump sum payment is made directly to the authorized NOK. CACO's will immediately notify the DFAS-KC by message of the NOK's new address and date Government quarters were vacated if occurring within 180 days of the date of death.

\_\_\_\_ Uniformed Services Identification and Privilege Card (DD Form 1173). When a Marine dies, the CACO must make sure that eligible family members are issued new ID cards as soon as possible.

\_\_\_\_ Benefits to Minor Children. Minor children cannot be paid benefits directly. In most cases, a legal guardian of the child's estate will receive the benefits for the child. CACO's assigned to NOK who are minor children should help ensure that legal guardianship is established within a reasonable time following the Marine's death. Illegitimacy of the child may complicate matters, however, benefits cannot be paid until this is accomplished.

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

\_\_\_\_ Survivor Benefit Plan (SBP). Active duty Marines who are retirement eligible (20 years of active service) and retired Marines who elected SBP are covered by the plan. SBP is a monthly benefit paid to the surviving spouse.

\_\_\_\_ Dependency and Indemnity Compensation (DIC). Survivors of Marines who die on active duty or veterans dying from a service connected disability, as determined by the DoVA, may be eligible for DIC. Survivors may include spouse, children, or dependent parents. Benefits are \$769 per month regardless of paygrade. Submit claims for DIC on VA Form 21-534 or 21-535 (whichever is applicable) to the nearest DoVA office which will determine any possible entitlement. The appropriate form(s) are in the CACPAC.

\_\_\_\_ Social Security Administration (SSA) Benefits. Survivors of deceased Marines may be eligible for SSA benefits including a \$255 lump-sum payment. Surviving spouses may be disqualified for any benefits if the spouse was separated from the Marine at the time of death. Submit claims for benefits on the Application For Survivors Benefits, VA Form SSA-24, which is included in the CACPAC as an attachment to the DIC claim form.

\_\_\_\_ Income Taxes. Pay arrears and some of the death gratuity may be taxable. The Treasury Form W-2 is forwarded to the NOK once arrears of pay have been paid. Contact the local Internal Revenue Service office for additional details.

\_\_\_\_ Employment Preference. The unremarried widow(er), and in some cases a deceased Marine's mother may be eligible for some Federal Government employment preference benefits. Consult the nearest Federal Job Information Center of the U.S. Office of Personnel Management or the DoVA for information.

\_\_\_\_ Educational Opportunities

1. NOK can get a pamphlet on scholarships for a deceased Marine's unmarried dependent children from the Chief, Bureau of Naval Personnel (PERS 213D), Washington, DC 20370-5640 and from the American Legion, National Headquarters, P.O. Box 1055, Indianapolis, IN 46206.
2. Some states have scholarship assistance for the family members of deceased military personnel. Advise the NOK to check with the local state board of education.

Figure 2-1.--CACO Checklist/Guide For Death Cases--Continued.

CACO CHECKLIST/GUIDE FOR DEATH CASES

3. Advise the NOK to contact the nearest DoVA office for possible educational benefits administered by that agency.

\_\_\_\_\_ Deliver any pending awards or promotion warrants, the honorable service certificate and lapel button, and assist in filling out all the claim forms. Bring the completed claim forms back to your office and reproduce two complete copies. Keep one copy in your case file and mail or deliver a copy to the NOK. Be aware that these benefit claims may not represent all death entitlements. You should contact the local DoVA and Social Security offices to see if the NOK rates any benefits unique to that current state of legal residence.

\_\_\_\_\_ Remember that you are merely an agent to assist in the interpretation and completion of these forms. Do not get involved as a representative of the U.S. Marine Corps or U.S. Government in passing personal opinions or making promises you or the Government cannot keep.

\_\_\_\_\_ In the course of follow up telephone calls with the parent command, inquire about the status of the inventory and shipment of the deceased Marine's personal effects. These can become a very sensitive issues with the NOK. Request the parent command expedite shipment as soon as you get a delivery address from the NOK. You can have the parent command ship the personal effects to you for delivery to the NOK. In either event, ensure you or the parent command check them for embarrassing items prior to delivery.

PHASE V: FOLLOW UP VISITS

\_\_\_\_\_ Complete and return the Casualty Assistance Call Report to the CMC (MRC) within 30 days of receipt. Note any problems you had or you anticipate.

\_\_\_\_\_ Over the course of the next few weeks and months continue to remain in touch with NOK to check on the progress of death benefit payments, investigation reports, arrival of personal effects, and their general welfare. You'll find out later just how much this is really appreciated.

\_\_\_\_\_ The Marine Corps stands to gain or lose a tremendous amount of respect from all you do or fail to do during a casualty assistance call. The smallest of details take on extreme importance.

\_\_\_\_\_ Upon completion of your casualty assistance duties, organize the casualty case file, reproduce it so you have a copy for your records, and mail the original to the CMC (MRC).

## SPECIAL PROCEDURES FOR FAMILIES OF SUSPECTED SUICIDE CASES

Although suicide is a relatively rare event, you might be tasked with providing CACO services for such a case. The member's NOK may be even more profoundly affected by suicide than by many other kinds of death. Family members, in their grief, may become consumed by the need to find an explanation for the suicide. It is thus especially important for the CACO to avoid speculation about the underlying reason for the act. Be supportive and sympathetic, but be clear that the cause of the suicide is not something you are qualified to determine. Explain that a JAG investigation will be conducted--and that possibly a Naval Criminal Investigative Service (NCIS) investigation may be conducted as well--and that everything the Marine Corps discovers will be made known to the family when the investigations are complete.

Suicide can erode the survivor's capacity to trust others; family members may feel anger and resentment toward the deceased's command, and they may be eager to blame the Marine Corps for the death. It is not necessary in these situations for the CACO to defend the command or the service. Giving the family members a place to express their feelings and a sympathetic ear is more important than establishing the rightness of the service.

Many other difficulties in the relationships between the deceased and the survivors may surface at the time of a suicide. These difficulties may complicate the survivor's process of grief and adjustment. Family members may feel profound guilt. They may also feel that the suicide has brought shame to the family. They may also feel real anger toward the deceased. The CACO is not generally trained to help family members deal with these feelings. Be supportive, but do not hesitate to refer families for help from other professionals--members of the Chaplain Corps, medical personnel, Family Services Center counseling personnel, or the community grief and bereavement professionals.

Figure 2-2.--Special Procedures For Families Of Suspected Suicide Cases.

## MARCORCASPROC MAN

### CACO CHECKLIST/GUIDE FOR ILLNESS/INJURY CASES

#### INTRODUCTION

Assignment as a CACO may be psychologically and emotionally taxing, but may be one of the most rewarding tasks you will ever be assigned as a Marine. CACO's assigned to illness/injury cases require just as much preparation and diligence as those for death cases. Illnesses and injuries can quickly become life-threatening or fatal. As a CACO, you should become intimately familiar with MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROC MAN). This Manual has been carefully written to provide the necessary information to make your Casualty Assistance Call a success.

The MARCORCASPROC MAN provides specific instructions regarding the instances when casualty notification is required. Taskings may come from either the CMC (MRC), the cognizant Marine Corps District Headquarters, or your local command. CACO's may be commissioned, warrant, or staff noncommissioned officers.

Casualty assistance for ill or injured Marines normally occurs in three distinct phases: initial notification, subsequent visits, and additional follow up visits.

#### PHASE I: INITIAL NOTIFICATION

\_\_\_ Always have a dress or service uniform prepared. Casualty calls come when you least expect them.

\_\_\_ Open and maintain a case file for 2 years on every casualty call you conduct. Keep copies of all messages, and a chronological log of every action (time, date, what, who, etc.) you take from the minute you are tasked as the CACO through the follow up visits. This file will be invaluable if inquiries are made after your duties are complete.

\_\_\_ Be prepared for media interest. Desert Storm demonstrated the media's ability to disregard family sensitivity to "get the story." CACO's should carry telephone numbers for District, Recruiting Region, and HQMC Public Affairs Officers (PAO). CACO's, if confronted by media representatives, should refrain from making comments in deference to the privacy of the family of the Marine in question. Reporters' questions will be referred to the appropriate PAO. If the situation warrants, CACO's will remain at the residence to screen media at the scene. In addition to the media desiring to talk to and photograph the family, they will ask to interview and photograph the injured Marine. Coordination with the District PAO, Recruiting Region PAO, the hospital PAO, and HQMC/Public Affairs Media (as appropriate) is essential in these cases.

Figure 2-3.--CACO Checklist/Guide for Illness/Injury Cases.

MARCORCASPROC MAN

CACO CHECKLIST/GUIDE FOR ILLNESS/INJURY CASES

\_\_\_\_\_ As soon as you've been assigned as a CACO, immediately attempt to obtain a copy of the PCR released by the parent command. Have them FAX it to you if at all possible.

\_\_\_\_\_ Verify the NOK's name, address, telephone number (include area code), and relationship to the ill/injured Marine.

\_\_\_\_\_ Call the CMC (MRC) at DSN 426-1177/78 or commercial (703) 696-1177/78 immediately for clarification, authentication, or approval. After normal working hours the HQMC Casualty Duty Officer may be contacted at DSN 225-7366 or commercial (703) 695-7366.

\_\_\_\_\_ All notifications will be made in person. Only in imminent death cases (VSI) will a NOK be notified by other means. When the NOK has been notified by telephone, this does not nullify your responsibility to make a personal notification visit. Contact the CMC (MRC) if you have any doubts.

\_\_\_\_\_ Do not make notification between the hours of 2400 and 0500 unless directed. In cases where the Marine is not expected to live, and the NOK's presence is requested at bedside, this rule may be waived. Contact the CMC (MRC) for guidance.

\_\_\_\_\_ Attempt to find out if the NOK speaks a language other than English. If so, take someone with you who can help interpret your message.

\_\_\_\_\_ Never go on an initial notification alone. A chaplain, medical officer, or another Marine should accompany you. This individual can provide moral support, physical assistance in the event the NOK becomes seriously ill or aggressive, and verification (witness) of what occurs between you and the NOK.

\_\_\_\_\_ Prior to departing your office, call the parent command or the hospital where the Marine is located, or any other agency you feel is necessary to obtain additional information which may be helpful. The minor delay is often well worth the investment of time.

\_\_\_\_\_ Prepare a calling card with your name, home and work telephone numbers to give to the NOK.

\_\_\_\_\_ NOK may travel, at Government expense, to the bedside of an ill/injured Marine only if the Marine's condition is SI or VSI and the NOK's presence is requested by the attending physician. The physician's request must be in writing and must be endorsed, in writing, by the head of the medical facility (figure 2-5).

Figure 2-3.--CACO Checklist/Guide for Illness/Injury Cases--  
Continued.

CACO CHECKLIST/GUIDE FOR ILLNESS/INJURY CASES

Except for imminent death cases, this documentation must reach the CMC (MRC) prior to travel. If the presence of the NOK is requested by the attending physician, arrange for administrative support so a GTR and letter orders can be generated expeditiously (figure 2-8). Upon determining that the NOK desire to travel to bedside, telephone the details to the administrator standing by. This will save a great deal of precious time.

NOTE: 1) Only two individuals (spouse and child, or parents) may travel to the bedside of a SI or VSI Marine. Only transportation is reimbursed. NO PER DIEM IS AUTHORIZED. Ensure the NOK understand this. Contact the CMC (MRC) for guidance if irregularities exist.

2) NOK may be reimbursed for travel by POV or by common commercial carrier. Chartered planes and rental cars are not authorized.

3) Travel to a hostile fire area will not be authorized.

4) ITO requests must be generated by the CACO. Requests made by the NOK or on behalf of the NOK by other than the CACO will not be favorably considered.

5) No person will commit the Marine Corps to issuing an ITO before it is approved by the CMC (MRC).

6) ITO's will not be issued to the bedside of "brain dead" Marines. ITO's are granted for the well-being of the Marine, not to comfort bereaved NOK.

\_\_\_\_ If travel to bedside involves international travel, research how passports can be obtained in your area. Obtain telephone numbers and determine what documentation is required so you can relay this information to the NOK.

\_\_\_\_ Before beginning your notification, ensure you are addressing the right individual. Verbally verify the name of the person and the person's relationship to the Marine. Do not assume anything.

\_\_\_\_ When addressing the NOK, make every effort to display an understanding and helpful demeanor which will give comfort to the NOK. An overly formal approach or a flippant manner can seriously damage the Marine Corps reputation with the NOK, and possibly an entire community. Try to put the NOK at ease and let the NOK know the Marine Corps will help in any way possible.

Figure 2-3.--CACO Checklist/Guide for Illness/Injury Cases--  
Continued.

CACO CHECKLIST/GUIDE FOR ILLNESS/INJURY CASES

\_\_\_\_ Using discretion, advise the NOK of all known details surrounding the illness/injury. Use the information contained in the PCR. Do not embellish it with speculation or unsubstantiated information. Provide telephone numbers for the attending physician, medical facility, parent command, etc., so NOK can contact the persons directly involved in the case.

\_\_\_\_ Most injury cases require an investigation. Tell the NOK they will be entitled to a copy of the final report. Line 9 of the PCR will note if an investigation is being conducted. Verify the parent command's intentions and follow this up periodically. Copies of the final report may be ordered from the Office of the Judge Advocate General of the Navy (33), 200 Stoval Street, Alexandria, Virginia 22332. Copies of criminal, police, NCIS, etc., reports may also be requested by the NOK. Notify the CMC (MRC) if the NOK desire copies of these reports. The letter contained in figure 2-6 can be modified to request injury investigations. Note the different codes, (33) for death investigations and (21) for injury investigations.

\_\_\_\_ Answer any immediate questions the NOK may have.

\_\_\_\_ Ensure the NOK has your work, duty, and home telephone numbers where they can contact you for any assistance.

\_\_\_\_ Express to the NOK your sincerest concerns on behalf of all Marines and then depart by telling them you'll contact them on the following day to answer any further questions and to pass along any additional information.

\_\_\_\_ Write everything down. Don't rely on your memory.

\_\_\_\_ Tell the appropriate Marine Corps District or, if overseas, the unit that assigned you, the time of notification, any relevant information given by the NOK, and any problems.

PHASE II: SUBSEQUENT VISITS

Prior to the second visit to the family attempt to find the answers to the following questions:

\_\_\_\_ Has the Marine's condition or location changed? If so, get details concerning the change.

\_\_\_\_ If the presence of the NOK is warranted and requested by the attending physician, have the GTR and letter orders been prepared?

Figure 2-3.--CACO Checklist/Guide for Illness/Injury Cases--  
Continued.

CACO CHECKLIST/GUIDE FOR ILLNESS/INJURY CASES

Do the NOK understand that only transportation will be paid by the Government? Do they need financial assistance from Navy Relief or a local benevolent association? Do the NOK have appropriate passports, visas, etc.?

\_\_\_\_ On the second visit, relay any additional information concerning the Marine's condition or location to the NOK.

\_\_\_\_ If applicable, present the NOK with the GTR and letter orders for travel to the bedside of the SI or VSI Marine. Instruct them to keep in touch with you throughout their stay. Only in extremely rare circumstances will the visit to bedside exceed 5 days. Remind the family that per diem is not authorized and all their living expenses while at the bedside will be borne by the NOK.

\_\_\_\_ Determine if the NOK has any questions or concerns you can help them with. If not, and the NOK are not traveling, this will probably be your last visit with the family. Should the Marine's condition or location change, a telephone call to apprise the family of the change will usually be sufficient. Should the Marine's condition worsen or become fatal, return to the beginning of this checklist or turn to figure 2-1 as appropriate.

PHASE III: FOLLOW-UP VISITS

\_\_\_\_ If the NOK traveled to the bedside of the ill/injured Marine, upon their return, a travel voucher must be prepared for each person who traveled at Government expense. Submit the completed vouchers with the GTR or travel receipts and a copy of the letter orders to the CMC (MRC) for processing. DO NOT under any circumstances send the vouchers directly to the DFAS. This will cause an unnecessary delay in payment. It is not necessary to submit receipts for living expenses because per diem is not authorized and these expenses will not be reimbursed. Instruct the family that reimbursement for POV or commercial travel not covered by a GTR will take up to 2 months to receive after submission of the documentation to the CMC (MRC). Checks will be mailed directly to the NOK.

\_\_\_\_ This should conclude your casualty assistance to NOK of ill or injured Marines.

\_\_\_\_ Organize the casualty case file, reproduce it so you have a copy for your records, and mail the original to the CMC (MRC). Maintain the casualty case file for 2 years.

Figure 2-3.--CACO Checklist/Guide for Illness/Injury Cases--  
Continued.

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FREQUENTLY CALLED NUMBERS

HEADQUARTERS MARINE CORPS

HQMC CASUALTY SECTION (MRC) : DSN 426-1177/2070  
Coml (703) 696-1177/2070  
FAX (703) 696-2072

HQMC COMMAND CENTER: DSN 225-7366  
Coml (703) 695-7366

HQMC PUBLIC AFFAIRS OFFICE: DSN 224-1494/1492  
Coml (703) 614-1494/1492  
Duty Pager (202) 214-0433

HQMC RETIRED AFFAIRS SECTION: DSN 224-1958  
Coml (703) 614-1958  
Toll Free (800) 336-4649  
FAX (703) 614-4400 DSN 224-7460

HQMC PERSONAL EFFECTS OFFICE: DSN 426-0842/3  
Coml (703) 696-0842/3

HQMC TRAFFIC MANAGEMENT BRANCH (LFT) : DSN 426-0861  
Coml (703) 696-0861

HQMC DECORATIONS AND AWARDS BRANCH (MHM) : DSN 426-2040/2062  
Coml (703) 696-2040/2062

MARINE CORPS DISTRICTS

1st MCD, Garden City, NY: Coml (516) 228-5666/7  
FAX (516) 228-5645

4th MCD, New Cumberland, PA: DSN 977-4524/5  
Coml (717) 770-4524/5  
FAX (717) 770-4533/4641

6th MCD, Atlanta, GA: Coml (404) 347-7555/6  
FAX (404) 347-7590

8th MCD, New Orleans, LA: DSN 485-2361/2  
Coml (504) 361-2361/2  
FAX (504) 361-2734

Figure 2-4.--Frequently Called Numbers.

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FREQUENTLY CALLED NUMBERS

9th MCD, Kansas City, MO: DSN None  
Coml (816) 843-3884/7  
FAX (816) 843-3964

12th MCD, San Diego, CA: DSN 524-5572  
Coml (619) 542-5559  
FAX (619) 542-5552

TRANSPORTATION OFFICES FOR OVERSEAS TRAVEL

Dover AFB: DSN 455-6892/6186  
Coml (302) 678-6892/6186

Travis AFB: DSN 837-5168/5252  
Coml (707) 424-5168/5252

PASSPORT OFFICES FOR OVERSEAS TRAVEL OF NOK

State Department: Coml (202) 647-4000

Navy Annex: Coml (703) 614-1651

DRESS BLUE Navy Uniform Mail Order Shop  
Coml (800) 368-4088

ARLINGTON NATIONAL CEMETERY Coml (703) 695-3250/3255

NAVAL OFFICE OF MEDICAL/  
DENTAL AFFAIRS Coml (708) 688-2929  
Great Lakes, IL Toll Free 1-800-876-1131

NAVY CASUALTY DSN 224-2926/32  
Coml (703) 614-2926

AIR FORCE CASUALTY Coml (512) 652-3505

ARMY CASUALTY Coml (703) 325-8629

UNITED STATES ARMY CENTRAL IDENTIFICATION LABORATORY (CILHI)

Fort Shafter, HI 96858-5480 Coml (808) 438-1200

Figure 2-4.--Frequently Called Numbers--Continued.

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FREQUENTLY CALLED NUMBERS

<u>ARMED FORCES INSTITUTE OF PATHOLOGY</u>	(202) 576-3232/2439
<u>DEATH/INJURY INVESTIGATIONS</u>	
Judge Advocate General	(703) 325-9530
Naval Criminal Investigative Service	(800) 479-9685
<u>OFFICE OF SERVICEMENS GROUP LIFE INSURANCE</u>	213 Washington Street Newark, NJ 07102 (201) 802-3944 (800) 419-1473
<u>DoVA REGIONAL OFFICE</u>	1120 Vermont Avenue NW. Washington, DC 20421 (202) 872-1151 (800) 827-1000
<u>DEFENSE FINANCE AND ACCOUNTING SERVICE</u>	Claims Division
DFAS - Kansas City	816-926-5241
DFAS - Cleveland	800-269-5170
DFAS - Denver	800-435-3396
<u>MARINE CORPS LOCATOR</u>	DSN 278-3942 Coml (703) 784-3942
<u>INCOME TAX: FEDERAL</u>	Director, Internal Revenue Service Bureau of Internal Revenue Washington, DC 20224 (202) 622-5000
<u>STATE</u>	State Income Tax Commission
<u>FEDERAL CIVIL SERVICE</u>	Office of Personnel Management 1900 "E" Street, NW. Washington, DC 20003 (202) 606-2424
<u>NAVY-MARINE CORPS RELIEF SOCIETY</u>	801 North Randolph Street Arlington, VA 22203 (703) 696-4904
<u>RED CROSS</u>	(202) 737-8300

Figure 2-4.--Frequently Called Numbers--Continued.

SAMPLE DOCTOR/MEDICAL FACILITY REQUEST FOR NOK TRAVEL TO BEDSIDE

<p>From: Dr. Jonathan R. Smidt To: Commandant of the Marine Corps (MRC)</p> <p>Subj: NOK TRAVEL TO BEDSIDE OF SERIOUSLY ILL/INJURED MARINE</p> <p>1. As the attending physician of Lance Corporal Robert K. Lindsey 123 45 6789 USMC, I request his wife and baby daughter be authorized to travel to his bedside. Lance Corporal Lindsey is suffering from a broken back and I believe the presence of his family will facilitate his recovery.</p> <p style="text-align: center;">JONATHAN R. SMIDT CDR/USN</p> <hr style="border-top: 1px dashed black;"/> <p>FIRST ENDORSEMENT</p> <p>From: Commanding Officer, Naval Hospital, Beaufort, SC 29905 To: Commandant of the Marine Corps (MRC)</p> <p>Subj: NOK TRAVEL TO BEDSIDE OF SERIOUSLY ILL/INJURED MARINE</p> <p>1. I concur with Commander Smidt's recommendation that Lance Corporal Lindsey's wife and daughter be authorized travel to his bedside.</p> <p style="text-align: center;">JEFFREY A. SANDS CAPT/USN</p>
---

Figure 2-5.--Sample Doctor/Medical Facility Request for NOK Travel to Bedside.

SAMPLE LETTER REQUESTING DEATH INVESTIGATION

Name  
Address  
Date

Office of the Deputy Assistant Judge Advocate General (33)  
200 Stovall Street  
Alexandria, VA 22332-2400

and/or

Naval Criminal Investigative Service (NCIS) Headquarters  
WNY Building 111  
901 M Street, SE.  
Washington, DC 20388-5393

Gentlemen:

Name (include SSN), died while serving on active duty with the U.S. Marine Corps in YEAR. The unit at the time of death was \_\_\_\_\_, located at \_\_\_\_\_ . My relationship to this Marine is \_\_\_\_\_ .

I was advised by the Marine Corps Casualty Assistance Call Officer that the investigation into the facts and circumstances surrounding the death would take approximately 4 months to complete. I was further advised that the investigation would be reviewed by officers senior to the investigating officer who would endorse the investigation prior to its submission to your office.

As the primary next of kin of \_\_\_\_\_, I request a complete copy of the investigation into this death, to include copies of all endorsements. Please advise me of any documents that cannot be provided and the reason for the denial. If the investigation has not been completed, please advise me of the approximate date of completion, and send me the initial drafts as they may become available.

Sincerely,

Figure 2-6.--Sample Letter Requesting Death Investigation.

SAMPLE ITO FOR TRAVEL TO BURIAL OF DECEASED MARINE

From: Inspector-Instructor  
To: Mrs. Barbara Smith

Subj: AUTHORIZATION TO TRAVEL TO THE BURIAL OF  
SERGEANT JOHN SMITH 012 34 5678/0311 USMC

Ref: (a) MCO P3040.4\_ para 2006.4  
(b) JFTR, Vol I, para U5242

1. Per references (a) and (b), authority is granted to travel from your home to the burial of your son, Sergeant John Smith, and return.

2. The following travel and transportation entitlements are applicable:

a. Government Transportation Request or personally procured commercial transportation. You are advised that when using commercial transportation, accommodations must be the least costly service available which will permit satisfactory travel.

b. Allowance of \$0.30 per mile for the distance traveled only for the owner/operator of a privately owned vehicle.

c. Per diem is authorized for a maximum of 2 days.

d. No reimbursement of any expenses other than travel is authorized.

3. Once your travel is complete, provide all receipts and tickets to substantiate your claim for cost of transportation to your Casualty Assistance Call Officer (CACO). The CACO will then assist you in completing a Travel Voucher (DD Form 1351-2) and forwarding these documents to the CMC (MRC) for review.

4. The following appropriation data will be used:  
17\*1106.27AO 000 00027 0 067443 2D 00BNOK 027\*\*TOCBNOK:  
SDN M00027\*\*TOCBNOK (Where \* appears, use last digit of the fiscal year, or last two digits where \*\* appears.)

> CH 1 Figure 2-7.--Sample ITO for Travel to Burial of Deceased Marine

SAMPLE ITO FOR TRAVEL TO BEDSIDE OF SERIOUSLY ILL/INJURED MARINE

From: Inspector-Instructor  
To: Mrs. Barbara Smith

Subj: AUTHORIZATION TO TRAVEL TO THE BEDSIDE OF  
SERGEANT JOHN SMITH 012 34 5678/0311 USMC

Ref: (a) MCO P3040.4\_ para 2004  
(b) JFTR, Vol I, para U5246

1. Per references (a) and (b), authority is granted to travel from your home to the bedside of your son, Sergeant John Smith and return.

2. The following travel and transportation entitlements are applicable:

a. Government Transportation Request or personally procured commercial transportation. You are advised that when using commercial transportation, accommodations must be the least costly service available which will permit satisfactory travel.

b. Allowance of \$0.30 per mile for the distance traveled only for the owner/operator of a privately owned vehicle.

c. No Per diem is authorized.

d. No reimbursement of any expenses other than travel is authorized.

3. Once your travel is complete, provide all receipts and tickets to substantiate your claim for cost of transportation to your Casualty Assistance Call Officer (CACO). The CACO will then assist you in completing a Travel Voucher (DD Form 1351-2) and forwarding these documents to the Commandant of the Marine Corps (MRC) for review.

4. The following appropriation data will be used:  
17\*1106.27AO 000 00027 0 067443 2D 0CPNOK M00027\*\*CPNOK:  
SDN M00027\*\*TOCPNOK (Where \* appears, use last digit of the fiscal year, or last two digits where \*\* appears.

>CH 1 Figure 2-8.--Sample ITO for Travel to Bedside of Seriously Ill/Injured Marine

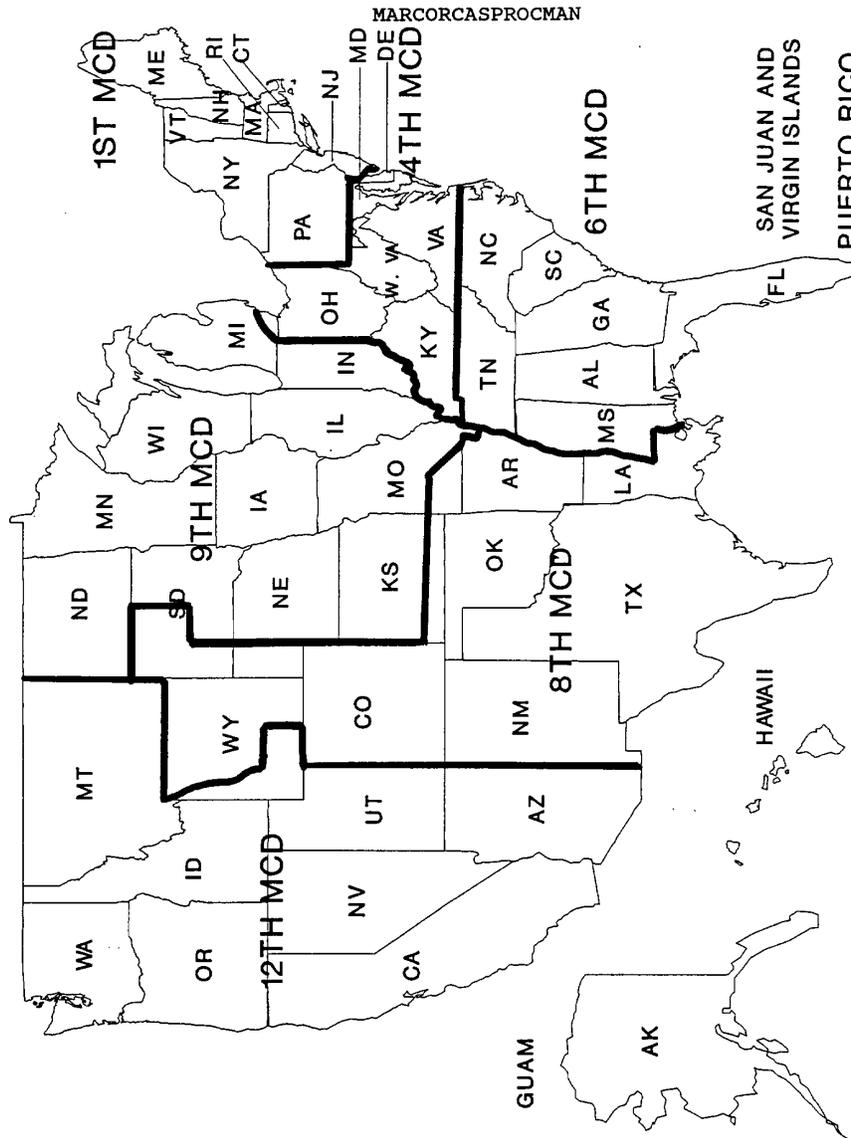


Figure 2-9.--District Boundaries.

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CHAPTER 3

DEATH CASES

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CHAPTER 3

DEATH CASES

3000. INTRODUCTION. This chapter covers procedures for handling remains, disposing of personal effects, closing out records, and escorting bodies. Figure 3-1 is a reporting unit checklist for death cases.

3001. GENERAL

1. Decedent Affairs

a. The Chief, Bureau of Medicine and Surgery (BUMED) is responsible for Department of the Navy decedent affairs.

b. NAVMEDCOMINST 5360.1 contains policies and instructions on decedent affairs and escorts; it applies to the Marine Corps.

2. Organ Donations. In general, organs are disposed of according to the PNOK's wishes except when the Marine specified disposition under the Uniform Anatomical Gift Act or when the organ(s), usually the heart and brain, are required for autopsy determinations or other studies authorized by law.

3002. HANDLING OF REMAINS

1. Evacuation and Identification

a. Evacuate identified remains to the nearest military medical facility or established collection point. If the casualty dies in a location outside of military control, call 911 and ask for the coroner's office. This will eliminate the cost of a civilian ambulance service.

b. If the remains are held by a civilian medical facility, the Naval Office of Medical/Dental Affairs will take care of further shipment. The Naval Office of Medical/Dental Affairs, Great Lakes, IL 60088-5200, is the central point of contact. Reach that office by calling DSN 792-2929 or commercial (708) 688-2929.

c. When the casualty dies within military control, include a minimum of two Statements of Recognition (DD Form 565). If two statements are not possible, include a statement giving all available information to assist in identification. Leave ID tags and personal effects on the remains (see paragraph 1008 and 3006.2a, respectively). See paragraph 3007.2 for disposition of health and dental records.

2. FMF Procedures. FMF units will include procedures for the identification, recovery, and disposition of remains in their standard operating procedures and operation plans.

3. Graves Registration. Graves registration or temporary burial will be authorized only by the commander of major military operations in accordance with FMFM 4-8.

3003. DISPOSITION OF REMAINS

1. Family Members Determination. Per Title 37, U.S. Code, the person most closely related to the decedent is entitled to direct disposition of remains in the following order:

- a. surviving spouse;
- b. children over the age of majority, by seniority;
- c. parents (if the parents are separated or divorced, the person having legal custody of the Marine upon entry into active duty);
- d. brothers or sisters by seniority;
- e. other blood relatives; or
- f. persons standing in loco parentis.

2. Complicated Cases. Refer any complicated case (e.g., PNOK implicated in the death, double homicide, parental status unclear, etc.) to the CMC (MRC).

3. Relinquishment. If the NOK authorized to receive the remains desires to relinquish the remains to another person, the NOK will sign the following statement, which will be witnessed by the CACO and forwarded to the CMC (MRC):

"I/We relinquish my/our right(s) to exercise control over disposition of the remains of (grade, name, SSN, and component) deceased. I/We further agree to allow (name, address, relationship) to exercise control over the disposition, as well as making all funeral and interment arrangements. I/We understand that this does not affect my/our entitlement to any possible benefits except reimbursement of funeral and interment expenses."

3004. MULTIPLE CASUALTIES. Refer to NAVMEDCOMINST 5360.1 for information on the handling of multiple casualties. Pay particular attention to the requirement for mapping the area and tagging remains.

3005. ESCORTS. One escort will accompany each set of remains or cremains except in unusual circumstances (e.g., commingled remains) or emergencies. When remains are returned from overseas on a military aircraft or a military contracted aircraft, the plane commander will act as the escort to the POE unless a special escort is requested by the PNOK and approved by the CMC (MRC). For purposes of this Manual, overseas includes Hawaii and Alaska. The CMC (MRC) will arrange for an escort from POE to place of burial in overseas cases. Commands desiring to send a command representative with the deceased who was not specifically requested by the PNOK and approved by the CMC (MRC) may do so using command TAD funds instead of BUMED decedent/mortuary affairs funding.

1. Escort Selection. Unless the PNOK requests a special escort, the escort will be of equal or higher grade and be from the deceased's unit, if possible. The escort must be chosen with care and be able to represent the Marine Corps in a credible manner. The escort should be a close personal acquaintance and of the same cultural and religious background as the deceased, if possible. During combat, escorts will not normally be members of the same unit as the Marine. Escorts will be assigned by the CMC (MRC) from local available assets.

2. Special Escort. The PNOK may request a special escort (Marine, civilian, family member, or member of another service). If the requested escort is from the parent unit, send the special escort, if available. If the requested escort is a member of another command, request that unit to send the escort, if available. If the PNOK asks for an escort from another service or if the command is unknown, contact the CMC (MRC). If a special escort is not available, the unit commander will select another escort and tell the CACO to brief the PNOK of this decision. Refer requests for special escorts from overseas to the CMC (MRC). Only one escort (civilian or military) will be funded by the CMC, using appropriation data for escort travel. Commanders may send an additional escort at unit expense.

3. Escort Travel

a. In the CONUS, issue TAD orders to escorts authorizing travel to and from the burial site, and a stopover at the destination not to exceed 72 hours. State that any stopover exceeding 72 hours will be charged as leave unless a prior extension is approved by the CMC (MRC). Outside of the CONUS, call the CMC (MRC) for instructions. Guidelines vary according to geographical location.

b. Escorts will travel at Government expense and will be given a travel advance sufficient to defray expenses. First class travel must be approved by the CMC (MRC) prior to travel and will be approved only if coach class travel is not available, and a delay in delivery of remains would otherwise occur.

c. Appropriation data for escort travel will be provided by the CMC (MRC).

4. Escort Counseling. Units will counsel the escort to:

a. wear the seasonal service "A" uniform;

b. refrain from use of alcoholic beverages;

c. witness the loading and unloading of the remains;

d. stay with the remains at all times unless they are placed in a secure area, under cover, away from public view, or until they are delivered to the receiving funeral home;

e. contact the CACO or the receiving funeral home with any transportation schedule changes (this may be done through the CACO);

f. inspect the casket or case for damage, and if damaged, get a statement concerning damage and liability from the carrier;

g. place and secure the flag over the casket at the destination or authorized stopover point before release to the funeral home (flag is placed lengthwise over the casket with the blue field at the head over the left shoulder);

h. offer sympathy to the PNOK and attend the funeral if the PNOK does not object;

i. not speculate or offer opinions regarding the circumstances of death, ongoing investigations, death benefits, funeral expenses, etc., and to refer all questions to the CACO (Note: Escorts will not tell family members that they have been ordered not to talk about the incident, as this implies a cover-up. They should state that they lack any specific knowledge of the particulars of the case and that the CACO is the point of contact for the family members and their questions should be referred to him/her.);

j. contact the CMC (MRC) immediately if there are any problems concerning escort duties or death benefits which cannot be solved by the escort or the CACO, respectively; and

k. become familiar with NAVPERS 15955-F.

## 3006. PERSONAL EFFECTS

1. Inventory. When a Marine dies, inventory all personal effects and prepare them for shipment/storage in accordance with the current edition of MCO P4050.38. Personal effects include all household goods and privately owned vehicles (POV) accessible to the Marine Corps. Notify the local transportation office of any POV's so the Government can pay any immediate towing and storage fees and place the POV in Government control for further shipment or storage.

2. Handling

a. Inventory personal effects found on or near the remains as soon as possible after law enforcement investigations are complete. Place personal effects in a bag. Mark, bag, and attach to the remains any items found near the deceased per NAVMEDCOMINST 5360.1. In the case of mass casualties, do not remove clothing, personal effects, equipment, or ID tags found on or near the deceased. These belongings may be required for positive identification.

b. Retain Government property with the remains until the commander makes tentative identification; then return the property to the appropriate supply activity.

c. Destroy relatively valueless effects such as toiletries, cleaning supplies, and damaged clothing (e.g., blood stained or soiled clothing that cannot be properly dry cleaned). Make an itemized list of all items destroyed and forward it to the CMC (MRC) for inclusion in the members SRB/OQR. DO NOT include this list on the inventory sent to the NOK. For guidance on destroying obscene or objectionable matter contact the CMC (MRC).

3. General Disposition Information. Commanders will coordinate with the CMC (MRC) to identify the proper recipient and ensure the personal effects are shipped or stored per the recipient's desires and in accordance with MCO P4050.38.

4. Recipients

a. Per Title 37, U.S. Code, the following persons, in order of precedence, are eligible recipients of a deceased Marine's personal effects:

(1) spouse (always means current spouse and never a former spouse; the spouse takes precedence in all cases unless the spouse requests, in writing, that someone else receive the shipment);

(2) eldest child (if a minor, ship the effects in care of the guardian or person having custody of the child);

(3) parents, if living together;

(4) custodial parent, when parents are divorced or legally separated and the deceased was a minor when they divorced or separated (in shared or joint custody, the custodial parent is the one who had physical custody of the deceased the majority of the time);

(5) parent making funeral arrangements;

(6) brothers or sisters by seniority; or

(7) other NOK according to blood relationship and age.

b. In cases where more than one person within a category, as outlined above, is eligible to receive personal effects and an agreement cannot be made by the parties, ship or deliver the effects to the geographically closest eligible person, and inform any other eligible person(s).

5. Location of Recipient Unknown. If, after diligent search, you cannot locate the recipient notify the CMC (MRC) for disposition instructions.

6. Limitations on Shipment/Storage. Per the JFTR, Volume I, recipients are authorized shipment/storage of personal effects/household goods at Government expense for 1 year after the Marine's date of death. If the recipient desires nontemporary storage, immediately tell the transportation office handling the personal effects. Refer any unusual cases or requests for extensions to the CMC (MRC).

### 3007. SERVICE RECORDS

1. SRB/OQR. Immediately FAX a copy of the SGLI election form to the CMC (MRC) at DSN 426-2072 or commercial (703) 696-2072. Close out and forward the SRB/OQR to the CMC (MRC) within 48 hours of the death per instructions contained in table 4-1 of MCO P1070.12. Forward the record via priority mail. DO NOT use consolidated mail. Clearly mark on the outside of the envelope:

"DECEDENT RECORDS FOR THE CMC MRC--PRIORITY"

The CMC (MRC) must have this record to certify benefit payments such as SGLI and arrears of pay. DO NOT retain records for an investigation or any other purpose. Make certified copies of relevant documents and forward the SRB/OQR, within the 48-hour timeframe. (When the death occurs outside the CONUS or onboard ship, the service records will be placed in the transfer case with the remains to ensure timely arrival in the CONUS.)

## 2. Health and Dental Records

a. In the CONUS, close out and forward health and dental records with the SRB/OQR to the CMC (MRC).

b. Outside the CONUS, or if positive identification has not been made, forward the health and dental records with the remains. If the remains have not been recovered, keep the health and dental records for 10 days or until the search has been completed. If there are no remains, send the records to the CMC (MRC).

3. Pay and Allowances. Ensure the DFAS is included as an information addressee on the PCR reporting the death.

3008. DEATH INVESTIGATION. The Judge Advocate General (JAG) Manual requires death investigations when the death is not from natural causes. Investigations are not required when the death is the result of enemy action, unless it occurs under peculiar or doubtful circumstances.

1. Upon completion, and after the investigation is reviewed by the convening authority, forward an advance copy to the Judge Advocate General of the Navy (33), 200 Stoval Street, Alexandria, VA 22332-2400.

2. Only the Judge Advocate General of the Navy is authorized to release investigations.

3. If the deceased Marine was in a Reserve status, the investigation must include the travel time to or from drill, the scheduled beginning or ending time of the duty or drill, and the authorized method(s) of travel.

4. The NOK may request a copy of the investigation by writing the Judge Advocate General of the Navy (33), 200 Stoval Street, Alexandria, VA 22332-2400. Autopsy reports (if one was done) are normally included in the investigation. Investigations are available for release within about 4 months of the incident (figure 2-5 may be used to request an investigation).

3009. POSTHUMOUS PROMOTION. Deceased sergeants and above selected for enlisted promotion by a selection board may be posthumously promoted. The date of rank is the selection board's approval date; the effective date is the date of death. The CMC (MMPR) will issue a promotion certificate upon receipt of a PCR indicating death. Promotions will not be effected if the circumstances of death discredit the Marine Corps. See MCO P1400.32 for policy and procedures on posthumously promoting enlisted Marines. If there are any known restrictions preventing

promotion, state them in the remarks section of the PCR. Posthumous promotions do not apply to Marines in the grades of private through corporal.

1. A person may be posthumously promoted or commissioned if:
  - a. appointed to commissioned or warrant officer grade but was unable to accept the appointment because of death in the line of duty;
  - b. successfully completed Officer Candidate School (OCS) and the commanding officer of OCS recommends appointment to commissioned grade; or
  - c. officially recommended for appointment or promotion to a higher commissioned grade and whose appointment was approved by the Secretary of the Navy.
2. No person is entitled to any bonus, pay, or allowance because of a posthumous promotion.

3010. POSTHUMOUS CITIZENSHIP. U.S. citizenship may be granted to an alien or noncitizen national whose death occurs while on active duty during specified periods of military hostilities. Requests for posthumous citizenship will be made by the CMC (MRC) upon receipt of a PCR indicating that the Marine is an alien or a noncitizen (state so in the remarks section of the PCR). Survivors are not entitled to any benefits as a result of posthumous citizenship. A Marine is eligible if he or she served honorably in an active duty status or died as a result of injury during specified periods of military hostilities.

REPORTING UNIT CHECKLIST FOR DEATH CASES

For All Marines Who Die On Active Duty

\_\_\_\_\_ Immediately after a casualty occurs, telephone the CMC (MRC) with preliminary information.

\_\_\_\_\_ Telephone the Marine Corps District where the NOK live, alert them to the casualty, and give them current facts.

\_\_\_\_\_ If the NOK live in the local area, tell the Marine Corps District that your unit will make notification. Inform the District when notification has been made.

\_\_\_\_\_ Submit PCR per paragraph 1001. Submit supplemental reports, as necessary.

\_\_\_\_\_ Make sure proper addressees are included, especially the DFAS, Marine Corps District, and the Naval Office of Medical/Dental Affairs (figure 1-3).

\_\_\_\_\_ If remains are with unit, properly identify and transfer with health and dental records to a medical facility.

\_\_\_\_\_ FAX a copy of the SGLI election form to the CMC (MRC) at DSN 426-2072 or commercial (703) 696-2072.

\_\_\_\_\_ Inventory and ship personal effects per MCO P4050.38. Also included are household effects in authorized quarters, and vehicles the Marine had at those quarters, place of duty, or at the time of death.

\_\_\_\_\_ Immediately coordinate with the local transportation office if the local supply section cannot ship the effects. See MCO P4050.38 and paragraph 3006 of this Manual.

\_\_\_\_\_ Convene an investigation, if required, and forward an advance copy to the Judge Advocate General of the Navy (33), 200 Stoval Street, Alexandria, VA 22332-2400. Forward original investigation through the appropriate chain of command.

\_\_\_\_\_ Send a condolence letter to the PNOK and SNOK within 48 hours (figure 1-10).

\_\_\_\_\_ Coordinate with appropriate Naval Hospital, Naval Office of Medical/Dental Affairs, or cognizant military medical facility about shipment of remains.

Figure 3-1.--Reporting Unit Checklist for Death Cases.

REPORTING UNIT CHECKLIST FOR DEATH CASES

\_\_\_\_\_ Close out and forward SRB/OQR to the CMC (MRC) within 48 hours of the death per paragraph 3007.2.

\_\_\_\_\_ Contact the CMC (MRC) immediately if there are any problems.

\_\_\_\_\_ Enter the required unit diary statements into the Marine Corps Total Force System (MCTFS) per MCO P1080.40.

Figure 3-1.--Reporting Unit Checklist for Death Cases--Continued.

CHAPTER 4

FUNERAL SUPPORT

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CHAPTER 4

FUNERAL SUPPORT

4000. INTRODUCTION

1. The Marine Corps renders appropriate military honors at funerals for any Active duty, Reserve, retired, or former Marine whose last service was honorable (this includes former Marines who subsequently served in other services, if the PNOK requests support). When another branch of service is unable to provide military honors at funerals and that branch requests the Marine Corps to so provide, every attempt will be made to do so. Additionally, Active, Reserve, retired, or former servicemembers of other branches who had documented service with a Marine unit (i.e., corpsmen, chaplains, etc.) will, upon request of the PNOK, be afforded honors by Marines.

2. The Marine Corps participates in funeral ceremonies to honor deceased Marines. This participation is primarily for the PNOK's benefit; consequently, their wishes should be followed whenever possible, within applicable regulations. Only support requested by the PNOK should be provided. A properly executed funeral ceremony can have great significance to the family, their community, and the Marine Corps reputation; conversely, any lack of care in executing funeral ceremonies can have a far-reaching negative impact.

3. This chapter contains the requirements and guidance for a basic military funeral ceremony. Figure 4-1 shows the correct method for folding a flag. Figure 4-2 describes a basic funeral. NAVMC 2691 has more detailed instructions.

4001. GENERAL

1. Units will provide funeral support within the constraints of available resources. If a unit is unable to honor a request for funeral support, request assistance from the Marine Corps District, the closest Marine Corps activity, or contact the CMC (MRC). In any event the CMC is the only person who may deny a request. The word "funeral" generally means a burial service at a grave; however, for this chapter's purposes, it also includes memorial services (at a chapel) and services where there are no remains (i.e., remains not recovered).

2. Funeral support is NOT provided when:

a. the circumstances of death discredit the Marine Corps, or when the Marine is in a deserter status (refer questionable cases to the CMC (MRC));

b. the funeral will seriously interfere with the unit's primary mission;

c. the funeral detail would take longer than 1 day (in Medal of Honor or active duty cases, unit funds may be used for travel of more than 1 day, but only for the period necessary to perform the ceremony).

3. Ceremonial participants will wear the Blue Dress uniform with a mourning band on the left sleeve. All other military personnel in attendance should wear the service "A" uniform or equivalent.

4. For information on flowers, see the CACO Checklist/Guide For Death Cases, figure 2-1.

5. Request memorial flags through normal supply channels (NSN 8345-00-656-1432), the nearest DoVA Regional Office, or any U.S. Post Office. Units should keep a limited supply of flags on hand for this purpose. Normally, flags should be issued to the PNOK or the PNOK's designee. If there is more than one PNOK (e.g., two children), a flag may be presented to each one.

6. In any case where a CACO is assigned, refer all questions regarding death circumstances or benefits to the CACO.

4002. MINIMUM FUNERAL SUPPORT REQUIREMENTS. Provide the following honors within the constraints of available resources to all Marines or former Marines whose last service was honorable:

1. six bodybearers;

2. seven person firing party (may be augmented by bodybearers) and a noncommissioned officer in charge (with sword, if available);

3. a bugler (or substitute, such as a civilian musician or, as a last resort, a professional quality tape recording);

4. an OIC (or staff noncommissioned officer in charge) of equal or higher grade than the deceased (if possible) to act as the CMC's representative and present the memorial flag to the PNOK; and

5. a military chaplain, preferably Navy, if available, and if the PNOK requests one.

4003. FUNERAL CEREMONIES

1. Normally, the military ceremony will be at the grave (figure 4-2.)
2. If there is a chapel ceremony and no military funeral at the grave, (e.g., remains are not recovered or PNOK desires Marines at the chapel service only) then the rifle salute, "Taps," and flag presentation will take place outside the chapel following the service. If there is no firing party or bugler, give the flag to the PNOK inside the chapel immediately following the benediction. In any case, coordinate the ceremony with the chaplain or minister before the service.
3. Give the memorial flag(s) to the PNOK or the PNOK's designee using words to this effect:

"On behalf of the President of the United States and the Commandant of the Marine Corps, please accept this flag as a symbol of our appreciation for your loved one's service to Country and Corps."

These condolences are for the PNOK's benefit and should not sound rehearsed, overly formal, or ceremonious.

4. During the service, whether at the grave or chapel, drape the flag over the casket. In some cases, it is prudent to prefold the flag (e.g., there are flowers covering the casket or there are not enough Marines to fold the flag at the ceremony). A prefolded flag will be placed on the casket as close to the heart as possible. If it is impossible to place the flag on the casket, or if there are cremains, the Marine Corps representative will hold the flag during the ceremony. Never put anything on top of the flag.
5. When outside, always salute the memorial flag when it is moved with the casket, and when receiving it from or giving it to someone.

4004. BASIC FUNERAL SEQUENCE AT A GRAVE1. Movement to Grave

- a. The OIC, chaplain, and firing detail are positioned per figure 4-2. Within terrain constraints, the firing detail should stand in a position as to be seen by the family, and at least 50 feet away so that mourners will not be startled by the volleys. Remember, the ceremony is for the PNOK, so try to place all Marine participants in the PNOK's field of view.

b. The OIC moves to a location best suited for controlling the hearse placement. All salute as the hearse approaches. Once the hearse is stopped, the OIC comes to order arms and returns to the chaplain's left on the side of the road nearest the grave. (A military chaplain, if in uniform and not in vestments, will execute a hand salute whenever the OIC salutes the flag as it is moved, and during the volleys and "Taps;" civilian clergy may place the right hand over the heart in lieu of a salute.)

c. The bodybearers move directly behind the hearse.

d. The civilian funeral director usually places the PNOK and family near the rear of the hearse. When the funeral director is ready, the OIC commands the bodybearers to "move up" (the OIC's commands should be audible only to the Marines executing them) and as the bodybearers remove the casket, the OIC commands, "hand salute." The casket is carried feet first and, if necessary, turned about only at the grave. (Cremains will be carried by one Marine and the flag by another. The Marine holding the flag will walk to the right of the cremains up to the grave. The other four bodybearers are already in position at the grave, and when the cremains are placed on the bier, the six bodybearers will unfold the flag, hold it at waist level, and continue the ceremony.)

e. After the cremains/casket is removed from the hearse, the chaplain faces toward the grave and walks ahead of the remains, to the grave.

f. The OIC comes to order arms and follows the casket.

g. Family and friends follow the OIC.

h. The OIC and chaplain position themselves at the head of the grave and render a hand salute until the casket is in place on the bier.

i. The bodybearers gently place the casket on the bier, lift the flag up to waist height, and step back slightly in order to make the flag taut. They hold this position until after "Taps" (unless they are members of the firing detail, in which case they place the flag back on the casket and proceed to their positions in the firing detail before the chaplain begins the service).

j. Family is seated and the service begins. Make sure the funeral director places the PNOK receiving the flag in the seat closest to the head of the grave.

## 2. Honors

- a. At the grave, the chaplain conducts the service and then steps aside.
- b. The funeral director asks the family to stand.
- c. The OIC turns and signals the firing detail by hand salute to begin the volleys. The OIC then returns to order arms, faces the grave, commands "hand salute," and holds his or her salute until "Taps" has been played.
- d. The firing detail fires three volleys and then presents arms.
- e. The bugler plays "Taps."
- f. After "Taps," the OIC, chaplain, and firing detail come to order arms and the bodybearers fold the flag (see figure 4-1) and pass it to the bodybearer standing at the deceased's right shoulder.
- g. The OIC approaches the bodybearer holding the flag and salutes.
- h. The bodybearer hands the flag to the OIC and salutes.
- i. The OIC takes the flag left hand over right, gives the flag to the PNOK using the words from paragraph 4003.3, steps back, and salutes. The OIC then removes the glove from his or her right hand and expresses condolences to the PNOK. At this point, military honors are completed, and the chaplain usually offers condolences to the PNOK. The OIC and the funeral detail should then quietly and ceremonially depart the area. Except for religious ceremonies, family prayers, or eulogies, no other ceremonies may be conducted during the military portion of the funeral. After the military portion of the ceremony is over, the family may desire to have other ceremonies conducted (e.g., masonic ceremonies, bagpiper, etc.).

CORRECT METHOD FOR FOLDING THE UNITED STATES FLAG

A and B—Holding the flag waist high, fold the lower striped section of the flag over the blue field.

C—The folded edge (the edge nearest the reader in B) is then folded over to meet the open edge.

D—A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.

E—The outer point is then turned inward parallel with the open edge to form a second triangle.

F—The triangular folding is continued until the entire length of the flag is folded in this manner.

G—When the flag is completely folded, only the blue field should be visible and it should be folded in the triangular shape of a cocked hat.

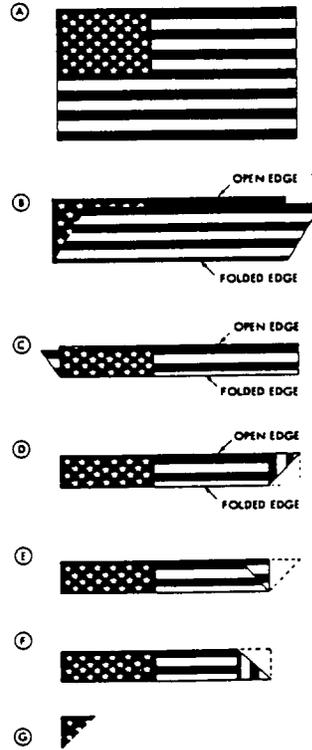


Figure 4-1.--Correct Method For Folding The United States Flag.

BASIC FUNERAL CEREMONY

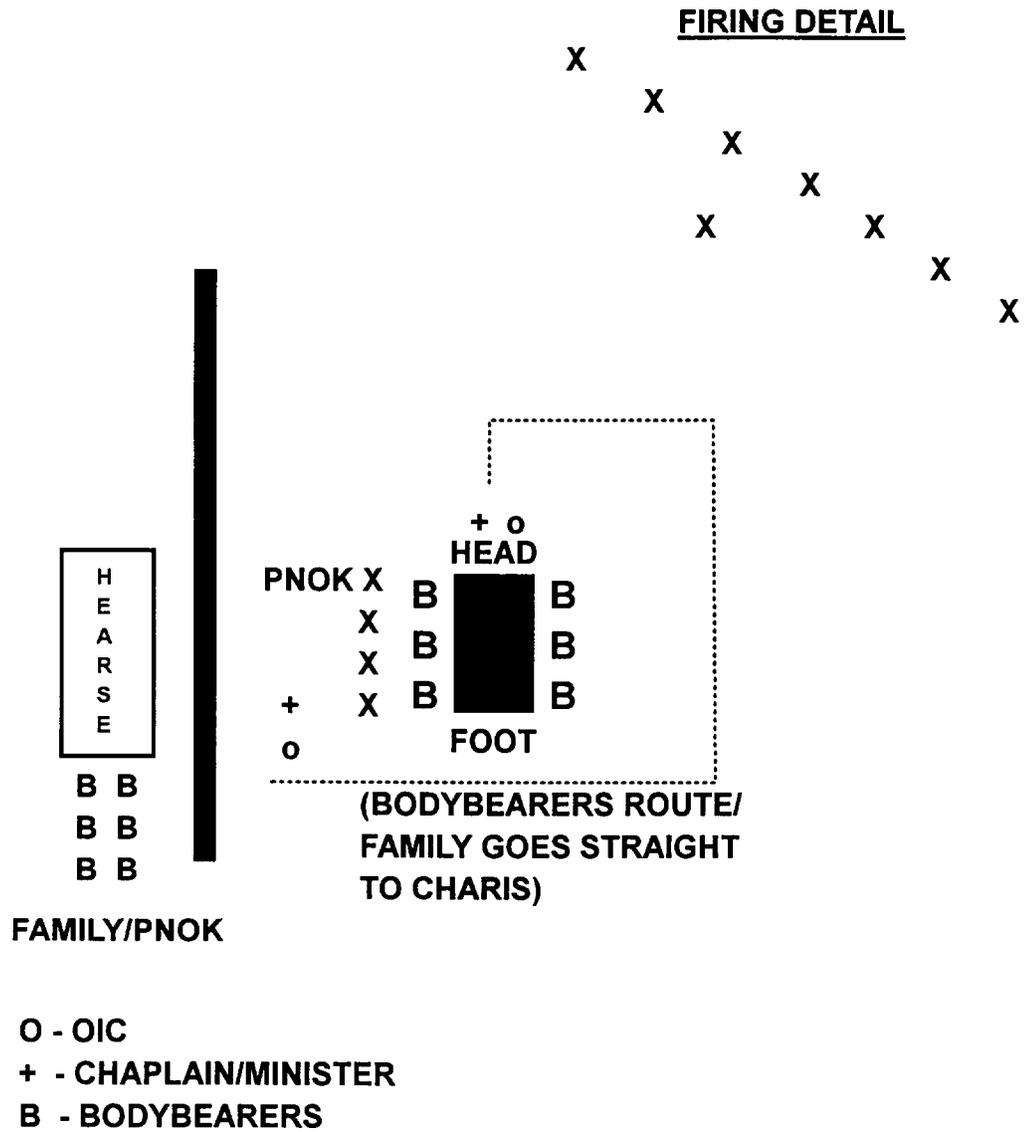


Figure 4-2.--Basic Funeral Ceremony.

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CHAPTER 5

UNACCOUNTED-FOR PERSONS

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CHAPTER 5

UNACCOUNTED-FOR PERSONS

5000. INTRODUCTION. The missing persons issue is extremely important and complex. It involves statutory definitions and payments under Chapter 10, Title 37, U.S. Code (Missing Persons Act) which are not commonly understood. Other issues which complicate the missing status are dependents' rights and benefits, and the families' vulnerability to unethical conduct by persons seeking to capitalize on the situation. Be careful to follow this chapter's procedures when any casualty is Duty Status Whereabouts Unknown (DUSTWUN) or missing. A comprehensive checklist of CACO responsibilities in DUSTWUN/missing cases is provided at figure 5-1. Refer any questions not covered by this chapter to the CMC (MRC).

5001. DEFINITIONS

1. 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 determination of missing or deceased. Assigning the DUSTWUN status gives the commander time to fully investigate a Marine's disappearance, and precludes prematurely declaring a member missing which automatically invokes statutory provisions under the Missing Persons Act. It requires neither a unit diary nor an SRB entry, nor does it alter a Marine's pay status. DO NOT assign this category if the casualty is known to be dead/remains not recovered (see paragraph 1004.4a).

2. Missing. A casualty status applicable to a person who is not at his or her duty location due to apparent involuntary reasons and whose location may or may not be known. Chapter 10 of Title 37 U.S. Code provides statutory guidance concerning missing members of the military services. Excluded are personnel who are in a UA, deserter, or dropped-from-rolls status. A person declared missing is further categorized as follows:

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

b. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for the purpose of compelling it to surrender.

c. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

d. 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.

e. 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.

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

g. 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.

3. Dependent. In this chapter, the term dependent is separate and distinct from the terms NOK and/or beneficiary. This is because of various rights afforded the legal dependents of missing servicemembers which do not necessarily apply to NOK or beneficiaries. Dependents include:

- a. spouse;
- b. unmarried child (natural, adopted, or stepchild) under 21 years of age or 23 years of age if the child is in college;
- c. parent or other person authorized as a dependent in the service records; or
- d. person determined to be a dependent by the CMC (MHP).

#### 5002. COMMAND RESPONSIBILITY IN MISSING AND CAPTURED CASES

1. Reporting. Immediately report, by PCR, all casualties/Marines who are not present or appear 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 first gather the facts to make a proper status determination. Make no record book or unit diary entries at this time. During contingency, crisis, and war, send an information copy of the PCR to the CMC (CRC) for both missing and UA personnel.

## 2. Investigation

a. Once a casualty/Marine has been 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 this search is ongoing the member is NOT to be placed in a "missing status." (The maximum amount of time that a person can remain in a DUSTWUN status is 10 days from the date of disappearance). Subsequent to submission of the initial PCR placing the Marine in a DUSTWUN status, the commander will submit daily supplemental search reports to the CMC (MRC) that include the extent, progress, and other pertinent information in order that the NOK may be kept informed. Daily supplemental search reports are required unless not feasible for security reasons. Submission of search reports shall continue until a report is sent stating that the search has been discontinued and the member involved is:

(1) Recovered alive and returned to military control.

(2) Reported in a missing status, as directed by the CMC (MH), because evidence of death or unauthorized absence is not considered conclusive.

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

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

(a) Conclusive evidence of death may be considered to exist when information (eyewitness statements, circumstances of disappearance, results of immediate search, local conditions, terrain) overcomes beyond any reasonable doubt or logical possibility that a DUSTWUN category person 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 command has the authority and duty to submit a report of death. The date of death will be the date the member was placed in a DUSTWUN status unless the circumstances indicate subsequent survival.

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

b. The investigative report must be received at the CMC (MRC) within 10 days of the disappearance. The report must contain opinions and recommendations on whether the Marine should be declared dead, missing, or UA. If the convening authority determines the Marine to be dead or UA, then appropriate action should be taken to issue a supplemental PCR and run appropriate MCTFS entries. If the recommendation is to declare the Marine missing, the convening authority will include in the report to the CMC (MRC) 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 attending circumstances; and a recommendation from the commanding officer as to the proper casualty status. Factors, such as remote distances from occurrence and lack of current on scene information, make immediate determination and reporting difficult but does not relieve a member's commanding officer from the responsibility for submission of the report required for review in determining the members status under the Missing Persons Act (Title 37 U.S. Code, 551 to 558). Upon receipt of this report, and based on the information contained therein, the Director, Human Resources Division, CMC (MH), who is the Secretary of the Navy Designee, will determine if the Marine should be carried as missing or declared dead. The unit will then be notified and directed to report the appropriate status. Once the Marine is reported in a missing status, the commanding officer is prohibited under the Missing Persons Act (Title 37 U.S. Code, 551 to 553) from reporting any further change in status. The missing case becomes the responsibility of the Secretary of the Navy or his designee (Director, Human Resources Division, CMC (MH)).

c. During the investigation, an initial determination must be made regarding whether the Marine had a security clearance and access to classified information. If 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 the impact on the command. In crisis, contingency, or wartime situations, or if the Marine had access to classified information, send an information copy of all such investigations to the CMC (CRC). Send copies of the investigation to 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 the CMC (MRC); commands are requested to FAX a copy to DSN 426-2072 or commercial (703) 696-2072.

3. Release of Information. Releasable information on missing or captured Marines is limited to basic biographical information such as name, date of loss, country of loss, and current status. Exceptions include information released to a third party who has

written consent from a court appointed legal guardian of the missing Marine, and Section 552 of Title 5 U.S. Code, (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.

4. Procedures When Declared Dead. See Chapter 3.

5. Procedures when Declared Missing

a. Immediately, upon initial declaration of DUSTWUN status, inventory the Marine's personal effects.

b. If the Marine is declared UA, maintain the personal effects in supply until dropped from the rolls and declared a deserter. After which, ship them to the proper recipient per paragraph 3006.

c. If the Marine is subsequently declared dead, ship them to the proper recipient per paragraph 3006.

d. If the Marine is determined to be missing, and declared as such by the Director, Human Resources Division, CMC (MH), transfer the Marine by SRB (including health and dental records) and unit diary entry (per MCO P1080.40, MCTFSPRIM) to the Captured and Missing Unit, CMC (MRC) (MCC 010, RUC 54003).

e. If at any time, additional information on the Marine's status is received, immediately notify the CMC (MRC) by the most expeditious means possible. Follow the notification with a supplemental PCR containing the updated information. During contingency, crisis, and war, include an information copy to the CMC (CRC).

5003. MISSING PERSONS ACT

1. General

a. All determinations under the Missing Persons Act, Title 37 U.S. Code, Section 551, and the casualty regulations now in effect relating to Marine Corps personnel and their dependents are the responsibility of the Director, Human Resources Division, CMC (MH), who is the designee of the Secretary of the Navy. The Director, Human Resources Division may make any determination necessary to administer the Missing Persons Act and, except that

the Secretary and his designee may change or revoke any prior determination(s) made under the Act, such determination when so made is conclusive as to:

- (1) death or finding of death;
- (2) the fact of dependency under the Act;
- (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 the Missing Persons Act;
- (5) an effective date, including one on which evidence or information is received by the Director, Human Resources Division; and
- (6) whether information received concerning a member of the Marine Corps is to be construed and acted on as an official report of death.

b. The Missing Persons Act 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, the Director, Human Resources Division determines there is evidence the Marine is dead.

2. Status Review. After 12 months, the Director, Human Resources Division 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's report, the Director, Human Resources Division will either determine the Marine is dead, or direct the missing status to continue if the Marine can reasonably be presumed to be alive. The Marine's dependent(s) may attend the board's hearing and be represented by counsel. The CMC (MRC) will give all the information concerning the status review board to the dependent(s) through the assigned CACO at least 21 days before the board's meeting.

3. Promotions. Missing Marines will continue to be eligible for promotion.

4. NOK Benefits. The CMC (MRC) will fully explain (through the CACO) all the benefits to the NOK when the initial missing determination is made (figure 5-1).

## MARCORCASPROCMAN

### CACO CHECKLIST/GUIDE FOR MISSING/CAPTURED CASES

#### INTRODUCTION

Assignment as a CACO may be psychologically and emotionally taxing, but may be one of the most rewarding tasks you will ever be assigned as a Marine. CACO's assigned to missing/captured cases require just as much preparation and diligence as those for death cases. Marines missing or captured can quickly be reclassified as deceased. Further, the families of missing/captured Marines may fall prey to the unethical practices of persons who may desire to capitalize on the situation. As a CACO, you should become intimately familiar with MCO P3040.4, Marine Corps Casualty Procedures Manual (MARCORCASPROCMAN). The Manual has been carefully written to provide the necessary information to make your Casualty Assistance Call a success.

The MARCORCASPROCMAN provides specific instructions regarding the instances when casualty notification is required. Tasking may come from either the CMC (MRC), the cognizant Marine Corps District Headquarters, or your local command. CACO's may be commissioned, warrant, or staff noncommissioned officers.

Casualty assistance for missing/captured Marines normally occurs in three distinct phases: initial notification, second visit, and additional follow up visits.

#### PHASE I: INITIAL NOTIFICATION

\_\_\_\_ Always have a dress or service uniform prepared. Casualty calls come when you least expect them.

\_\_\_\_ Open and maintain a case file for 2 years on every casualty call you conduct. Keep copies of all messages, and a chronological log of every action (time, date, what, who, etc.) you take from the minute you are tasked as the CACO through the follow up visits. This file will be invaluable when inquiries are made after your duties are complete.

\_\_\_\_ Be prepared for media interest in casualty cases. Desert Storm demonstrated the media's ability to disregard family sensitivity to "get the story." CACO's should carry phone numbers for District, Recruiting Region, and HQMC Public Affairs Offices (PAO). CACO's, if confronted by media representatives, should refrain from making comments in deference to the privacy of the family of the Marine in question. Reporters' questions will be referred to the appropriate PAO. If the situation warrants, CACO's will remain at the residence to screen media at the scene. The media will desire to talk to and photograph the family.

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases.

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Coordination with the District PAO, Recruiting Region PAO, and HQMC/PAM (as appropriate) is essential in these cases.

\_\_\_\_ As soon as you've been assigned as a CACO, immediately obtain a copy of the Personnel Casualty Report (PCR) released by the parent command. Have them FAX it to you if at all possible.

\_\_\_\_ Verify the NOK's name, address, telephone number (include area code), and relationship to the missing Marine. Legal dependents of these Marines have certain rights which differ from those of NOK or beneficiaries in death and illness/injury cases.

\_\_\_\_ Call the CMC (MRC) at DSN 426-1177 or commercial (703) 696-1177 immediately for clarification, authentication, or approval. After normal working hours the HQMC Casualty Duty Officer may be contacted at DSN 225-7366 or commercial (703) 695-7366.

\_\_\_\_ All notifications will be made in person. Contact the CMC (MRC) if you have any doubts.

\_\_\_\_ Do not make notification between the hours of 2400 and 0500 unless directed by the CMC (MRC).

\_\_\_\_ Attempt to find out if the NOK speaks a language other than English. If so, take someone with you who can help interpret your message.

\_\_\_\_ Never go on an initial notification alone. A chaplain, medical officer, or another Marine should accompany you. This individual can provide moral support, physical assistance in the event the NOK becomes seriously ill or aggressive, and witness what occurs between you and the NOK.

\_\_\_\_ Prior to departing your office, call the parent command or any other agency you feel is necessary to obtain additional information which may be helpful. The minor delay is often well worth the investment of time.

\_\_\_\_ Before beginning your notification, ensure you are addressing the right individual. Verbally verify the name of the person and the person's relationship to the Marine. Do not assume anything.

\_\_\_\_ When addressing the NOK, make every effort to display an understanding and helpful demeanor which will give comfort to the NOK. An overly formal approach or a flippant manner can seriously damage the Marine Corps reputation with the NOK, and

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

possibly an entire community. Try to put the NOK at ease and let the NOK know the Marine Corps will help in any way possible.

\_\_\_\_ Using discretion, advise the NOK of all known details surrounding the disappearance and any search being conducted. Use the information contained in the PCR. Do not embellish it with speculation or unsubstantiated information. If the casualty is DUSTWUN, explain the status to the NOK. It is important that the NOK understand that this is a temporary status which allows the commander time to conduct an investigation into the circumstances of the disappearance, and that the status will change within the next 10 days. The status will change if the Marine is found, alive or dead, or if not found the status will become "missing." Encourage them to use you as a liaison between the parent command and themselves.

\_\_\_\_ All disappearances require an investigation. Tell the NOK they will be entitled to a copy of the final report. Line #9 of the casualty message will note if an investigation is being conducted. Verify the parent command's actions and follow this up periodically. Copies of the final report may be ordered from the Office of the Judge Advocate General of the Navy (33), 200 Stovall Street, Alexandria, VA 22332. Copies of criminal, police, NCIS, etc., reports may also be requested by the NOK. Notify the CMC (MRC) if the NOK desire copies of these reports. The letter contained in figure 2-6 can be modified to request disappearance investigations.

\_\_\_\_ Warn the family that they may receive information from members of the Marine's unit or from other sources which conflicts with that provided by the CACO. In the past, when the conflicting information has been brought to the attention of the CMC (MRC) and traced back to its source, it is found to be based on rumors, assumptions, or incomplete knowledge of the facts. Assure the family that you will provide the most current, factual, and complete information available, and ask them to report any conflicting reports they receive and who contacted them (name and telephone number).

\_\_\_\_ Warn the family that they may receive requests from the media or from other individuals for information about the missing Marine. Encourage them to disclose information to no one. This information can be used by unethical individuals seeking to capitalize on their situation. During times of war the enemy can use the information to further torment a servicemember being held captive. Instruct them to say, "I have no comment at this time." They are under no obligation whatsoever to talk to the media and should not hesitate to refuse comment if that is their desire.

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

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\_\_\_\_\_ Answer any immediate questions the NOK may have.

\_\_\_\_\_ Ensure the NOK has your work, duty, and home telephone numbers where they can contact you for any assistance.

\_\_\_\_\_ Express to the NOK your sincerest concerns on behalf of all Marines and then depart by telling them you'll contact them on the following day to brief them on their rights and benefits, to answer any further questions, and to pass along any additional information. This is especially important if a search is in progress.

\_\_\_\_\_ Write everything down. Don't rely on your memory.

\_\_\_\_\_ Tell the appropriate Marine Corps District or the unit that assigned you the time of notification, any relevant information given by the NOK, and any problems.

PHASE II: SECOND VISIT

On the second visit to the family:

\_\_\_\_\_ Prior to making the visit, determine if the Marine's status or location has changed. If so, get details concerning the change.

\_\_\_\_\_ On the second visit, relay any additional information concerning the Marine's status or location to the NOK, and explain the following:

STATUS REVIEW: The responsibility for determining the official status of Marine Corps personnel is a responsibility which we take very seriously. Great care is exercised in administering the Missing Persons Act. Each case is judged individually on its own merits with all available evidence and circumstances being reviewed in detail. We encourage you to call the CMC (MRC) and ask questions regarding any aspect of this procedure which you may not understand.

\_\_\_\_\_ A DUSTWUN status will change to missing, presumed dead, or UA within 10 days of the disappearance because, during this 10-day timeframe, the command will be investigating the disappearance and will make an initial status determination based on the information they find during the investigation.

\_\_\_\_\_ If the status changes to missing, it can be changed again to presumed dead if information is received which establishes conclusively that the Marine is dead.

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

\_\_\_\_\_ The death determination is very important. This determination must be made by the Secretary of the Navy or his designee. The procedures involved in this process are as follows:

\_\_\_\_\_ Conclusive evidence, which permits no reasonable doubt as to death, is obtained. This evidence may consist of the following:

- Eyewitness statements which were not available at the time of the incident.
- Statements of ground forces who discovered remains at a crash site or who searched the battlefield.
- An aircraft is lost at sea and the ensuing search establishes that there were no survivors.
- Statements of eyewitnesses which leave no doubt that a member or a crew died when an aircraft crashed or that enemy action resulted in no survivors.

NOTE: Please understand that the finding of remains is not mandatory for making a determination of death.

\_\_\_\_\_ The Secretary of the Navy or his designee (Director, Human Resources Division, CMC (MH), in the case of missing Marines) reviews the evidence and makes a presumptive finding of death, if warranted.

\_\_\_\_\_ The date that the death determination is made becomes the administrative date of death. This date is not the actual date or probable date of death but, by law, is the date that pay and allowances are terminated and the member's accounts are settled.

\_\_\_\_\_ If no evidence of death or capture is received, the Missing Persons Act (Chapter 10, Title 37 U.S. Code) requires that the case be formally reviewed in 1 year.

\_\_\_\_\_ Family members who are in receipt of Government financial benefits are provided the opportunity to participate in this review. They will:

- be given notice of a status review and afforded a reasonable opportunity to attend a hearing,

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

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- be given reasonable access to the information upon which the status review will be based,
- be permitted to present any information which they consider relevant to the proceeding either in writing or in person, and
- be allowed to ask legal counsel to participate in this process.

\_\_\_\_\_ Following this review, should the evidence indicate the Marine can no longer be presumed to be alive, a presumptive finding of death will be made.

\_\_\_\_\_ If evidence indicates the Marine may still be alive, the Marine may be officially continued in a missing status. In this case, the Marine's pay and allowances will continue as long as he is carried in the missing status.

PHASE III: ADMINISTRATION

BENEFITS AND ENTITLEMENT

\_\_\_\_\_ ID Cards. Dependents of missing or captured Marines continue to be entitled to Dependent's Uniform Services Identification Cards and all medical, commissary, and exchange privileges.

\_\_\_\_\_ Pay. The pay of a Marine carried in a missing status will be placed in the Uniformed Services Savings Deposit Program where it will earn equal to the average paid on United States Treasury bills with 3 month maturity computed quarterly and issued during the preceding calendar quarter. Money contained in the Marine's Savings Deposit Program account will be returned upon his/her return or will be paid to his/her dependents upon determination of death. Money required by the missing Marine's dependents for living expenses will be allotted to them by the Director, Human Resources Division, CMC (MH). The primary dependent of a missing Marine will be furnished an accounting of the Marine's current pay, allowances, and deductions and advised of the provisions of the Missing Persons Act as it relates to these funds. This information will be mailed to the dependent by the CMC (MRC) as soon as possible after the Marine is declared missing. Dependents are encouraged to request only the amount of money required to cover necessary living expenses.

\_\_\_\_\_ Allotments. The Director, Human Resources Division, CMC (MH), acting as the designee of the Secretary of the Navy, will control allotment payments including dependent allotments to

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

provide for the well-being and protection of the missing Marine's dependents. The Head, Personal Affairs Branch may direct new allotments, increase or decrease standing allotments, or continue/expedite allotments. Dependents must contact CMC (MHP) to make financial arrangements.

\_\_\_\_ Family Housing. Dependents of a military member who is officially reported as missing or captured are permitted to retain assigned family housing for at least 12 months. Installation commanders are encouraged to allow dependents to remain in quarters beyond the 12 month period until the member's final status is determined.

\_\_\_\_ Personal Effects. The Marine's personal effects will be inventoried by his/her command and shipped to the NOK within 29 days of the disappearance.

\_\_\_\_ Movement of Dependents and Household Effects. One move for dependents, household goods, and POV is authorized for a member who is absent for a period of more than 29 days in a missing status. Another move may be authorized when the member has been officially reported as absent for a period of more than 1 year in a missing status. Dependents, household goods, and POV may again be moved when official notice is received that the member is removed from a missing status.

\_\_\_\_ Department of Veterans Affairs Home Loan Benefits. The spouse of a missing or captured Marine may be guaranteed one home mortgage. The entitlement to home loan benefits will be terminated at the same time the member's missing or captured status is terminated. The spouse's entitlement to a loan under this program does not reduce or eliminate the military member's eligibility to a home loan in his/her own right.

\_\_\_\_ Space Available Transportation on DoD-owned Aircraft. Dependents of missing and captured Marines may request space available travel by DoD-owned aircraft within the CONUS for humanitarian reasons. Foreign-born spouses and accompanying dependent children may request travel to and from overseas locations. Contact the CMC (MRC) to request travel.

\_\_\_\_ Power of Attorney. In some cases, a power of attorney executed by a Marine now listed as missing may be extended. Holders of such a power of attorney should contact a local Legal Assistance Office to determine its status.

\_\_\_\_ Income Tax. Public Law provides that the entire amount of compensation of U.S. Armed Forces members who are missing in action, prisoners of war, or in a detained status is tax

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

deferred until such time as they are returned to military control or determined to be deceased. Contact the IRS for specifics.

       Death Benefits. When a missing Marine is declared dead, all death benefits apply.

Release of Information. Releasable information on missing or captured Marines is limited to basic biographical information such as name, date of loss, country of loss, and current status. Court appointed legal guardians of the missing Marine (usually dependents or their attorneys) may authorize release of information by giving their written consent. Disclosure may also be made under Section 552 of Title 5 U.S. Code (Freedom of Information Act (FOIA)) when disclosure does not constitute a clearly unwarranted invasion of personal privacy. A balancing test weighing the public interest in disclosure against the potential invasion of personal privacy will be conducted prior to any disclosure of information. In applying the balancing test, the privacy sensibilities of family members will be considered as a clear and present factor that weighs against the public release of information. Considering the aforementioned guidelines, the following ground rules regulate the disclosure of information on missing or captured Marines:

- Names are not released to media until after the NOK are officially notified.

- Names and other details are not released to media if operational commanders judge that such release could affect on-going search and rescue efforts or other operations.

- Information released on missing or captured servicemembers is restricted to name, service, grade, and age.

- Under no circumstances will the Marine Corps release the names, addresses, or telephone numbers of NOK to news media unless family members specifically request or consent that we do so.

Media Requests. The CACO will provide family members with the name of a Marine Corps PAO who stands ready to assist them with any interviews and other matters regarding the news media. PAO's have a working relationship with the press and broadcast media, and can offer advice to help protect the family's privacy and safeguard servicemembers while permitting the media to report the story. The PAO will be available to assist the family for as long as they need his/her assistance.

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

Even though the Marine Corps does not initiate release of family information, some news media may determine the family's name, address, or telephone number based on information or tips from various sources. The pressure on them to cooperate with the media may be intense. In some cases, media may "camp out" on their doorstep or "ambush" them at their work place or out in the community. So, it is important for them to consider this in advance. The decision on whether to cooperate with the news media is entirely up to them, and the Marine Corps will advise and support them regardless of which course they choose. Please bring the following to their attention, for their consideration, before they make their decision:

- Generally it is better not to provide any personal details on missing or captured servicemembers because the enemy may be able to use such information for interrogation and exploitation.

- Releasing photographs or videotapes of missing personnel may help the enemy identify someone who is trying to evade or escape capture.

- Details about family members also may be used by the enemy. For example, American POW's reported that North Vietnamese interrogators sometimes used personal family information to increase emotional stress.

- If the family chooses to cooperate with one news media representative, they can expect contact from several others once the story is out. Also, they may receive many other contacts, ranging from well-meaning to harassing, from other people as a result of media coverage. They should weigh this possible loss of privacy.

- The family is under no obligation to accept or decline news media requests for information or interviews. In the past, some reporters have cited the public's "right to know" and "freedom of the press" to convince family members to cooperate, but their right to privacy always takes precedence.

- The family can accept some news media requests and refuse others. They can decline now and agree later. They can decide on a spokesperson for the family or write a statement for release. Whatever their choice, please ask them to keep you and the local PAO informed so you can support them and screen or convey requests from news media. It's also a good idea for the family to contact other relatives, friends, or acquaintances who are likely to be reached by the media or public, and share these considerations and their viewpoints with them.

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

If the family does not want to cooperate with news media requests, media generally will respect the privacy of the family and not persist in making contact. The CACO and PAO can express those desires to news media. A good way to help protect the family's privacy is to use an automatic answering machine in their home to screen incoming telephone calls. If approached outside their home for an interview, they should not feel "trapped." They can decline the request outright, or indicate that they will consider it at a later time.

If they do want to cooperate with news media, here is some advice based on the experiences of other families in similar circumstances:

- If they desire, they can limit the information released by offering a statement expressing the families feelings. This statement may be anything from one sentence to several paragraphs. They may want to consult with other close family members as they compose the statement.

- They can designate a spokesperson for the family. This may be a family member, neighbor, minister, or close friend. The CACO or local PAO may also serve as spokespersons if the family desires.

- If the family consents to an interview, have them plan in advance what they would like to say and what they want to avoid. Review the considerations listed earlier. Also consider how their interview might be received by their loved one. Assume that everything they will say is "on the record" and available for publication or broadcast in the U.S. and worldwide.

- Before the interview begins, have them tell the reporter if there are subject areas that they don't want to discuss. Explain that they cannot share sensitive information that the Marine Corps has passed to them in confidence. They should avoid any comment or speculation on quotations or videotaped interviews that are said to represent a captured servicemember. We also suggest that they not share details of any messages or mail received from a captured servicemember.

- In the course of an interview, the family can answer or decline to answer questions as they wish, and they can end the interview if they have said all that they want to say. The family should beware of being led into a subject area that they want to avoid, and not let themselves be drawn into speculation, guesses, political statements, or other comments that could be misunderstood or taken out of context later.

Figure 5-1.--CACO Checklist/Guide for Missing/Captured Cases--  
Continued.

\_\_\_\_\_ Determine if the NOK has any further questions or concerns you can help them with. Tell them you will be available if they need assistance, and that you will return with any additional information as it becomes available.

PHASE IV: FOLLOW-UP VISITS

Should the Marine's status or location change, a visit to apprise the family of the change will be made. Should the Marine's status change to deceased, refer to the CACO Checklist/Guide for Death Cases contained in figure 2-1.

Your duties as CACO for the family of a missing/captured Marine could last for several months or even longer. Be patient, thorough, and conscientious. Be sure to record everything that transpires between you and the NOK in the case you opened on the first day. These cases can be easily complicated by the mere appearance of negligence or carelessness. Not knowing the whereabouts of a loved one can be more stressful and emotionally charged than knowing he or she is dead.

\_\_\_\_\_ Upon completion of your casualty assistance duties, organize the casualty case file, reproduce a copy for your records, and mail the original to the CMC (MRC).

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T

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V

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W

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