



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO P3040.4E
MRC
27 Feb 03

MARINE CORPS ORDER P3040.4E

From: Commandant of the Marine Corps
To: Distribution List

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

Ref: (a) DoDI 1300.18 of 18 Dec 2000
(b) DODD 1300.15 of 11 Jan 2001
(c) MCO 6320.2D
(d) MCO P1741.8D
(e) NAVMC 2691 of 28 Aug 1980
(f) NAVMEDCOMINST 5360.1 of 17 Sep 1987

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)), paragraphs 3200 through 3202, figures 3-3 through 3-17.
II. Department of the Navy Suicide Incident Report (Report Control Symbol DN-3040-01; NAVMC 11410), paragraph 8305.

1. Situation. Provide policy and guidance for commanders, administrative personnel and the Casualty Assistance Calls Officer (CACO) to assist in the efficient performance of duties relating to the Casualty Assistance Calls Program which include; casualty reporting, notification, assistance; all administrative requirements, and military funeral honors support as outlined in references (a) through (f).

2. Cancellation. MCO P3040.4D, MCO 3040.5, and MCO 5060.12D.

3. Mission. To implement and execute the Marine Corps Casualty Assistance Program in a timely and efficient manner by providing assistance to families with compassion, dignity, and honor.

4. Execution

a. Commanders Intent. To ensure those personnel involved in the administration and execution of the Casualty Assistance Program within the Marine Corps is provided adequate information pertaining to policy, procedures, responsibilities, and technical instructions.

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

b. Concept of Operations. This Manual should be used in conjunction with reference (f) and other current regulations and directives to ensure compliance with policies and procedures established by the CMC and higher headquarters. Deviations from the procedures outlined herein or questions pertaining to casualty matters must be approved by or referred to the CMC (MRC).

c. Coordinating Instructions

(1) This Manual has been reorganized and contains a substantial number of changes to include the incorporation of MCO 5060.12D. It is recommended that this revised Manual be reviewed in its entirety.

(2) The procedures contained within are applicable to active duty and certain categories of inactive Marines, civilians; and individuals who have been accepted for entry into the Marine Corps or have been ordered to report to a designated place, and who die while en route to or from, or at a place for final acceptance or entry upon duty with the Marine Corps.

5. Administration and Logistics

a. The currency, accuracy, and completeness of publication and distribution of this Manual and changes thereto are the responsibility of the CMC (MRC).

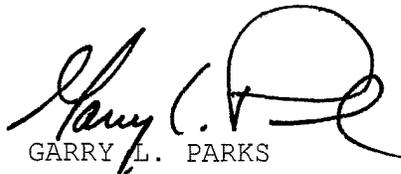
b. The maintenance and upkeep of this Manual is the command's responsibility.

c. Recommendations for changes to this Manual are invited and should be submitted to the CMC (MRC) via the appropriate chain of command.

6. Command and Signal

a. Signal. Reviewed and approved this date.

b. Command. This Manual is applicable to the Marine Corps Total Force.



GARRY L. PARKS
Deputy Commandant for
Manpower and Reserve Affairs

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INTRODUCTION

0001. PURPOSE

1. This Manual provides policy and outlines responsibility and procedures for the efficient operation of the Marine Corps Casualty Assistance Calls Program which include; casualty reporting, notification, assistance; all administrative requirements, and military funeral honors to include the conduct of Marine Corps birthday wreath laying ceremonies.
2. Objectives of the Marine Corps Casualty Assistance Calls Program are to:
 - a. Report deceased, duty status whereabouts unknown (DUSTWUN), missing, ill or injured Marines and certain categories of other personnel.
 - b. Notify the next of kin (NOK) of reportable casualties;
 - c. Furnish assistance to the family of a Marine following illness or injury, death, capture or entry into a missing status with regards to benefits, claims, and other matters relating to personal affairs.
 - d. Provide, upon request of the family or funeral director, military funeral honors for eligible deceased Marine Corps personnel.

0002. SCOPE. Provisions of this Manual are binding upon all personnel in matters pertaining to casualty reporting, notification, assistance, administrative requirements, and military funeral honors support.

0003. APPLICATION AND SCOPE

1. Instructions relating to certain classifications of civilians and eligible family members of active duty Marines are contained within. The procedures herein are not applicable to members of the Navy or other military services unless so specified in pertinent paragraphs.
2. Procedures in this Manual are supplemented by instructions in NAVMEDCOMINST 5360.1, Decedent Affairs Manual, and other matters relating to the care of Marine Corps dead. Additionally, the NAVMEDCOMINST 5360.1 provides instructions for the care and disposition of the remains of other personnel for whom the Department of the Navy is responsible.
3. This Manual does not relieve commanders of the responsibilities for reports or related actions required by the NAVMEDCOMINST 5360.1 and other regulations, or directives.

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CHAPTER 1

DEFINITIONS AND TERMS

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CHAPTER 1

DEFINITIONS AND TERMS

1000. GENERAL. Most definitions and terms used in this Manual are standard throughout the DOD and are authorized for use in official messages, records, and correspondence and in dealings with other Government agencies or individuals. Appendix A contains a list of acronyms and abbreviations used throughout this Manual.

1001. DEFINITIONS AND TERMS. The following definitions and terms are authorized for use in connection with matters involving Marine Corps casualties:

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

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

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

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

3. Beleaguered. The category applicable when a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.

4. Besieged. The category applicable when a member of an organized element that has been surrounded by a hostile force for the purpose of compelling it to surrender.

5. Captured (Prisoner of War (POW)). The category applicable when seized as the result of action of an unfriendly military or paramilitary force.

6. Casualty. Any person lost to an organization having been placed in a designated casualty status.

7. Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories are: killed in action (KIA), died of wounds received in action (DWRIA), deceased, duty status whereabouts unknown (DUSTWUN), beleaguered, besieged, captured (POW), detained, missing in action (MIA), missing, interned, not seriously ill or injured (NSI), incapacitating illness or injury (III), seriously ill or injured (SI), very seriously ill or injured (VSI), special patient (SpecPat), and return to military control.

8. Casualty Status. A term used to classify a casualty for reporting purposes. The casualty statuses are: deceased, DUSTWUN, missing, and ill or injured.

9. Casualty Classification. A term used to describe a service member's component and also groups other reportable personnel for reporting purposes. For purposes of this Manual, the casualty classifications are:

a. Marine Corps/Other Service Members: active duty; inactive; retired; and veteran.

b. Other Personnel: foreign national; civilian employee or contractor; other civilian; and family member.

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

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

a. legitimate,

b. legally adopted,

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

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

12. Civilians

a. employees or contractors, or

b. other civilians (DOD employees, civilian guests and business invitees). This classification of civilian also includes individuals in the Delay Entry Program (DEP).

13. Component. Term used to describe a casualty's service status (e.g., Regular, Reserve, Retired, Veteran, or Civilian).

14. Date of Death. When all available evidence does not establish the actual date of death, the latest day on which death can reasonably be presumed to have occurred will be selected as the date of death. Consequently, when it established that death occurred during a specific month but there is insufficient evidence to establish the actual date of death, the last day of the month will normally be selected as the date of death. However, when a Marine was absent with authority at the time of disappearance and there is no evidence of unauthorized absence (UA) or other evidence to the contrary, the last day of the period of authorized absence will be selected as the date of death. This selection is made so the Marine is not unjustifiably considered to be UA on the date of death. The date of death for individuals determined to be brain dead by competent medical authority will be the date the Marine was removed from life support.

15. Deceased. The status or category applicable when a casualty 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.

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

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

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

17. Detained. The category of a casualty applicable when 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.
18. Died of Wounds Received In Action (DWRIA). The 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.
19. Duty Status. Term used to describe the Marine's status in relation to duty (e.g., on duty, on leave, hospitalized, UA, etc.). For purposes of this Manual, duty status is applicable only in the case of active duty members.
20. Duty Status Whereabouts Unknown (DUSTWUN). A transitory casualty status or category, applicable only to military personnel, used when the responsible commander suspects the member may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite declaration of missing or deceased.
21. Family Member. For purposes of this Manual, a term used to describe the relationship between an active duty casualty and an eligible family member. Eligible family member means those individuals recognized as an approved dependent by the Marine Corps. For SGLI purposes, this term includes only the spouse and child(ren).
22. Foreign National. For purposes of this Manual, a foreign national is defined as a member of a branch of a foreign military service belonging to a foreign nation.
23. Hostile Casualty. The casualty type applicable when a 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 a UA, deserter, or dropped-from-rolls status or is voluntarily absent from a place of duty.
24. Incapacitating Illness or Injury (III). The category of a casualty applicable when illness or injury requires hospitalization but medical authority does not classify as seriously ill or injured (SI), or very

seriously ill or injured (VSI), and the illness or injury makes the person physically or mentally unable to communicate with the NOK.

25. Inactive. A classification of person which includes Marines in the Individual Ready Reserve (IRR), Selected Marine Corps Reserve (SMCR), and Retired Reserve awaiting pay upon reaching the required age. Reserve component Marines on ADT, IDT, Active Reserve (AR), active duty special work (ADSW), or on active duty are not considered inactive.

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

27. Interned. The category of a casualty applicable when the casualty is definitely known to have been taken into custody of a non belligerent 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.

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

29. Loco Parentis. Latin for "instead of a parent" or "in place of a parent," this phrase identifies a foster parent, a county custodial agency, or a boarding school which is taking care of a minor, including protecting the minor's rights.

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

31. Missing. A status or category applicable when a casualty is not at his or her duty location due to apparent involuntary reasons and whose location may or may not be known. Excluded are personnel who are in a UA, deserter, or dropped-from-rolls status.

32. Missing in Action (MIA). The category of 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.

33. Multiple Casualties. 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, and exceeds local logistical support.

34. Next of Kin (NOK). A general term used to refer to family members of a casualty.

35. Nonhostile Casualty. The casualty type of any casualty resulting from circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are nonhostile casualties.

36. Not Seriously Injured (NSI). The casualty category applicable when an illness or injury may or may not require hospitalization, medical authority does not classify as incapacitating illness or injury (III), seriously ill or injured (SI), or very seriously ill or injured (VSI), and the casualty can communicate with the next of kin (NOK). Used only when reporting multiple or hostile incidents.

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

38. Parent(s). A term including a natural or adoptive parent or a person who has stood in *loco parentis* for a period of not less than 1 year any time prior to the Marine's entry into active service. Only one person standing in *loco parentis* will be recognized; preference will be given to the one exercising parental relationship nearest the Marine's entry into active service date.

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

40. Person Authorized to Direct Disposition (PADD). A person, usually primary next of kin (NOK), authorized to direct disposition of remains. For disposition of remains, the Secretary of the military department concerned is deemed to have such standing if no other such person is available. NOK are recognized in the following order:

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

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

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

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

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

f. Grandparents in order of seniority.

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

h. Remarried Surviving Spouse. The remarried surviving spouse is one who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter would apply whenever a Marine is declared deceased, body not recovered, and whose remains are later recovered and identified.

41. Person Eligible to Receive Effects (PERE). The person authorized by law to receive the personal effects of a deceased military member. Receipt of personal effects does not constitute ownership. PERE is recognized in the following order:

a. Legal representative of the service members estate. To qualify as a legal representative, an individual must present duly certified documentation.

b. Unremarried surviving spouse.

c. Children in order of seniority.

d. Parents in order of seniority.

e. Siblings in order of seniority.

f. Other blood relative.

g. A person standing in loco parentis.

42. Personal Casualty Report (PCR). An electronic message containing casualty information for the purpose of reporting as well as the primary source of information used to inform the next of kin (NOK) of a casualty's status.

43. Posthumous Promotion. A promotion to the next higher grade following a casualty's death. This promotion is not for pay purposes. Posthumous promotions do not apply in the case of Marines in the grades of W0 and O1.

44. Presumptive Finding of Death. A declaration made by the CMC (Director, MR), under Secretary of the Navy designation, based upon a recommendation by a board, or other official body that a Marine who was placed in a missing classification is dead and the date upon which death shall be presumed to have occurred.

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

a. natural and adopted children in order of seniority. The rights of minor children shall be exercised by the surviving parent or legal guardian;

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

c. blood or adoptive relative granted legal custody of the Marine by a court decree or statutory provision;

d. brothers or sisters of legal age in order of seniority;

e. grandparents in order of seniority;

f. other relatives of legal age in order of relationship to the individual according to civil laws. Seniority controls when persons are of equal degree of relationship;

g. person standing in loco parentis to the decedent. Seniority controls when persons are of equal degree of relationship; and

h. 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 37 U.S.C.

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

47. Reportable Casualty. Any casualty who is placed in a designated casualty category that requires a report be submitted.
48. Retired. A component of service or classification of person that includes Marines on the Permanent Disability Retired List (PDRL), Temporary Disability Retired List (TDRL), Fleet Marine Corps Reserve (FMCR), or the retired list.
49. Returned to Military Control. The status of a person whose casualty status of duty status whereabouts unknown (DUSTWUN) or missing has been changed due to the person's recovery by U.S. military authority.
50. Seriously Ill or Injured (SI). The category of a casualty applicable when 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.
51. Secondary Next of Kin (SNOK). The parents of married casualties or unmarried casualties with children; used for the purpose of notification.
52. Special Patient (SpecPat). The category of a casualty applicable when the casualty's illness or injury is not otherwise reportable but involves:
- a. incurable or terminal diseases (Acquired Immune Deficiency Syndrome (AIDS)) is not classified as a terminal disease);
 - b. diagnosed psychotic conditions requiring hospitalization;
 - c. injuries such as loss of sight or limb, paralysis, or permanent and unsightly disfigurement of a portion of the body exposed to public view; or
 - d. attempted suicide and suicide gestures verified by medical authority.
53. Temporary Disability Retired List (TDRL). Temporary medical retirement of members unfit for active duty resulting from an illness or injury considered to be of a temporary nature.
54. Terrorism. The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the U.S. or its allies is a hostile casualty.
55. Unauthorized Absence (UA). The duty status of an active duty Marine absent from a designated place of duty without proper authority.
56. Unaccounted For. An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise

accounted for following hostile action. Commonly used when referring to personnel who are killed in action/body not recovered (KIA/BNR).

57. Very Seriously Ill or Injured (VSI). The category of a casualty applicable when illness or injury is classified by medical authority to be of such severity that life is imminently endangered.

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

59. 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 wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in a contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty category may be: not seriously injured (NSI), incapacitating illness or injury (III), seriously ill or injured (SI), or very seriously ill or injured (VSI).

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CHAPTER 2

COMMAND RESPONSIBILITY

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CHAPTER 2

COMMAND RESPONSIBILITY

2000. GENERAL

1. The Secretary of the Navy delegated administrative responsibilities as follows: The Military Medical Support Office (MMSO) under the staff cognizant of the Bureau of Medicine and Surgery (BUMED) is responsible, in conjunction with the Commandant of the Marine Corps (CMC) for matters pertaining to Marine Corps personnel, for the formulation and promulgation of policies, standards, and procedures pertinent to the Decedent Affairs Program (DAP).
2. The Chief, BUMED, promulgates standards, policies, procedures, and instructions which are equally applicable to Marine Corps activities in matters involving Marine Corps personnel.
3. Responsibility for making official notifications, reports, and all other actions promulgated in NAVMEDCOMINST 5360.1, which are applicable to Marine Corps personnel, is a command responsibility. Exceptions to this policy are outlined in the following paragraphs.

2001. COMMANDANT OF THE MARINE CORPS (MR). The CMC (MR) is responsible for the overall policies, procedures, and management of the Casualty Assistance Calls Program within the Marine Corps, to include the following:

1. Casualty reporting, notification, and assistance concerning Marine Corps personnel, members of other branches of service and foreign nationals serving with the Marine Corps, certain classifications of civilians, and family members of active duty Marines.
2. Maintaining and providing information to serve as a statistical basis for developing personnel loss rates, statistical data to interested agencies, and casualty data for historical purposes.
3. Coordinating with various Government agencies having jurisdiction over administering benefits accruing to survivors of deceased Marine Corps personnel.
4. Adjudicating in the administration of benefits and entitlements to survivors of deceased Marine Corps personnel.
5. Preparing and distributing the [DD Form 1300](#), Report of Casualty, in cases involving missing or deceased Marine Corps personnel and certain classifications of other reportable personnel.

6. Preparing and express mailing to the assigned Casualty Assistance Calls Officer (CACO), the Casualty Assistance Calls Package (CACPAC) in cases involving Marines who die on active duty or retired (must be placed on the T/PDRL and die within 120 days of separation).

7. Tasking, guiding, assisting, and monitoring all Marine Corps activities and CACO's in the execution of the Marine Corps Casualty Assistance Calls Program.

8. Receiving and tasking all Marine Corps activities, having sufficient assets, to provide military funeral honors (MFH) support upon request of family members and funeral directors.

2002. MARINE CORPS ACTIVITIES. Execution of the Marine Corps' Casualty Assistance Program requires support from all echelons within the Marine Corps and is a total force mission. Marine Corps activities having sufficient assets to provide notification, assistance, and MFH support will be tasked, to include: bases and stations, inspector-instructor staffs, schools and detachments, and Marine Corps recruiting activities. Marine Corps activities will:

1. Develop standing operating procedures for casualty reporting, notification, and assistance; and when tasked or directed by the CMC (MRC), make notification and provide casualty assistance or MFH support, as required.

2. When initially informed that a Marine, who is away from his/her permanent duty station, becomes a casualty or admitted to a civilian medical facility, the first command learning of the incident shall report the incident to the CMC (MRC) and to the Marine's parent command.

3. When identified as the gaining command for a Marine en route to a new permanent duty station, join the Marine to the rolls and drop the Marine as deceased on the unit diary. The gaining command is further responsible to close out the service record and forward to the CMC (MRC). These actions may be completed by the Marine Corps activity first learning of the incident after coordination with the gaining command or when directed by the CMC (MRC).

4. When assigning a Casualty Assistance Calls Officer (CACO), brief the CACO on all duties and responsibilities (figure 4-2).

5. Ensure notification is made as expeditiously as possible, as the cognizant activity, or after assignment of this responsibility by the CMC (MRC).

6. When requested by the NOK, funeral directors, or tasked by the CMC (MRC), provide MFH support at interment or memorial services per the NAVMC 2691, Drill and Ceremonies Manual, and chapter 7 of this Manual.

2003. MARINE SECURITY GUARD BATTALION AND OTHER ACTIVITIES OUTSIDE CONUS. When appropriate or requested by the CMC (MRC), assist with casualty notification, assistance, and MFH support outside CONUS.

2004. MILITARY MEDICAL TREATMENT FACILITY (MTF). The commanding officer of an MTF is responsible for reports, and all other actions, which are applicable to Marine Corps personnel, as required by NAVMEDCOMINST 5360.1.

2005. COMBAT COMMITTED ORGANIZATIONS

1. Casualty reporting by commands in combat areas is the responsibility of the commander of the division, wing, or separate command.

2. Responsibility for establishing internal casualty reporting plans and processing procedures to support operations and contingency plans rests with the commander of the division, wing, or tasked element. Such internal plans will provide prompt and efficient reporting, depending upon availability of communications and the tactical situation. Plans must provide for the following:

a. Verification of casualty status by comparing casualty information with military policy and straggler reports, prisoner of war (POW) reports, intelligence data reports, medical facility treatment, admission and disposition reports, graves registration, mortuary reports, and morning reports.

b. Method of collecting casualty data within areas of responsibilities.

c. Method and schedules of transmission of casualty information from the lower echelons of command to the Combat Casualty Control Center vested with the responsibility for filing reports required by this Manual.

d. Maintenance of a master casualty file.

e. Interrogation of casualties.

f. Procedures for processing condolence letter.

g. Guidelines and procedures for personnel to follow in providing flowers and personal letters of sympathy concerning friends in a casualty status. Such procedures will ensure that the NOK has been officially notified.

h. Disposition of remains and personal effects.

i. Procedures for the timely closing, processing, and forwarding of service, health, and dental records of deceased personnel.

3. To preclude a difference in reporting, the Commanders, Marine Forces Atlantic, Marine Forces Pacific, and Marine Forces Reserve, will assign to a single command the responsibility of investigating and providing reports required by this Manual in incidents involving ground and aviation commands.

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3000. GENERAL. When a reportable casualty occurs, it is the responsibility of the casualty's command to notify those involved in the notification and assistance process.

1. Actions. Immediately submit a voice report to the Marine Corps Operations Center (MCOC) and the CMC (MRC) when a reportable casualty incident occurs and follow with a personnel casualty report (PCR). The CMC (MRC) will coordinate with and provide information to reporting commands, Marine Corps activities, and the Casualty Assistance Calls Officer (CACO). Submit supplemental reports as the casualty's status or other information changes.

2. Timeliness. When required, report a casualty incident as soon as possible but no later than 1 hour after learning of the incident.

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

4. After working hours, holidays, and weekends, casualty reports must be provided to the MCOC and the Casualty Duty Officer (CDO). Contact the MCOC and ask to be connected to the CDO (see appendix B).

5. 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. Actions taken to impede the disclosure of this information will not be tolerated.

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SECTION 1: REPORTABLE CASUALTIES AND METHODS OF REPORTING

3100. DETERMINING CASUALTY TYPE, STATUS, AND CATEGORY. DoDI 1300.18 provides policy guidance pertaining to the reporting of casualty type, status, and category (see chapter 1 for definitions).

1. Casualty Type. When a casualty occurs, the casualty's command will determine whether the casualty was hostile or nonhostile based upon the definitions in chapter 1. Presidential or congressional authority designates official combat areas and zones.

2. Casualty Status. Status is used to group casualty categories for the purpose of reporting casualties (table 3-1).

3. Casualty Category. The command will determine the casualty's category based upon the definitions in chapter 1 and table 3-1 for all casualties except missing casualties. The Secretary of the Navy (SECNAV) or the SECNAV's designee will determine the appropriate category associated with a missing casualty. Casualty categories are grouped into the casualty status listed below and detailed in table 3-1.

a. Deceased. The casualty's command will determine death based upon receipt of conclusive evidence or upon declaration of a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a casualty deceased.

b. Duty Status Whereabouts Unknown (DUSTWUN). The casualty's command will place the casualty into the temporary casualty status and category of DUSTWUN to investigate the circumstances surrounding casualties who are not present or appear to be missing (i.e., whereabouts are unknown, suspected of being a casualty, disappearance appears to be involuntary, and the Marine is not known to be UA), and whose status initially is so uncertain that the commander must gather the facts to make a proper status determination. For specific administrative requirements associated with DUSTWUN casualties, see chapter 8.

c. Missing. Commanders do not have the authority to declare a casualty missing or place a casualty in a missing status or category. This authority rests with the SecNav or the SECNAV's designee. For nonhostile missing cases, authority has been delegated to the CMC (Director, Personal and Family Readiness Division (MR)); for hostile missing cases, authority has not been delegated. For specific administrative requirements associated with missing casualties, see chapter 8.

d. Ill or Injured. The casualty's command will place the casualty into the proper status and category based upon the determination of competent medical authority and the definitions contained in chapter 1. (Note: If necessary, coordinate with patient administration at the closest naval medical treatment facility (MTF) for assistance in obtaining casualty information when a Marine is hospitalized in a civilian medical facility.

Table 3-1.--Casualty Type, Status, and Category.

<u>Type</u>	<u>Status</u>	<u>Category</u>	
Nonhostile	Deceased	Deceased	
	DUSTWUN	DUSTWUN	
	Missing	Missing	Missing
			Detained
			Interned
	Ill or Injured		NSI
			III
			SI
			VSI
			SpecPat
Hostile	Deceased	KIA	
		DWRIA	
		Deceased (Terrorist Victim)	
	DUSTWUN	DUSTWUN	
	Missing	Beleaguered	
		Besieged	
		Captured (POW)	
		Detained	
		MIA	
	Ill or Injured		NSI (WIA)
			III (WIA)
			SI (WIA)
			VSI (WIA)
		SpecPat (WIA)	
		Return to Military Control	

3101. REPORTABLE CASUALTIES - MARINE CORPS/OTHER SERVICE PERSONNEL.

Reports are required when a Marine or a member of another service serving with a Marine unit is placed into an associated casualty status as outlined in table 3-2 below. Table 3-3 is provided as a guide to assist in determining the appropriate casualty classification and training type for casualties in the Reserve component.

Table 3-2.--Reportable Casualties - Marine Corps/Other Service Personnel.

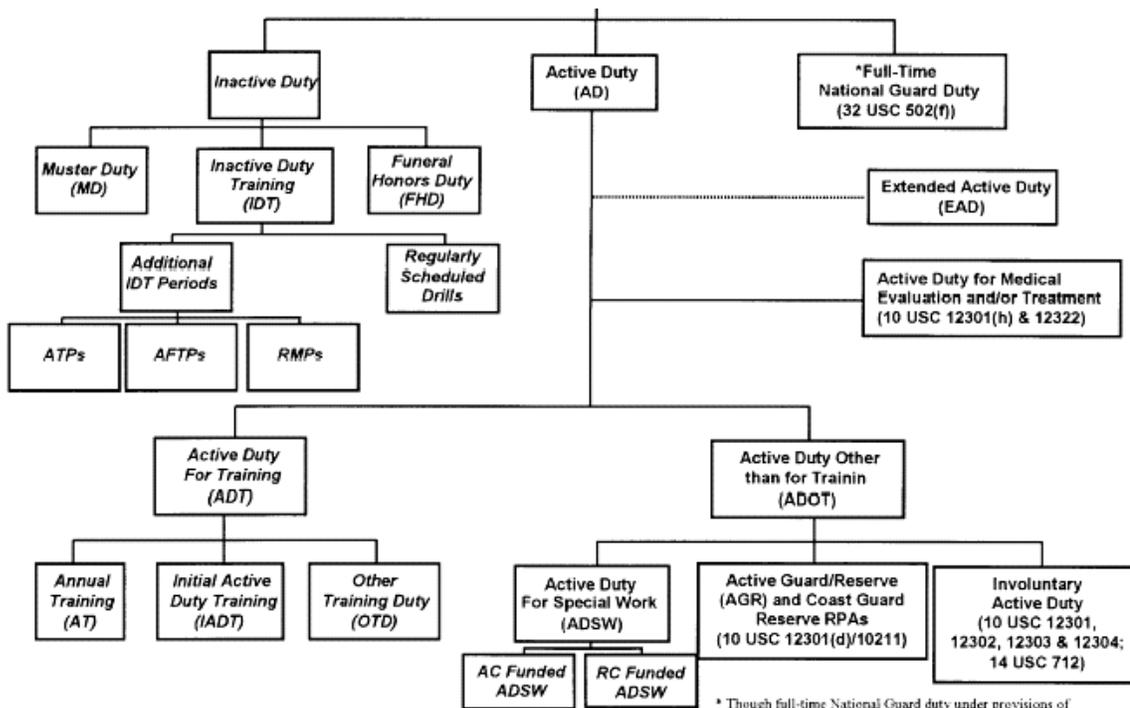
<u>Casualty Classification</u>	<u>Casualty Status</u>			
	<u>Deceased</u>	<u>Missing</u>	<u>DUSTWUN</u>	<u>Ill or Injured</u>
Active Duty	X ₁	X ₁	X ₁	X _{1,2}
Inactive	X			
Retired	X			X ₃
Veteran	X ₄			

Table 3-2.--Reportable Casualties - Marine Corps/Other Service Personnel--
Continued.

Notes :

1. Includes active duty sailors, soldiers, airmen, coastguardsmen, American Red Cross, or Public Health Service personnel while serving with Marine Corps units.
2. Report NSI only in multiple casualty (see paragraph 3201.3) or hostile incidents.
3. Report only if the casualty is a retired general officer or former Sergeant Major of the Marine Corps.
4. Report only if the casualty is a veteran, who dies within 120 days after separation, is a Medal of Honor recipient, or is a former POW.

Table 3-3.--Reserve Component Duty Categories.



3102. REPORTABLE CASUALTIES - OTHER PERSONNEL. Reports are required when an individual in table 3-4 below, is placed in one of the associated casualty status.

Table 3-4.--Reportable Casualties - Other Personnel.

<u>Casualty Classification</u>	<u>Casualty Status</u>			
	<u>Deceased</u>	<u>Missing</u>	<u>DUSTWUN</u>	<u>Ill or Injured</u>
Foreign National	X			
Civilian Employee or Contractor	X ₁	X ₂	X ₂	X ₂
Other Civilian	X ₁			
Family Member	X ₃			

Notes :

1. Report only if the death occurs outside CONUS, aboard a Marine Corps installation, or aboard Government conveyance sponsored by the Marine Corps, or while in an official travel status. In the case of delay entry program (DEP) personnel, report regardless of place of death.
2. Report only if casualty incident is determined to be hostile or while assigned or deployed outside CONUS or in an official travel status.
3. Eligible family members of active duty Marines only.

3103. NONREPORTABLE CASUALTIES. Casualties that do not meet the type, status, and category in Table 3-1 and the casualty classifications outlined in tables 3-2 and 3-4 are not reportable. Commanders should counsel nonreportable casualties to contact their NOK. When a nonreportable casualty becomes reportable, immediately submit a PCR. Suicide ideations are not reportable.

3104. CASUALTY MANNER AND CAUSE. Manner and cause are used to sub-classify casualties for statistical purposes and to provide a concise description of the casualty incident.

1. Manner. Use one of the following terms to best describe the manner of casualty: terrorist activity, accident, illness, homicide, self-inflicted, or determination pending. The term determination pending is used whenever the manner of death is pending the results of an autopsy, investigation, or death certificate. Unless confirmed by competent medical authority, self-inflicted cases should be initially reported as determination pending.
2. Cause. Provide a succinct description of the precipitating event surrounding the casualty.

3105. METHODS OF REPORTING

1. Voice Report. The casualty's reporting unit will contact the Marine Corps Operations Center (MCOC) and CMC (MRC) immediately upon learning a reportable casualty has occurred to report the casualty unless:

a. the casualty occurs en route to a new permanent or temporary duty station (the Marine Corps activity first learning of the casualty will immediately contact the MCOC, CMC (MRC) and then inform the casualty's new command by telephone);

Note: Submission of a PCR on a deceased Marine requires certain information contained only in the Marine's SRB/OQR. This requirement places the responsibility of submitting the initial PCR on the Marine Corps activity with physical control of the service record.

b. the reporting unit of the casualty is unknown, or the casualty is a retired or recently separated veteran who died within 120 days of separation (the Marine Corps activity first learning of the casualty will contact the CMC (MRC));

c. the casualty is a civilian or contract employee (the attached unit or employing or contracting activity should contact the MCOC and CMC (MRC));

d. the casualty is an other category of civilian (e.g., DOD employee, guest, or business invitee) who die aboard a Marine Corps installation or while being transported in a Marine Corps conveyance, the installation commander or owner of the conveyance involved should contact the MCOC and CMC (MRC). In the case of DEP personnel, the Marine Corps Recruiting Station (MCRS) or Marine Corps District should contact the CMC (MRC); or

e. the casualty is an eligible family member of an active duty Marine; the reporting unit of the Marine will contact the CMC (MRC).

2. PCR Message. The casualty's reporting unit is primarily responsible for submitting the PCR immediately upon learning and verification of a reportable casualty unless:

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

b. the casualty's reporting unit is unknown or the casualty is a retired or recently separated Marine (the Marine Corps activity first learning of the incident will submit the PCR);

c. the casualty is a Marine Corps civilian employee, or a contracted employee (the assigned unit or base adjutant will submit the PCR);

d. the casualty is an other category of civilian (i.e., DOD employees, guests, or business invitees) who dies aboard a Marine Corps installation or

while being transported in a Marine Corps conveyance (the base adjutant or owner of the conveyance involved will submit the PCR). In the case of DEP personnel, the MCRS or Marine Corps District will submit the PCR); or

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

3. Reports by Hospital Liaison Sections. Hospital liaison sections will ensure the CMC (MRC) and the casualty's reporting unit are kept abreast of the status of all casualties admitted to or discharged from an MTF as outlined in NAVMEDCOMINST 6320.1 and MCO 6320.2.

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SECTION 2: PERSONNEL CASUALTY REPORT (PCR)

3200. PCR REQUIREMENTS. The PCR is used to report casualty information and is used by the Casualty Assistance Calls Officer (CACO) to inform the casualty's next of kin (NOK) of the details surrounding the incident. The report is administrative rather than operational; it should be sent immediately, in an unclassified manner, to the CMC (MRC) directly from the activity submitting the report. The report must be accurate and contain only verified information.

1. Submission. When a person, as detailed in table 3-2 or 3-4, becomes a reportable casualty, a PCR, in the format prescribed in this section, must be prepared and transmitted immediately upon knowledge and verification of the incident.

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

3. Control Symbols. Report Control Symbol DD-3040-02 has been assigned to this report. External Report Control Symbol DD-P&R(AR)1664 applies.

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

5. Minimization. The PCR is exempt from minimize limitations.

6. Advance Copy. Prior to release of the PCR message, fax an advance copy to the Marine Corps Operations Center (MCOC) and CMC (MRC) during normal working hours, weekends and holidays.

7. Date Format. All dates will be reported in the YYYYMMDD eight-digit format (e.g., 20020714).

3201. PCR TYPES

1. Individual PCR. Prepare an individual PCR on all reportable casualties (tables 3-2 and 3-4 apply).

2. Supplemental PCR. A sequentially numbered, supplemental PCR will be prepared and submitted when information on the original individual PCR is

discovered to be incomplete, inaccurate, condition or location of the individual reported on changes, or as detailed below.

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

b. DUSTWUN Cases. A supplemental PCR will be submitted daily detailing the search and investigation status.

c. Ill or Injured Cases. A supplemental PCR will be submitted at reasonable intervals, depending upon prognosis, but at least every week until the individual's category has been downgraded below seriously ill/injured (SI). In the case of an illness of a chronic nature, the reports may be discontinued, if, in the opinion of the commander, the patient is capable of communicating with the NOK. Additionally, the patient should be advised of the action taken and urged to communicate with family members.

d. Final Report. A supplemental PCR indicating this is a final report is required when an ill or injured casualty has been reported as SI or worse and is downgraded to below SI or when a DUSTWUN or missing casualty is returned to military control. The last sentence in the remarks section (line 12) will state: "This is a final report."

3. Multiple Casualty PCR. In addition to, and preceding the submission of an individual PCR, when an incident occurs involving five or more individuals, a multiple casualty PCR is required regardless of the condition of the individuals being reported.

3202. PREPARATION INSTRUCTIONS FOR THE PCR

1. Format instructions are contained in figure 3-1; and action and information message addressees are contained in figure 3-2.

2. Sample individual PCR's concerning Marine Corps personnel are contained in figures 3-3 through 3-11. Sample multiple casualty PCR is contained in figure 3-12. Sample PCR concerning members of another branch of service, foreign nationals, civilians, and family members are contained in figures 3-13 through 3-17.

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INDIVIDUAL PCR

1. Active Duty (Includes Members of another Service or Organization Serving with Marine Units):
 - a. Deceased: Lines 1-22.
 - b. DUSTWUN and Missing: Lines 1-5, 7, 9, and 11-13.
 - c. Ill or Injured: Lines 1-13.
2. Inactive: Lines 1-22.
3. Retired
 - a. Deceased
 - (1) Marines on the T/PDRL (Who Die Within 120 Days of Separation): Lines 1-22.
 - (2) All Other Marines Who Die More Than 120 Days After Separation: Lines 1-6, 8, and 12-13.
 - b. Ill or Injured (General Officer or Former Sergeant Major of the Marine Corps Only): Lines 1-4, 5-7, and 12-13.
4. Veteran (Who Dies Within 120 Days of Separation): Lines 1-6, 8, and 12-13.
5. Foreign National: Lines 1-3, 5-6, 8-10, and 12-13.
6. Civilian Employee or Contractor: Lines 1-3 and 5-13.
7. Other Civilian: Lines 1-3, 5-6, 8-10, and 12-13. In cases involving DEP personnel, include in the remarks section (line 12) "Member of the DEP, enlisted for (component, e.g., Regular or Reserve)".
8. Family Member: Lines 1-3, 5-6, 8-10, and 12-13.

SUPPLEMENTAL PCR. The supplemental PCR will be numbered sequentially by individual being reported on (i.e., PCR (DD-3040-02) SUPPLEMENTAL 01) and reference the original individual PCR. Include lines 1-3 and 12, and any other of lines 4 through 11 with changed information. When submitting a final report, ensure the last sentence in the remarks section (line 12) is "This is a final report."

MULTIPLE CASUALTY PCR. This report precedes, but does not replace, the individual PCR. The report will be arranged by casualty category in the following order: DUSTWUN, Deceased, Missing, VSI, SI, III, and NSI. The multiple casualty report will include information for lines 1 through 5 for each casualty involved (regardless of category) and lines 6-7, 9, and 11-12.

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

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Note: When PCR line number or requested information does not apply, place an "-" in the associated space.

<u>LINE</u>	<u>DESCRIPTION</u>	<u>REMARKS/EXAMPLES</u>
Subject	PCR (DD-3040-02) *	* <u>add as appropriate:</u> Death case: DEATH Multiple Casualty: MULTIPLE CASUALTY Supplemental: SUPPLEMENTAL XX
1.	Rank/First Name/Middle Name/Last Name/Suffix	Ensure full name, including full middle name, is provided.
2.	SSN/MOS/Gender	Gender: M or F.
3.	Branch/Component/Casualty Classification/Duty Status	<u>Branch:</u> USMC, USN, USA, USAF, USCG, RC, or PHS. <u>Component:</u> Regular, Reserve, Retired, Veteran, or Civilian. <u>Casualty Classification:</u> Active Duty, Inactive, Retired, Civilian Employee or Contractor, Family Member, Veteran, Other Civilian or Foreign National. <u>Duty Status (only for Marines on Active Duty and hospitalized T/PDRL Marines):</u> On Duty, On Leave, On Liberty, Hospitalized, Confined, Declared Deserter, Appellate Leave, or UA.
4.	Training Type/Training Start Date/Training End Date/TDRL or PDRL/Separation Date	<u>Training Type:</u> ADT, IDT, ADSW (include subset of training type). <u>Example:</u> ADT (AT)/20030131/20030214/-/-
5.	Casualty Type/Category	<u>Type:</u> Hostile or Nonhostile <u>Category:</u> Deceased, KIA, DWRIA, Beleaguered, Besieged, Captured, Detained, Interned, DUSTWUN, MIA, Missing, NSI, III, SI, VSI, SpecPat, or Return to Military Control.
6.	Manner/Cause	<u>Manner:</u> Accident, Determination Pending, Homicide, Hostile Action, Illness, Self-Inflicted, or Terrorist Activity. Self-Inflicted will only be used after verification by competent medical authority. In any uncertain case, use Determination Pending. <u>Cause:</u> A succinct description of the precipitating event causing the casualty. <u>Example:</u> HOMICIDE/GUNSHOT WOUND ACCIDENT/MOTOR VEHICLE INCIDENT

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

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7.	Incident Date/Time/City or Location/State/Country	<p><u>Incident Date</u>: YYYYMMDD.</p> <p><u>Time</u>: Provide local time.</p> <p><u>State</u>: Provide the postal abbreviation.</p> <p><u>Country</u>: Provide plain language description if other than U.S.</p> <p><u>Bodies of Water</u>: Provide the name of the body in location and the closest country.</p> <p><u>U.S. Territories</u>: Provide only the country (i.e., territory).</p>
8.	Death Date/Time/City or Location/State/Country	<p><u>Death Date</u>: YYYYMMDD.</p> <p><u>Time</u>: Provide local time.</p> <p><u>State</u>: Provide the postal abbreviation.</p> <p><u>Country</u>: Provide plain language description if other than U.S.</p> <p><u>Bodies of Water</u>: Provide the name of the body in location and the closest country.</p> <p><u>U.S. Territories</u>: Provide only the country (i.e., territory).</p>
9.	Circumstances	<p>Provide narrative of circumstances surrounding the incident in sufficient detail to enable CACO to inform NOK. Provide only verified facts.</p> <p><u>Vehicle Involvement</u>: Provide casualty's position (e.g., driver, passenger, pilot, gunner, navigator, etc.); the vehicle's owner (e.g., Government Owned, Privately Owned, or Commercial); and the type of vehicle (e.g., Train, Automobile, Motorcycle, F/A-18D Hornet, M850 5-ton Truck, etc.).</p> <p><u>Training or Operational Casualties</u>: If the casualty occurred during a training exercise or an operation, provide a description of or name of the operation.</p>
10.	Casualty's Current Location/POC Name/POC Telephone Number	<p><u>Casualty's Current Location</u>: Provide name of hospital, morgue, ship, etc., or state, "remains not recovered", or "remains recovered, not identified."</p> <p><u>POC Telephone Number</u>: Provide both commercial and DSN to include any extension.</p>

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

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11.	Unit or Activity/POC/POC Telephone Number	<p><u>Unit or Activity</u>: Provide the casualty's unit's full name down to company level (or equivalent) or the activity's description.</p> <p><u>Examples</u>: MARDET FT LEE, VA WPNS CO, 1ST BN, 2D MAR, 2D MARDIV CAMP LEJUENE, NC A CO, BLT 1/2, 24TH MEU, I MEF, CAMP PENDLETON, CA</p> <p><u>POC Telephone Number</u>: Provide both commercial and DSN to include any extension.</p>
12.	Remarks	<p>Include any additional relevant information.</p> <p><u>Example</u>: Member of the DEP, enlisted for Regular component.</p>
13.	NOK First Name/Middle Initial/Last Name/Suffix/Relationship to Casualty/Street Address/City/State/Country/Zip Code/Telephone Number/SSN	<p>Include Primary and Secondary NOK as described in chapter 4.</p> <p><u>Country</u>: Provide only if the NOK resides outside the U.S. (place hyphens for state and zip code).</p> <p><u>SSN</u>: Provide only if known (DEERS); always provide the Marine's SSN in family member death cases.</p>
14.	Pay Entry Base Date (PEBD)/Armed Forces Active Duty Base Date (AFABDD)/Original Entry Location/State	<p><u>Location examples</u>: MEPS, TAMPA/FL USNA, ANNAPOLIS/MD</p> <p><u>State</u>: Provide postal abbreviation.</p>
15.	Monthly Base Pay/Incentive and Special Pay	<p>List all incentive and special pay types and amounts separated by "/".</p> <p><u>Example</u>: 1350.30/HDP/65.00/FSA/100.00</p>
16.	Religious Preference	<p>Use plain language descriptor.</p>
17.	Decorations and Awards	<p>List all decorations, awards, insignia, badges, etc. needed to prepare the burial uniform separated by "/". Use abbreviations in MCO P1070.12, IRAM, for weapons qualification; and abbreviations for awards (e.g., GCM, MUC, and NMCCM 01). Include other decorations (e.g., jump wings, service stripes, presidential or JCS identification badge, French Fourragere, etc.).</p>
18.	Marital Status	<p><u>Marital Status</u>: Never Married, Married, Widowed, or Divorced.</p>

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

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19.	Birth Date/City/State/Country	<p><u>State</u>: Provide postal abbreviation.</p> <p><u>Country</u>: Provide full descriptor.</p>
20.	Race/Ethnic Group	<p><u>Race</u>: American Indian/Alaskan Native, Asian/Pacific Islander, Black, White, or Other.</p> <p><u>Ethnic Group</u>: Aleut, Asian Indian, Chinese, Cuban, Eskimo, Filipino, Guamanian, Japanese, Korean, Latin American, Melanesian, Mexican, Micronesian, Other Asian decent, Other Hispanic decent, Other Pacific Island decent, Polynesian, Puerto Rican, U.S./Canadian Indian, Vietnamese, Other, Unknown, or None.</p>
21.	Prior Service Join Date/Separation Date/Branch	<p>Provide only if Marine served in a different branch of service or had a definite break in service greater than 1 day.</p> <p><u>Prior Service Join Date</u>: YYYYMMDD.</p> <p><u>Separation Date</u>: YYYYMMDD.</p> <p><u>Branch</u>: USMC, USN, USA, USAF, or USCG.</p>
22.	Home of Record City/State/Country	<p><u>State</u>: Provide postal abbreviation</p> <p><u>Country</u>: Provide plain language descriptor only if other than U.S.</p>

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

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Address the PCR to the appropriate addressees as outlined below. Due to changes in message addresses, it may be necessary to verify the addresses.

	<u>AUTODIN FORMAT</u>	<u>DMS FORMAT</u>
1. <u>ACTIVE DUTY</u> : (INCLUDES MEMBERS OF ANOTHER BRANCH OF SERVICE OR ORGANIZATION SERVING WITH MARINE UNITS.)		
<u>Action Addressee</u> :	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	BUMED WASHINGTON DC//332//	BUMED WASHINGTON DC(n)
	MILMEDSUPPOFF GREAT LAKES IL//09A//	MILMEDSUPPOFF GREAT LAKES IL(n)
	MSGBN QUANTICO VA//ADJ// (or closest Marine Corps activity (if NOK live outside CONUS))	MSGBN QUANTICO VA ADJ(n)
	The Unified and Component Commander(s) and the senior Marine command located within the geographic AOR.	The Unified and Component Commander(s) and the senior Marine command located within the geographic AOR.
<u>Information Addressee</u> :	CMC WASHINGTON DC//MMEA/MMOA/SD/JA/PA//	CMC WASHINGTON DC MRA MM(n) CMC WASHINGTON DC MRA MM MMOA(n) CMC WASHINGTON DC SD(n) CMC WASHINGTON DC JA(n) CMC WASHINGTON DC PA(n)
	NAVY JAG WASHINGTON DC//33//	NAVY JAG WASHINGTON DC(n)
	Commanders in the chain of command	Commanders in the chain of command
	COMNAVSAFECEN NORFOLK VA//047//	COMNAVSAFECEN NORFOLK VA(n)
	Military MTF where Marine is hospitalized (if applicable)	Military MTF where Marine is hospitalized (if applicable)
	DIRNAVCRIMINVSERV WASHINGTON DC//00/23//	N/A
<u>If Deceased, DUSTWUN, or Missing, include</u> :	SECNAV WASHINGTON DC	SECNAV WASHINGTON DC(n)
	SECNAV WASHINGTON DC/WHLO// (operational or training deaths only)	SECNAV WASHINGTON DC(n)

Figure 3-2.--Action and Information Addressees (AUTODIN and DMS Format).

MARCORCASPROCMAN

	NAVMEDINFOMGMTCEN BETHESDA MD//04//	NAVMEDINFOMGMTCEN BETHESDA MD(n)
	CMC WASHINGTON DC//OLA/*MRO// *When death is suspected or verified by competent medical authority as self-inflicted	CMC WASHINGTON DC OLA(n) *CMC WASHINGTON DC MRA MR MRO(n) *When death is suspected or verified by competent medical authority as self-inflicted
	DFAS KANSAS CITY MO//FCMS//	DFAS CENTER KANSAS CITY MO(n)
	FHTNC NORFOLK VA//	N/A
	AFIP MEDICAL EXAMINER WASHINGTON DC	N/A
	436SVS DOVER AFB DE//SVD//	N/A
	COMMARFORRES//ADJ// (all Reserve deaths)	COMMARFORRES G1(n)
	CG MCRSC KANSAS CITY MO//ADJ// (all Reserve deaths)	CG MCRSC KANSAS CITY MO G1(n)
<u>Members of Another Service or Organization:</u> When death occurs while serving with Marine units.	Army: CDRPERSCOM ALEXANDRIA VA//TAPC- PEC//	N/A
	Air Force: HQ AFPC RANDOLPH AFB TX// HQ AFSVA RANDOLPH AFB TX//	N/A N/A
	Navy: COMNAVPERSCOM MILLINGTON TN//621//	COMNAVPERSCOM MILLINGTON TN(n)
	Coast Guard: COMDT COGARD WASHINGTON DC//G- PS//	COMDT COGARD WASHINGTON DC(n)
	American Red Cross: AMCROSS WASHINGTON DC//	N/A
	Public Health Service: US PUBLIC HEALTH SERVICE HONOLULU HI//	N/A

Figure 3-2.--Action and Information Addressees (AUTODIN and DMS Format)--
Continued.

MARCORCASPROCMAN

2. INACTIVE:		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	DFAS KANSAS CITY MO//FCMS//	DFAS CENTER KANSAS CITY MO(n)
	COMMARFORRES//ADJ//	COMMARFORRES G1(n)
	CG MCRSC KANSAS CITY MO//ADJ//	CG MCRSC KANSAS CITY MO G1(n)
3. <u>RETIRED (MARINES ON THE T/PDRL WHO DIE WITHIN 120 DAYS OF SEPARATION):</u>		
<u>Action Addressee:</u>	Same as active duty.	Same as active duty
	DFAS CENTER CLEVELAND OH//PRR-CAD//	DFAS CENTER CLEVELAND OH(n)
<u>Information Addressee:</u>	Same as active duty.	Same as active duty
<u>RETIRED (MARINES WHO DIE MORE THAN 120 DAYS AFTER SEPARATION):</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	DFAS CENTER CLEVELAND OH//PRR-CAD//	DFAS CENTER CLEVELAND OH(n)
	FHTNC NORFOLK VA//	N/A
<u>RETIRED ILL OR INJURED (GENERAL OFFICERS OR FORMER SERGEANTS MAJORS OF THE MARINE CORPS):</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
4. <u>VETERAN (WHO DIES WITHIN 120 DAYS OF SEPARATION):</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	CG MCRSC KANSAS CITY MO//ADJ//	CG MCRSC KANSAS CITY MO G1(n)

Figure 3-2.--Action and Information Addressees (AUTODIN and DMS Format)--
Continued.

MARCORCASPROC MAN

5. <u>FOREIGN NATIONAL:</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	BUMED WASHINGTON DC//332//	BUMED WASHINGTON DC(n)
	MILMEDSUPPOFF GREAT LAKES IL//09A//	MILMEDSUPPOFF GREAT LAKES IL(n)
	Appropriate Embassy or Consulate.	Appropriate Embassy or Consulate
6. <u>CIVILIAN EMPLOYEE OR CONTRACTOR:</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	BUMED WASHINGTON DC//332//	BUMED WASHINGTON DC(n)
	MILMEDSUPPOFF GREAT LAKES IL//09A//	MILMEDSUPPOFF GREAT LAKES IL(n)
	Appropriate Civilian Human Resources Service Center.	Appropriate Civilian Human Resources Service Center
7. <u>OTHER CIVILIAN:</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
8. <u>FAMILY MEMBER:</u>		
<u>Action Addressee:</u>	CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC(n)
	BUMED WASHINGTON DC//332//	BUMED WASHINGTON DC(n)
	MILMEDSUPPOFF GREAT LAKES IL//09A//	MILMEDSUPPOFF GREAT LAKES IL(n)

Figure 3-2.--Action and Information Addressees (AUTODIN and DMS Format)--
Continued.

MARCORCASPROCMAN

IMMEDIATE

O 131733Z JUL 02 ZYB

FM CG SECOND MARDIV//ADJ//
TO CMC WASHINGTON DC//MRC//
OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

BT

UNCLAS //N03040//

MSGID/GENADMIN/CG SECOND MARDIV//ADJ//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/D.V. MACON/GYSGT/ADJ/TEL: DSN 751-8735//

RMKS/1. LCPL/COREY/MARCUS/SMUCKATEL/III

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/ON LIBERTY

4. -/-/-/-/-

5. NONHOSTILE/DECEASED

6. ACCIDENT/MOTOR VEHICLE INCIDENT

7. 20020713/2325/JACKSONVILLE/NC/-

8. 20020714/0145/JACKSONVILLE/NC/-

9. SNM WAS RETURNING TO MCB, CAMP LEJEUNE AFTER SPENDING THE EVENING WITH A GROUP OF FRIENDS AT A LOCAL NIGHT CLUB. SNM WAS HEADED NORTH ON HWY 17 AS HIS PRIVATELY OWNED VEHICLE APPROACHED THE INTERSECTION OF WESTERN BLVD. ACCORDING TO WITNESSES, SNM'S VEHICLE FAILED TO STOP AT THE RED LIGHT. TO AVOID HITTING ANOTHER VEHICLE IN THE INTERSECTION, SNM SWERVED, CAUSING HIM TO LOSE CONTROL. SNM WAS THROWN FROM THE VEHICLE AFTER THE VEHICLE IMPACTED A UTILITY POLE. NO OTHER VEHICLES WERE INVOLVED IN THE INCIDENT. SNM WAS TRANSPORTED TO ONSLOW MEMORIAL HOSPITAL WHERE HE DIED AS A RESULT OF MASSIVE INTERNAL INJURIES. ALCOHOL BELIEVED TO BE A FACTOR. SNM WAS NOT WEARING A SEATBELT.

10. ONSLOW MEMORIAL HOSPITAL MORGUE/DR. STEVENS/(910) 451-2567

11. 1ST BN, 10TH MAR, 2D MARDIV, CAMP LEJEUNE, NC/1STSGT MARINE/DSN: 751-6587,
COML: (910) 751-6587

12. PO3 CHAD RODGERS WAS A PASSENGER IN THE VEHICLE AND RECEIVED MULTIPLE INJURIES. PARENTS WERE NOTIFIED BY HOSPITAL PERSONNEL AT 0100, 20020714. POC ONSLOW COUNTY SHERIFF'S OFFICE IS DEPUTY NORMAN REAL AT (910) 345-0023.

13. COREY/M/SMUCKATEL/II/FATHER/1236 5TH AVE/TAMPA/FL/-/33543/(813) 543-4398/-
MARY/E/SMUCKATEL/-/MOTHER/1236 5TH AVE/TAMPA/FL/-/33543/(813) 543-4398/-

14. 20010514/20010514/MEPS, TAMPA/FL

15. \$1,350.45/-

16. ROMAN CATHOLIC

17. NDSM/REX

18. NEVER MARRIED

19. 19800301/TAMPA/FL/-

20. WHITE/NONE

21. -/-/-

22. TAMPA/FL/-//

BT

Figure 3-3.--Sample PCR (DD-3040-02) Active Duty Death Nonhostile.

MARCORCASPROC MAN

IMMEDIATE

0 082000Z AUG 02 ZYB

FM HQBN HH ARLINGTON VA/ADJ//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

BT

UNCLAS //N03040//

MSGID/GENADMIN/CG SECOND MARDIV//ADJ//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/D.V. MACON/GYSGT/ADMIN CHF/TEL: DSN 751-2111//

RMKS/1. MSGT/ERICK/MICHAEL/KILGORE/-

2. 123 45 6789/0369/M

3. USMC/RESERVE/ACTIVE DUTY/ON DUTY

4. ADT/20010901/20010914/-/-

5. TERRORIST ACTIVITY/CRUSHED AND BURNED

6. HOSTILE ACTION/TERRORIST ACTIVITY

7. 20010911/0928/ARLINGTON/VA

8. 20010911/1650/ARLINGTON/VA

9. ON 20010911, TERRORIST HIJACKED A COMMERCIAL AIRLINER AND FLEW THE HIJACKED AIRCRAFT INTO THE OUTER RING OF THE PENTAGON FEDERAL OFFICE BUILDING. MSGT KILGORE WAS ASSISTING IN THE RESCUE AND EVACUATION OF INJURED PERSONNEL FROM THE BURNING BUILDING WHEN A PILAR COLLAPSED UPON HIM CAUSING MASSIVE INJURIES AND BURNS TO HIS UPPER BODY. SNM WAS PULLED FROM THE BUILDING BY OTHER PERSONNEL ASSISTING IN THE RESCUE AND WAS TRANSPORTED TO THE FAIRFAX INOVA HOSPITAL FOR TREATMENT AND SUBSEQUENTLY DIED OF INJURIES RECEIVED.

10. FAIRFAX INOVA HOSPITAL/DR. POTTER/(703) 693-0919

11. HQBN, HQMC, ARLINGTON, VA/CAPT HOLMES/DSN: 224-4345, COML: (703) 614-4345

12. SNM ON ADT FOR ANNUAL TRAINING AT THE TIME OF INCIDENT, ORDERS ISSUED BY CG, MCRSC ON 20010815. WIFE AND PARENTS WERE AT BEDSIDE WHEN SNM DIED.

13. SARAH/G/KILGORE/-/WIFE/1464 S. GREENMOUNT DRIVE/ALEXANDRIA/VA/-/22311/703-727-5072/-

ERIC/R/KILGORE/-/FATHER/845 17TH STREET NE/SANTA BARBARA/CA/-/23479/(213) 435-9841/-

JEAN/W/KILGORE/-/MOTHER/845 17TH STREET NE/SANTA BARBARA/CA/-/23479/(213) 435-9841/-

14. 19820311/19820825/MEPS, LOS ANGELES/CA

15. 3742.75/FLPP/300.00/SDA/375.00/HDP/150.00

16. METHODIST

17. GCM 05/MUC/SSDR 02/NMCCAM 02/NMCCM/SERVICE STRIPES 05/REX 05/PEX 04/

JSAM/MUC/NDSM 02/SMCRM/KLM(K)/CAR/SSAM/MCDIR

18. MARRIED

19. 19630714/LOS ANGELES/CA

20. WHITE/NONE

21. 19820802/19870801/USMC

22. SANTA BARBARA/CA//

BT

Figure 3-4.--Sample PCR (DD-3040-02) Active Duty Death Hostile.

MARCORCASPROC MAN

IMMEDIATE

0 082000Z AUG 02 ZYB

FM INSP INSTR STAFF MIAMI FL/S-1//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//S-1//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/G.K. STAMOUR/GYSGT/ADMIN CHF/TEL: DSN 843-2111//

RMKS/1. SGT/RODERICK/ERROL/HEWITT/-

2. 123 45 6789/0331/M

3. USMC/RESERVE/INACTIVE/-

4. -/-/-/-/-

5. NONHOSTILE/DECEASED

6. HOMICIDE/GUNSHOT WOUND

7. 20020807/0350/FT. LAUDERDALE/FL/-

8. 20020807/0350/FT. LAUDERDALE/FL/-

9. SGT HEWITT WAS RETURNING HOME IN HIS PRIVATELY OWNED VEHICLE WHEN HE STOPPED FOR A RED LIGHT AT THE INTERSECTION OF BISCAYNE BLVD AND 19TH STREET. AN INDIVIDUAL APPROACHED HIS VEHICLE WITH A GUN AND CARJACKED HIM. WITNESSES STATE SGT HEWITT RESISTED AND WAS SHOT MULTIPLE TIMES.

10. BROWARD COUNTY CORONER/DR. LAWLESS/(305) 452-1777

11. AT (TOW) CO, 8TH TANK BN, MIAMI, FL/GYSGT BARRIOS/DSN: 843-2111, COML: (305) 843-2111 EXT. 222

12. FT. LAUDERDALE POLICE HAVE A SUSPECT IN CUSTODY AT THIS TIME. POC AT THE FT. LAUDERDALE POLICE DEPARTMENT IS OFFICER JAMES SMITH, (305) 213-9945. SPOUSE WAS NOTIFIED OF DEATH BY LOCAL LAW ENFORCEMENT. SPOUSE NOTIFIED THIS COMD OF SNM'S DEATH ON 20020808. INSP INSTR STF MET WITH THE FAMILY AND WILL ASSIST WITH ALL REQUIRED CLAIMS FOR BENEFITS AND ENTITLEMENTS.

13. MARY/A/HEWITT/-/WIFE/2630 CABIN CREEK ROAD/FT. LAUDERDALE/FL/-/32667/(305) 667-1050/-

WILLIAM/H/HEWITT/-/FATHER/3245 ROCKLEDGE LANE/MIAMI/FL/-/32156/(305) 783-2387/-

AMY/C/BELL/-/MOTHER/18123 121ST STREET NW/MIAMI/FL/-/32423/(305) 512-0034/-

14. 19991110/19991110/MEPS, MIAMI/FL

15. \$210.00/-

16. ROMAN CATHOLIC

17. NDSM/CGM/REX/

18. MARRIED

19. 19750525/MIAMI/FL/-

20. BLACK/NONE

21. -/-/-

22. MIAMI/FL/-//

BT

Figure 3-5.--Sample PCR (DD-3040-02) Inactive Death.

MARCORCASPROCMAN

IMMEDIATE

0 102000Z SEP 02 ZYB

FM MCB CAMP LEJEUNE NC//ADJ//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/T.B. DICKENS/SSGT/ADMIN CHF/TEL: DSN 751-0842//

RMKS/1. COL/ANTHONY/B/REID/-

2. 123 45 6789/-/M

3. USMC/RETIRED/RETIRED/-

4. -/-/-/-/19830501

5. NONHOSTILE/DECEASED

6. ILLNESS/HEART ATTACK

8. 20020908/1353/JACKSONVILLE/NC/-

12. NONE

13. GLORIA/M/REID/-/WIFE/5412 WESTERN BLVD/JACKSONVILLE/NC/-/28543/(910) 338-8751/-//

BT

Figure 3-6.--Sample PCR (DD-3040-02) Retired Death.

MARCORCASPROC MAN

IMMEDIATE

0 182000Z DEC 02 ZYB

FM CG FIRST MARDIV//ADJ//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/D. RODRIGUEZ/MGYSGT/ADMIN CHF/TEL: DSN 361-2222//

RMKS/1. CPL/NICHOLAS/CRAIG/PETE/JR.

2. 123 45 6789/-/M

3. USMC/VETERAN/VETERAN/-

4. -/-/-/-/20021014

5. NONHOSTILE/DECEASED

6. ACCIDENT/BURNS

8. 20021213/1705/SEATTLE/WA/-

12. INFORMATION CONCERNING CPL PETE'S DEATH WAS PROVIDED BY HIS FATHER, MR. NICK PETE, UPON CONTACT WITH THIS COMMAND ON 20021217. THE FAMILIES HOME CAUGHT FIRE ON 20021213 AND CPL PETE WAS UNABLE TO GET OUT OF THE HOUSE. SNM DIED AS A RESULT OF SMOKE INHALATION AND BURNS SUSTAINED IN THE FIRE. MR. PETE WAS ADVISED TO CONTACT THE CASUALTY SECTION AT HQMC CONCERNING CPL PETE'S SGLI EXTENDED COVERAGE.

13. NICHOLAS/C/PETE/SR./FATHER/145 REDWOOD CIRCLE/SEATTLE/WA/-/12345/(345) 634-1239/-

ELIZABETH/M/PETE/-/MOTHER/145 REDWOOD CIRCLE/SEATTLE/WA/-/12345/(345) 634-1239/-//
BT

Figure 3-7.--Sample PCR (DD-3040-02) Veteran Death.

MARCORCASPROC MAN

IMMEDIATE

0 231900Z OCT 02 ZYB

FM CG MCAS YUMA AZ//ADJ//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02)//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/D.C. LEESE/GYSGT/ADMIN CHF/TEL: DSN 897-0033//

RMKS/1. MSGT/ARTHUR/ROBERT/BERNETT/-

2. 123 45 6789/0193/M

3. USMC/REGULAR/ACTIVE DUTY/ON LIBERTY

4. -/-/-/-/-

5. NONHOSTILE/DUSTWUN

7. 20021021/1300/PECOCK/AZ/-

9. MSGT BERNETT AND HIS FAMILY (SPOUSE AND CHILDREN) WERE CAMPING AT ROUND LAKE PARK. AT APPROX 1300, 20021021, MSGT BERNETT INFORMED HIS SPOUSE THAT HE WAS GOING HIKING AND WOULD RETURN IN A FEW HOURS. AFTER NOT RETURNING OVERNIGHT, THE NEXT AFTERNOON MRS. BERNETT CONTACTED PARK RANGERS AND INFORMED THEM HUSBAND HAD GONE HIKING AND HAD NOT RETURNED IN EXCESS OF 24 HRS. SEARCH EFFORTS RESULTED IN THE LOCATION AND RECOVERY OF MSGT BERNETT'S BACK PACK, WHICH CONTAINED TRACES OF DRIED BLOOD.

11. HHS, MCAS YUMA AZ/MAJ RODGERS/DSN: 987-8843, COML: (216) 342-6666

12. SEARCH EFFORTS BY PARK RANGERS AND LOCAL LAW ENFORCEMENT PERSONNEL ARE ONGOING. AS REQUIRED BY THE REF, DAILY SUPPLEMENTAL REPORTS WILL BE SUBMITTED.

13. MARYJO/-/BERNETT/-/WIFE/1664 PARKVIEW COURT/YUMA/AZ/-/12345/(216) 367-1551/-
SETH/E/BERNETT/-/FATHER/8712 HECTOR COURT/ORLANDO/FL/-/32804/(407) 443-6532/-
DEBRA/G/MYERS/-/MOTHER/2725 4TH AVE/ST. PETERSBURG/FL/-/33712/(727) 891-4415/-//
BT

Figure 3-8.--Sample PCR (DD-3040-02) Duty Status Whereabouts Unknown (DUSTWUN).

MARCORCASPROC MAN

IMMEDIATE

O 131733Z MAR 02 ZYB

FM FIRST BN SECOND MAR/S-1//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

BT

UNCLAS //N03040//

MSGID/GENADMIN//S-1//

SUBJ/PCR (DD-3040-02)//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/D.B. BORDERS/GYSGT/ADMIN CHF/TEL: DSN 751-4343//

RMKS/1. PFC/DAVID/ROBERT/DUVAL/-

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/ON LEAVE

4. -/-/-/-/-

5. NONHOSTILE/SI

6. ACCIDENT/MOTOR VEHICLE INCIDENT

7. 20020313/0937/ORANGE PARK/FL/-

8. -/-/-/-/-

9. WHILE ON ANNUAL LEAVE VISITING FAMILY IN JACKSONVILLE, FL, SNM RECEIVED MULTIPLE INJURIES AS A RESULT OF A SINGLE VEHICLE ACCIDENT ON I-295. SNM LOST CONTROL OF HIS PRIVATELY OWNED VEHICLE, CAUSING THE VEHICLE TO VEER OFF THE ROADWAY AND IMPACT A TREE AT A HIGH RATE OF SPEED. SNM WAS WEARING A SEATBELT AND THERE ARE NO INDICATIONS THAT ALCOHOL WAS INVOLVED. ACCORDING TO SNM'S PARENTS, PFC DUVAL HAD GONE OUT WITH FRIENDS THE PREVIOUS EVENING AND HAD NOT RETURNED HOME. THE PARENTS FELT THAT SNM DID NOT RECEIVE ANY SLEEP THE NIGHT BEFORE AND FELL ASLEEP AT THE WHEEL CAUSING THE ACCIDENT.

10. ORANGE PARK COMMUNITY HOSPITAL/DR. BRUNSWICK/(850) 231-8855

11. 1ST BN, 2ND MAR, 2D MARDIV, CAMP LEJEUNE, NC/CAPT S.O. WALLACE/DSN: 751-6789, COML: (910) 451-6789

12. PARENTS WERE NOTIFIED BY LOCAL LAW ENFORCEMENT AND HOSPITAL PERSONNEL AT 1130, 20020313. MRS. DUVAL CONTACTED THE SDNCO AT I&I STF, JACKSONVILLE, FL AT APPROX 1730. THIS COMMAND WAS CONTACTED BY THE SDNCO, I&I JACKSONVILLE AT 1800. THE CO, HAS CONTACTED SNM'S PARENTS AND IS IN CONTACT WITH THE I&I STF TO OFFER ASSISTANCE. POC AT THE DUVAL COUNTY SHERIFF'S OFFICE IS DEPUTY RAMONA SIMS AT (850) 233-4000.

13. REGINALD/V/DUVAL/III/FATHER/6824 INNER CIRCLE DRIVE/JACKSONVILLE/FL/-/12345/(850) 655-0094/-

HILDA/-/DUVAL/-/MOTHER/6824 INNER CIRCLE DRIVE/JACKSONVILLE/FL/-/12345/(850) 655-0094/-//

BT

Figure 3-9.--Sample PCR (DD-3040-02) Illness or Injury.

MARCORCASPROC MAN

IMMEDIATE

O 221533Z FEB 02 ZYB

FM MAG THREE SIX/S-1//

TO CMC WASHINGTON DC//MRC//
OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

BT

UNCLAS //N03040//

MSGID/GENADMIN//S-1//

SUBJ/PCR (DD-3040-02)//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/J.R. JONAS/SSGT/ADMIN CHF/TEL: DSN 314-644-5645//

RMKS/1. CAPT/LEROY/SCOTT/SMITHERS/-

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/ON LIBERTY

4. -/-/-/-/-

5. NONHOSTILE/SPEC PAT

6. SELF INFLICTED/DRUG OVERDOSE

7. 20020220/2315/OKINAWA/-/JAPAN

8. -/-/-/-/-

9. SUICIDE ATTEMPT, VERIFIED BY COMPETENT MEDICAL AUTHORITY. DISTRAUGHT OVER A PENDING DIVORCE AND THE RETURN OF HIS FAMILY TO THE STATES, CAPT SMITHERS' INGESTED APPROX 45 TYLENOL TABLETS. AT APPROX 0130, 20020221, CAPT SMOOTHERS CONTACTED EMS PERSONNEL AND REPORTED THE INCIDENT. EMS PERSONNEL TRANSPORTED SNO TO THE USNH CAMP LESTER FOR TREATMENT.

10. USNH CAMP LESTER/DR. LEE/DSN: 314-623-7773

11. MWSG 38, MAG 36, 1ST MAW, OKINAWA, JAPAN/CAPT S.O. WALLACE/DSN: 314-622-9900, COML: 011-83-453-7773

12. SPOUSE AND CHILDREN ARE CURRENTLY LOCATED IN LAS VEGAS, NV. CAPT SMITHERS DOES NOT DESIRE NOTIFICATION OF NOK.

13. RENE/L/SMITHERS/-/WIFE/325 QUARTERS/MCAS FUTEMA OKINAWA/-/JAPAN/12345/314-623-9923/-//

BT

Figure 3-10.--Sample PCR (DD-3040-02) Special Patient (SpecPat).

MARCORCASPROCMAN

IMMEDIATE

O 200934Z MAR 02 ZYB

FM FIRST BN SECOND MAR/S-1//

TO CMC WASHINGTON DC//MRC//

SAME AS ORIGINAL PCR

INFO SAME AS ORIGINAL PCR

BT

UNCLAS //N03040//

MSGID/GENADMIN//S-1//

SUBJ/PCR (DD-3040-02) SUPPLEMENTAL 01//

REF/A/DOC/MRC/17OCT2002//

REF/B/GENADMIN/131733Z MAR 02//

NARR/REF (A) IS THE MARCORCASPROCMAN, REF (B) IS THE PCR REPORT OF SNM'S INITIAL INJURY.//

POC/D.B. BORDERS/GYSGT/ADMIN CHF/TEL: DSN 751-4343//

RMKS/1. PFC/DAVID/ROBERT/DUVAL/-

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/HOSPITALIZED

10. JACKSONVILLE MEMORIAL HOSPITAL/DR. PINELLAS/(850) 634-2228

12. SNM TRANSFERRED FROM ORANGE PARK COMMUNITY HOSPITAL TO JACKSONVILLE MEMORIAL HOSPITAL. SNM IS CURRENTLY SUFFERING FROM LACERATIONS, BROKEN ARM, AND INTERNAL INJURIES. CONDITION HAS STABILIZED AND PROGNOSIS IS GOOD.//

BT

IMMEDIATE

O 260830Z MAR 02 ZYB

FM FIRST BN SECOND MAR/S-1//

TO CMC WASHINGTON DC//MRC//

SAME AS ORIGINAL PCR

INFO SAME AS ORIGINAL PCR

BT

UNCLAS //N03040//

MSGID/GENADMIN//S-1//

SUBJ/PCR (DD-3040-02) SUPPLEMENTAL 02//

REF/A/DOC/MRC/17OCT2002//

REF/B/GENADMIN/131733Z MAR 02//

NARR/REF (A) IS THE MARCORCASPROCMAN, REF (B) IS THE PCR REPORT OF SNM'S INITIAL INJURY.//

POC/D.B. BORDERS/GYSGT/ADMIN CHF/TEL: DSN 751-4343//

RMKS/1. PFC/DAVID/ROBERT/DUVAL/-

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/HOSPITALIZED

12. SNM'S CONDITION CONTINUES TO IMPROVE. HE HAS BEEN REMOVED FROM LIFE SUPPORT AND IS IN STABLE CONDITION. PROGNOSIS FOR A FULL RECOVERY IS GOOD. SNM IS COMMUNICATING WITH NOK AND THIS COMMAND.//

BT

Figure 3-11.--Sample PCR (DD-3040-02) Supplemental XX.

MARCORCASPROCMAN

IMMEDIATE

O 051114Z APR 02 ZYB

FM FIRST BN SECOND MAR/S-1//

TO CMC WASHINGTON DC//MRC//

SAME AS ORIGINAL PCR

INFO SAME AS ORIGINAL PCR

BT

UNCLAS //N03040//

MSGID/GENADMIN//S-1//

SUBJ/PCR (DD-3040-02) SUPPLEMENTAL 03//

REF/A/DOC/MRC/17OCT2002//

REF/B/GENADMIN/131733Z MAR 02//

NARR/REF (A) IS THE MARCORCASPROCMAN, REF (B) IS THE PCR REPORT OF SNM'S INITIAL INJURY.//

POC/D.B. BORDERS/GYSGT/ADMIN CHF/TEL: DSN 751-4343//

RMKS/1. PFC/DAVID/ROBERT/DUVAL/-

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/ON LEAVE

12. SNM WAS RELEASED FROM THE HOSPITAL ON 20020405 AND IS CURRENTLY ON 30 DAYS CONVALESCENT LEAVE. PLACED ON LIMITED DUTY FOR 6 WEEKS, SNM IS EXPECTED TO RETURN TO FULL DUTY AT THAT TIME. THIS IS A FINAL REPORT.//

BT

IMMEDIATE

O 071040Z APR 02 ZYB

FM FIRST BN SECOND MAR/S-1//

TO CMC WASHINGTON DC//MRC//

SAME AS ORIGINAL PCR

INFO SAME AS ORIGINAL PCR

BT

UNCLAS //N03040//

MSGID/GENADMIN//S-1//

SUBJ/PCR (DD-3040-02) SUPPLEMENTAL 03//

REF/A/DOC/MRC/17OCT2002//

REF/B/GENADMIN/131733Z MAR 02//

NARR/REF (A) IS THE MARCORCASPROCMAN, REF (B) IS THE PCR REPORT OF SNM'S INITIAL INJURY.//

POC/D.B. BORDERS/GYSGT/ADMIN CHF/TEL: DSN 751-4343//

RMKS/1. PFC/DAVID/ROBERT/DUVAL/-

2. 123 45 6789/0311/M

3. USMC/REGULAR/ACTIVE DUTY/ON LEAVE

12. AS A RESULT OF SNM'S REMARKABLE IMPROVEMENTS, HE HAS BEEN REMOVED FROM THE SI LIST EFF 20020406. SNM REMAINS IN THE HOSPITAL BUT EXPECTED TO BE RELEASED WITHIN THE NEXT THREE DAYS. THIS IS A FINAL REPORT.//

BT

Figure 3-11.--Sample PCR (DD-3040-02) Supplemental XX--Continued.

MARCORCASPROCMAN

IMMEDIATE

0 040400Z OCT 02 ZYB

FM CG FIRST MARDIV

TO CMC WASHINGTON DC//MRC//
OTHER AS APPROPRIATE

INFO AS APPROPRIATE

BT

UNCLAS //N03040//

MSGID/GENADMIN/G-1//

SUBJ/PCR (DD-3040-02) MULTIPLE CASUALTY//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/D.J. CASH/CW04/PERSO/TEL: DSN 365-6401//

RMKS/1. THE FOLLOWING MULTIPLE CASUALTY REPORT IS PROVIDED:
DUSTWUN:

- A. (1) PFC/ROGER/ROBERT/SINCLAIR/-
(2) 123 45 6789/3531/M
(3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
(4) -/-/-/-/-
(5) NONHOSTILE/DUSTWUN
- B. (1) SGT/PAUL/DAVID/ASH/-
(2) 123 45 6789/0811/M
(3) USMC/RESERVE/ACTIVE DUTY/ON DUTY
(4) ADT/20020601/20020214/-/-
(5) NONHOSTILE/DUSTWUN

DECEASED:

- C. (1) PVT/MICHAEL/JOHN/BUCKZAN/-
(2) 123 45 6789/0811/M
(3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
(4) -/-/-/-/-
(5) NONHOSTILE/DECEASED
- D. (1) CPL/OSCAR/GEORGE/SMITH/III
(2) 123 45 6789/0811/M
(3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
(4) -/-/-/-/-
(5) NONHOSTILE/DECEASED
- E. (1) SSGT/LARRY/MICHAEL/LOHR/-
(2) 123 45 6789/0811/M
(3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
(4) -/-/-/-/-
(5) NONHOSTILE/DECEASED
- F. (1) CAPT/RONALD/HENRY/MCDONALD/-
(2) 123 45 6789/0802/M
(3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
(4) -/-/-/-/-
(5) NONHOSTILE/DECEASED

Figure 3-12.--Sample PCR (DD-3040-02) Multiple Casualty.

MARCORCASPROCMAN

VERY SERIOUSLY INJURED (VSI):

- G. (1) SGT/JACK/BERNARD/QUICK/IV
- (2) 123 45 6789/0811/M
- (3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
- (4) -/-/-/-/-
- (5) NONHOSTILE/VSI

SEROUSLY INJURED (SI):

- H. (1) LCPL/RUBEN/-/PEREZ/-
- (2) 123 45 6789/0811/M
- (3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
- (4) -/-/-/-/-
- (5) NONHOSTILE/SI
- I. (1) CPL/MILTON/ROMAN/JUNG/-
- (2) 123 45 6789/0811/M
- (3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
- (4) -/-/-/-/-
- (5) NONHOSTILE/SI
- J. (1) SGT/ROBERT/-/ROMANOWSK/JR.
- (2) 123 45 6789/0811/M
- (3) USMC/RESERVE/ACTIVE DUTY/ON DUTY
- (4) ADT/20020601/20020614/-/-
- (5) NONHOSTILE/SI

NOT SERIOUSLY INJURED:

- K. (1) LCPL/EUGENE/ALBERT/WOOD/-
- (2) 123 45 6789/0811/M
- (3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
- (4) -/-/-/-/-
- (5) NONHOSTILE/NSI
- L. (1) SGT/HENRY/MARK/SMITH/JR.
- (2) 123 45 6789/3531/M
- (3) USMC/REGULAR/ACTIVE DUTY/ON DUTY
- (4) -/-/-/-/-
- (5) NONHOSTILE/NSI

6. ACCIDENT/MOTOR VEHICLE INCIDENT

7. 20021004/0130/CAMP PENDLETON/CA/-

9. WHILE PARTICIPATING IN A SCHEDULED NIGHT TRAINING EXERCISE IN AREA 51, UNDER BLACK-OUT CONDITIONS, PFC SINCLAIR, THE DRIVER, WAS DESCENDING A MOUNTAIN ROAD IN A GOVERNMENT-OWNED M850 5-TON TRUCK WHEN HE HIT A CRATER. PFC SINCLAIR PANICKED AND LOST CONTROL OF THE TRUCK, CAUSING THE TRUCK TO PLUNGE APPROX 150 FEET DOWN THE SIDE OF A MOUNTAIN BEFORE COMING TO REST AT WHICH TIME IT BURST INTO FLAMES.

11. 5THBN, 11TH MAR, 1STMARDIV, CAMP PENDLTON, CA/LTCOL BAKER/DSN: 361-1212, COML: (760) 763-1212

12. ALL REQUIRED INDIVIDUAL PCR'S AND DOCUMENTS ARE FORTHCOMING. SEARCH EFFORTS TO LOCATE SGT ASH AND PFC SINCLAIR ARE ONGOING. ALL OTHER MARINES INVOLVED IN THE INCIDENT ARE ACCOUNTED FOR.//

BT

MARCORCASPROCMAN

IMMEDIATE

O 131735Z JUL 02 ZYB

FM CG SECOND MARDIV//ADJ//
TO CMC WASHINGTON DC//MRC//
COMNAVPERSCOM MILLINGTON TN//621//
OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

BT

UNCLAS //N03040//

MSGID/GENADMIN/CG SECOND MARDIV//ADJ//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/D.V. MACON/GYSGT/ADMIN CHF/TEL: DSN 751-8735//

RMKS/1. PO3/CHAD/LEE/RODGERS/-

2. 123 45 6789/8404/M

3. USN/REGULAR/ACTIVE DUTY/ON LIBERTY

4. -/-/-/-/-

5. NONHOSTILE/VSI

6. ACCIDENT/MOTOR VEHICLE INCIDENT

7. 20020713/2325/JACKSONVILLE/NC/-

8. -/-/-/-/-

9. PO3 RODGERS WAS A PASSENGER IN A PRIVATELY OWNED VEHICLE, DRIVEN BY LCPL COREY M. SMUCKATEL WHILE RETURNING TO MCB, CAMP LEJEUNE AFTER SPENDING THE EVENING WITH A GROUP OF FRIENDS AT A LOCAL NIGHT CLUB. THE POV WAS HEADED NORTH ON HWY 17 APPROACHING THE INTERSECTION OF WESTERN BLVD. ACCORDING TO WITNESSES, LCPL SMUCKATEL FAILED TO STOP AT THE RED LIGHT. TO AVOID HITTING ANOTHER VEHICLE IN THE INTERSECTION, LCPL SMUCKATEL SWERVED, CAUSING HIM TO LOSE CONTROL OF THE POV AND THE VEHICLE IMPACTED A UTILITY POLE. NO OTHER VEHICLES WERE INVOLVED IN THE INCIDENT. PO3 RODGERS SUSTAINED MULTIPLE INJURIES AND WAS TRANSPORTED TO ONSLOW MEMORIAL HOSPITAL FOR TREATMENT. ALCOHOL BELIEVED TO BE A FACTOR. PO3 RODGERS WAS WEARING A SEATBELT.

10. ONSLOW MEMORIAL HOSPITAL/DR. FEELBETTER/(910) 451-2583

11. 1ST BN, 10TH MAR, 2D MARDIV, CAMP LEJEUNE, NC/1STSGT MARINE/DSN: 751-6587,
COML: (910) 751-6587

12. PARENTS WERE NOTIFIED BY HOSPITAL PERSONNEL AT 0130, 20020714. POC ONSLOW COUNTY SHERIFF'S OFFICE IS DEPUTY NORMAN REAL AT (910) 345-0023. NAVY CASUALTY HAS BEEN NOTIFIED OF THE INCIDENT.

13. LAWRENCE/B/RODGERS/-/FATHER/3655 9TH AVE NORTH/ST. PETERSBURG/FL/-/33705/(727) 898-2323/-

GENNA/M/RODGERS/-/MOTHER/3655 9TH AVE NORTH/ST. PETERSBURG/FL/-/33705/(727) 898-2323/-//

BT

Figure 3-13.--Sample PCR (DD-3040-02) Member of Another Service Death.

MARCORCASPROCMAN

IMMEDIATE

0 142000Z MAY 02 ZYB

FM CG MCAS MIRAMAR CA/S-1//

TO CMC WASHINGTON DC//MRC//

APPROPRIATE EMBASSY OR CONSULATE

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/B.K. JEFFRIES/CWO3/S-1/TEL: DSN 522-3333//

RMKS/1. SGT/OSCAR/B/DELARENTA/-

2. -/-/M

3. -/REGULAR/FOREIGN NATIONAL/HOSPITALIZED

5. NONHOSTILE/DECEASED.

6. DETERMINATION PENDING/GUNSHOT TO THE HEAD

8. 20020513/2130/SAN DIEGO/CA/-

9. ON 20020510, AT APPROX 0830, SGT DELARENTA WAS FOUND BEHIND THE BASE THEATER WITH A SINGLE GUNSHOT WOUND TO THE HEAD AND A 9MM PISTOL NEAR HIS BODY. EMS PERSONNEL TRANSPORTED SGT DELARENTA TO SCRIPPS MEMORIAL HOSPITAL FOR TREATMENT WHERE HE REMAINED ON LIFE SUPPORT SYSTEMS UNTIL THE DECISION WAS MADE BY THE NOK TO DISCONTINUE SUPPORT. SGT DELARENTA WAS A MEMBER OF THE BRITISH ROYAL MARINES PARTICIPATING IN A MILITARY EXCHANGE PROGRAM WHILE ATTENDING THE SGT'S CRS CLASS 04-02 AT MCAS MIRAMAR.

10. SAN DIEGO COUNTY CORONER/DR. CALLAHAN/(619) 543-8888

12. THE NOK WAS NOTIFIED BY BRITISH REPRESENTATIVES AND FLOWN TO THE U.S. SPOUSE IS CURRENTLY RESIDING AT THE NAVY LODGE, BALBOA AND WILL RETURN TO ENGLAND WITH SGT DELARENTA'S REMAINS ON 20020516. INVESTIGATION INTO THE CIRCUMSTANCES SURROUNDING SGT DELARENTA'S DEATH IS ONGOING. INDICATIONS ARE WOUNDS MAY BE SELF-INFLICTED.

13. ALESA/G/DELARENTA/-/WIFE/15 SUMIT PLAZA/LONDON/-/ENGLAND/3245/011-68-321-5638/-//

BT

Figure 3-14.--Sample PCR (DD-3040-02) Foreign National Death.

MARCORCASPROCMAN

IMMEDIATE

0 112000Z SEP 02 ZYB

FM MCB CAMP PENDLETON CA//ADJ//

TO CMC WASHINGTON DC//MRC//

APPROPRIATE CIVILIAN PERSONNEL OFFICE

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/S.A. YOUNG/GYSGT/ADMIN CHF/TEL: DSN 361-0842//

RMKS/1. GS09/STEPHEN/ROLAND/BLANKENSHIP/-

2. 123 45 6789/-/M

3. -/CIVILIAN/CIVILIAN EMPLOYEE OR CONTRACTOR/-

5. NONHOSTILE/DECEASED

6. ACCIDENT/MOTOR VEHICLE INCIDENT

7. 20020910/1530/MCB, CAMP PENDLETON/CA/-

8. 20020910/1530/MCB, CAMP PENDLETON/CA/-

9. MR. BLAKENSHIP, EMPLOYED WITH THE BASE MAINTENANCE FACILITY, WAS HEADED OFF BASE AFTER WORK IN HIS PRIVATELY OWNED VEHICLE, WHEN HE ATTEMPTED TO PASS A GOVERNMENT-OWNED M850 5-TON TRUCK IN A NO PASSING ZONE. AN ONCOMING VEHICLE APPEARED; AND MR. BLAKENSHIP VEERED BACK TO THE RIGHT LANE HITTING THE 5-TON AND LOSING CONTROL OF HIS VEHICLE. THE VEHICLE WENT DOWN AN EMBANKMENT AND FLIPPED OVER SEVERAL TIMES. MR. BLANKENSHIP WAS THROWN FROM THE VEHICLE AND THE VEHICLE CAME TO REST ON TOP OF HIM RESULTING IN MULTIPLE TRAUMATIC INJURIES. UPON ARRIVAL OF EMS PERSONNEL, MR. BLAKENSHIP WAS PRONOUNCED DEAD AT THE SCENE.

10. SAN DIEGO COUNTY CORONER'S OFFICE/DR. MOLVAK/(619) 449-1212

11. -/MAJ ERIC MARRIGGO/DSN: 365-1144, COML: (760) 725-1444

12. NOTIFICATION TO THE NOK WAS ACCOMPLISHED BY THE CHP AT 1800. POC AT THE CHP IS DEPUTY CRAIG CHETUM AT (760) 490-1112

13. RITA/G/BLANKENSHIP/-/WIFE/13745 PICO RIVERA LANE/SAN CLEMENTE/CA/-/92054/(760) 342-0965/-//

BT

Figure 3-15.--Sample PCR (DD-3040-02) Civilian Employee or Contractor Death.

MARCORCASPROC MAN

IMMEDIATE

0 261243Z JAN 02 ZYB

FM CG SECOND MAW//ADJ//

TO CMC WASHINGTON DC//MRC//

OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROC MAN//

POC/S.O. WALLACE/MAJ/ADJ/TEL: DSN 582-4444//

RMKS/1. -/JUSTIN/LEE/SMOOTHER/-

2. 123 45 6789/-/M

3. -/CIVILIAN/OTHER CIVILIAN/-

5. NONHOSTILE/DECEASED

6. ACCIDENT/AIRCRAFT CRASH

8. 20020126/1030/USNH, MCAS CHERRY POINT/NC/-

9. MR. SMOOTHER WAS A PASSENGER ON A GOVERNMENT-OWNED F/A-18E TO OBSERVE A NEWLY INSTALLED RADAR SYSTEM. SHORTLY AFTER TAKEOFF, THE PILOT, CAPT REDD BARRON, RADIOED THE AIRCRAFT WAS EXPERIENCING ENGINE TROUBLE AND ALL IMMEDIATE ACTIONS HAD FAILED TO CORRECT THE PROBLEM AND EJECTION WAS IMMINENT. UPON LOSS OF ALL POWER, BOTH CAPT BARRON AND MR. SMOOTHER EJECTED FROM THE AIRCRAFT. EJECTIONS WERE OBSERVED BY GROUND PERSONNEL; HOWEVER, MR. SMOOTHER'S PARACHUTE FAILED TO OPEN PROPERLY. CAPT BARRON LANDED SAFELY AND RECEIVED MINOR INJURIES. MR. SMOOTHER SUSTAINED MULTIPLE TRAUMATIC INJURIES AND WAS TRANSPORTED TO THE BASE HOSPITAL WHERE HE WAS PRONOUNCED DECEASED, SHORTLY AFTER ARRIVAL.

10. USNH, MCAS CHERRY POINT, NC/CMDR SMITH/DSN: 582-5555, COML: (919) 466-5555

12. NOTIFICATION TO THE NOK WAS ACCOMPLISHED AT 1130 BY LAW ENFORCEMENT PERSONNEL AND THE CG, 2D MAW.

13. BERTHA/M/SMOOTHER/-/WIFE/320 INCHON WAY/HAVELOCK/NC/-/28541/(919) 324-6666/-//

BT

Figure 3-16.--Sample PCR (DD-3040-02) Other Civilian Death.

MARCORCASPROCMAN

IMMEDIATE

0 151200Z APR 02 ZYB

FM MCB QUANTICO VA//ADJ//
TO CMC WASHINGTON DC//MRC//
OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/P.J. ROMESSER/GYSGT/ADMIN CHF/TEL: DSN 278-1111//

RMKS/1. -/REGINA/MICHELLE/BIRD/-

2. 123 45 6789/-/F

3. -/CIVILIAN/FAMILY MEMBER/-

5. NONHOSTILE/DECEASED

6. ILLNESS/CANCER

8. 20020414/0030/FREDRICKSBURG/VA/-

9. MRS. BIRD WAS DIAGNOSED WITH CANCER IN LATE 2001 AND WAS ADMITTED TO MARY WASHINGTON HOSPITAL FOR ONGOING TREATMENT.

10. MARY WASHINGTON HOSPITAL, FREDRICKSBURG, VA/DR. KIM CHU/(540) 419-3333

12. SSGT BIRD WAS AT WIFE'S BEDSIDE WHEN SHE PASSED AWAY. SSGT BIRD WAS COUNSELED TO SUBMIT A CLAIM FOR FSGLI PROCEEDS UPON RECEIPT OF DEATH CERTIFICATE.

13. MALIK/C/BIRD/-/HUSBAND/5432 IWO JIMA DRIVE/FREDRICKSBURG/VA/-/33215/(540) 439-8821/987 65 4321//

BT

IMMEDIATE

0 151200Z APR 02 ZYB

FM MCB QUANTICO VA//ADJ//
TO CMC WASHINGTON DC//MRC//
OTHERS AS APPROPRIATE

INFO AS APPROPRIATE

MSGID/GENADMIN//ADJ//

UNCLAS //N03040//

SUBJ/PCR (DD-3040-02) DEATH//

REF/A/DOC/MRC/17OCT2002//

AMPN/THE REF IS THE MARCORCASPROCMAN//

POC/P.J. ROMESSER/GYSGT/ADMIN CHF/TEL: DSN 278-1111//

RMKS/1. -/MICHAEL/AARON/BIRD/-

2. 123 45 6789/-/M

3. -/CIVILIAN/FAMILY MEMBER/-

5. NONHOSTILE/DECEASED

6. ILLNESS/HEART FAILURE

8. 20020414/1337/FREDRICKSBURG/VA/-

9. DEPND SON WAS BORN PREMATURELY AT 1306 AND DIED SHORTLY AFTER BIRTH.

10. MARY WASHINGTON HOSPITAL, FREDRICKSBURG, VA/DR. KIM CHU/(540) 419-3333

12. SSGT AND MRS. BIRD WERE NOTIFIED BY HOSPITAL PERSONNEL. SSGT BIRD WAS COUNSELED TO SUBMIT A CLAIM FOR FSGLI PROCEEDS UPON RECEIPT OF DEATH CERTIFICATE.

13. MALIK/C/BIRD/-/HUSBAND/5432 IWO JIMA DRIVE/FREDRICKSBURG/VA/-/33215/(540) 439-8821/987 65 4321//

REGINA/M/BIRD/-/MOTHER/5432 IWO JIMA DRIVE/FREDRICKSBURG/VA/-/33215/(540) 439-8821/-//

BT

Figure 3-17.--Sample PCR (DD-3040-02) Family Member Death.

MARCORCASPROC MAN

CHAPTER 3

CASUALTY REPORTING

SECTION 3: REPORTS TO HIGHER HEADQUARTERS

3300. REPORTING REQUIREMENTS. In accordance with DODI 1300.18, all deceased, duty status whereabouts unknown (DUSTWUN), missing, and injured (in hostile incidents) casualties will be reported to the DOD. The CMC (MRC) is designated the sole organization to maintain the Marine Corps' capability for casualty recording and reporting. All casualties identified above will be reported to the DOD through the submission of the [DD Form 1300](#) or automated data interfaces with DOD systems.

3301. DD FORM 1300, REPORT OF CASUALTY. The [DD Form 1300](#) (figure 3-18) is the military equivalent of a civil death certificate and serves as proof of service and death. Government agencies and financial institutions generally accept the [DD Form 1300](#) as proof of death. The CMC (MRC) will prepare all [DD Forms 1300](#) in the case of Marine Corps personnel. In addition to the DOD, the CMC (MRC) will furnish copies of the [DD Form 1300](#) to the following: the casualty's family, Marine Corps activities (upon request), Veterans' Administration (VA), Defense Finance and Accounting Service (DFAS), and the Office of Servicemembers' Group Life Insurance (OSGLI).

3302. DEFENSE CASUALTY INFORMATION PROCESSING SYSTEM (DCIPS). DCIPS is the electronic casualty reporting system mandated by the DOD and will be utilized by the Marine Corps, as well as all other services, to record all casualties pertaining to Marine Corps personnel and certain categories of other reportable persons.

REPORT OF CASUALTY		REPORT CONTROL SYMBOL DD-P&R(AR)1664	
1. REPORT NUMBER		2. REPORT TYPE	
4. SERVICE IDENTIFICATION		3. DATE PREPARED	
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NO.	c. GRADE/RANK/RATE
d. OCCUPATION CODE		e. COMPONENT	
f. BRANCH		g. ORGANIZATION	
5. CASUALTY INFORMATION			
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY
e. PLACE OF CASUALTY			
f. CAUSE AND CIRCUMSTANCES			
g. DUTY STATUS		h. FLIGHT STATUS	i. BODY RECOVERED
6. BACKGROUND INFORMATION			
a. DATE OF BIRTH	b. PLACE OF BIRTH	c. COUNTRY OF CITIZENSHIP	
d. RACE	e. ETHNIC GROUP	f. SEX	g. RELIGIOUS PREFERENCE
7. ACTIVE DUTY INFORMATION			
a. PLACE OF ENTRY	b. DATE OF ENTRY	c. RECORD AT TIME OF ENTRY	
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION	f. RECORD OF EMERGENCY DATA FORM DATE	
8. PAY INFORMATION			
a. PAY GRADE	b. BASIC PAY	c. INCENTIVE/ADDITIONAL PAY (State type)	
9. INTERESTED PERSONS (Name, Address, and Relationship)			
10. REMARKS (Continue on separate sheet, if necessary)			
FOOTNOTES FOR ITEMS 9 AND 10 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.			
11. REPORTING INFORMATION			
a. COMMAND AGENCY		b. DATE RECEIVED	c. REPORT FOR VA TO FOLLOW
12. DISTRIBUTION		13. SIGNATURE ELEMENT	
NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.			

DD FORM 1300, MAY 2000

PREVIOUS EDITION MAY BE USED.

Figure 3-18.--Sample DD Form 1300, Report of Casualty.

MARCORCASPROC MAN

CHAPTER 4

CASUALTY ASSISTANCE CALLS PROGRAM

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MARCORCASPROCMAN

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MARCORCASPROC MAN

CHAPTER 4

CASUALTY ASSISTANCE CALLS PROGRAM

4000. GENERAL

1. The establishment and administration of an effective Casualty Assistance Calls Program within the Marine Corps is vital to ensure survivors are properly notified of a casualty incident and to assure assistance in applying for all benefits and entitlements.
2. The Casualty Assistance Calls Program consists of two major functions, notification/condolence calls (section 2), and assistance calls (section 3).
3. The Casualty Assistance Calls Program will be conducted in a manner that will promote the best interests of the casualty, the family, and the Marine Corps. The Marine Corps is responsible for showing genuine concern for all casualties and family members in need of assistance.
4. Figure 4-1 is provided as a quick reference guide for notification, condolence, and assistance calls responsibilities.

4001. DETERMINING PRIMARY AND SECONDARY NEXT OF KIN (NOK)

1. Primary NOK (PNOK). The person most closely related to the casualty is considered the PNOK for purposes of notification and assistance. The unremarried surviving spouse is the PNOK. The term surviving spouse does not include one who obtained a divorce from the decedent (at any time). Other NOK and interested parties are recognized in the following order:
 - a. Natural and adopted children in order of seniority. The rights of minor children shall be exercised by the surviving parent or legal guardian.
 - b. Parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.
 - c. Blood or adoptive relative granted legal custody of the Marine by a court decree or statutory provision.
 - d. Brothers or sisters of legal age in order of seniority.
 - e. Grandparents in order of seniority.
 - f. Other relatives of legal age in order of relationship to the individual according to civil laws. Seniority controls when persons are of equal degree of relationship.

g. Person standing in loco parentis to the decedent. Seniority controls when persons are of equal degree of relationship.

h. 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 37 U.S.C.

2. Secondary NOK (SNOK)

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

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

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

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

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

4002. OTHER CONCERNED INDIVIDUALS. Commanders should be aware that when casualties occur, there may be interested persons other than the PNOK or SNOK who may be affected or show considerable interest in the casualty. These persons may include other members of the unit, close personal friends, boyfriends, girlfriends, fiancés, etc. While it is not possible, because of the Privacy Act of 1974, to provide these individuals with the complete details of the loss or to allow access to personal effects, common sense and sensitivity should be used with regard for their feelings and concerns.

4003. MISCELLANEOUS COSTS

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

2. Commanders are authorized to issue orders, and charge the costs incurred to the command's operation and maintenance allotment provided by the Marine Corps. Such orders will be issued at the discretion of the command as necessary to effectively administer the Casualty Assistance Calls Program on

an individual case basis. Commanders must direct funding request to the next level in the chain of command.

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

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<u>CASUALTY STATUS</u>	<u>CASUALTY CLASSIFICATION</u>	<u>TYPE CALL REQUIRED</u>	<u>MANNER OF CALL</u>	<u>NOK TO CALL UPON</u>	<u>WHO WILL MAKE CALL</u>
DECEASED	ACTIVE DUTY	NOTIFICATION ³ CONDOLENCE ASSISTANCE	PERSONAL	PRIMARY SECONDARY ⁴	UNIT ASG BY CMC (MRC) ²
	INACTIVE	CONDOLENCE ¹² ASSISTANCE ¹³	N/A	N/A	N/A ¹²
	RETIRED	CONDOLENCE ^{9,11} ASSISTANCE ^{9,10}	PERSONAL ^{9,10}	PRIMARY SECONDARY ^{4,10}	GENO ASG BY THE CMC (DMCS) AND CACO ¹¹
	VETERAN	N/A	N/A	N/A	N/A
	FOREIGN NATIONAL	NOTIFICATION ⁷	PERSONAL	PRIMARY	REP OF COUNTRY CONCERNED OR UNIT ASG BY CMC (MRC)
	CIVILIAN EMPLOYEE OR CONTRACTOR	NOTIFICATION ¹⁵			CHRSC REP OR CONTRACT AGENCY REP
	OTHER CIVILIAN				LAW ENFORCEMENT
	FAMILY MEMBER	NOTIFICATION ⁸ CONDOLENCE ASSISTANCE	PERSONAL ⁸	PRIMARY (MARINE)	LAW ENFORCEMENT, COMMANDER, OR COMD REP
DUSTWUN	ACTIVE DUTY	NOTIFICATION ³ ASSISTANCE	PERSONAL	PRIMARY SECONDARY ⁴	UNIT ASG BY CMC (MRC) ²
	CIVILIAN EMPLOYEE OR CONTRACTOR			PRIMARY	LAW ENFORCEMENT OR UNIT ASG BY CMC (MRC)
MISSING	ACTIVE DUTY	NOTIFICATION ⁵ ASSISTANCE	PERSONAL	PRIMARY SECONDARY ⁴	UNIT ASG BY CMC (MRC) ²
	CIVILIAN EMPLOYEE OR CONTRACTOR			PRIMARY	LAW ENFORCEMENT OR UNIT ASG BY CMC (MRC)

Figure 4-1.--Guide to Casualty Notification, Condolence, and Assistance Calls Responsibilities.

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<u>CASUALTY STATUS</u>		<u>CASUALTY CLASSIFICATION</u>	<u>TYPE CALL REQUIRED</u>	<u>MANNER OF CALL</u>	<u>NOK TO CALL UPON</u>	<u>WHO WILL MAKE CALL</u>
ILL OR INJURED	NSI	ACTIVE DUTY	NOTIFICATION ¹	TELEPHONIC	PRIMARY	CASUALTY OR COMD REP
	III					
	SI		NOTIFICATION ³ ASSISTANCE ¹⁴	TELEPHONIC ⁶ PERSONAL ¹⁴	PRIMARY AND SECONDARY ⁴	UNIT ASG BY CMC (MRC) ²
	VSI					
	SPECPAT		NOTIFICATION ¹	TELEPHONIC	PRIMARY	CASUALTY OR COMD REP
RETURN TO MILITARY CONTROL			NOTIFICATION ³	PERSONAL ¹⁴	PRIMARY	UNIT ASG BY CMC (MRC) ²

Notes:

1. Only when desired by the Marine.
2. Reporting unit will make appropriate call/assign CACO when the NOK resides in the same geographic area as the reporting unit.
3. When the NOK has been notified by sources other than the casualty or Marine Corps, the notification call is primarily made to confirm information.
4. Calls to the secondary NOK are not required in cases involving single/divorced Marines without children.
5. Notify of change in status from DUSTWUN to an official missing status.
6. When authorized by the CMC (MRC), may require a personal call to confirm information.
7. When death occurs aboard a Marine Corps installation or aboard Government conveyance sponsored by the Marine Corps. Notification will be made to the naval attaché or other appropriate representatives of the country concerned.
8. Only if the Marine has not been informed of the death by other sources.
9. Only in the case of retired General officers.
10. Only in the case of retired Marines on the T/PDRL who die within 120 days of separation.
11. Condolences are delivered by the general officer assigned by the CMC (Director, Marine Corps Staff (DMCS)). The CACO will usually accompany the assigned general officer on the condolence call. In cases where a general officer is not available; the condolence call may be made via telephone.
12. Commanders may conduct condolence calls at their own discretion.
13. Assistance may be provided by commands at their own discretion. The CMC (MRC) will correspond with all appropriate beneficiaries. Commands desiring to provide assistance should contact and coordinate assistance with the CMC (MRC).
14. When directed by the CMC (MRC) or as deemed appropriate by the commander.
15. Notification is the responsibility of CHRSC, contracting agency, or local law enforcement personnel. Marine Corps representatives may accompany officials for the purpose of passing condolences on behalf of the U.S. Marine Corps.

Figure 4-1.--Guide to Casualty Notification, Condolence, and Assistance Calls Responsibilities--Continued.

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CHAPTER 4

CASUALTY ASSISTANCE CALLS PROGRAM

SECTION 1: CASUALTY ASSISTANCE CALLS OFFICER (CACO)

4100. GENERAL. The CACO is the individual appointed to represent the CMC with the next of kin (NOK) and will conduct all calls. Sympathy, courtesy, precise information, and service are the cornerstone on which the Casualty Assistance Calls Program is built and is a sacred obligation of the Marine Corps.

4101. ASSIGNING A CACO

1. In cases where the primary NOK (PNOK) or secondary NOK (SNOK) reside in the same geographical area as the casualty's reporting unit, the reporting unit will assign a CACO and provide the CMC (MRC) with the assigned CACO's information (e.g., rank, name, and telephone number).

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

3. When tasked, Marine Corps activities will assign a CACO to provide notification and/or assistance. The following requirements apply:

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

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

(1) Possess the maturity, experience, and ability to deal with unusual and difficult circumstances that will be encountered.

(2) Be familiar with benefits and entitlements.

(3) Be available to complete the CACO mission. CACO duties normally require 30 to 60 days. Most actions are completed within 14 days; the remainder is usually reserved for follow up actions.

4. Upon assignment, the CMC (MRC) assumes direct control of the CACO whose primary mission is to discharge the duties and responsibilities outlined in paragraph 4102.

4102. DUTIES AND RESPONSIBILITIES. Upon assignment, the CACO's duties and responsibilities include, but are not limited to the following:

1. Representing the Commandant and the U.S. Marine Corps with the NOK.
2. Notifying the NOK of the circumstances surrounding the casualty as outlined in section 2 of this chapter.
3. Providing appropriate assistance as outlined in section 3 of this chapter or as directed by the CMC (MRC). See paragraph 4302.5.
4. Opening and maintaining at the unit, a case file for 2 years on each casualty call conducted.
5. Serving as liaison between the NOK and various agencies within and external to the Marine Corps.
6. Contacting the CMC (MRC) for guidance and assistance in all areas pertaining to casualty assistance.
7. Providing information and assisting with the resolution of applicable benefits and entitlements (see chapter 6).
8. Coordinating with the casualty's command to ensure all appropriate administrative requirements have been completed (see chapter 8).
9. Acting as the sole conduit between all Government agencies and the casualty's family. All information for the family should be presented to the family through the CACO (e.g., AGENCY--> MRC--> CACO--> NOK).
10. Ensuring all gifts from benevolent or philanthropic organizations are presented to the family in an appropriate ceremony as outlined in chapter 6.
11. Completing and submitting to the CMC (MRC), the Casualty Assistance Call Report (1770) (located in the CACO Guide to Benefits and Entitlements) within 30 days of receipt of the Casualty Assistance Call Package (CACPAC). This report is extremely valuable in documenting assistance provided to the NOK, addressing problem areas and recommendations concerning the Casualty Assistance Calls Program.

4103. REASSIGNMENT OF RESPONSIBILITIES. Tasked activities will ensure CACO responsibilities are properly transferred when the following occurs.

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

- a. Notify the CMC (MRC) of the pending relocation and new address.
 - b. Make liaison with the new CACO when tasked and identified by the CMC (MRC).
 - c. Coordinate with the new CACO to ensure a smooth transition, to include:
 - (1) Providing a copy of the casualty case file with explanation of the case specifics and information pertaining to the assistance rendered.
 - (2) Providing contact information.
 - (3) Providing the expected time of departure, itinerary, estimated time of arrival, mode of travel, and the new address of the NOK.
2. Transfer of CACO. When a CACO is transferred or reassigned prior to rendering all required assistance, the tasked activity, and CACO will:
- a. Personally introduce the new CACO to the NOK (if possible);
 - b. Familiarize the gaining CACO with the casualty case and provide contact information in case questions arise.
 - c. Notify the CMC (MRC) of the reassignment of responsibility.

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CHAPTER 4

CASUALTY ASSISTANCE CALLS PROGRAM

SECTION 2: NOTIFICATION AND CONDOLENCE CALLS

4200. GENERAL

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

2. The primary purpose of the condolence call is to extend personal sympathy on behalf of the Commandant and the U.S. Marine Corps and to offer assistance to the family of the casualty.

4201. MANNER OF NOTIFICATION. Notification will be made on reportable casualties as outlined in subparagraphs 4201.1 through 4201.5. For individuals not listed below, notification is not required unless directed by the CMC (MRC). Commanders may make notification to individuals not covered as the commander deems appropriate.

1. Active Duty

a. Deceased, Duty Status Whereabouts Unknown (DUSTWUN), and Missing. The primary NOK (PNOK) and secondary NOK (SNOK), as defined in paragraphs 4001.1 and 4001.2, will be notified in person.

b. Ill or Injured

(1) Not Seriously Injured (NSI), Incapacitating Illness or Injury (III), Seriously Ill or Injured (SI), Very Seriously Ill or Injured (VSI), and Special Patient (SpecPat). The PNOK, defined in paragraph 4001.1, will be notified telephonically by the commander or a designated command representative. Following telephonic notification and when necessary or directed by the CMC (MRC), the commander may assign a Casualty Assistance Calls Officer (CACO) to conduct a personal assistance call. When required, the CMC (MRC) will direct the assignment of a CACO in all cases involving NOK not located in the geographic area of the casualty's command.

(2) SpecPat. When a Marine attempts or gestures to commit suicide, as verified by medical authority, notification will be made as follows:

a. the Marine notifies the PNOK; request notification not be made; or

b. if the Marine does not indicate a clear intent, or is not capable of making notification, the Marine's command will make telephonic notification to the PNOK.

2. Deserters. When a deceased Marine is a declared deserter and it is not known that notification to the PNOK has not been accomplished by other means (hospital, police, etc.), the CMC (MRC) may direct telephonic or personal notification as a matter of courtesy.

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

4. Civilian Employee or Contractors

a. Deceased, DUSTWUN, and Missing. The PNOK, as defined in paragraph 4001.1, should be notified in person. Notification should be coordinated through the Civilian Human Resources Service Center (CHRSC) or contracting agency. CHRSC/contract officials are primarily responsible for making notification to the NOK. Marine Corps representatives may accompany CHRSC/contract agency officials to provide condolences on behalf of the United States Marine Corps.

b. Ill or Injured. The PNOK, as defined in paragraph 4001.1, will be notified telephonically.

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

4202. CONDOLENCE CALLS

1. The condolence call is not to be construed as an assistance call, but the representative should be capable of providing general information as well as a basic knowledge of the Casualty Assistance Calls Program and must be prepared to assist the family if specifically requested.

2. When a notification of death is made by sources other than the Marine Corps, (e.g., Marine dies at home; hospital, law enforcement, etc.) a condolence call is required and will usually be made within 24 hours after receipt of information confirming the death.

3. The commander first receiving knowledge of a death of a reportable casualty will make the condolence call when the NOK resides in the

geographic area of the activity. When the NOK does not reside in the geographic area of the activity, the CMC (MRC) should be advised and requested to assign another Marine Corps activity to make the condolence call.

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

4203. NOTIFICATION/CONDOLENCE CALL GUIDELINES. Notification and condolence calls will be conducted per the guidelines contained in figure 4-2.

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NOTIFICATION

Times of Notification: The Marine Corps' goal is to accomplish all required notifications within 8 hours of learning of the casualty incident. Hours of notification are 0500-2400, unless directed by the CMC (MRC). Commanders facing situations that require immediate notification may direct notifications outside of the established timeframe when deemed appropriate.

Uniform for Notification: Personal notification will be conducted in the Blue Dress or Service "A" uniform.

Desires and Order of Notification: The desires of the casualty concerning whom not to notify will be honored unless otherwise directed by the CMC (MRC). Notification to the primary NOK (PNOK) should occur first unless the PNOK cannot be immediately located. If the PNOK is a minor, notification will be made to the child's guardian. Notification of the secondary NOK (SNOK) should not be delayed pending notification of the PNOK; however, it is preferred whenever possible, the PNOK is notified first. When the SNOK is notified first, advise the SNOK not to contact the PNOK until official notification by the Marine Corps has occurred.

Notification by Other Sources: In cases involving death, when notification has been made to the NOK by sources other than the Marine Corps (e.g., friend, physician, police, media, etc.), a personal condolence call is required to confirm the information and to offer assistance.

CMC Directed Actions: The CMC (MRC) may direct other actions as appropriate. All uncertain situations should be referred to the CMC (MRC) for guidance.

TYPES OF NOTIFICATION

Telephonic

1. Except where authorized in paragraph 4201, telephonic notification is not authorized unless approved and directed by the CMC (MRC). Under no circumstances will messages be left on answering machines.
2. Marines who become casualties and are determined to be in an NSI or SpecPat status should be counseled to make telephonic notification to their NOK, if desired.
3. Telephonic SI and VSI notifications will be followed up with a personal assistance call from an assigned CACO as the situation warrants.
4. Prior to making SI or VSI telephonic notification, see paragraph 6238 concerning invitational travel orders (ITO) to bedside. When applicable, ensure the NOK is properly briefed on ITO's.
5. Upon completion of telephonic notification, immediately contact the CMC (MRC) to provide the time and date of notification.

Figure 4-2.--Notification/Condolence Call Guidelines.

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

1. The CACO is a representative of the Commandant and the U.S. Marine Corps, will be in an appropriate uniform, and will act in a manner befitting the assignment.
2. The CACO must be accompanied by a minimum of one other individual to provide moral support or assistance in the event the family member becomes ill or aggressive. The individual accompanying the CACO may be a chaplain, medical officer, Corpsman, local law enforcement personnel, or another Marine.

Prior to Departure

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

Locating the NOK

1. If the NOK can not be located or is not at home, inquire with neighbors, friends, postmaster, or the local police to determine if the NOK resides at the address. Take care not to disclose the full purpose of the visit except to the NOK. If the NOK's absence appears to be temporary, await their return or proceed to their location, as appropriate.
2. If the NOK is out of town and not expected to return shortly, attempt to obtain the location. If the location is within a reasonable distance, carry out the notification call. If not, contact the CMC (MRC) immediately.

During the Visit

1. The visit may last as long as necessary; however, remain cognizance of the NOK's right to privacy and do not remain longer than necessary.
2. Before beginning notification, verbally verify that the correct person is being addressed.
3. If the NOK does not offer entrance into the home, ask permission to enter. It is helpful if the NOK is seated prior to delivering the news.
4. Use good judgment and do not pass gory or embarrassing details.
5. When addressing the casualty's family, make every effort to display an understanding and helpful demeanor which will give comfort to a bereaved family.
6. Speak naturally and at a normal pace. An overly formal approach or a flippant manner may seriously damage the Marine Corps' reputation with the family, and

Figure 4-2.--Notification/Condolence Call Guidelines--Continued.

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possibly an entire community. The following is suggested and may be modified as appropriate:

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

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

7. Advise the NOK of all known details surrounding the casualty incident (use discretion). Never withhold information as it may lead the NOK to suspect a cover-up on the part of the Marine Corps. Use information contained in the PCR and information gathered from the reporting command. Do not embellish, speculate, or provide unsubstantiated information.

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

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

10. If notifying the PNOK, inform the NOK that personal notification will be made to the secondary NOK. If notifying the secondary NOK, inform the NOK that personal notification will be made to the PNOK. (Whenever possible, the PNOK should be notified first.)

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

- a. Express condolences on behalf of all Marines.
- b. If the casualty is a single Marine, determine if the deceased is legally responsible for any children, unknown to the Marine Corps.
- c. Verify name, address, telephone number, and SSN for payment of death gratuity (if applicable). **It is vital that all information is verified (to include spelling).**
- d. Determine if there are any immediate family members serving in the Marine Corps or other military services. Notification should be made through the proper military chain of command.

Figure 4-2.--Notification/Condolence Call Guidelines--Continued.

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e. Arrange for a second visit, usually within 24 hours to discuss funeral arrangements and other benefits and entitlements, as appropriate. Advise the NOK to refrain from making any burial/funeral arrangements until thoroughly briefed on mortuary benefits. See figure 4-3 for assistance call information.

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

13. **Upon completion of notification, immediately contact the CMC (MRC), from the nearest phone away from the residence of the NOK, and provide notification time, date, and all verified information.**

Things to Avoid

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

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

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

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

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

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

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

Figure 4-2.--Notification/Condolence Call Guidelines--Continued.

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CHAPTER 4

CASUALTY ASSISTANCE CALLS PROGRAM

SECTION 3: ASSISTANCE CALLS

4300. GENERAL

1. Casualty assistance is one of the Marine Corps' most critical duties. Marine casualties and their families deserve our maximum efforts. The CMC (MRC) will contact and task the closest Marine Corps activity, having sufficient assets to provide assistance.
2. Experience has shown in most instances the next of kin (NOK) are seldom able to cope with the numerous situations arising from the sudden death of a casualty. The Casualty Assistance Calls Program has been established to alleviate difficulties, insofar as possible, and represents the fulfillment of a sacred obligation of the Marine Corps.

4301. ASSISTANCE CALLS

1. The Casualty Assistance Calls Officer (CACO), assisted by the tasked Marine Corps activity and the CMC (MRC), is primarily responsible for rendering assistance to the NOK, and will carry out the duties and responsibilities as outlined in paragraphs 4102 and 4103.
2. Casualty assistance calls are required and will be conducted in cases involving the following classification of persons.
 - a. Active duty Marines.
 - b. Retired Marines (as specified below).
 - (1) Marines on the Temporary/Permanent Disability Retired List (T/PDRL) who die within 120 days of separation.
 - (2) Deceased general officers and former Sergeants Major of the Marine Corps.
3. Casualty assistance calls are not required to be conducted in the following instances:
 - a. When the Marine is in an inactive or retired status (except as noted in paragraph 4301.2b). Commanders may provide assistance to the family of inactive and other retired Marines at their own discretion (paragraph 4202.4 refers).

- b. When the Marine dies while administratively declared a deserter.
4. A casualty assistance call will be made on the primary NOK (PNOK) (paragraph 4001.1). In cases involving Marines who are survived by children not residing with the PNOK, assistance calls will be made as appropriate to advise and assist in obtaining benefits that may be due the children as a result of the Marine's service.
5. When the PNOK does not desire assistance, the assistance call will be limited to the delivery of forms, documents, and certificates provided by the CMC (MRC). The NOK's right to privacy is paramount. Following delivery of all required material to the NOK, the CACO will complete the Casualty Assistance Call Report and forward to the CMC (MRC). Ensure the report reflects the refusal of assistance.

4302. CASUALTY ASSISTANCE CALLS PACKAGE (CACPAC)

1. Immediately upon assignment, the CMC (MRC) will provide the CACO an electronic version of the CACO Guide to Benefits and Entitlements booklet.
2. In all cases involving the death of an active duty or T/PDRL Marine who die within 120 days of separation, the CMC (MRC) will prepare and express ship to the assigned CACO, a CACPAC.
3. The CACPAC is usually prepared within 24 to 48 hours after the Marine's death and will contain all required documents the CACO will need in order to provide assistance to the survivors. The CACPAC will be sent via United States Postal Service Express Mail or Federal Express.
4. Included in the CACPAC are the following items:
 - a. [DD Form 1300](#), Report of Casualty (12 copies).
 - b. CMC (MRC) Information/Condolence Letter.
 - c. Benefits and Entitlements Information for Survivors handbook.
 - d. Pamphlets and letters from support, benevolent, or philanthropic organizations.
 - e. Lapel pin or gold star lapel button (as appropriate).
 - f. Honorable Service Certificate (as appropriate).
 - g. CACO's Guide to Benefits and Entitlements (enclosed only if the electronic version was not provided via e-mail).
 - h. VA Benefits Information pamphlet.

5. In addition to the CACPAC, it is suggested that the CACO utilize figures 4-2, 4-3, and appendix B of this Manual as a guide in the execution of all duties and responsibilities.

4303. ASSISTANCE CALL GUIDELINES. Assistance calls may vary from case-to-case. Guidelines for providing assistance are contained in figure 4-3.

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CASUALTY ASSISTANCE CALLS

1. The CACO serves in an advisory capacity to the NOK and renders all reasonable assistance required in settling the personal affairs of a deceased Marine. The quality of assistance provided to the NOK will reflect greatly on the Marine Corps and its reputation. As the appointed representative of the United States Marine Corps, all information from the Marine's unit, the CMC (MRC), and external agencies should flow to the survivors via the CACO. This ensures the CACO is abreast of all situations and possesses the same vital information as the survivors.
2. Casualty assistance calls have many elements and requirements that must be met in order to ensure a successful call. The CACO's primary point of contact for guidance and assistance will be the CMC (MRC). In addition, the CACO may be assisted by the tasked activity, other Marine Corps activities, and agencies both internal and external to the Marine Corps.
3. When necessary, the CACO should seek assistance from the SJA, chaplain, public affairs office, retired activities office, MCCA, finance, housing, and TMO. Contact with these agencies may be initiated without referral by the CMC (MRC). The CACO should make any necessary appointments with the VA and SSA for the NOK.
4. Casualty assistance calls usually occur in four distinct phases. Each phase serves to assist the CACO in remaining focused and prevents the CACO from becoming overwhelmed with the myriad of details required.

Phase I: Notification and Condolences. This phase represents the initial visit with the NOK and involves notification, condolences, verification of correct names and addresses (to include spelling), and obtaining the SSN of the death gratuity beneficiary for payment of death gratuity.

Phase II: Disposition of Remains. This phase involves coordination with the parent command, local Mortuary Affairs Representative (MAR), Military Medical Support Office (MMSO), and the local funeral director (selected by the person authorized to direct disposition (PADD) for the shipment and interment/inurnment of remains as desired by the PADD. This phase could last for 3 days or up to 7 days if remains are located outside CONUS.

Phase III: Completion of Benefits and Entitlements Claim Forms. This phase involves the process of applying for all applicable benefits and entitlements.

Phase IV: Follow-Up and Casualty Assistance Call Report. This phase involves verification of receipt of benefits and entitlements and follow-up on any outstanding issues.

Phase I - Notification and Condolences

1. The first visit with the NOK is normally the most difficult. It is essential that the CACO appear poised and self-assured. The NOK may rely upon the CACO for strength. The visit may be brief or as long as deemed necessary.

Figure 4-3.--Guide to Assistance Calls.

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2. The main priority is to provide notification, condolences, verify all required information, and answer any questions or concerns the NOK may have. It is vital that the next visit with the NOK is scheduled within 24 hours to discuss disposition of remains.

3. Notification and condolences calls will be conducted as outlined in figure 4-2. Upon completion of the visit, ensure the CMC (MRC) is notified immediately.

Phase II - Disposition of Remains

Prior to Visit

1. The second visit usually occurs the next day. Prior to making the scheduled visit with the NOK, the following actions should be completed:

a. Death Gratuity Payment Coordination. Contact the CMC (MRC) to coordinate payment of death gratuity. If a finance office (branch of service does not matter) is located in the area, the CMC (MRC) will coordinate with the finance office for payment of death gratuity. The SSN of the death gratuity beneficiary is needed for payment. Whenever a local finance office is not available, the CMC (MRC) will coordinate with the MCB Quantico finance office and provide the death gratuity payment in the CACPAC (sent via express shipment).

b. Mortuary Affairs Brief. Contact the MAR in the local area where the remains are located for a mortuary brief. If the MAR is unknown, contact the CMC (MRC). Additionally, contact must be made with the MMSO Mortuary Affairs in Great Lakes, IL. If the remains are not being handled by a MAR, the MMSO will handle the entire case and brief the CACO on all mortuary requirements. In either case, MMSO is responsible for the payment of all secondary expenses and must be contacted.

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

2. If information is required from the NOK, it is not necessary to travel to the NOK's home to obtain the information. Since the initial contact has occurred, contact with the NOK via telephone is preferred.

During the Visit

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

a. Delivery of the death gratuity payment. Upon delivery, advise the beneficiary of the purpose and tax liability of the death gratuity payment. If payment is being provided by the finance office, MCB Quantico via the CMC (MRC), inform the NOK that payment is expected via express shipment and will be delivered upon arrival.

b. Advise the NOK on all mortuary/decedent affairs benefits and obtain disposition instructions from the PADD.

Figure 4-3.--Guide to Assistance Calls--Continued.

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c. Completion of the MMSO/NMA 5360/1, Statement of Disposition of Remains. The MMSO/NMA 5360/1 is provided to the CACO by the CMC and must be signed by the PADD.

d. Obtain disposition instructions for the Marine's mail and personal effects/household goods (shipping address).

e. Advise the PADD that information pertaining to the shipment/arrival of the remains will be provided when the information becomes available. Additionally, advise the NOK that the remains will be escorted home by a Marine. Even though the PADD has a right to request a special escort, the PADD should be advised that doing so may delay the shipment of the remains; especially if the desired individual is not a member of the Marine's parent command.

f. Answer any questions and address immediate concerns of the NOK. The NOK may begin asking specific questions concerning the incident and may include questions requiring answers that the CACO may not have direct access to or is not readily available. The CACO should advise the NOK that, upon completion of the investigation and request, any additional circumstances surrounding the incident will be provided once the investigation is completed.

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

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

After the Visit

1. Fax the MMSO/NMA 5360/1 to the MAR and MMSO. Contact the MAR and MMSO to ensure receipt and to receive any further instructions.

2. Contact the Marine's parent command.

a. Provide disposition instructions for the Marine's mail and personal effects/household goods as desired by the NOK.

b. Advise of any special escort request. If the PADD did not request a special escort, the parent command is responsible for identifying a Marine escort to accompany the remains. Obtain the name of the escort and pass any instructions to the escort.

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

Figure 4-3.--Guide to Assistance Calls--Continued.

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3. Contact the CMC (MRC).
 - a. Pass any additional relevant information provided by the NOK.
 - b. Advise of any problems or seek guidance on questionable items presented by the NOK.
 - c. If the NOK desires interment/inurnment in a location other than the local area, complete and fax the ITO Worksheet to the CMC (MRC). ITO's will be funded and provided by the CMC (MRC) (see paragraph 6208).
4. Coordinate any requirements associated with the arrival and interment/inurnment of the remains.
 - a. Contact the funeral home selected by the PADD to coordinate all requirements to include payment of funeral expenses. It is not the responsibility of the CACO (and should never happen) to enter into any contracts with the funeral home selected by the NOK.
 - b. If interment is being considered in a National cemetery, contact the cemetery administration to inquire about space availability.
 - c. Coordinate Military Funeral Honors (MFH). If interment/inurnment will occur outside of the local area of the CACO, contact the nearest Marine Corps activity to coordinate MFH support. If required, contact the CMC (MRC) for assistance.
 - d. The funeral director, selected by the PADD, will meet the remains and the escort upon arrival. Inform the NOK that the remains of the Marine are cared for and it is not necessary to meet the remains upon arrival.

The CACO is not required to meet the remains at the airport upon arrival as the remains are escorted; thus ensuring Marine presence. The CACO should accompany the NOK if the NOK desires to meet the remains upon arrival.
5. Upon coordination of the above, the CACO should become familiar with the contents of the CACO's Guide to Benefits and Entitlements.
 - a. Determine which benefits and entitlements are applicable to the case. Contact the CMC (MRC) for assistance and guidance. Upon determination, read the information provided for each benefit and become familiar with the benefit and required claim form.
 - b. The CACO should complete all applicable claim forms with the known information. This allows the CACO to be poised and ready for the completion of claim forms after the interment/inurnment.
6. Upon arrival of the CACPAC, if not already delivered, deliver the death gratuity payment and all other contents to the NOK, which include the Benefits and Entitlements Information for Survivors handbook. At a minimum, the death gratuity payment must be delivered immediately upon receipt.

Figure 4-3.--Guide to Assistance Calls--Continued.

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7. If additional information is required from the NOK, it is not necessary for the CACO to make personal visits each time. Coordination over the telephone is acceptable; especially if the NOK is not located within a reasonable distance.

Phase III - Completion of Benefits and Entitlements Claim Forms

Prior to the Visit

1. Approximately 2 days after the funeral, call the NOK and schedule an appointment to complete necessary claim forms for benefits and entitlements.
2. In order to prepare the NOK for the visit, briefly explain what will be discussed during the visit. Encourage the NOK to review the Benefits and Entitlements Information for Survivors handbook, previously provided. Doing so will give the NOK a better understanding of benefits and entitlements and may aid in eliminating a lot of questions.
3. Contact the Regional Office (RO) of the VA and inform the assigned Casualty Assistance Officer (CAO) of the scheduled appointment with NOK. The CACO should attempt to have the RO CAO attend the visit with the NOK. If accompanied by the RO CAO, the RO CAO will brief all benefits administered by the VA.
4. Benefits and entitlements are not considered as part of the Marine's estate and are unaffected by the presence of a will. Additionally, benefits and entitlements are paid according to Federal law or as designated by the Marine.
5. Obtain a desired date from the NOK, and contact the SSA to schedule an appointment for the NOK to apply for SSA benefits. The SSA will brief the NOK on all available benefits administered by the SSA.
6. Contact the parent command to obtain the status of the shipment of personal effects/household goods.
7. Contact the funeral director to obtain a copy of the itemized bill, and fax the bill to the MMSO for payment.
8. If possible, resolve all other outstanding issues or concerns raised by the NOK.

During the Visit

1. Explain each applicable benefit and entitlement to the appropriate beneficiary and obtain signatures on all required claim forms.
2. Brief the NOK on the status of the shipment of personal effects/household goods.
3. Brief the NOK on the status of the payment of funeral expenses.
4. Brief the NOK on any outstanding issues or concerns raised by the NOK.

Figure 4-3.--Guide to Assistance Calls--Continued.

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Phase IV - Follow-Up and Casualty Assistance Call Report

1. Contact the NOK to determine if financial payments are being received.
2. Contact the CMC (MRC) for assistance in resolving outstanding issues.
3. Complete the Casualty Assistance Call Report and forward to the CMC (MRC) via email or fax. It is not necessary that all required actions are completed prior to submitting the report. The report will be typed and completed within 30 days after receipt of the CACPAC.
4. The duties and responsibilities of the CACO officially end when the Casualty Assistance Call Report has been completed and provided to the CMC (MRC). However, moral obligations to the NOK still exist. The NOK may contact the CACO for assistance in other matters. When appropriate, provide assistance or refer the NOK to the CMC (MRC). Continued support of the NOK reaffirms the Marine Corps' commitment of "Take Care of Our Own."

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CHAPTER 4

CASUALTY ASSISTANCE CALLS PROGRAM

SECTION 4: CASUALTY ASSISTANCE DURING AND AFTER MOBILIZATION

4400. GENERAL. The Marine Corps must ensure casualty assistance is continually provided in accordance with provisions of this Manual, during and after mobilization. Casualty assistance will be provided by personnel assigned to bases and stations nearest the next of kin (NOK), or by Readiness Support Program (RSP) personnel assigned to a Peacetime/Wartime Support Team (PWST). Other Marine Corps activities may be tasked to provide casualty assistance at the direction of the CMC (MRC) on an "as needed basis".

4401. READINESS SUPPORT PROGRAM (RSP)

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

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

- a. Selected Marine Corps Reserve personnel filling Individual Mobilization Augmentation (IMA) billets.
- b. Prior Service Recruiters.
- c. Pre-assigned Individual Ready Reserve personnel.
- d. Pre-assigned retirees.

4402. RESPONSIBILITY. The process of providing casualty assistance during the transition from peacetime to wartime must be seamless. Marine Corps bases and stations will assume responsibility for the NOK residing in the geographic area of the base or station. PWST personnel will assume duties from the inspector-instructor staffs. Degradation in the quality of casualty assistance provided cannot be afforded; therefore, care must be exercised during the transition process.

1. Assignment. Assignments for casualty assistance will be made in accordance with the procedures set forth in this Manual.
2. Training. Training is necessary to properly carryout the demanding duties and responsibilities associated with the Casualty Assistance Calls Program.
 - a. In the event of mobilization, training will be conducted by Marine Corps bases and stations in order to support the NOK of personnel residing in the geographic area of the base or station.
 - b. Marine Forces Reserve will conduct training for PWST Reserve IMA billets on an annual basis. Following mobilization, PWST personnel will train augmentees of the PWST.
 - c. Training materials may be requested from the CMC (MRC).
3. Augmentation. Marine Corps activities unable to handle the volume of casualty assistance requirements due to multiple casualties should advise the CMC (MRC) immediately. The CMC (MRC) may task the nearest Marine Corps activity to provide personnel and assistance.

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CHAPTER 5

DECEDENT/MORTUARY AFFAIRS

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CHAPTER 5

DECEDENT/MORTUARY AFFAIRS

5000. GENERAL. The Military Medical Support Office (MMSO) is responsible for the administration of the Decedent Affairs Program (DAP) for active duty and retired Navy and Marine Corps personnel and certain categories of civilians. A complete list of eligible individuals and specific guidance concerning the DAP is contained in NAVMEDCOMINST 5360.1. The DAP provides professional mortuary services, supplies, and related services incident to the care, disposition, and shipment of remains. Marine Corps activities are required to take such action as deemed appropriate for the preservation and protection of remains and effects of deceased Marine Corps personnel. The Mortuary Affairs Representative (MAR), on staff at most naval hospitals and clinics, assists local commanders in the execution of the DAP. For assistance and questions concerning the DAP, contact the local MAR, MMSO, or the CMC (MRC).

5001. AUTOPSIES. See JAGINST 5800.7, Manual of the Judge Advocate General, for guidance concerning autopsies.

5002. ORGAN DONATIONS

1. In general, procedures and policies concerning organ donations are dictated by local authorities. Organs are usually disposed of in accordance with the wishes of the Person Authorized to Direct Disposition (PADD), except when the Marine specifies disposition under the Uniform Anatomical Gift Act or when the organ(s), usually the heart and brain, are required for autopsy or other studies authorized by law.

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

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

5003. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)

1. The PADD controls the disposition of remains and is the person from whom the Marine Corps activity and Casualty Assistance Calls Officer (CACO) responsible for providing assistance will request instructions for disposition of remains. The PADD is usually the primary next of kin (PNOK). For disposition of remains, the Secretary of the Military Department concerned is deemed to have such standing if no other such person is available. NOK are recognized in the following order:

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

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

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

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

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

f. Grandparents in order of seniority.

g. Other adult blood relatives in order of relationship to the Marine under the laws of the deceased domicile. When two individuals are of equal relationship, priority will be determined by age.

h. **Remarried Surviving Spouse.** The remarried surviving spouse is one who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter would apply in the case whenever a Marine is declared deceased, body not recovered, and whose remains are later recovered and identified.

2. When, as a result of a disaster involving multiple deaths, the Secretary concerned has possession of commingled remains that cannot be individually identified.

5004. DISPOSITION OF REMAINS. Disposition includes instructions for the preparation and encasement, selection of the receiving funeral home, and selection of the place of interment.

1. Statement of Disposition. Acceptance or refusal of Navy mortuary contract services and relinquishment of disposition rights, if applicable, must be committed in writing by the PADD, by completing the MMSO/NMA 5360/1, Statement of Disposition of Remains. The MMSO/NMA 5360/1 will be provided to the CACO or may be obtained by contacting the MMSO or the CMC (MRC).

2. Relinquishment of Disposition Rights. When the PADD desires to relinquish disposition rights, the assigned CACO will ensure the MMSO/NMA 5360/1 is completed and faxed to the MMSO and the CMC (MRC). The required statement for relinquishment of disposition rights is contained on the MMSO/NMA 5360/1. In the event the form is not available, the assigned CACO will prepare and have the PADD sign the following statement:

"I hereby relinquish my right to exercise control over the disposition of the remains of my (relationship of deceased). I understand that the right to direct disposition of the remains of (rank, name, and SSN of deceased) will pass to the person named below. I also certify that I have the legal right to make this authorization and release the U.S. Navy, its officers, agents, and employees from any and all liability that may arise from this relinquishment. Person Authorized to Direct Disposition (PADD): (Name and Address of designated PADD)"

3. Refusal of Navy Mortuary Contract Services. When the PADD declines Navy mortuary contract services, responsibility for all arrangements, services, transportation, and related expenses covered by the DAP is assumed by the PADD. Although these costs must be born by the PADD, expenses will be reimbursed up to the amounts allowable under the DAP (see paragraph 5006.2e and 5006.2f).

5005. SHIPMENT OF REMAINS. Remains of individuals covered under the DAP will be shipped at Government expense to a location selected by the PADD. Shipment will be accomplished via the most direct route unless indirect routing for the purpose of an authorized stopover is approved. Transportation of remains will be provided as expeditiously as possible, by whatever method or combination of methods best meets the requirements. Authorized transportation will be coordinated with local carrier personnel to guarantee advance reservation times for remains and escorts. The PADD should be advised that funeral and interment dates should not be set until a shipping schedule has been arranged.

1. Mode of Transportation. A Government transportation request (GTR) will be used to obtain commercial air or rail transportation of remains. Government air transportation is not authorized from one point in the 48 contiguous United States to another point in the 48 contiguous United States, except as outlined in paragraph 5005.2 below.

2. Cremated Remains. The inurned ashes, in an appropriate outer receptacle, will be hand carried by an escort using commercial air, rail funeral coach, or other appropriate vehicle. Government air transportation, on a space required basis, may be used when preceding methods are not available.

3. Indirect Routing and Stopover. The PADD may request an indirect routing with a stopover en route for funeral services or other legitimate reasons. Submit requests for stopovers to the local MAR, the MMSO, or the CMC (MRC) prior to shipment. The stopover must not exceed a period of 72 hours. The PADD must agree to pay for all expenses incurred at the stopover point including transfer of remains to and from the commercial carrier terminal. Stopovers are limited to the 50 United States and its possessions.

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

5006. BURIAL ALLOWANCES. Allowances paid under the DAP are described below. These amounts may change; upon contact, MMSO will ensure the assigned CACO is briefed on current amounts.

1. Primary Expenses. Expenses include costs for removal, embalming, casket, clothing, dressing, cosmetic/restorative procedures; permits, air tray, cremation, urn, and engraving. Current regulations prescribe a maximum amount of \$1,750.

2. Secondary Expenses. Expenses may include, but are not limited to, costs for professional services; facilities; staff; church; limousines; gratuities; obituary notice; memorial items; grave plot; cemetery labor, headstone or marker; vault/outer enclosure; and columbarium. Current regulations prescribe a maximum amount of:

- a. \$4,325 for interment in a private cemetery;
- b. \$3,000 for interment in a national cemetery;

- c. \$600 for direct disposition to a national cemetery;
- d. \$3,000 for cremation;
- e. \$6,900 when there is no Government involvement (paragraph 5004.3 applies) and burial is in a private cemetery; or
- f. \$5,550 when there is no Government involvement (paragraph 5004.3 applies), and burial is in a national cemetery.

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

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

5007. REIMBURSEMENT FOR FUNERAL/INTERMENT EXPENSES. Request for reimbursement for funeral/interment expenses should be submitted to the MMSO utilizing [DD Form 1375](#), Request for Reimbursement for Funeral/Interment Expenses. Reimbursement is limited to costs as outlined in paragraph 5006.1 and 5006.2. The PADD is liable for all costs in excess of the above allowances.

5008. BURIAL IN A NATIONAL CEMETERY. National cemeteries are under the jurisdiction of the Veterans' Administration (VA), National Cemetery Administration. Services for burial include the gravesite, headstone or marker, opening, and closing of the grave, and perpetual care. Many national cemeteries have columbaria or gravesites for cremated remains. Gravesites cannot be reserved and must be applied for at the time of death. Reservations made under previous programs are honored. National cemeteries do not conduct burials on weekends or holidays. For additional information or eligibility criteria for burial, contact the cemetery in which burial is being considered or the National Cemetery Administration.

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

5009. BURIAL AT SEA. Burials at sea will be arranged by the MMSO upon request. Contact the MMSO (appendix B) for additional information.

5010. MEMORIAL SERVICES. When an active duty Marine has been officially determined to be deceased and no remains are recovered, MMSO will reimburse the PADD a maximum of \$3,000 for cost associated with a memorial service.

1. The PADD is responsible for making arrangements for memorial services and filing for reimbursement. The MMSO will determine which costs are reimbursable and should be consulted prior to making arrangements.
2. Memorial service authorization pertains to private memorial services held by the family and should not be confused with memorial services held by the Marine's unit. The Marine Corps is not authorized to pay for or reimburse family members for travel expenses to unit memorial services.
3. If remains are later recovered, the MMSO will pay for primary expenses, transportation expenses, and up to \$4,325 for secondary expenses, less the amount previously expended for the memorial service.

5011. HEADSTONES OR MARKERS. The VA, National Cemetery Administration will provide a headstone or marker upon request for the graves of deceased eligible veterans, retired, and active duty service members at no charge to survivors (this benefit is offered regardless of whether placement is in a national or private cemetery). The VA will also provide a headstone or marker upon request for the graves of spouses or other eligible family members buried in a military, state veteran, or national cemeteries.

1. Costs. The VA will pay the shipping costs of the headstone or marker to any location worldwide, but will not pay the cost of placing the headstone or marker on the grave. There is no cost associated with placement in a national, state, or military post cemetery. The cost of a headstone or marker cannot be applied toward the cost of a private headstone or marker.
2. Inscriptions. Headstones or markers are inscribed with the name of the deceased, branch of service, and years of birth and death. Additionally, the following optional items may be inscribed on the headstone or marker: military grade; rank or rate; war service; months and days of birth and death; religious emblem; and text indicating valor awards.
3. Memorial Headstones or Markers. Memorial headstones or markers may be provided for remains that were not recovered or identified, buried at sea, donated to science, or cremated and scattered. A memorial headstone or marker is the same as those used to identify a grave except the phrase "In Memory of" precedes the inscription.
4. Requesting a Headstone or Marker. Requests for headstones or markers must be submitted to the VA utilizing the VA Form 40-1330, Application for Standard Government Headstone or Marker for Installation in a Private or Local Cemetery. When burial occurs in a national or Government cemetery, the cemetery administrator usually orders the headstone or marker.

5012. CLOTHING, UNIFORMS, AND ACCOUTREMENTS FOR BURIAL. Authority and regulations for providing articles of clothing to dress remains of uniformed members of the Marine Corps, civilians and certain others, for burial are contained in NAVMEDCOMINST 5360.1 and MCO P10120.28. Suitable (new or in near new condition) burial clothing, uniform, accoutrements and religious or fraternal insignia may be obtained and provided to the funeral director or mortuary responsible for preparing remains. When required suitable items or clothing, insignia, etc., are not available for individuals who die outside the 48 contiguous United States, information, with size estimates, should be furnished to the U.S. POE or CMC (MRC) as soon as possible ensuring the items can be obtained expeditiously. The following clothing, uniform, and accoutrements for burial are authorized to be purchased utilizing DAP funds. The CMC (MRC) will provide DAP funding appropriation upon request.

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

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

b. If a complete and presentable uniform is not available in the personal effects of the deceased, purchase necessary uniform items specified above from the Marine Corps exchange system or cash sales, or commercial sources when not otherwise available. All purchases will be charged to DAP funds, provided by the CMC (MRC), upon request.

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

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

5013. FLORAL TRIBUTES. A floral tribute will be furnished on behalf of the United States Marine Corps for burial, inurnment, or memorial (remains not recovered) services of deceased active duty Marines, Marines who are on the Temporary/Permanent Disability Retired List (T/PDRL) and die within 120 days of separation while retired/retained in a medical treatment facility, personnel of other uniformed services attached to or serving with the Marine Corps at the time of death, and other appropriate individuals as directed by the CMC (MRC).

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

a. the burial, inurnment, or memorial services occurs in a location outside the geographical area of the CACO (upon coordination with the CACO and the CMC (MRC), the Marine Corps activity closest to the burial location will obtain or order the floral arrangement); or

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

2. The cost of the floral tribute must not exceed \$81. The card and banner attached to the floral tribute must read "UNITED STATES MARINE CORPS". The vendor should be provided a copy of the [DD Form 1300](#) and advised to submit the invoice and the [DD Form 1300](#) to the CMC (Financial Management Branch (MRF)), Quantico, VA, for payment (see appendix B). The invoice should contain the decedent's name, grade, and SSN. The cost of floral tributes provided at unit memorials may not be reimbursed from nor charged to the CMC (MRF).

5014. INVITATIONAL TRAVEL ORDERS (ITO) TO BURIAL. See chapter 6.

5015. ESCORTS. An escort will be provided for Marines with a casualty classification of active duty and Marines who were placed on the T/PDRL and die within 120 days (while retained in a medical treatment facility); to accompany the remains or hand-carry cremated remains to ensure prompt and safe delivery. Only one escort for each deceased Marine is authorized using DAP funding. Detailed instructions relative to assignment, selection, and responsibilities of escorts are contained in NAVMEDCOMINST 5360.1 and NAVPERS 15955-F and are summarized below.

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

2. Escort Use outside the 50 United States

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

(1) When remains are transported by Military Airlift Command (MAC) aircraft, custody of the remains is delegated to the aircraft commander. In such instances, only special escorts are authorized as outlined in paragraph 5015.4.

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

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

b. In deaths of Marines assigned to overseas areas, the Commander will appoint an escort to accompany the remains to a U.S. POE only after receipt of instructions from the CMC (MRC). In as much as the PADD may desire a special escort, the DAP cannot fund for concurrent use of more than one escort.

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

(2) Escorts are not needed to accompany the remains from the point of debarkation overseas to a U.S. POE when remains are transported by MAC aircraft, paragraph 5015.2a(1) refers.

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

3. Eligibility for Escort Duty. Escorts may be assigned from any of the following categories of persons, subject to limitations set forth in paragraph 5015.5.

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

b. Civilians.

c. Retired or inactive military personnel.

d. Special escorts.

4. Special Escorts. The PADD may specifically request a special escort of any one person, civilian or military (including a relative) to accompany the remains. Guidance for approval of special escorts is provided below.

a. Command/CACO Approval. When the remains are located in the 48 contiguous United States, the command assisting in the arrangement of transportation of the remains or the CACO may approve special escort request when the escort is also located in the 48 contiguous United States and burial will take place at a location in the 48 contiguous United States.

b. CMC (MRC) Approval. Refer request for special escorts to the CMC (MRC) for approval when:

(1) The requested escort is in or outside the 48 contiguous United States and the remains are located outside the 48 contiguous United States.

(2) The requested escort is outside the 48 contiguous United States and the remains are located within the 48 contiguous United States.

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

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

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

c. a friend from the same unit as the deceased, wherever practicable;

d. capable of representing the Marine Corps in a credible manner; and

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

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

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

b. Duties and responsibilities as outlined in paragraph 5015.7.

c. Use of alcoholic beverages.

7. Escort Responsibilities. The duties and responsibilities of a special escort may vary depending upon the status of individual selected. Military service members performing the duties of a special escort will perform

the same duties as outlined in this paragraph. Duties of other special escorts will generally be limited to necessary transportation arrangements. When a relative acts as special escort, the relative should be relieved of details to the maximum extent possible. The escort must ensure that the below list of duties and responsibilities are adhered.

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

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

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

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

e. Upon arrival at the common carrier terminal at final destination or at an authorized stopover point, proceed to the section receiving the remains prior to their release to the funeral director. Drape a flag over the shipping container or casket lengthwise with the union (cluster of stars) at the head over the left shoulder of the deceased. If a commercial air tray is used, appropriately drape the flag over the casket after removal of the air tray as commercial air trays are not transported to the funeral home or cemetery.

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

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

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

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

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

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

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

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

d. Travel Orders. Temporary additional duty (TAD) orders for military members will be prepared by the member's command, the MAR or the assigned CACO. TAD orders for civilian personnel will be coordinated by the CMC (MRC). The CMC (MRC) will provide escort travel appropriation data upon request.

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

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

a. The Marine Corps is authorized to furnish transportation and travel allowances to an escort/attendant who may be a member of the military service, a civilian employee, or other person, for travel performed under

competent orders as an escort/attendant, for an eligible family member; provided that:

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

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

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

c. Contact the CMC (MRC) for guidance and appropriation data for funding the costs of the escort/attendant.

5016. BURIAL/MEMORIAL FLAG. See chapter 7.

5017. BURIAL FLAG DISPLAY CASE. See chapter 6.

5018. GROUP BURIALS/COMMINGLED REMAINS

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

2. If commingled remains involve Marine Corps personnel and other service personnel, the CMC (MRC) will coordinate necessary action, including selection of the cemetery, with the service or services concerned. Each service will notify the concerned parties of its own personnel of the circumstances necessitating a group burial and of the cemetery selected for interment.

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CHAPTER 6

BENEFITS AND ENTITLEMENTS

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CHAPTER 6

BENEFITS AND ENTITLEMENTS

6000. GENERAL

1. This chapter covers general information regarding benefits and entitlements, furnished by the Marine Corps and Federal and non-Federal agencies. Eligibility for benefits and entitlements may depend upon the casualty's classification and the circumstances surrounding the casualty incident, as well as, marital and dependency status. The information in this chapter is provided as a guide for effectively advising and counseling the next of kin (NOK) of ill or injured and deceased individuals. As benefit eligibility requirements may change, it is recommended the actual regulation governing any benefit in question be consulted in addition to this Manual.

2. The CMC (MRC) administers benefits and entitlements in the case of missing Marines. There are various benefits and entitlements available for the survivors of active duty and ill or injured Marines. Benefits and entitlements in the cases of inactive, retired, or veteran Marines, foreign nationals, civilians, and family members are limited and must meet eligibility requirements.

3. When applying for benefits, survivors need not hire a lawyer or claim agent to assist in obtaining benefits. The assigned Casualty Assistance Calls Officer (CACO), supported by the tasked Marine Corps activity and the CMC (MRC) will assist in the preparation and submission of appropriate claim forms.

4. The submission of claims should be accomplished as soon as possible following death. This will ensure timely adjudication by the agency concerned and will in turn expedite the commencement or receipt of benefits to which the claimant may be entitled.

5. Survivors and CACO's completing claim forms should ensure that forms are completed properly and that any documents required for substantiation of the claim have been attached. This, in many cases, will eliminate the necessity for the agency concerned to return the claim for correction, completion, or additional information.

6. Contact the CMC (MRC) for guidance concerning benefits eligibility and application procedures.

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CHAPTER 6

BENEFITS AND ENTITLEMENTS

SECTION 1: SURVIVORS BY CASUALTY CLASSIFICATION

6100. ACTIVE DUTY

1. Eligible survivors of active duty Marines are generally entitled to many of the benefits and entitlements outlined in section 2; eligibility requirements are applicable.

2. Government agencies such as the Veterans' Administration (VA) and Social Security Administration (SSA), administers benefits as provided by law for the survivors of deceased active duty Marines. The Marine Corps meets a responsibility to the survivors through the Casualty Assistance Calls Program in assisting, as far as possible, in making claim for benefits as a result of the Marine's service.

6101. APPELLATE LEAVE

1. Marines who die in an appellate leave status are considered active duty Marines; and therefore, survivors are entitled to the same benefits and entitlements of an active duty Marine (MCO 1050.16 applies).

2. Upon receipt of notification of death, the CMC (MRC) will coordinate with the reporting command, and the Navy and Marine Corps Appellate Leave Activity. The following benefits are noted as exceptions and may not be provided:

a. Survivor Benefit Plan (SBP).

b. Arrears of Pay (AP) and allowances (AP depends upon where in the appellate review process the Marine dies).

c. Honorable Service Certificate.

d. Lapel Pin.

6102. DESERTERS. Marines, who are in an unauthorized absence status and have been administratively declared deserters at the time of death, forfeit entitlement to all death benefits.

6103. INACTIVE. Benefits and entitlements for the survivors of inactive Marines may be limited to the benefits and entitlements outlined in section 2; eligibility requirements are applicable.

6104. RETIRED. Retired Marines are separated into the following classifications: Marines on the Temporary/Permanent Disability Retired List (T/PDRL) that die within 120 days after separation and all other retired Marines.

1. Retired Marines placed on the T/PDRL that die within 120 days are considered the same as active duty Marines for benefit and entitlement purposes. Survivors of this classification of Marines are entitled to the same benefits as survivors of active duty Marines with the following exception:

a. Burial allowances (Marine must be retired/retained).

b. Basic Allowance for Housing (BAH) (retired Marines are not entitled).

2. Survivors of all other retired Marines may be entitled to the benefits and entitlements outlined in section 2, eligibility requirements are applicable. Primarily, the VA and SSA administer most benefits.

6105. VETERANS. Benefits and entitlements and assistance for survivors of veteran Marines are very limited. The benefits and entitlements outlined in section 2 are applicable; provided eligibility requirements are met. Benefits administered by the VA and SSA are outside the jurisdiction of the Marine Corps. Assistance to the survivors in these cases is extremely limited.

6106. FOREIGN NATIONALS. Benefits and entitlements and assistance for the survivors of foreign nationals attached to Marine Corps units are mostly non-existent or not administered by the Marine Corps. If eligible, the deceased may be entitled to burial benefits as outlined in chapter 5.

6107. CIVILIANS. Benefits and entitlements and assistance for the survivors of civilian employees or contractors and other civilians are not administered by the Marine Corps. If eligible, the deceased may be entitled to burial benefits as outlined in chapter 5. Coordination with the Civilian Human Resources Service Center (CHRSC) or contracting agency is required. In the case of delay entry program (DEP) personnel, entitlement to Servicemembers' Group Life Insurance (SGLI) coverage may exist if the individual enlisted in the Reserve under category "P".

6108. FAMILY MEMBERS. Benefits and entitlements resulting from the death of an eligible family member of an active duty Marines are limited to the benefits and entitlements outlined in section 2 and must meet eligibility requirements.

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CHAPTER 6

BENEFITS AND ENTITLEMENTS

SECTION 2: BURIAL/MEMORIAL, FINANCIAL, GENERAL, AND MISCELLANEOUS

6200. GENERAL. This section contains information pertaining to the most common benefits and entitlements. Figure 6-1, grouped by classification, is provided as a quick reference tool. See section 3 for information pertaining to benevolent or philanthropic organizations.

1. The Veterans' Administration (VA) is responsible for a variety of Federal benefits available for veterans, eligible family members, and survivors. Eligibility for most VA benefits is based upon discharge from active military service under other than dishonorable conditions. Survivors not assigned a Casualty Assistance Calls Officer (CACO) should contact the nearest VA office concerning benefits eligibility and application procedures.

2. Request for invitational travel orders (ITO) to bedside or burial should be submitted to the CMC (MRC) utilizing figure 6-2.

6201. BURIAL ALLOWANCES. See chapter 5.

6202. BURIAL IN A NATIONAL CEMETERY. See chapter 5.

6203. MEMORIAL SERVICES. See chapter 5.

6204. HEADSTONES OR MARKERS. See chapter 5.

6205. BURIAL/MEMORIAL FLAG. See chapter 7.

6206. BURIAL FLAG DISPLAY CASE. Upon request of the primary next of kin (PNOK), the Military Medical Support Office (MMSO) will provide a burial flag display case. In cases involving separated or divorced parents, each parent may request and receive a burial flag display case.

6207. FLORIAL TRIBUTES. See chapter 5.

6208. INVITATIONAL TRAVEL ORDERS (ITO) TO BURIAL

1. ITO's are authorized for eligible family members of active duty and retired Marines placed on the Temporary/Permanent Disability Retired List (T/PDRL) who dies within 120 days of separation while retained in a medical treatment facility. All ITO's will be approved and/or produced by the CMC (MRC) or authorized by the Casualty Duty Officer (CDO) after normal working hours. When required, the CMC (MRC) will provide appropriation data for the issuance of ITO's for burial.

a. Per the Joint Federal Travel Regulations (JFTR), Volume I, paragraph U5242, ITO's may be issued to the spouse and children to attend the burial or memorial service (if remains are not recovered). Parents are authorized travel under this authority if there is no spouse or children or if the spouse and children do not utilize the entitlement. Travel to and from the burial site and 2 days per diem are authorized. A Government Transportation Request (GTR) should be utilized whenever possible.

b. The CMC (MRC) will issue an ITO to the family members of Vietnam, Korean War, and World War II era Marines whose remains are repatriated.

c. Per 37 U.S.C., in cases involving group burial, round trip transportation at Government expense to the place of interment is authorized for eligible family members of the deceased. A per diem allowance is authorized for attending family member's when the interment site is not in the local area or the total time from departure of residence to the time of return after burial is more than 10 hours. See the JFTR for additional information.

(1) When family members reside within the 48 contiguous United States, a maximum of 2 days per diem is authorized for necessary travel time.

(2) Per diem in excess of 2 days may be authorized to accommodate the time necessary to perform travel from outside the United States, Puerto Rico, or possessions of the United States.

d. Upon completion, the assigned CACO should submit a travel voucher (DD Form 1351-2) for each traveler, complete with social security number, current mailing address, telephone number, and all receipts to his/her servicing finance office. The guardian or custodian should sign claims involving minors.

2. Request for ITO to burial should be submitted to the CMC (MRC) utilizing figure 6-2.

6209. MILITARY FUNERAL HONORS. See chapter 7.

6210. DEATH GRATUITY (DG)

1. DG is a \$6,000 lump-sum payment intended to help assist eligible survivors with immediate living expenses.
2. DG payments are taxable, however, of the \$6,000 payment; \$3,000 is exempted from tax. If more than one beneficiary is designated, the tax burden is split equally (e.g., two beneficiaries are designated, each receives \$3,000; \$1,500 per beneficiary is taxable). Taxes are not deducted at the time of payment. The finance office providing payment will report payment to the Internal Revenue Service (IRS) utilizing TD Form 1099R and will provide a copy of the TD Form 1099R to the beneficiary upon payment.
3. DG is paid by law in the following order to the living survivor(s) highest on the below list, per 10 U.S.C.:
 - a. Surviving spouse.
 - b. Children (as defined in chapter 1) in equal shares.
 - c. The relative(s) designated on the record of emergency data (RED) (this relative must be the parent(s), as defined in chapter 1, or brother(s)/sister(s) (including half-blood and adopted)).
 - d. Undesignated parents, as defined in chapter 1, in equal shares.
 - e. Undesignated brother(s)/sister(s) (including half-blood and adopted) in equal shares.
4. DG payments to minors are governed by the state statute in which the minor resides. The CMC (MRC) will adjudicate all death gratuity payments to minors. Once adjudicated, payment will be made by Defense Finance and Accounting Service, Kansas City (DFAS-KC) only.
5. DG payments in the case of retired Marines placed on the T/PDRL who die within 120 days of separation must be approved by the Veterans' Administration, Cleveland (VA-CL) prior to payment. The CMC (MRC) coordinates/adjudicates all payments. Upon approval, payment will be made by the Defense Finance and Accounting Service, Cleveland (DFAS-CL) only.
6. Commanders are authorized to determine entitlement to and effect payment of DG to the appropriate beneficiary, even if the Marine is deployed, except when:
 - a. the death resulted from execution by a civil court (including foreign courts) or for a military offense;
 - b. the beneficiary is a minor;

c. the beneficiary is implicated in the death;

d. the beneficiary does not reside in the command's geographical area, unless directed by the CMC (MRC); or

e. the Marine did not die on active duty (e.g., retired (including T/PDRL) or veteran).

7. In all cases not payable by commanders, the CMC (MRC) will determine the proper beneficiary and direct the appropriate finance office to make payment.

6211. SERVICEMEMBERS' GROUP LIFE INSURANCE (SGLI)

1. Amount of Coverage. MCO P1741.8 contains information and guidance pertaining to life insurance under the SGLI program. The Marine elects SGLI coverage up to a maximum of \$250,000.

2. Taxation. SGLI is nontaxable, and accrues interest at the standard rate from the date of death through the date of disbursement of proceeds. Interest is considered part of the proceeds and is nontaxable.

3. Method of Payment. The Marine elects the method of payment (lump-sum or 36 monthly payments). If the Marine makes no election, the beneficiary may choose the method. If the Marine elects lump-sum, the beneficiary may change the method to 36 monthly payments. However, if the Marine elects 36 monthly payments, the beneficiary may not change the method to lump sum.

4. Beneficiary. As designated by the Marine on the latest Servicemembers' Group Life Insurance Election and Certificate, [SGLV 8286](#). The contingent will receive proceeds if the primary is deceased. If the Marine dies without a designated beneficiary, proceeds are paid per 38 U.S.C., in the following order: spouse, child(ren), parent(s), duly appointed executor or administrator of the estate, or other NOK.

5. Claim Procedures. The beneficiary must complete and submit the Claim for Death Benefits, [SGLV 8283](#). The CMC (MRC) certifies all SGLI coverage and submits all necessary documentation to the Office of Servicemembers' Group Life Insurance (OSGLI) for payment of proceeds.

6212. FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE (FSGLI)

1. MCO P1741.8 contains information and guidance pertaining to life insurance coverage under the FSGLI program. The Marine elects FSGLI spousal coverage up to a maximum of \$100,000. Child coverage is provided at no cost as long as the Marine is insured under the SGLI program.

2. After the Marine's death, coverage for eligible family members continues for a period of 120 days, from the date of death, premium free. Family members must have been covered under the program at the time of the Marine's death.

3. After the extended 120-day period, spouse coverage may be converted to a commercial life insurance policy. Child coverage cannot be converted.

6213. VETERANS' GROUP LIFE INSURANCE (VGLI). MCO P1741.8 contains information and guidance pertaining to life insurance under the VGLI program. The Marine elects VGLI coverage up to a maximum of \$250,000.

6214. SGLI ACCELERATED BENEFITS OPTION (ABO)

1. MCO P1741.8 contains information and guidance pertaining to the SGLI ABO. The ABO permits terminally ill Marines or spouses, insured under the SGLI or FSGLI program, access to the death benefits of the policy before death.

2. The Marine may receive up to 50 percent, or a lesser amount in increments of \$5,000, of the face value of insurance coverage in a lump-sum payment.

3. The Marine or spouse must have a valid written prognosis from a physician of nine 9 months or less to live. Only the insured Marine may apply and receive proceeds from the ABO on behalf of him/herself or their spouse.

6215. BENEFICIARY FINANCIAL COUNSELING SERVICES (BFSC)

1. BFCS is a benefit offered to the beneficiary of an SGLI, VGLI, or FSGLI policy. BFSC provides professional financial counseling at no cost to the beneficiary. Included in the service are a financial planning resource kit, 1 year access to a toll free financial planning help line, and a subscription to a financial planning newsletter.

2. To participate in the BFCS, the SGLI beneficiary should contact the provider's help line to arrange a meeting with a financial counselor. Only one beneficiary may use the service. In the case of multiple beneficiaries, the beneficiary highest on the list may apply.

6216. MGIB/VEAP REFUND. The VA will pay a death benefit (refund) equal to the amount contributed to MGIB/VEAP, less any benefits paid, to the beneficiary(ies) of SGLI proceeds, designated on the Marine's latest [SGLV 8286](#). Death must not be a result of willful misconduct, as determined by a

line of duty determination (LODD). In cases involving multiple beneficiaries, the refund is divided among the beneficiaries.

6217. ARREARS OF PAY (AP) AND ALLOWANCES

1. All pay and allowances terminate on the date of death. Any monies deposited into the Marine's direct deposit account after the date of death are usually recouped by the DFAS-KC or DFAS-CL. Additionally, all allotments terminate on the date of death. The survivors must make arrangements for continued payments to creditors. Payment of AP is the final settlement of a Marine's pay account.

2. AP is paid to the surviving beneficiary designated on the Marine's most recently signed RED. AP includes any unpaid compensation, unused leave, and reenlistment bonuses (if applicable). The beneficiary must complete and submit the [SF 1174](#), Claim for Unpaid Compensation of Deceased Member of the Uniformed Services.

3. If there is no surviving designated beneficiary, payment will be made, per the Department of Defense Financial Management Regulations, to the person highest on the following list living on the date of the Marine's death:

- a. Surviving spouse.
- b. Child(ren) or descendants of deceased child(ren).
- c. Parents in equal parts or, if either is deceased, the survivor.
- d. Legal representative.
- e. Person entitled to payment per the state law of the deceased Marine's domicile.

4. Upon completion of the audit and closing of a deceased Marine's pay account, the DFAS will furnish a Treasury Form W-2 to the beneficiary showing the amount of tax withheld and paid to the Commissioner of the IRS. This report of taxable income will include all payments made to the deceased Marine during the calendar year, regardless of the year in which such pay was earned. The W-2 form together with the death certificate or [DD Form 1300](#) should be presented to the IRS upon filing of income taxes.

6218. BASIC ALLOWANCE FOR HOUSING (BAH). Approved family members not residing in government quarters at the time of the Marine's death will receive a lump-sum payment of 180 days BAH at the Marine's current rate. In

cases involving single Marines with children, the Marine must be paying court ordered child support at the time of death. The DFAS-KC will make payment directly to the authorized family members.

6219. CONTINUED RESIDENCY IN GOVERNMENT QUARTERS

1. Approved family members residing in Government quarters are authorized continued residency in such quarters at Government expense, for 180 days after the Marine's date of death. Extension requests may be submitted to the base commander via the appropriate base housing office. If an extension request is granted, rental charges may apply.

2. If Government quarters are vacated before 180 days, the family members will be provided a lump-sum payment for the unused days.

6220. SURVIVOR BENEFIT PLAN (SBP). SBP is a taxable, monthly annuity that pays a percentage of a Marine's retirement pay to eligible beneficiaries of Marines who die on active duty and retired Marines.

1. Coverage. Death in the case of active duty Marines must be in the line of duty. Survivors of active duty Marines who are retirement eligible are automatically covered under the plan. Retired Marines (including Marines on the T/PDRL) must elect to participate in SBP at the time of retirement (this election may be made by administrative letter on behalf of incapacitated Marines).

2. Amount of Annuity

a. Active Duty Marines

(1) If the Marine's death is determined to be in the line of duty, SBP is 55 percent of what the Marine's retired pay would have been had the Marine been retired with total disability. The Marine's retired pay is calculated at 75 percent of his/her final/High-3 pay.

(2) If the Marine's death is determined not to be in the line of duty, SBP is 55 percent of what the Marine's retired pay would have been had the Marine been retired based on years of service. The Marine must have been retirement eligible (at least 20 years of service) at the time of death or SBP is not payable.

b. Retired Marines. SBP pays 55 percent of the Marine's elected base amount (chosen upon retirement). In the case of T/PDRL Marines, retirement pay is calculated at 75 percent, vice 50 percent of the Marine's basic pay. Additionally, retirement pay is calculated based upon years of service.

3. Beneficiaries

a. In the case of active duty Marines:

- (1) Former spouse (if mandated by an existing court order).
- (2) Spouse (current spouse if no court order exists mandating former spouse coverage).
- (3) Child(ren).

b. In the case of retired Marines, the following beneficiaries may be selected by the Marine:

- (1) Spouse,
- (2) Spouse and child(ren),
- (3) Child(ren) only,
- (4) Former spouse,
- (5) Former spouse and child(ren), or
- (6) Insurable interest (individual).

4. Claims. Upon establishment of the SPB annuity account, the DFAS-CL will provide the necessary claim forms to the appropriate beneficiary.

5. Dependency Indemnity Compensation (DIC) Offset. SBP payments to spouses are reduced by the amount of the monthly DIC payment awarded by the VA; SBP payments for children are not reduced by DIC (paragraph 6221).

6. Reduction. When the surviving/former spouse reaches age 62, the SBP annuity is reduced to 35 percent of the Marine's base amount, unless supplemental SBP (SSBP) is elected at the time of retirement. SSBP can only be elected in the case of retired Marines and does not apply in the case of active duty or retirement eligible Marines. SSBP provides a monthly annuity payment of up to 55 percent at age 62.

7. Termination or Suspension of Annuity

a. Spouse. Payments terminate when the spouse dies, and is suspended upon remarriage before age 55. SBP may be reinstated if the subsequent marriage ends in death, divorce, or annulment.

b. Children. Children are eligible for payments as long as they are unmarried and under age 18, or under 22 if a full-time student in an accredited school. A child who is disabled and incapable of self-support remains eligible for life or as long as disabled and unmarried if the disability occurred before age 18 (or before 22 if a full-time student).

6221. DEPENDENCY INDEMNITY COMPENSATION (DIC). Upon application, the VA may approve a monthly, tax exempt, payment to survivors of Marines who die on active duty, retired, and veterans who die from a service-connected disability. Death must not be the result of willful misconduct. The VA will make determinations independent of any determinations made by the Marine Corps.

1. Beneficiaries. Beneficiaries may include the spouse, children, or low-income parents.

2. Amount. DIC benefits change annually; contact the VA or the CMC (MRC) for the current rate.

3. Claims. Survivors of active duty and retired T/PDRL Marines who die within 120 days of separation should complete the DIC Worksheet provided by the CACO. Survivors of all other categories of persons must complete the Application for Dependency and Indemnity Compensation, Death Pension and Accrued Benefits by A Surviving Spouse or Child, VA Form 21-534.

4. SBP Offset. See paragraph 6220.5.

6222. THRIFT SAVINGS PLAN (TSP) REFUND. The TSP is a defined contribution plan and offers the same savings and tax benefits that many private corporations offer employees under 401(k) plans.

1. If the Marine dies, the entire account balance will be distributed to the appropriate beneficiary as designated by the Marine on the most recent Designation of Beneficiary, [Form TSP-U-3](#).

2. In the event the Marine did not designate a beneficiary prior to death, the beneficiary will be determined in the following order:

a. Spouse.

b. Child(ren) equally, and descendants of deceased children by representation.

c. Parents equally or the surviving parent.

d. Appointed executor or administrator of the Marine's estate.

e. The NOK who is entitled to the estate under the laws of the state in which the Marine resided at the time of death.

3. Payments made to spouses are subject to a 20 percent mandatory Federal income tax withholding (except for any portion attributable to tax-exempt contributions, i.e., from combat zone pay). However, spouses may avoid the mandatory withholding and defer paying taxes on all or part of payments by having the TSP transfer the payment amount to an IRA (other than a Roth IRA) or to another eligible retirement plan if that plan permits such a transfer.

4. Payments to beneficiaries other than a spouse are subject to a 10 percent withholding (except for any portion attributable to tax-exempt contributions); withholding is optional and may be avoided. Payments cannot be transferred to an IRA or other eligible retirement plan.

6223. SOCIAL SECURITY ADMINISTRATION (SSA) BENEFITS. SSA benefits are payable to the survivors if at the time of death the Marine had the required insured status under the law. Additionally, the SSA will pay a death benefit to the surviving spouse or children.

6224. SAVINGS BONDS PURCHASED THROUGH ALLOTMENT REFUND. Bonds purchased through allotment by the deceased Marine will be issued, upon request, to the named beneficiary. To verify whether the Marine participated in this program, view the most current Leave and Earning Statement (LES) or consult the MCTFS or the DFAS-KC.

6225. DD FORM 1300, REPORT OF CASUALTY. The DD Form 1300 is the military equivalent of a civil death certificate and will be produced by the CMC (MRC), in all required cases. In addition to serving as a proof of death, the DD Form 1300 serves as proof of service and is generally accepted by both Government and non-Government agencies and financial institutions. When produced, the DD Form 1300 will be provided to the NOK of the casualty, the VA, the DFAS, and the DOD.

6226. HONORABLE SERVICE CERTIFICATE (HSC). The CMC (MRC) will provide an HSC in recognition of honorable service to NOK as appropriate.

6227. LAPEL PIN/GOLD STAR LAPEL BUTTON. The CMC (MRC) will provide a lapel pin or a gold star lapel button, as appropriate, to each primary NOK (PNOK). The lapel pin signifies the loss of an active duty service member and commemorates honorable service and consists of a gold star surrounded by four sprigs of oak. The sprigs of oak refer to the Army, Marine Corps,

Navy, and Air Force. The gold star lapel button signifies the loss of an active duty service member in combat and commemorates honorable service and has a purple background with a gold star. Replacement pins may be requested from the CMC (MRC).

6228. DEATH INVESTIGATION. When conducted, the NOK may receive a copy of the JAG investigation upon written request to the appropriate convening authority (see chapter 8).

6229. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) INVESTIGATION. When conducted, the NOK may receive a copy of the NCIS investigation upon written request to HQ, NCIS (see chapter 8).

6230. IDENTIFICATION (ID) & PRIVILEGE CARD

1. Eligible survivors of deceased active duty and retired Marines must renew their ID card within 30 days of the Marine's death. The ID card may be renewed at the nearest Real-Time Automated Personnel Identification System (RAPIDS) site. ID cards are issued for a period of 4 years maximum and must be renewed upon expiration.

2. Renewal of the ID card will update the survivor's status in the Defense Enrollment Eligibility Reporting System. See MCO P5512.11 for continuing privileges information.

6231. TRICARE FAMILY MEMBER MEDICAL. TRICARE medical coverage for enrolled family members continues for 3 years after the death of active duty Marines. Upon expiration of the 3-year period, coverage may continue at the retiree family member rate. Survivors of Marines who are medically (T/PDRL) retired must enroll and pay the required premium at the retiree rate (even if covered prior to the Marines retirement).

6232. TRICARE DENTAL PLAN (TDP)

1. Family members enrolled in the TDP at the time of the Marine's death are entitled to 3 years of continued coverage. The continued coverage period begins on the first day of the month following the Marine's death. Upon expiration of the 3-year period, coverage under the TDP cannot be extended.

2. Family members not enrolled in the TDP at the time of the Marine's death cannot enroll after the Marine's death and are not entitled to care under the TDP.

3. Families who are not eligible for TDP or whose three-year continued coverage period has ended, may enroll in the TRICARE Retiree Dental Program.

6233. SHIPMENT OF PERSONAL EFFECTS AND HOUSEHOLD GOODS. According to the casualty's status, see the appropriate section in chapter 8.

6234. SURVIVOR/FAMILY MEMBER TRAVEL. Per the JFTR, approved family members, residing with the Marine, are authorized transportation at Government expense to the Marine's home of record, or any other location within the CONUS. Travel orders should be issued citing the same appropriation data used in travel for separating Marines. Transportation includes shipment of household goods covered under the Marine's allowance.

6235. SURVIVORS' AND DEPENDENTS' EDUCATION ASSISTANCE (DEA)

1. State governments may offer scholarship assistance for eligible family members of deceased military personnel. Survivors should contact their state board of education for information.

2. The VA offers educational assistance benefits to unremarried spouses and children of eligible Marines. Survivors should contact the nearest VA office for information.

6236. DECORATIONS AND AWARDS. NOK may request replacement decorations and awards. Requests submitted within 1 year of an active duty Marine's death should be submitted to the CMC (MMMA). Any requests after the 1-year period should be submitted to the National Personnel Records Center (NPRC), St. Louis, MO.

6237. PRESIDENTIAL MEMORIAL CERTIFICATE (PMC). The PMC, provided by the VA, is a parchment certificate with calligraphic inscription expressing the Nation's recognition of a Marine's military service. The program was established in 1962 by President John F. Kennedy and has been continued by every subsequent President. The Marine's name is inscribed and the certificate bears the signature of the current President.

6238. INVITATIONAL TRAVEL ORDERS (ITO) TO BEDSIDE

1. Per the JFTR, paragraph U5246, ITO's may be issued to not more than two family members for round-trip transportation to visit an active duty Marine who is seriously ill or injured or in a situation of imminent death, whether or not electrical brain activity exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or outside CONUS.

Note: Family members as used in the this paragraph are the Marine's spouse, children (including step, adopted, and illegitimate children), siblings, and parents (includes fathers and mothers through adoption and persons who have stood in loco parentis to the Marine for a period of not less than 1 year immediately before the Marine entered the Marine Corps). However, only one father and one mother or counterparts may be recognized in any one case.

2. If the attending physician or surgeon and the commander/head of the military medical facility (exercising military control over the Marine) determines in writing that the presence of the family member is necessary for the health and welfare of the Marine; one, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location may be provided:

- a. transportation-in-kind or Government procured transportation (GTR),
- b. reimbursement for the cost of personally procured commercial transportation, or
- c. automobile mileage rate for the official distance traveled by privately owned conveyance.

3. GTR must be used to the maximum extent practicable for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally procured transportation between origin and destination (minus the cost of any GTR used). When travel is by privately owned conveyance, only the operator of the privately owned conveyance is entitled to mileage allowances.

4. As a condition of acceptance, the traveler(s) must clearly understand that authorization includes round-trip transportation only, no per diem or rental car is authorized in conjunction with travel to bedside. All lodging cost must be borne by the traveler. If authorization involves international travel, contact the CMC (MRC) for guidance. Assistance in obtaining no fee passports and any required VISA may be obtained by contacting the local passport agency or the HQMC, Passport Office.

NOTE: The Navy-Marine Corps Relief Society or the American Red Cross may assist family members with a loan or grant to offset the cost of food and lodging. Assistance requests must come from family members.

5. ITO's will be approved, funded, and issued by the CMC (MRC). Unusual circumstances and time constraints may require the CMC (MRC) direct other Marine Corps activities to issue an ITO. When directed, Marine Corps activities will issue ITO utilizing the appropriation data provided by the CMC (MRC). Commanders are not authorized to utilize command funds to issue an ITO.

6. Upon return and assisted by the assigned CACO or Marine Corps activity, the traveler(s) must submit a travel voucher (DD Form 1351-2), complete with SSN, current mailing address, telephone number, receipts, and doctor's statement to the CACO or Marine Corps activity providing assistance. The guardian or custodian should sign claims involving minors. The CACO or Marine Corps activity assisting the traveler should submit the completed claim to their servicing finance office for liquidation.

7. Request for ITO to bedside should be submitted to the CMC (MRC) utilizing figure 6-2.

6239. COMMERCIAL LIFE INSURANCE. Survivors of deceased Marines insured under a commercial life insurance policy must contact the company concerned to apply for proceeds resulting from the death of the insured Marine.

6240. CIVIL SERVICE EMPLOYMENT PREFERENCE. The unremarried spouse, and in some cases the Marine's mother, may be eligible for Federal Government employment preference benefits. Consult the nearest Federal Job Information Center of the U.S. Office of Personnel Management or the VA for information.

6241. HOME LOAN GUARANTY SERVICES

1. VA loan guaranties are available to service members, veterans, inactive and unremarried surviving spouses for the purchase of homes, condominiums, and manufactured homes and for refinancing loans. VA guarantees part of the total loan, permitting the purchaser to obtain a mortgage with a competitive interest rate, even without a down payment if the lender agrees.

2. The surviving spouse should complete the Request for Determination of Loan Guaranty Eligibility - Unremarried Surviving Spouses, VA Form 26-1817.

MARCORCASPROC MAN

	CASUALTY CLASSIFICATION						
	<u>ILL OR INJURED ACTIVE DUTY</u>	<u>DECEASED ACTIVE DUTY</u>	<u>INACTIVE</u>	<u>T/PDRL RETIRED</u>	<u>RETIRED</u>	<u>VETERAN</u>	<u>FAMILY MEMBER</u>
BURIAL/MEMORIAL BENEFITS							
BURIAL ALLOWANCES	N/A	YES ¹	N/A	YES ²	N/A	N/A	YES ³
BURIAL IN A NATIONAL CEMETERY		YES ⁴	YES	YES	YES ⁵	YES ⁶	
MEMORIAL SERVICE		YES ^{1,7}	N/A	N/A	N/A	N/A	N/A
HEADSTONE OR MARKERS		YES ¹	YES ⁴	YES	YES	YES ⁵	YES ⁸
BURIAL/MEMORIAL FLAG		N/A	N/A	YES ²	N/A	N/A	N/A
BURIAL FLAG DISPLAY CASE							
FLORAL TRIBUTES							
ITO TO BURIAL					YES ²⁸		
MILITARY FUNERAL HONORS		YES ^{1,9}	YES ⁹	YES	YES ⁹	YES ⁹	YES ⁹
FINANCIAL COMPENSATION							
DEATH GRATUITY	N/A	YES ¹	N/A	YES ¹⁰	YES ¹⁰	YES ¹⁰	N/A
SGLI		YES	YES ¹¹	YES ¹¹	YES ¹¹		
FSGLI		N/A	N/A	N/A	N/A	N/A	YES ¹²
VGLI		YES ¹³	YES ¹³	YES ¹³	YES ¹³		
SGLI ABO	YES		N/A	N/A	N/A	YES ¹⁴	
BFSC	N/A	YES ^{1,15}	YES ¹⁵	YES ¹⁵	YES ¹⁵	YES ¹⁵	YES ¹⁵
MGIB/VEAP REFUND		YES ¹	N/A	YES	N/A	N/A	N/A
ARREARS OF PAY AND ALLOWANCES		YES	YES				
BAH		N/A	N/A	N/A	N/A		

Figure 6-1.--Benefits and Entitlements at a Glance.

MARCORCASPROCMAN

	CASUALTY CLASSIFICATION							
	<u>ILL OR INJURED ACTIVE DUTY</u>	<u>DECEASED ACTIVE DUTY</u>	<u>INACTIVE</u>	<u>T/PDRL RETIRED</u>	<u>RETIRED</u>	<u>VETERAN</u>	<u>FAMILY MEMBER</u>	
FINANCIAL COMPENSATION CONTINUED...								
CONTINUED RESIDENCY IN GOVT QUARTERS	N/A	YES	N/A	N/A	N/A	N/A	N/A	
SURVIVOR BENEFIT PLAN (SBP)		YES ^{1,16}	YES ²⁵	YES ¹⁷	YES ¹⁷			
DIC		YES ^{1,18}	N/A	YES ¹⁸	YES ¹⁸	YES ¹⁸		
THRIFT SAVINGS PLAN (TSP) REFUND		YES	YES	YES	YES	YES		
SSA BENEFITS							YES	
SAVINGS BONDS REFUND				N/A			N/A	
GENERAL ENTITLEMENTS								
DD FORM 1300, REPORT OF CASUALTY	YES ¹⁹	YES	YES	YES ²	N/A	N/A	N/A	
HONORABLE SERVICE CERTIFICATE	N/A	YES ¹	N/A	YES ^{2,24}	N/A	N/A	N/A	
LAPEL PIN OR GOLD STAR LAPEL BUTTON		YES ^{1,24}		YES ^{2,24}				
COPY OF JAG INVESTIGATION		YES ²⁶		N/A				
COPY OF NCIS INVESTIGATION								
ID CARD		YES ¹		YES				YES
TRICARE MEDICAL				N/A				N/A
TRICARE DENTAL								
SHIPMENT OF PERS EFFECTS/HHG								YES
SURVIVOR/FAMILY MEMBER TRAVEL								

Figure 6-1.--Benefits and Entitlements at a Glance--Continued.

MARCORCASPROC MAN

	CASUALTY CLASSIFICATION						
	<u>ILL OR INJURED ACTIVE DUTY</u>	<u>DECEASED ACTIVE DUTY</u>	<u>INACTIVE</u>	<u>T/PDRL RETIRED</u>	<u>RETIRED</u>	<u>VETERAN</u>	<u>FAMILY MEMBER</u>
GENERAL ENTITLEMENTS CONTINUED...							
SURVIVORS' AND DEPN EDUCATION ASSIST			YES ²⁰	YES ²⁰	YES ²⁰	YES ²⁰	
DECORATIONS AND AWARDS			YES	YES	YES	YES	
PRESIDENTIAL MEMORIAL CERTIFICATE		YES					
ITO TO BEDSIDE	YES ²⁷	N/A	N/A	N/A	N/A	N/A	
BENEVOLENT AND PHILANTHROPIC ORGANIZATIONS							
NMCRS	YES	YES ¹	N/A	YES	YES	N/A	YES
MCCS							
GOLD STAR WIVES OF AMERICA, INC.	N/A			N/A	N/A		N/A
THE RIGHT CHOICE COMPANY		YES ^{1,21}					
MARINE CORPS - LAW ENFORCEMENT FOUNDATION							
TAPS, INC.		YES ¹					
MISCELLANEOUS BENEFITS							
COMMERICAL LIFE INSURANCE	N/A	YES ²²	YES ²²	YES ²²	YES ²²	YES ²²	YES ²²
CIVIL SERVICE EMPLOYMENT PREFERENCE		YES	N/A	N/A	N/A	N/A	N/A
HOME LOAN GUARANTY SERVICES		YES ²³		YES ²³	YES ²³	YES ²³	

Figure 6-1.--Benefits and Entitlements at a Glance--Continued.

MARCORCASPROC MAN

Notes:

1. Deserters are not entitled as all benefits are forfeited.
2. Death must have occurred within 120 days of separation and considered retired/retained (on rolls of the hospital from initial admission).
3. Allowances are limited to reimbursement of transportation costs from place of demise to place selected by the sponsor. Allowances may include preparation, encasement, and shipment when death occurs outside CONUS.
4. If entitled to retired pay at the time of death or would have been eligible except for age requirement.
5. Must be discharged under conditions other than dishonorable.
6. Authorized for spouse and children.
7. Only if remains are not recovered.
8. Entitled only if buried in a national or Government cemetery.
9. Circumstances of death must not discredit the Marine Corps or separation must be under honorable conditions.
10. Death must be approved as service-connected by the VA and usually occur within 120 days of separation.
11. Death must occur within the 120-day extended coverage period or within 1 year (when approved by the OSGLI for 1-year extended coverage due to disability).
12. In the amount of coverage elected by the sponsor (child coverage is included free if the sponsor is covered under the SGLI).
13. In the amount of coverage elected.
14. Only the Marine may apply.
15. Must be covered by SGLI, VGLI, or FSGLI and only the beneficiary highest on the order of precedence may use the benefit.
16. Unless retirement eligible at time of death, death must be in the line of duty.
17. If member elected participation.
18. Death must be a result of:
 - (a) a disease or injury incurred or aggravated while on active duty or active duty for training;
 - (b) an injury incurred or aggravated in line of duty while on inactive duty training; or
 - (c) a disability compensable by VA. Death cannot be the result of willful misconduct; or
 - (d) veterans must have a totally service-connected disability, the disability does not have to cause the actual death.
19. If ill or injury occurs during combat or hostile action.
20. Must be:
 - (a) permanently and totally disabled as the result of a service-connected disability. The disability must arise out of active service in the Armed Forces;
 - (b) Veteran who died from any cause while such service-connected disability was in existence;
 - (c) missing in action or captured in line of duty by a hostile force; or
 - (d) forcibly detained or interned in line of duty by a foreign government or power.
21. Operational or training related deaths only.
22. Only if covered by a commercial policy.
23. Consult the VA for eligibility requirements.
24. The Lapel Pin is provided in nonhostile death cases; the Gold Star Lapel Button is provided when death occurs as a result of combat.
25. Must be on annual training (AT) at time of death.
26. If conducted and upon request to the convening authority or HQ, NCIS.
27. Limited to two family members for transportation cost only. Per diem is not authorized.
28. Burial or inurnment must take place in Arlington or Quantico National Cemetery.

Figure 6-1.--Benefits and Entitlements at a Glance--Continued.

MARCORCASPROC MAN

Date Requested: _____

Issued By: CMC, Casualty Section (MRC)
Travel to: **Bedside or Burial** (Circle one)

Marine's Information _____
(Rank, Full Name, SSN)

Total Number of Travelers: _____

Travelers Information

Traveler One _____
(Name, SSN, Relationship)

Address: _____

Phone: _____ Mode of Travel: _____

Travel from _____ to _____
(City/State) (City/State)

Travel dates _____ to _____
(Departure) (Return)

Traveler Two _____
(Name, SSN, Relationship)

Address: _____

Phone: _____ Mode of Travel: _____

Travel from _____ to _____
(City/State) (City/State)

Travel dates _____ to _____
(Departure) (Return)

Traveler Three _____
(Name, SSN, Relationship)

Address: _____

Phone: _____ Mode of Travel: _____

Travel from _____ to _____
(City/State) (City/State)

Travel dates _____ to _____
(Departure) (Return)

Note: Use additional worksheets as needed

Fax to MRC at 703-784-4134, DSN: 278

Alternate fax: 9823

Figure 6-2.--Invitational Travel Order (ITO) Worksheet.

MARCORCASPROC MAN

CHAPTER 6

BENEFITS AND ENTITLEMENTS

SECTION 3: BENEVOLENT AND PHILANTHROPIC ORGANIZATIONS

6300. GENERAL. Benevolent and philanthropic organizations may provide financial assistance, grief counseling, or support services to survivors.

6301. PRESENTATION OF GIFTS

1. The Casualty Assistance Calls Officer (CACO) will request and make arrangements to receive all gifts from benevolent and philanthropic organizations on behalf of the requesting family. Upon receipt, gifts must be personally presented to the family during a ceremony conducted by a Marine Corps representative of an appropriate level.

2. The CACO will coordinate with the cognizant Public Affairs Office (PAO) and as appropriate, the CMC (Director, Marine Corps Staff), the deceased Marine's commander, or the CACO's commander to conduct the ceremony and present the gift. The following words, modified as appropriate for the specific organization and circumstances, will precede delivery of the gift:

"On behalf of the Marine Corps - Law Enforcement Foundation, the Commandant of the Marine Corps and all Marines, this educational bond, in the amount of \$20,000, is presented on behalf of Gunnery Sergeant IMA MARINE in recognition of his honest, faithful, and dedicated service to this Nation and the United States Marine Corps. Gunnery Sergeant Marine's memory will live forever in the heart of the Corps."

6302. MARINE CORPS - LAW ENFORCEMENT FOUNDATION (MC-LEF)

1. The MC-LEF believes the Nation's most precious resource is its youth and their educational development is of primary importance in assisting them in becoming meaningful members of society.

2. The MC-LEF is a nonprofit corporation that encourages eligible and deserving children of Marines, former Marines, and Federal law enforcement personnel to develop their spiritual, moral, intellectual, and physical abilities. The MC-LEF supports the effort of qualified applicants through financial assistance for a college, vocational, or technical education. For this purpose, the MC-LEF purchases bonds that mature when the child reaches the age of 19.

3. Upon request and approval, MC-LEF will provide a \$20,000 educational bond to the child(ren) of Marines who die in an operational or training

related incident. The MC-LEF will provide bond(s) to the CACO for delivery to the family of the deceased Marine. Upon receipt, the bonds should be presented to recipients in an appropriate ceremony as outlined in paragraph 6301.

6303. TRAGEDY ASSISTANCE PROGRAM FOR SURVIVORS (TAPS), INC.

1. TAPS is a national non-profit, tax-exempt, corporation that provides free services to those impacted by the loss of a service member. These services include a peer support network, grief and trauma counseling referral, an annual military survivor seminar, a quarterly newsletter, and a caseworker assistance program.

2. Services are available 24-hours a day with trained crisis professionals on call to help family members cope with the sudden loss of a loved one. Services are available for all survivors including spouses, significant others, parents, children, siblings, co-workers and friends.

6304. NAVY-MARINE CORPS RELIEF SOCIETY (NMCRS)

1. The NMCRS is a private nonprofit charitable organization sponsored by the Department of the Navy and operates nearly 250 offices ashore and afloat on most Navy and Marine Corps installations.

2. The NMCRS provides financial assistance and counseling for survivors. Financial assistance is provided in the form of interest-free loans and/or grants to family members (children) who are pursuing post secondary undergraduate studies or vocational training.

3. Family members may apply for assistance through any of the Society's field offices. Any gifts provided by the NMCRS should be received by the CACO and delivered to the recipients in an appropriate ceremony as outlined in paragraph 6301.

6305. GOLD STAR WIVES OF AMERICA, INC. The Gold Star Wives of America, Inc., is a nonprofit organization dedicated to the needs, concerns, and welfare of widows of deceased service members and is located in all 50 states. The members of Gold Star Wives of America, Inc., volunteer their services in the community, the military and veteran organizations.

6306. THE RIGHT CHOICE COMPANY

1. The Right Choice Company is a nationwide, nonprofit organization that honors military and law enforcement personnel who lost their lives in the line of duty. A Fallen Friend medallion is provided to the family of fallen service members. This medallion is given at no cost to the family and is sponsored by the Right Choice Company and private donations. The Fallen Friend medallion should be presented to the recipient in an appropriate ceremony as outlined in paragraph 6301.

2. The Right Choice Company considers the Fallen Friend medallion for eligible recipients of service members who die while engaged in active combat or police actions, in military training or maneuver; honorably performing duties or assisting fellow Marines in performing their duties; and medical death (ex: stroke or heart attack). Homicides and suicides will be considered on a case-by-case basis.

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CHAPTER 7

MILITARY FUNERAL HONORS (MFH) AND MARINE CORPS BIRTHDAY
WREATH LAYING CEREMONIES

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CHAPTER 7

MILITARY FUNERAL HONORS (MFH) AND MARINE CORPS BIRTHDAY
WREATH LAYING CEREMONIES

7000. GENERAL

1. This chapter contains guidance for performing funeral honors ceremonies; funeral honors support reporting requirements, and the conduct of Marine Corps birthday ceremonies in honor of deceased former Commandants and Sergeants Major of the Marine Corps. For purposes of this chapter, the CMC (MRC) is also referred to as the Service Honors Coordinator (SHC).

2. The Marine Corps renders appropriate MFH to honor deceased Marines upon request from the next of kin (NOK). Marine Corps participation is primarily for the family's benefit; consequently, their wishes should be followed whenever possible, within applicable regulations. The NAVMC 2691, Marine Corps Drill and Ceremonies Manual, provides guidance for providing appropriate MFH.

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

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

5. Marine Corps activities receiving funeral honors support requests, clearly falling within its area of responsibility (AOR), will provide support without prior coordination with the CMC (MRC). If the burial/interment location is not in the Marine Corps activity's AOR, contact the responsible Marine Corps activity or the CMC (MRC) to coordinate support.

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

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CHAPTER 7

MILITARY FUNERAL HONORS (MFH) AND MARINE CORPS BIRTHDAY
WREATH LAYING CEREMONIES

SECTION 1: FUNERAL HONORS SUPPORT

7100. STATUTORY REQUIREMENTS

1. Funeral Honors Detail. Per 10 U.S.C. 1491, the Secretary of Defense (SECDEF) shall ensure that, upon request of the next of kin (NOK), a funeral honors detail is provided for the funeral of any veteran.

2. Composition of Funeral Honors Details

a. The Secretary of each military department shall ensure that a funeral honors detail for the funeral of a veteran consists of two or more persons.

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

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

4. Support. To provide a funeral honor detail, the Secretary of a military department may provide material, equipment, and training for members of a veteran organization or other organization approved by the SECDEF.

5. Waiver Authority

a. The SECDEF may waive any requirement when the Secretary considers it necessary to do so to meet the requirements of war, national emergency, or a contingency operation or other military requirements. The authority to make such a waiver may not be delegated to an official of a military department, other than the Secretary of the military department, and may not be delegated within the Office of the SECDEF to an official at a level below Under SECDEF.

b. Before or promptly after granting a waiver, the Secretary shall transmit a notification of the waiver to the Committees on Armed Services of the Senate and House of Representatives.

6. Regulations. The SECDEF shall prescribe regulations to carry out this section. Those regulations shall include the following:

a. A system for selection of units of the Armed Forces and other organizations to provide funeral honors details.

b. Procedures for responding and coordinating responses to requests for funeral honors details.

c. Procedures for establishing standards and protocol.

d. Procedures for providing training and ensuring quality of performance.

7. Annual Report. The SECDEF shall submit to the Committee on Armed Services of the Senate and the Committee on Armed Services of the House of Representatives a report not later than January 31 of each year beginning with 2001 and ending with 2005 on the experience of the DOD. Each report shall provide data on the number of funerals supported; the cost for that support, shown by manpower and other cost factors; and the number and costs of funerals supported by each participating organization. The data in the report shall be presented in a standard format, regardless of military department or other organization.

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

a. served in the active military, naval, or air service (as defined in 38 U.S.C. 101(24)) and who was discharged or released there from under conditions other than dishonorable; or

b. was a member or former member of the Selected Reserve described in 38 U.S.C. 2301(f).

7101. ELIGIBLE PERSONNEL

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

a. Active duty;

b. Reserve;

c. Retired; or

d. **HONORABLY** separated veterans.

2. For requests involving members of another branch of service, see paragraph 7105.

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

7102. INELIGIBLE PERSONNEL

1. MFH support will not be provided in cases of any personnel when:

- a. the Marine or another service member dies in a deserter status; or
- b. the deceased was discharged under other than honorable (OTH), bad conduct (BCD), or dishonorable (DD) conditions; or
- c. the deceased was convicted of a capital offense under Federal or state law for which the deceased was sentenced to death or life imprisonment without parole.

2. MFH support will not normally be provided in cases involving Marines or other personnel when the circumstances surrounding the death discredit the Marine Corps.

7103. VERIFICATION OF HONORABLE SERVICE

1. Marine Corps policy, as outlined in paragraphs 7101 and 7105, is to provide MFH support to active duty, retired, Reserve, and veterans whose last period of service was honorable. Honorable service, in the case of veterans, must be verified by one of the following:

- a. DD Form 214,
- b. Marine Corps Total Force System (MCTFS) (if recently separated),
- c. VA letter, or
- d. Honorable Discharge Certificate.

2. In the case of active duty and reserve personnel, honorable service verification is not required; however, paragraphs 7102 and 7104 apply.

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

4. Primarily, verification of honorable service is provided by the deceased's family via the funeral director. In some cases, it may be necessary to assist the family member or funeral director in obtaining honorable service verification due to lost or destroyed separation documents. Assistance in obtaining separation information may be obtained by contacting the National Personnel Records Center (NPRC) or the CMC (MRC).

7104. DENIAL OF FUNERAL HONORS SUPPORT

1. Marine Corps activities may disapprove all MFH support requests for ineligible personnel, as outlined in paragraph 7102.1, without the written approval of the CMC.

2. In all other cases (paragraph 7102.2), only the CMC or the designee, the Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA), may deny a request for MFH support.

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

7105. FUNERAL HONORS SUPPORT INVOLVING MEMBERS OF ANOTHER SERVICE

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

- a. The service member served with the Marine Corps.
- b. The service member was honorably separated.

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

3. Any Marine Corps activity receiving requests for MFH support from a funeral director or family member of a service member of another service branch, other than outlined in paragraph 7105.1, should take the following action as appropriate.

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

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

4. When handling MFH support requests, be respectful, sincere, and proactive. Refer all questionable cases to the CMC (MRC).

7106. MINIMUM FUNERAL HONORS SUPPORT REQUIREMENTS

1. Marine Corps policy and tradition has been to provide the maximum number of personnel when rendering MFH at any burial/inurnment. Marine Corps activities will provide MFH support within the constraints of available resources. MFH support consisting of two persons, as required by 10 U.S.C. 1491, **will be the exception** rather than the norm.

2. If the Marine Corps activity is unable to support a request for MFH support, find another Marine Corps activity that is available to provide support. Assistance should be requested from the nearest Marine Corps activity or the CMC (MRC).

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

7107. COMPOSITION OF FUNERAL HONORS DETAIL. The optimum number of personnel when providing MFH support is 17; consisting of:

- a. six body bearers;
- b. seven person firing detail (may be augmented by body bearers) and a noncommissioned officer in charge (with sword, if available);
- c. a bugler (or substitute, such as a civilian musician or, as a last resort, a professional quality tape recording);
- d. an officer in charge (OIC) (or staff noncommissioned officer) of equal or higher grade than the deceased (if possible) to act as the CMC's representative and present the burial/memorial flag to the NOK; and
- e. a military chaplain (preferably Navy, if available, and if the NOK requests).

7108. CEREMONIES AT GRAVESIDE AND CHAPEL SERVICES. A properly executed funeral ceremony has significant impact on the family, community, and the Marine Corps' reputation. On the other hand, any lack of care in executing funeral ceremonies may have a far-reaching negative impact. The sequence of events described below should be followed when possible, but may be adjusted when necessary (e.g., no body bearers, only two persons to fold the flag, etc.) to ensure a professional and dignified service.

1. Graveside Service

a. The OIC, chaplain, and firing detail are positioned per figure 7-1. 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 the volleys will not startle mourners.

b. The OIC moves to a location best suited for controlling the hearse placement. All salute as the hearse approaches. Once the hearse has stopped, the OIC comes to order arms and then returns to the chaplain's left side. (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 their right hand over the heart in lieu of a salute.)

c. The body bearers move directly behind the hearse.

d. The civilian funeral director usually places the family near the rear of the hearse. When the funeral director is ready, the OIC commands the body bearers to remove the remains (commands should be audible only to the Marines executing them) and as the body bearers remove the casket, the OIC commands "hand salute." The casket is carried feet first and, if necessary, turned about only at the grave. (A Marine will carry each the cremated remains and flag. The Marine holding the flag will walk to the right of the cremated remains up to the grave. The other four body bearers are in position at the grave, and when the urn is placed on the bier, the six body bearers will unfold the flag, hold it at waist level, and continue the ceremony.)

e. After the cremated remains/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 body bearers 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. This position is held until after Taps (unless doubled as 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. The family is seated and the service begins. Ensure the funeral director places the NOK receiving the flag in the seat closest to the head of the grave.

2. Chapel Service. If there is a chapel service ceremony and no military funeral at the grave (e.g., remains are not recovered or family desires Marines at the chapel service only), the rifle salute, playing of Taps, and presentation of the burial/memorial flag will take place outside the chapel following the service. If there is no firing detail or bugler, present the flag to the designated NOK inside the chapel immediately following the benediction. In any case, coordinate the ceremony with the chaplain or minister prior to the start of the service.

3. 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 body bearers fold the flag (see figure 7-2) and pass it to the body bearer standing at the deceased's right shoulder.

g. The OIC approaches the body bearer holding the flag and salutes.

h. The body bearer hands the flag to the OIC and salutes.

i. The OIC takes the flag left hand over right, presents the flag to the designated NOK using the words from paragraph 7110.3, steps back, and salutes. The OIC then removes the glove from his or her right hand and expresses personal condolences to the NOK. At this point, military honors are completed, and the chaplain usually offers condolences to the NOK. 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.).

4. Fraternal Organizations Participation

a. Fraternal or semi-military organizations of which the deceased was a member may participate in the service if desired by the family.

b. If the ritual is military or semi military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and Taps, these features of the military ceremony may be postponed until their appropriate places in the ritual, at which time the military firing party and bugler may render the honors.

7109. UNIFORM REQUIREMENTS

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

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

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

7110. BURIAL/MEMORIAL FLAGS

1. By law, deceased veterans are entitled to one burial/memorial flag. Remains will usually arrive for burial with the casket already draped with a burial/memorial flag obtained by the funeral director or Mortuary Affairs Representative (in the case of active duty Marines). If required, a burial/memorial flag may be obtained:

a. from the nearest DoVA Regional Office by completing the VA Form 21-2008, Application for United States Flag for Burial Purposes; or

b. from any U.S. Post Office; or

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

2. Upon completion of the burial ceremony, the burial/memorial flag should be presented to the NOK. Where two relatives have equal rights (parents), present the flag to the elder. Situations may arise requiring multiple flags be presented (separated or divorced parents). Request for multiple flags should be honored when possible and within reason.

3. Present the burial/memorial flag(s) to the designated person using words to this effect:

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

4. During the service, whether at the grave or chapel, drape the flag over the casket. In some cases, it may be prudent to pre-fold the flag (e.g., there are flowers covering the casket). A pre-folded 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 the remains are cremated, the Marine Corps representative will hold the flag during the ceremony. Never place anything on top of the flag.

5. When undercover, always salute the burial/memorial flag when it is moved with the casket and after presentation.

7111. FLORAL TRIBUTES. See chapter 5.

7112. FUNERAL HONORS SUPPORT REPORTING REQUIREMENTS

1. Per 10 U.S.C 1491, all military departments shall submit specified data on MFH support provided to the Defense Manpower Data Center (DMDC).

2. All funeral honors support provided by any Marine Corps activity must be reported to the CMC (MRC). Upon completion of the burial/inurnment, or not later than three 3 days thereafter, complete figure 7-3 and fax or email to the CMC (MRC).

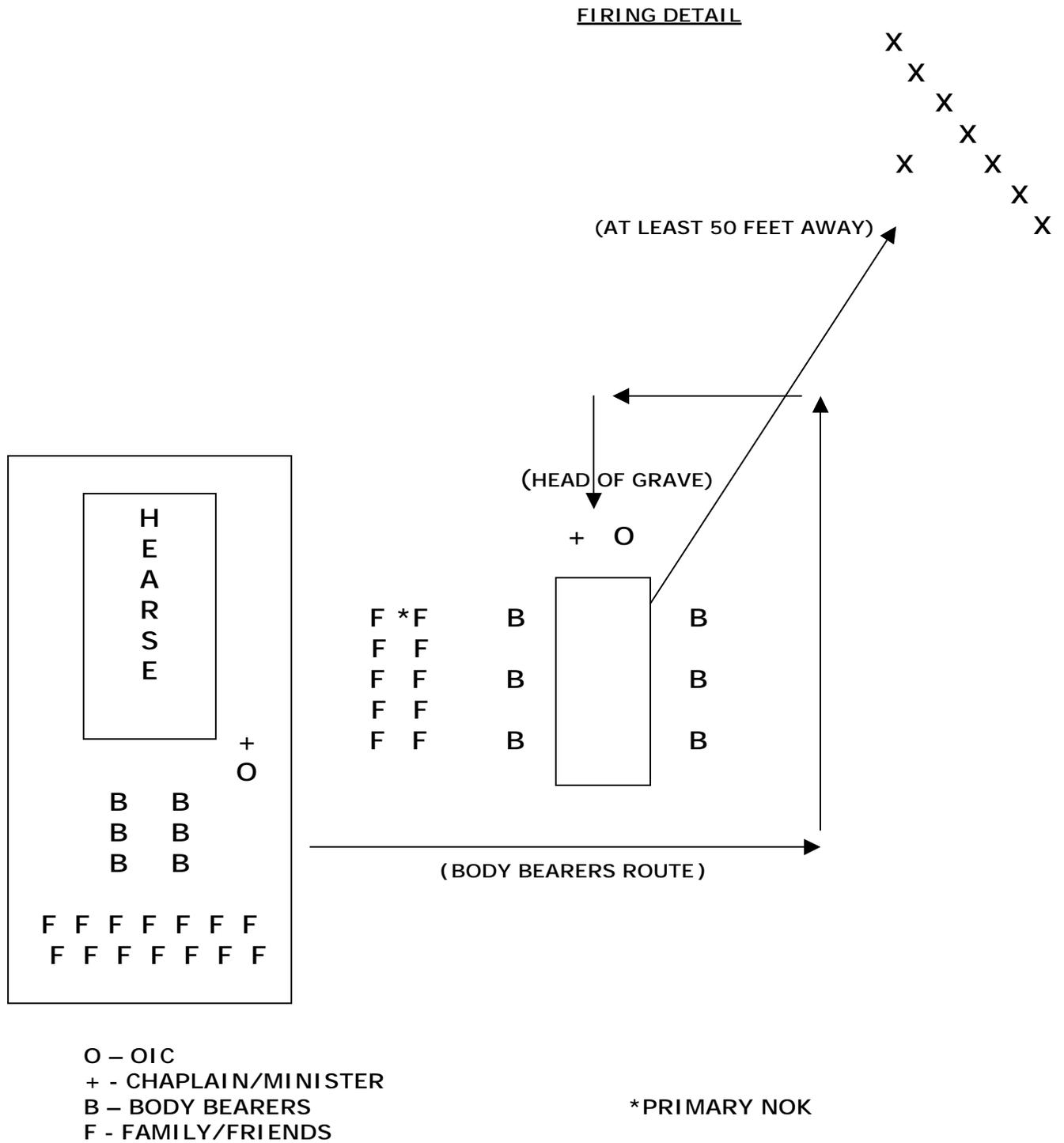


Figure 7-1.--Basic Ceremonial Positions.

1. To fold the flag, bring the striped half up over the blue field.



2. Then fold it in half again.



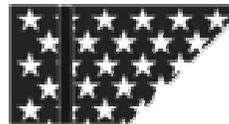
3. Bring the lower striped corner to the upper edge, forming a triangle.



4. Then fold the upper point in to form another triangle. Continue until the entire length of the flag is folded.



5. When near the end—nothing but the blue field showing—tuck the last bit into the other folds to secure it.



6. The final folded flag resembles a cocked hat with only the white stars on a blue field showing.



Figure 7-2.--Folding the United States Flag.

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Fax this form to the CMC (Casualty Section (MRC)) upon completion of MFH @ (703) 784-9823. For questions, contact the CMC (MFH Section) @ 866-826-3628 or DSN 378-9524.

Deceased Marine's Information

Unit MFH POC: _____

Name: _____

SSN: _____ Rank: _____

Unit Assigned: _____
City, State

RUC/MCC: _____

Date of Burial: _____

Cemetery: National ____ State ____ Private ____

Funeral Honors Performed

Elements Provided

{Check Appropriate Boxes}

Military

VSO

Other
Authorized
Provider

Family
Declined

Flag Presentation:

Taps Bugler:

Taps Recording:

Taps Not Provided:

Firing Party:

Pall Bearers:

Chaplain:

Flyover:

Additional Elements *:

* {Color Guard, Drill Unit, Caisson, etc.}

Number of Military Members

USMC: _____ USMCR: _____ Navy: _____ Army: _____ National Guard: _____

Air Force: _____ Coast Guard: _____

Number of VSO Detail Members

American Legion: _____ Veterans of Foreign Wars: _____ Vietnam Veterans of America: _____

AMVETS: _____ Fleet Reserve: _____ Marine Corps League: _____

Number of Other Authorized Provider Detail Members:

ROTC: _____ Contract Bugler: _____ Other (Retirees, etc.): _____

Time For Detail to accomplish funeral honors (round to the nearest hour): _____

{Detail as a unit, NOT sum of all unit member hours.}

Figure 7-3.--Funeral Honors Reporting.

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CHAPTER 7

MILITARY FUNERAL HONORS (MFH) AND MARINE CORPS BIRTHDAY
WREATH LAYING CEREMONIES

SECTION 2: BIRTHDAY CEREMONIES AT THE GRAVE/MEMORIAL OF FORMER COMMANDANTS
AND SERGEANTS MAJOR OF THE MARINE CORPS

7200. MARINE CORPS BIRTHDAY TRADITION. Since 10 November 1954, wreath-laying ceremonies honoring former Commandants have been conducted at their gravesides or other designated places. These ceremonies are a continuing part of the Marine Corps' birthday tradition.

7201. RESPONSIBLE ACTIVITIES. A ceremony will be conducted annually on 10 November at the graveside/memorial of deceased former Commandants and Sergeants Major of the Marine Corps by the responsible activities listed in figures 7-4 and 7-5.

7202. CONDUCT OF CEREMONIES

1. Ceremonies will be conducted as follows:

a. The ceremonial party will consist of a field grade officer (OIC), a noncommissioned officer, and a bugler. The uniform is the Blue Dress "A" or "B" without arms, or the appropriate inclement weather uniform, as prescribed by the commander.

b. Although local conditions may require variations, the following procedures will be used where possible:

(1) Upon arrival of the party at the graveside/memorial, the bugler will be posted a short distance from and facing the grave; the OIC will take a position at or near the foot of the grave, facing toward the headstone; and the noncommissioned officer with the wreath will take a position beside the grave, prepared to deliver the wreath to the OIC when appropriate.

(2) The OIC will uncover and stand in silent meditation for approximately 1 minute. The OIC will then cover, and taking the wreath from the noncommissioned officer, places it on the grave. When the wreath has been placed, the OIC will step back one pace; and in unison with the noncommissioned officer, render a hand salute. The bugler will then sound Taps. At the conclusion of Taps, the bugler will render a salute. All then terminate their salutes. The party departs the graveside via the most direct route.

2. Commanders are authorized to perform more elaborate ceremonies at their own discretion, if personnel assets are available.

7203. PURCHASE OF FLORAL WREATHS

1. Activities tasked with conducting the ceremony will procure a floral wreath, at a cost not to exceed \$81.00, for use in the ceremony for each former Commandant or Sergeant Major.

2. The vender should be advised to mail or fax the invoice to the CMC (Financial Management Branch (MRF)) (see appendix B for address and fax number). The invoice must contain the following statement, "floral wreath for graveside ceremony of (Grade and Name) former (Commandant or Sergeant Major) of the Marine Corps".

7204. MAINTENANCE OF GRAVES/MEMORIALS

1. If upkeep of the Commandant or Sergeant Major's grave/memorial is not otherwise provided, those activities responsible for the annual ceremony are also responsible for the maintenance of the grave/memorial.

2. Activities should notify the CMC (MRC) if available resources are insufficient to maintain the grave/memorial.

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<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Major Samuel Nicholas Service: 28 November 1775 - 28 November 1781</p> <p>Died: 27 August 1790 Memorial Plaque: Hollenback Center, University of Pennsylvania Philadelphia, PA</p>	<p>Naval ROTC Unit University of Pennsylvania Philadelphia, PA</p>
<p>Lieutenant Colonel William Ward Burrows Service: 12 July 1798 - 6 March 1804</p> <p>Died: 6 March 1805 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Lieutenant Colonel Franklin Wharton Service: 7 March 1804 - 1 September 1818</p> <p>Died: 1 September 1818 Interred: Old Trinity Church Yard New York, NY</p>	<p>Headquarters 1st Marine Corps District Garden City, NY</p>
<p>Lieutenant Colonel Anthony Gale Service: 3 March 1819 - 16 October 1820</p> <p>Died: 1843 Interred: Unknown</p>	
<p>Brigadier General Archibald Henderson Service: 17 October 1820 - 6 January 1859</p> <p>Died: 6 January 1859 Interred: Congressional Cemetery Washington, DC</p>	<p>Marine Barracks Washington, DC</p>
<p>Colonel John Harris Service: 7 January 1859 - 12 May 1864</p> <p>Died: 12 May 1864 Interred: Oak Hill Cemetery, 30th & R Streets, N.W. Washington, DC</p>	<p>Marine Barracks Washington, DC</p>
<p>Brigadier General Jacob Zeilin Service: 10 June 1864 - 31 October 1876</p> <p>Died: 18 November 1880 Interred: Laurel Hill Cemetery Philadelphia, PA</p>	<p>Inspector-Instructor Staff Philadelphia, PA</p>

Figure 7-4.--List of Deceased Former Commandants of the Marine Corps.

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<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Colonel Charles G. McCawley Service: 1 November 1876 - 29 January 1891</p> <p>Died: 13 October 1891 Interred: Abington Presbyterian Church Rosemont, PA</p>	<p>MAG-49 NAS Willow Grove Willow Grove, PA</p>
<p>Major General Charles Heywood Service: 30 January 1891 - 2 October 1903</p> <p>Died: 26 February 1915 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General George F. Elliott Service: 3 October 1903 - 30 November 1910</p> <p>Died: 4 November 1931 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General William P. Biddle Service: 3 February 1911 - 24 February 1914</p> <p>Died: 25 February 1923 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General George Barnett Service: 25 February 1914 - 30 June 1920</p> <p>Died: 27 April 1930 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General John A. Lejeune Service: 1 July 1920 - 4 March 1929</p> <p>Died: 20 November 1942 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 7-4.--List of Deceased Former Commandants of the Marine Corps--
 Continued.

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<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Major General Wendell C. Neville Service: 5 March 1929 - 8 July 1930</p> <p>Died: 8 July 1930 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General Ben H. Fuller Service: 9 July 1930 - 28 February 1934</p> <p>Died: 8 June 1937 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Major General John H. Russell Service: 1 March 1934 - 30 November 1936</p> <p>Died: 6 March 1947 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Lieutenant General Thomas Holcomb Service: 1 December 1936 - 31 December 1943</p> <p>Died: 24 May 1965 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Alexander A. Vandegrift Service: 1 January 1944 - 31 December 1947</p> <p>Died: 8 May 1973 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Clifton B. Cates Service: 1 January 1948 - 31 December 1951</p> <p>Died: 4 June 1970 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 7-4.--List of Deceased Former Commandants of the Marine Corps--
 Continued.

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<u>COMMANDANT</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>General Lemuel C. Shepherd, Jr. Service: 1 January 1952 - 31 December 1955</p> <p>Died: 6 August 1990 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Gen Randolph McCall Pate Service: 1 January 1956 - 31 December 1959</p> <p>Died: 31 July 1961 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General David M. Shoup Service: 1 January 1960 - 31 December 1963</p> <p>Died: 13 January 1983 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>General Leonard F. Chapman, Jr. Service: 1 January 1968 - 31 December 1971</p> <p>Died: 6 January 2000 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Gen Robert E. Cushman, Jr. Service: 1 January 1972 - 30 June 1975</p> <p>Died: 2 January 1985 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 7-4.--List of Deceased Former Commandants of the Marine Corps--
 Continued.

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<u>SERGEANT MAJOR</u>	<u>RESPONSIBLE ACTIVITY</u>
<p>Sergeant Major Wilbur Bestwick Service: 23 May 1957 - 31 August 1959</p> <p>Died: 10 July 1972 Interred: Alta Mesa Memorial Park Palo Alto, CA</p>	<p>Inspector-Instructor Staff San Jose, CA</p>
<p>Sergeant Major Francis D. Rauber Service: 1 September 1959 - 28 June 1962</p> <p>Died: 19 February 1991 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Sergeant Major Thomas J. McHugh Service: 29 June 1962 - 16 July 1965</p> <p>Died: 21 February 2000 Interred: Coastal Carolina State Veterans Cemetery Jacksonville, NC</p>	<p>Marine Corps Base Camp Lejuene, NC</p>
<p>Sergeant Major Herbert J. Sweet Service: 17 July 1965 - 31 July 1969</p> <p>Died: 18 June 1998 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>
<p>Sergeant Major Leland D. Crawford Service: 16 August 1979 - 27 June 1983</p> <p>Died: 16 February 1993 Interred: Rosecrans National Cemetery San Diego, CA</p>	<p>Marine Corps Recruit Depot San Diego, CA</p>
<p>Sergeant Major Clinton A. Puckett Service: 1 February 1973 - 31 May 1975</p> <p>Died: 3 September 2002 Interred: Arlington National Cemetery Arlington, VA</p>	<p>Marine Barracks Washington, DC</p>

Figure 7-5.--List of Deceased Former Sergeants Major of the Marine Corps.

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8000. RECORD OF EMERGENCY DATA (RED). The RED is the primary source of information used to locate family members and identify beneficiaries of deceased, duty status whereabouts unknown (DUSTWUN), missing, ill, and injured Marines. MCO P1070.12, IRAM; and MCO P1080.40, MCTFSPRIM, contain detailed instructions for the audit and maintenance of the RED.

8001. IDENTIFICATION (ID) TAGS

1. ID tags are designed for identification, casualty reporting, and graves registration in case of death in a combat zone.
2. ID tags will be prepared and worn in accordance with MCO P1070.12, IRAM. ID tags should remain with the casualty at all times. Once positive identification has been made and medical or mortuary authority has released the remains, ID tags may be sent to the casualty's family as part of the Marine's personal effects.

8002. OPREP-3SIR (SERIOUS INCIDENT REPORT). The flag word SIR indicates an event or incident of high Marine Corps interest. The OPREP-3SIR applies specifically to Marine Corps units and installations not attached to or assigned to a specific command relationship with a Joint, Combined, or Combatant Command. The OPREP-3SIR consists of an initial voice report followed by a hard copy message and any required follow-up messages. Regulations regarding the issuance of an OPREP-3SIR are contained in MCO 5740.2. The OPREP-3SIR must be submitted to the Marine Corps Operations Center. Submission of an OPREP-3SIR does not supersede the requirement to issue a PCR, if otherwise required.

8003. TEMPORARY/PERMANENT DISABILITY RETIRED LIST (T/PDRL) DEATH IMMINENT GUIDANCE

1. Information pertaining to initiating the process of transferring Marines in a death imminent situation to the T/PDRL is contained in MCO P1900.16. Upon approval of transfer to the T/PDRL by the Physical Evaluation Board, the CMC (MMSR-4) will issue appropriate authorization to the commander to retire the Marine concerned.
2. Transferring Marines to the T/PDRL under death imminent situations, especially when the Marine dies shortly thereafter, has many unique requirements that must be met in order to ensure the survivors receive all benefits and entitlements. Figure 8-1 is provided as a guide for commanders facing this unique situation.

8004. MEDIA INTEREST AND RELEASE OF INFORMATION

1. Release of public information to news media regarding military personnel and/or other personnel who are in a casualty status will be in accordance with instructions contained in MCO P5211.2.
2. Because of the sensitivity of the subject matter in cases of death by suicide, homicide, training, accidents, or which occur under unnatural or peculiar circumstances, close coordination must be made with the officer responsible for the release of public information. Close coordination with the public affairs officer (PAO) will permit substantially the same information being released to news media as is provided the next of kin (NOK) during the notification process. Release of information to news media and information provided to the NOK will be limited to verified facts.
3. To permit the prompt release of information to the news media in death cases or serious injury cases, commanders and PAO's should coordinate with the CMC (MRC) to ensure the primary and secondary NOK have been notified of the incident, prior to release of information.
4. In the event that anticipated overwhelming media interest will occur at the funeral ceremony or burial, close coordination with the local PAO is directed. The PAO will assist in developing a public affairs plan that is consistent with the family wishes of the deceased to possibly include media escorts, interviews, and general displacement of camera crews.

8005. HOSPITAL LIAISON RESPONSIBILITIES. MCO 6320.2 details the responsibilities for commands to provide liaison and support to designated military treatment facility (MTF). Hospital liaison sections will ensure each casualty's reporting unit and the CMC (MRC) are kept abreast of the status of any casualty admitted to an MTF.

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Marines transferred to the T/PDRL under death imminent situations often die prior to completion of separation documents. Death of the Marine does not negate the requirement to complete all steps involved in the separation process. The Marine's death simply adds urgency to the process. The below guidance is provided to assist in the separation process. Upon receipt of separation authority from the CMC (MMSR-4), usually via unit diary and fax, the commander will take the following steps:

1. Prepare all necessary separation documents to include:
 - a. DD Form 214 (ensure appropriate separation codes are entered, the Marine is retired; not discharged),
 - b. NAVMC 11060, and
 - c. transfer to the T/PDRL retirement orders (MCO P1900.16).
 2. Report appropriate entries to the MCTFS, as required by MCO P1080.40, MCTFS PRIM. Ensure other necessary entries are reported prior to reporting the Marine's transfer to the T/PDRL.
 3. Provide the appropriate separation documents to the local disbursing office for final settlement of the Marine's active duty pay account.
 - a. If the Marine dies prior to settlement of the active duty account, ensure the disbursing office completes the discharge account summary (DAS) and return all separation documents to the command with a copy of the completed DAS.
 - b. Even if the Marine dies prior to completion of the separation documents, the necessary documents must be provided to the disbursing office for completion of the DAS. Upon completion of the DAS, the disbursing office must return all documents with a copy of the completed DAS.
- NOTE: Notify the CMC (MRC) in cases involving disbursing offices that refuse to complete the DAS because of the Marine's death. DFAS-KC requires a completed DAS.
4. Upon completion of the above, fax the following documents to the CMC (MRC):
 - a. DD Form 214,
 - b. NAVMC 11060,
 - c. T/PDRL retirement orders, and
 - d. completed DAS.
 5. Close out and forward the Marine's OQR/SRB and health and dental records in accordance with MCO P1070.12, IRAM. Records must be forwarded to the CMC (MRC) even if the Marine has not passed away.

Figure 8-1.--Guide for T/PDRL Death Imminent Cases.

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6. Ensure copies of the DD Form 214 are forwarded to the appropriate agencies as the Marine or survivors must apply for appropriate benefits.

Upon death of the Marine, the CMC (MRC) will take the following actions:

1. Obtain a copy of separation authority from the CMC (MMSR-4).
2. Prepare the [DD Form 1300](#), Report of Casualty.
3. Prepare and express ship the Casualty Assistance Calls Package to the CACO.
4. Obtain all separation documents from the Marine's reporting unit.
5. Obtain a complete copy of the PEB results from the PEB.
6. Obtain from the appropriate beneficiary, a signed [DD Form 397](#), Claim Voucher for Payment of Death Gratuity.
7. Fax the following documents to the DFAS-CL and DoVA-CL for payment of death gratuity:
 - a. [DD Form 1300](#),
 - b. DD Form 214,
 - c. [NAVMC 11060](#),
 - d. T/PDRL retirement orders,
 - e. complete copy of the PEB,
 - f. [DD Form 397](#), and
 - g. separation authority.
8. Fax the following documents to the DFAS-KC for settlement of the Marine's active duty account (if applicable):
 - a. [DD Form 1300](#),
 - b. [SF 1174](#), Claim for Unpaid Compensation of Deceased Members of the Uniformed Services, and
 - c. completed DAS.

Figure 8-1.--Guide for T/PDRL Death Imminent Cases--Continued.

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9. Fax the following documents to the DFAS-CL for the establishment and settlement of the Marine's retired pay account:

- a. DD Form 1300, and
- b. SF 1174, Claim for Unpaid Compensation of Deceased Members of the Uniformed Services.

10. Provide the following information to the CMC (MMSR-6) in order that SBP elections may be administratively submitted to the DFAS-CL:

- a. DD Form 1300,
- b. SBP Counseling Worksheet (cases involving married Marines), and
- c. beneficiary's name, SSN and date of birth (in cases involving single Marines).

11. Provide support and guidance to the reporting unit and the assigned CACO.

CHAPTER 8

GENERAL ADMINISTRATIVE REQUIREMENTS

SECTION 1: DUTY STATUS WHEREABOUTS UNKNOWN (DUSTWUN) CASES

8100. GENERAL. The DUSTWUN issue is not commonly understood and extreme care must be taken when situations arise that may invoke statutory provisions of the missing persons law.

8101. WHEN TO REPORT

1. Any Marine suspected to be a casualty, who is not present or appears to be missing (i.e., whereabouts are unknown, the disappearance appears to be involuntary, and the Marine is not known to be UA), and whose status initially is so uncertain that the commander must gather the facts to make a proper status determination, must be reported as DUSTWUN, per chapter 3. Make no service record book or unit diary entries at this time.

2. Factors, such as remote distances from occurrence and lack of current on scene information, make immediate determination and reporting difficult, but do not relieve the commander from the responsibility for submission of the report required for review in determining the Marine's status under 37 or 10, U.S.C.

8102. OTHER REQUIRED DOCUMENTS. Paragraph 8300 applies.

8103. PERSONAL EFFECTS

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

2. If the Marine is declared UA, maintain the personal effects in supply until the Marine has been administratively dropped from the rolls and declared a deserter. After which time, ship personal effects to the proper recipient per MCO P4050.38.

3. If the Marine is subsequently declared deceased, ship personal effects as outlined in paragraph 8303.

8104. REQUIRED INVESTIGATION

1. Once reported as DUSTWUN, the commander with special courts-martial convening authority, having jurisdiction over the Marine will convene a fact-finding body to investigate the circumstances surrounding the

disappearance. During this initial phase, an appropriate search will be conducted. While the search is ongoing, the Marine will not be placed in a missing status. The maximum time a Marine may remain in a nonhostile DUSTWUN status is 10 days from the date of disappearance.

2. Subsequent to submission of the personnel casualty report (PCR) placing the Marine in a DUSTWUN status (figure 3-8), the commander will submit a daily supplemental PCR to the CMC (MRC) that include the extent of the search, any progress noted, and other pertinent information. These reports are used to keep the CMC (Director, MR) updated on a possible missing persons case, and are also used to keep the next of kin (NOK) informed. Daily supplemental PCR's are required, unless not feasible for security reasons, and will continue until the search has been discontinued and the Marine involved is:

- a. returned to military control,
- b. recommended to be declared missing as evidence of death or UA is not considered conclusive;
- c. placed in a UA status (date of absence is initial date of disappearance); or
- d. reported deceased (remains recovered or search efforts were unsuccessful but evidence of death is considered conclusive).

(1) Conclusive evidence of death may be considered to exist when information (eyewitness statements, circumstances of disappearance, and results of immediate search, local conditions, and terrain) outweigh, beyond any reasonable doubt or logical possibility, the Marine may have survived. Such conclusive evidence need not be predicated upon recovery of remains since situations may arise in which the remains cannot be recovered. If, after immediate search, evidence of death does exist, the responsible commander has the authority and duty to submit a report of death. The date of death will be the date the Marine was placed in a DUSTWUN status, unless the circumstances indicate subsequent survival.

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

3. An initial determination must be made regarding whether the Marine had access to classified information. An initial damage assessment must be conducted by the command to establish the possibility of the compromise of classified information and impact on the command. In crisis, contingency, or wartime situations, send an information copy of all such investigations to the CMC (MRC) and the commander in the chain of command. In wartime or other emergencies, send the investigation findings (for death and UA

reports), and recommendations for missing reports in a brief but factual message to the CMC (MRC).

4. The investigation report must be received by the CMC (MRC) within 10 days of the disappearance. The report must contain opinions and a recommendation that the Marine be declared missing. If the convening authority determines the Marine to be deceased or UA, issue the appropriate death or supplemental PCR, as outlined in chapter 3, and complete all administrative requirements.

a. If the recommendation is to declare the Marine missing, the convening authority will include in the report, additional information to include latitude and longitude, distance from nearest land; when applicable, local conditions, extent of searches made, statements of survivors and other members who may have pertinent information concerning the circumstances; and a recommendation from the commander to be declared missing.

b. For nonhostile cases, upon receipt of report and based on the information contained therein, the CMC (Director, MR), as the Secretary of the Navy designee, will determine if the Marine should be carried as missing, reported UA, or declared deceased. Upon determination, the commander will be notified and directed to take the appropriate actions.

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SECTION 2: MISSING PERSONS CASES

8200. GENERAL

1. The instructions in this section pertain to personnel in a missing status as defined in the Missing Persons Act. These instructions do not apply to personnel in an UA status.
2. The Missing Persons Act authorizes the Secretary of the service concerned, or a designee, to make any determination necessary to administer the act. The Secretary of the Navy (SECNAV) has designated the CMC (Director, MR) as a designee to administer the Missing Persons Act for Marine Corps personnel and civilians who enter a missing status.

8201. DEFINITIONS. Per 10 U.S.C. 1513, the following definitions apply:

1. The term missing person means:

- a. a member of the Armed Forces on active duty who is in a missing status; or
- b. a civilian employee of the DOD or an employee of a contractor of the DOD who serves in direct support of, or accompanies, the Armed Forces in the field under orders and who is in a missing status.

2. The term missing status means the status of a missing person who is determined to be absent in a category of any of the following:

- a. missing,
- b. missing in action,
- c. interned in a foreign country,
- d. captured,
- e. beleaguered,
- f. besieged, or
- g. detained in a foreign country against that person's will.

3. The term accounted for, with respect to a person in a missing status, means that:

- a. the person is returned to United States control alive;
- b. the remains of the person are recovered and, if not identifiable through visual means as those of the missing person, are identified as those of the missing person by a practitioner of an appropriate forensic science; or
- c. credible evidence exists to support another determination of the person's status.

8202. TRANSFER BY SERVICE RECORD. When the Marine has been officially declared missing by the SECNAV or the CMC (Director, MR), transfer the Marine by service record to the Captured and Missing Unit (MCC 010, RUC 54003).

8203. CLOSING AND DISTRIBUTION OF THE SRB/OQR, HEALTH, AND DENTAL RECORDS. Commanders are required to forward the SRB/OQR, health, and dental records of missing Marines to the CMC (MRC), as outlined in chapter 2 of MCO P1070.12, IRAM.

8204. PERSONAL EFFECTS AND HOUSEHOLD GOODS

1. Marines. Commanders are required to inventory and ship all personal effects and household goods (to include vehicles), in accordance with MCO P4050.38. Destroy relatively valueless effects such as toiletries and cleaning supplies. Make an itemized list of all items destroyed, and forward it to the CMC (MRC) for inclusion in the Marine's SRB/OQR. Do not include this list on the inventory sent to the next of kin (NOK). Questions concerning eligibility, storage, and shipment should be addressed to the local TMO or CMC (Traffic Management Branch (LFT-3)).

2. Person Authorized to Receive Personal Effects (PERE). PERE are recognized in the following order:

- a. Legal representative of the service member's estate. To qualify as a legal representative, an individual must present duly certified documentation.
- b. Unremarried surviving spouse.
- c. Children in order of seniority.
- d. Parents in order of seniority.

- e. Siblings in order of seniority.
- f. Other blood relative.
- g. A person standing in loco parentis.

3. Civilians. Coordinate and provide all personal effects to the local law enforcement authorities for delivery to the NOK.

8205. MAIL FOR MISSING MARINES. Under no circumstances will mail for missing Marines be returned to sender or forwarded to the NOK until receipt of instructions from the assigned Casualty Assistance Calls Officer (CACO) or NOK, commanders will dispose of all mail for missing Marines in accordance with MCO P5110.6.

8206. PROMOTIONS. Missing Marines continue to be eligible for promotion as outlined in MCO P1400.31 or MCO P1400.32.

8207. RELEASE OF INFORMATION. Releasable information on unaccounted for or missing Marines is limited to basic biographical information such as name, date of loss, country of loss, and status. Exceptions include information released to a third party that has written consent from a court-appointed legal guardian of the missing Marine or Freedom of Information Act (FOIA) requests where disclosure does not constitute a clearly unwarranted invasion of personal privacy. In determining what information must be disclosed under FOIA, a balancing test weighing the public interest in disclosure against the potential invasion of personal privacy should be conducted. In applying the balancing test, the privacy sensibilities of family members should be considered as a clear and present factor that weighs against the public release of information.

8208. MISSING PERSONS LAWS

1. Title 37 U.S.C. 551-559, Payments to Missing Persons, and the casualty regulations now in effect relating to Marine Corps personnel and their family members are the responsibility of the CMC (Director, MR). This provision of law covers all nonhostile missing determinations and payments to all personnel and their family members when placed in a missing status. Title 37 U.S.C. directs that all pay and allowances accrue in a missing Marine's pay account for a minimum of 12 months after the initial disappearance unless, in the interim, evidence determines the Marine is either UA or deceased.

2. Title 10 U.S.C. 1501-1513, Missing Persons, are the responsibility of the SECNAV or the designee. This provision of law covers all hostile missing determinations.

3. The CMC (Director, MR) makes any determination necessary to administer the provisions of 37 and 10 U.S.C., except that the Secretary and the designee may change or revoke any prior determination(s) made under Missing Persons, such determination when made is conclusive as to the following:

- a. Death or finding of death.
- b. The fact of dependency under Missing Persons.
- c. 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.
- d. Any other status covered by Missing Persons.
- e. An effective date, including one on which evidence or information is received by the CMC (Director, MR).
- f. Whether information received concerning a member of the Marine Corps is to be construed and acted on as an official report of death.

8209. STATUS REVIEW. After 12 months, the CMC (Director, MR) or the SECNAV, will appoint a three-member status review board to gather all available information, and give opinions and recommendations about the missing Marine. Upon receipt of the board report, the CMC (Director, MR), or the SECNAV will determine the Marine either is dead, or direct the missing status to continue if the Marine can reasonably be presumed to be alive. The Marine's family members may attend the board hearing and be represented by counsel. The CMC (MRC) will give all the information concerning the status review board to the family through the assigned CACO at least 60 days before the board meets.

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SECTION 3: DEATH CASES

8300. OTHER REQUIRED DOCUMENTS. In addition to the initial voice report (OPREP3-SIR) and preparation/submission of the personnel casualty report (PCR); the following applicable documents must be faxed to the CMC (MRC) immediately upon learning of a Marine's death:

1. A copy of the Marine's latest signed Record or Emergency Data (RED). As this is the only document used by the CMC (MRC) to determine the appropriate beneficiary of certain death benefits, e.g., death gratuity and pay arrears, it is vital the signed RED be provided.
2. A copy of the Marine's latest signed [SGLV 8286](#), Servicemembers' Group Life Insurance Election and Certificate, and SGLV 8285, Request for Insurance (SGLI), if applicable.
3. A copy of the Marine's DD Form 1966/1, Record of Military Processing - Armed Forces of the United States, if enlisted after Jan 1989 or DD Forms 1966/1 and 1966/2 if enlisted prior to Jan 1989; or a copy of the Marine's NAVMC 763A, United States Marine Corps Appointment Acceptance and Record (if commissioned or a warrant officer).
4. A copy of the Marine's NAVMC 00003 (leave papers), permanent change of station orders (PCSO), or temporary additional duty orders (TADO) in all cases involving Marines who die while in a leave, PCS, or TAD status.
5. A copy of the orders issued by competent authority in cases involving Reserve Marines who die during or en route to or from an AT, ADT, IDT or ADSW period.
6. In cases involving the death of an individual in the delay entry program (DEP), a copy of all enlistment documents.

8301. POSTHUMOUS PROMOTIONS, COMMISSIONS, AND WARRANTS. A deceased Marine may be posthumously promoted, appointed, or commissioned if the Marine, at the time of death, meets the criteria outlined in MCO P1400.31 for officers, or MCO P1400.32 for enlisted Marines. Posthumous promotions have no affect on pay and allowances and do not apply in the case of Marines in the grades of W0 and O1.

8302. CLOSING AND DISTRIBUTION OF THE SRB/OQR, HEALTH, AND DENTAL RECORDS

1. Commanders are required to close and forward the SRB/OQR, health, and dental records of deceased Marines as outlined in chapter 2 of MCO P1070.12,

IRAM. Do not retain the SRB/OQR, health, or dental records for investigation or any other purpose. Instead, make certified copies of the relevant documents and forward the records, as required.

2. If positive identification of the remains is pending, when necessary, provide the health and dental records to the appropriate medical authority to assist in the identification process. After positive identification has been completed, ensure the health and dental records are recovered and forwarded to the CMC (MRC).

3. If the remains are not recovered, retain the health and dental records for 10 days, or until search efforts have been completed. Upon official determination that remains are not recoverable, forward the health and dental records to the CMC (MRC), as required.

8303. PERSONAL EFFECTS AND HOUSEHOLD GOODS

1. Marines. Commanders are required to inventory and ship all personal effects and household goods, including vehicles and any items on the Marine's person or located at the Marine's place of duty, in accordance with MCO P4050.38. Questions concerning eligibility, storage, and shipment should be addressed to the local Traffic Management Office (TMO) or the CMC (Traffic Management Branch (LFT-3)).

a. Inventory personal effects found on or near the remains after law enforcement investigations are complete. Mark, bag, and attach the personal effects to the remains. In cases involving multiple casualties, do not remove clothing, personal effects, equipment, ID cards or tags found on or near the remains. These belongings may be required for positive identification.

b. Destroy relatively valueless effects such as toiletries, cleaning supplies, and damaged clothing (e.g., blood-stained or soiled clothing that cannot be properly cleaned). In cases requiring investigation of the circumstances of death, coordinate with the investigative authorities to ensure the effects targeted for destruction have no investigative or forensic value. Make an itemized list of all items destroyed, and forward it to the CMC (MRC) for inclusion in the Marine's SRB/OQR. Do not include this list on the inventory sent to the next of kin (NOK).

2. Person Eligible to Receive Personal Effects (PERE)

a. Legal representative of the service member's estate. To qualify as a legal representative, an individual must present duly certified documentation.

b. Unremarried surviving spouse.

- c. Children in order of seniority.
- d. Parents in order of seniority.
- e. Siblings in order of seniority.
- f. Other blood relative.
- g. A person standing in loco parentis.

3. Civilians. When a civilian dies aboard a military installation or conveyance, the commander of the installation or conveyance shall ensure that a thorough inventory of the personal effects (to include any luggage) is conducted and documented. The personal effects will be distributed as outlined in paragraph 8303.2.

8304. MAIL FOR DECEASED MARINES

1. Under no circumstances will mail for deceased Marines be returned to sender or forwarded to the NOK until absolute verification has been received that the NOK has been notified. Verification can be obtained from the CMC (MRC). Mail for the deceased may be held as long as necessary to preclude inadvertent disclosure of casualty status prior to official notification of the NOK.

2. Upon official notification of the NOK, mail will be returned to sender or forwarded to NOK as desired. Upon receipt of instructions from the assigned Casualty Assistance Calls Officer (CACO) or NOK, commanders will dispose of all mail for deceased Marines in accordance with MCO P5110.6.

8305. DEPARTMENT OF THE NAVY SUICIDE INCIDENT REPORT (DONSIR)

1. Purpose. The DONSIR is designed to standardize the review and reporting process on suicides among active duty Navy and Marine Corps personnel. The information will be used to identify risk factors to assist commanders in targeting and improving local suicide prevention efforts. This Manual outlines steps for commands to use in completing the DONSIR and for reporting results to the CMC. Effective completion of the DONSIR requires a collaborative effort by line, medical, and other staff.

2. Intent. The DONSIR is a tool to improve institutional knowledge about suicides within the Marine Corps. The intent is to aggregate DONSIR data and periodically publish "Lessons Learned" for the Fleet. The data collection process for the DONSIR is a means to improve risk management, not an investigative procedure to determine negligence or accountability in cases of suicide or suspected suicide.

3. Action

a. Commanders of Marines or sailors who are alleged or suspected of having taken their own lives may contact the CMC (MRO) to request a DONSIR form. The DONSIR, NAVMC 11410, is available in the Marine Corps Electronic Forms System.

b. Within 3 working days of transmitting the initial PCR, the command shall appoint a Marine officer and supporting team to collect, examine, and record information on the DONSIR. Major command policy will determine the command level at which the DONSIR will be completed. Supporting team input should be sought from the CO/XO, medical officer, mental health provider, chaplain, CACO, PMO, and personal services. Input should also be sought from the decedent's supervisor and his/her co-workers. Coordination of input to complete the DONSIR is to be determined by the command.

c. Within 15 working days of the initial PCR, the command shall forward a copy of the completed DONSIR with supporting documentation to the CMC (MRO) for data entry and analysis. Additional information can be forwarded as it becomes available (e.g., toxicology reports). The time limit is given to focus the command's efforts on information that is immediately available, not to burden the command with an open-ended and exhaustive data collection process.

4. Focus. The DONSIR focuses on data related to the decedent's military and professional life and are limited in scope with respect to the decedent's personal or private life. Completion of the DONSIR does not require input from non-military sources (e.g., family members and civilian friends). While information from non-military sources may be valuable in understanding the context of a service member's suspected suicide, the primary interest of the Marine Corps is on determining modifiable service-related risk factors that can be used in the early identification and referral of at-risk personnel. To avoid duplication of efforts, the DONSIR team should work in conjunction with established investigating bodies (e.g., JAGMAN, NCIS, or civilian authorities). Data derived from formal investigations may be used to complete various sections of the DONSIR.

5. Format

a. Two primary means of collecting data for the DONSIR are record reviews and interviews. The following records should be used in completing the DONSIR:

(1) Military service record (including any records of counseling).

(2) Medical record.

(3) Secondary records (e.g., mental health, family advocacy program, and security reports).

(4) Medical appointments list (e.g., Composite Health Care System medical appointments for past 12 months).

(5) Financial records (e.g., letters of indebtedness).

(6) Investigative reports.

(7) Autopsy reports (It is recognized that ballistics and toxicology reports will likely not be available when the DONSIR team initially convenes; copies of these reports should be forwarded when they become available.)

(8) Suicide note(s).

b. A form to record interviews from military personnel regarding the decedent (e.g., the decedent's supervisor, co-workers, and peers) is found at the back of the DONSIR package. These interviews should be conducted with sensitivity and due consideration for the personnel involved. The purpose of these interviews is to provide firsthand accounts about the decedent and his/her behavior, not to determine accountability or culpability for the service member's death.

6. Description

a. Section I of the DONSIR documents the basic identifying information on the decedent. Administrative information about the officer in charge of completing the DONSIR and status of other investigations should be noted in the Administrative Information box on page 1.

b. Section II gives information about the command; such as, region and type of unit, as well as information about command members consulted in completing the DONSIR.

c. Section III yields trend and risk factor data. This section has seven subsections: Incident Information, Military Service Information, Background Factors, Personal/Civil Information, Medical Information, Use of Services, and Situational Factors.

(1) The subsection on Incident Information is a means of capturing information on the circumstances of the member's death.

(2) The subsections on Military Service, Background Factors, Personal/Civil Information, Medical Information, Use of Services, and Situational Factors have three parts: responses, comments, and quality of documentation.

(a) It is important to answer all three parts of each question. If available, provide additional information in the comments column.

(b) For the quality of documentation column, place a check mark in the appropriate category. In future analyses, more weight will be given to factors supported by written documentation or official statements obtained and submitted by the command.

d. The Feedback Section is optional, but it gives the command the opportunity to raise issues or concerns about the data collection process.

e. Upon completion of the DONSIR form, the command should provide a short written summary of the case via the Narrative Summary page. Special attention should be given to the last two items on this page regarding recommendations and "Lessons Learned." These items will be scrubbed of identifying data and will be used in compiling "Lessons Learned" for the Fleet. The information will be presented in a format similar to messages published by the Safety Center following aviation mishaps.

7. Support. Questions about the DONSIR may be directed to the CMC (MRO) or the Navy Personnel Command (PERS 6).

8306. DEATH INVESTIGATIONS. An investigation into the circumstances surrounding the death of a member of the naval service or into the death of a civilian aboard a place under naval control may be required and is governed by JAGINST 5800.7. When required, investigations should be completed within 20 days from the date of death or its discovery.

1. Investigation Required. Investigations are required when:

a. the case involves civilian or other non-naval personnel found dead aboard an activity under military control, where the death was apparently caused by suicide, or other unusual circumstances;

b. the circumstances surrounding the death place the adequacy of military medical care reasonably at issue;

c. the case involves the death of a military member and a probable nexus exists to naval service, except where the death is as a result of enemy action; or

d. it is unclear if enemy action caused the death, such as in possible friendly-fire incidents.

2. No Investigation Required. Investigations are not required when:

a. death was the result of a previously known medical condition, and the adequacy of military medical care is not reasonably an issue; or

b. death was the result of enemy fire.

3. Limited Investigation Required. A limited investigation is required when the death of a service member occurred at a location in the U.S. but not under military control, while the member was off duty, and the circumstances of the death had no discernable nexus to the naval service.

a. The command shall obtain the results of the investigation of the incident by civilian authorities and maintain the results as an internal report.

b. The command shall document, in writing, the reasons for making the determinations to conduct a limited investigation, attaching the enumerated reasons to the internal report.

c. Completion of these actions shall follow the time constraints noted for the processing command investigations and will constitute final action on the report.

4. Release of Investigations. Death investigations shall not be released to the public until finalized. In the interest of providing the decedent's NOK with timely information, upon completion of the review by the first flag officer in the chain of command, the reviewer shall release an advance copy of the investigation, per request, to the NOK. Release of an advance copy to the requesting NOK shall not be made when:

a. release would violate law (e.g., investigation classified); or

b. the endorser can articulate how release would harm the command's mission, interfere with an ongoing criminal investigation, or why release shall not be made for good cause.

5. Delivery to NOK. When providing investigations to the NOK, consideration should be given to the potential impact of the report. Graphic photographs are to be separately wrapped and labeled. Similar procedures should be placed upon autopsy reports and other materials containing graphic details of injury, wounds, and mutilation. To assist those who may still be grieving to understand the meaning and significance of the report of investigation and to alleviate the growing number of disputes between the services and the NOK, releasing authorities should ensure hand delivery of the report by someone who can discuss the report with the family. Normally, the CACO will make delivery, but there may be reasons (technical subject matter or personal friendships) for another individual to be assigned the task.

8307. NOTICE OF INVESTIGATION LETTERS. Commanders are required to notify the NOK in writing upon initiation of the death investigation. A Notification of Investigation Letter (figure 8-2) will be prepared and provided to the NOK within 14 days of the initial notification of the Marine's death. Ensure the NOK are aware of their right to request a copy of the completed investigation report.

8308. STATUS OF INVESTIGATION LETTERS. If the death investigation has not been completed within 30 days of the initial notification, commanders will prepare a Status of Investigation Letter (figure 8-3) to inform the NOK of the status of the investigation.

8309. NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS) NOTIFICATION AND INVESTIGATIONS

1. Notification. NCIS must be notified per SECNAVINST 5520.3, of any death occurring on a Navy vessel or Navy/Marine Corps aircraft or installation (except when the cause of death is medically attributable to disease or natural causes).

2. Death Investigations. NCIS investigations consist of the report of investigation (ROI) (narrative summary) and enclosures. ROI's shall not be included in administrative investigative reports unless the local NCIS office indicates to the contrary. NCIS investigations may be provided to the NOK upon request. A copy of the completed report must be requested from the NCIS Family Liaison Office, Washington, DC.

8310. SELF-INFLICTED DEATHS

1. In cases where death is confirmed or suspected of being self-inflicted, commanders must ensure the NOK are provided a timely and accurate appraisal of the circumstances surrounding the Marine's death. It is essential that no misrepresentations, either purposeful or unintentional, of the facts be given.

2. Grieving family members may become consumed by the need to find an explanation to the Marine's death. Avoid speculation concerning the underlying reason for the act or suspected act.

3. Self-inflicted deaths may erode the family's capacity to trust others; family members may feel anger and resentment toward the Marine's command, or eager to blame the Marine Corps for the death. Giving the family members a place to express their feelings and a sympathetic ear is far more important than establishing the rightness of the Marine Corps. However, caution should be taken not to provide additional anguish toward the Marine Corps, which may result in undue hardship and accusations.

4. Difficulties surrounding the relationship between the Marine and the family members may surface after a self-inflicted death, and may add complications to the family's process of grief and adjustment. Family members may feel profound guilt and shame as a result of the death. The CACO is not generally trained to assist the family in dealing with those feelings associated with the Marine's death. Be supportive and refer family

members to professionals (e.g., chaplains, medical, and counseling personnel) for assistance in dealing with grief.

8311. LINE OF DUTY DETERMINATIONS (LODD). In order that survivors qualify for certain death benefits, death must have occurred in the line of duty. Title 10 U.S.C. requires a LODD on all active duty deaths. LODD guidance is contained in JAGINST 5800.7.

8312. COORDINATION WITH THE ASSIGNED CACO

1. It is vital and essential that the commander and parent command of the deceased Marine contact and coordinate with the CACO on all matters associated with the personal affairs of the Marine to include any investigation.
2. Coordination between the parent command and CACO will ensure that all information provided to the NOK by the CACO is accurate and correct. Additionally, timely information and support of the efforts provided by the CACO will ensure the casualty assistance call results in success.
3. Any information for the NOK should be provided via the CACO. Doing so only ensures the CACO possesses the same information as the NOK and does not preclude the commander from passing the appropriate condolences to the NOK via telephone.
4. Contact the CMC (MRC) to obtain the name and telephone number of the assigned CACO.

8313. DD FORM 214. A DD Form 214 will not be produced upon the death of an active duty or inactive (SMCR) Marine. As deceased Marines cannot be separated, the CMC (MRC) prepares and will distribute the [DD Form 1300](#) in all aforementioned cases (see paragraph 6225).

MARCORCASPROC MAN

LETTERHEAD

3040
CO
Date

Mr. and Mrs. John E. James
Street address
City, State, Zip code

Dear Mr. and Mrs. James:

On March 18, 2002, an investigation into the circumstances surrounding the death of your son, Corporal Peter Gregory James, was initiated. The expected date of completion for the investigation is April 7, 2002. Upon completion of a review of the investigation by the Commanding General, First Marine Division, Camp Pendleton, CA, a copy will be forwarded to you upon request. If the investigation is not completed by the expected date, I will notify you in writing of the delay.

Additionally, the Naval Criminal Investigative Service (NCIS) is conducting an independent investigation as the result of Pete's death occurring aboard a naval installation. Special Agent Pattie Lyons is the investigating officer and may be reached at (123) 456-7890. The Family Liaison Officer at Headquarters, NCIS in Washington, DC, can be reached at (800) 479-9585 if you have any questions regarding the NCIS investigation procedures.

If I may be of further assistance, please contact me at (123) 456-7890.

Sincerely,

Figure 8-2.--Sample Notice of Investigation Letter.

MARCORCASPROC MAN

LETTERHEAD

3040
CO
Date

Mr. and Mrs. John E. James
Street address
City, State, Zip code

Dear Mr. and Mrs. James:

On 19 March 2002, I informed you that an investigation into the circumstances surrounding the death of your son, Corporal Peter James, was initiated with an expected completion date of 7 April 2002. To date, the investigation is still not complete. The investigating officer is currently awaiting the return of a witness from a period of emergency leave. The expected return date of the witness is 10 April 2002, at which time the investigating officer will interview the witness. The investigation should be completed and reviewed by 20 April 2002. As we are in receipt of your request for a copy of the investigation, a copy will be forwarded at that time.

If you have any further questions concerning the investigation's status, please contact me at (123) 456-7890.

Sincerely,

Figure 8-3.--Sample Status of Investigation Letter.

CHAPTER 8

GENERAL ADMINISTRATIVE REQUIREMENTS

SECTION 4: CONDOLENCE LETTERS

8400. PREPARATION REQUIREMENTS

1. When and By Whom. Condolence letters will be prepared by the designated individual, in cases involving the below persons:

a. Active Duty Marines. A condolence letter will be written to the appropriate next of kin (NOK) according to the Marine's dependency status; if the Marine is married, to both the spouse and parents (if the parents are separated or divorced, letters will be sent to both parents); if the Marine is divorced or single with children, a condolence letter will be written to the children (in care of the guardian) and the parents (if the parents are separated or divorced, letters will be sent to both parents). The following individuals will prepare letters of condolence:

(1) The Marine's immediate commander will prepare a letter to the appropriate person(s), as outlined above, within 5 working days (combat committed organizations, within 10 days) of the Marine's death or notification of death.

(2) When a Marine dies away from his/her parent command either in a temporary additional duty (TAD) status or in the execution of a permanent change of station (PCS), the commander of the unit from which the Marine had just been detached is responsible to write the letter of condolence.

b. Missing Marines. Instructions in paragraph 8401.1a, to the extent applicable, should be followed. The following special instructions are provided:

(1) The Marine's immediate commander will prepare a condolence letter to the primary NOK (PNOK) within 10 days following date of the incident.

(2) No mention of personal effects is permitted.

(3) The condolence letter to the PNOK may indicate that a comprehensive investigation is being conducted and that the CMC (MRC) will provide details upon completion and review.

c. Inactive Marines. The Marine's immediate commander will prepare a letter to the PNOK within 5 working days of the Marine's death or notification of death.

d. Retired Marines. The CMC (MRC) will prepare a condolence letter to the PNOK upon notification of the Marine's death.

e. Civilian Employees and Contractors. The installation commander or unit commander will prepare a condolence letter to the PNOK within 5 days of the death or notification of death.

f. Family Members of Active Duty Marines. The Marine's immediate commander will prepare a condolence letter to the Marine within 5 working days of the death.

2. Preparation and Processing. The following general instructions are provided:

a. Letters will be written in simple language; show a warm personal interest in the person to whom they are addressed, describe basic circumstances surrounding the death; and extend condolences.

b. Circumstances will be related factually as previously reported in the PCR, chronologically, sympathetically, and tactfully. Under no circumstances will inaccurate or unsubstantiated information regarding the circumstances of death be provided. In addition to supplying facts and answering questions that normally occur to the family, the letter should contain information that may comfort them; such as, the fact that the Marine did not suffer (if accurate), that he/she received the anointments of their faith (if appropriate), etc.

c. When appropriate, complimentary remarks will be included relating to the individual's character, personality, efficiency, and work habits.

d. When more than a single condolence letter is to be prepared, care must be exercised to ensure all facts and circumstances of death are in agreement. The text of each letter will be modified to indicate a personal condolence to the addressee.

e. The condolence letter to the PNOK may contain a statement regarding the collection, safeguarding, and disposition of the personal effects of the deceased.

f. All condolence letters will be carefully reviewed at the highest level of command prior to release for mailing.

g. A copy of each letter sent to the family of a deceased Marine will be attached to the closed service records; forward copies of any subsequent correspondence between the command and the NOK to the CMC (MRC). In the event the service record is not available when the condolence letter is prepared and mailed, a copy will be furnished to the CMC (MRC).

h. The samples provided in figures 8-4 and 8-5 indicate the types of letters to be written. These examples should be used as a guide and not as form letters.

3. Special Instructions for Unusual Circumstances

a. Letters of condolence prepared in cases of death requiring investigations in accordance with JAGINST 5800.7, will not be delayed merely because of the investigation. The NOK should be provided all factual information at the earliest practicable date. The fact an investigation is being conducted may be included in the condolence letter. The officer conducting the investigation should be provided copies of all correspondence sent to or received from the NOK. No mention of misconduct or line of duty will be included in condolence letters.

Note: When an investigation is mentioned in a condolence letter be certain that one is conducted and expeditiously processed.

b. No information will be included which, in itself, might be the specific basis for a claim against the Government, another agency, or an individual; or information of which disclosure is prohibited by security regulations.

c. In cases of homicide or suicide, it may be necessary to include information as to the actual cause of death (e.g., perforating wound of the head; gunshot wound to the head; suffocation by drowning, etc.). Avoid the use of language that might be interpreted as prematurely concluding that the death resulted from self-inflicted wounds.

8401. CMC CONDOLENCE LETTERS PREPARATION AND SUBMISSION PROCEDURES

1. Within 5 working days of an active duty Marine's death, regardless of circumstances, the first commissioned officer (OIC) in the Marine's chain of command will electronically submit a proposed condolence letter, addressed to the Marine's PNOK, for the Commandant's signature.

2. Figure 8-6 contains the prescribed format for preparation of the CMC's condolence letter, or it can be downloaded from the Director, Marine Corps Staff (DMCS) website at: www.hqmc.usmc.mil/dmcs/dmcs.nsf/pages/perstationary. The appropriate closing is "With deepest sympathy."

3. Upon completion, the proposed condolence letter will be sent as an attachment via email to the DMCS's organizational mailbox at: hqmc-dmcs@hqmc.usmc.mil.

MARCORCASPROC MAN

LETTERHEAD

3040
CO
Date

Mrs. Roger D. Brooks
Street address
City, State, Zip code

Dear Mrs. Brooks:

The premature death of your husband, Lance Corporal Roger David Brooks, U.S. Marine Corps, on February 23, 2002 near Woodbridge, VA, is a source of sorrow to me and to his many friends in this battalion. Please accept our deepest sympathy in your bereavement.

Roger was in a liberty status and was returning to base early Sunday morning driving a privately owed automobile on U.S. Interstate 95. Approximately two miles south of Woodbridge, the automobile left the highway and traveled about 200 feet, striking an embankment, and overturning several times. Roger was traveling alone at the time and a passerby summoned the State Police and an ambulance. He was immediately taken to the U.S. Naval Hospital, Quantico, VA, where he was pronounced dead upon arrival. As you know, the cause of death was determined to be multiple injuries to the body.

Although Roger had been a member of this battalion for only a short time, he had acquired many friends, had shown a sincere interest and willingness to learn, and he was a highly motivated Marine. I realize that words can do little to console you at this time, but I do hope that the knowledge that your husband will be missed and that we share your sorrow will give you some measure of comfort.

Chaplain W. E. Hardy conducted a memorial service on February 25th, and the entire battalion turned out to pay its respects.

*I have had all of Roger's personal belongings collected, inventoried, and placed in safekeeping. These will be shipped to you in the very near future.

If you feel that I can be of any assistance to you, please do not hesitate to contact me at (123) 456-7890.

Sincerely yours,

* To be used in the condolence letter to the primary NOK only

Figure 8-4.--Sample Marine Condolence Letter.

MARCORCASPROC MAN

LETTERHEAD

3040
CO
Date

Mr. and Mrs. John E. James
Street address
City, State, Zip code

Dear Mr. and Mrs. James:

It is difficult for me to express the deep sorrow the Marines in Company A feel over the recent death of your son, Corporal Peter Gregory James, U.S. Marine Corps on March 10, 2002.

*PJ (as his friends in Company A called him) was serving as squad leader of a machine gun squad attached to the third platoon of his company. On the afternoon of March 7, 2002, Company A was conducting a live fire training exercise aboard Marine Corps Base, Camp Pendleton, CA, which required the squad to cease fire and rush forward when a pre-designated signal was given. PJ, unexpectedly stood and ran forward of his squad's position prior to the designated signal being given. After running a short distance, it became obvious that rounds from his squad's machine gun had hit PJ. A cease-fire was ordered immediately but obviously too late to avoid hitting PJ. Medical attention, to the extent possible, was rendered by the Corpsman on site. PJ was transported to the Naval Hospital Camp Pendleton where he was pronounced dead upon arrival. PJ received multiple gunshot wounds to his body causing his death.

PJ had won the respect of the Marines under him and was highly regarded by his senior noncommissioned officers as well as his platoon commander. He was an extremely devoted Marine, maintained a cheerful disposition, worked, and fought hard, with a spirit of which you can be proud. I realize that words alone can do little to console you, but I hope that knowing his fellow Marines keenly misses your son will provide some measure of comfort.

Chaplain John T. Huston, U.S. Navy, anointed PJ en route to the hospital. On March 11, 2002, Chaplain Huston also conducted a memorial service for PJ, and many of PJ's friends were able to attend.

If there is anything that I may do for you, please do not hesitate to contact me at (123) 456-7890.

Sincerely,

* Use of other than first name is appropriate provided that such name or nickname is familiar to the NOK or unless annotated as in the above example.

Figure 8-4.--Sample Marine Condolence Letter--Continued.

MARCORCASPROCMAN

LETTERHEAD

3040
CO
Date

Mr. John Harris
123 Grand Drive
Appleton, TX 12345

Dear Mr. Harris:

Please accept my deepest sympathy on behalf of the United States Marine Corps on the premature death of your wife, Deborah, on February 12, 2002. (Circumstances of the death; make it brief or omit it if the NOK was present at the scene of the incident and clearly understands the circumstances.)

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

If I can be of any assistance to you, please do not hesitate to contact me at (123) 456-7890.

Sincerely,

Figure 8-5.--Sample Civilian Condolence Letter.

MODEL: PERSONAL STATIONERY (ACMC)



1

(TYPE DATE AFTER SIGNATURE USING SAME PITCH AS TEXT)

Dear General Fields,**2**

The left and right margins will be 1 inch using 12 or 10-pitch courier type. Indent the first line of each paragraph to the 5th space. Never put letter on justification and never use date stamp; always type the date after signature.

Mention any enclosures in the text, but do not describe them in an enclosure block. Always balance appearance of text on page. If the text of the letter is 8 lines or less, it will be double-spaced. The maximum number of lines of text and spacing on small 4-star stationery should be 41 lines. If the letter requires a second page, then large 4-star stationery will be used (second and succeeding pages numbered one-half inch from the bottom page and centered). The second page of large 4-star stationery is the same quality grain of stationery as the first page (not bond paper).

Signature block and mailing address should be arranged as shown here.

Respectfully, **3**

TERRENCE R. DAKE
General, U.S. Marine Corps
Assistant Commandant of the Marine Corps

Major General Arnold Fields, USMC
Director, Marine Corps Staff
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Note 1: The signature block will be aligned on the bottom star of the stationery, located in the center of the flag as shown.

Note 2: In most cases the salutation will be as prescribed by the DON correspondence manual

Note 3: Use "Sincerely, Respectfully," or "Very respectfully," depending on the seniority of the addressee. As a general rule, "Very respectfully," is used when writing to members of Congress, cabinet members and the Secretary of a military Department. Use "With deepest sympathy" in the death of active duty Marine.

Figure 8-6.-Sample Format for Submission of CMC Condolence Letters.

MARCORCASPROC MAN

APPENDIX A

LIST OF ACRONYMS AND ABBREVIATIONS

1. The following is a list of acronyms/abbreviations and long titles used throughout this Manual.

<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
Accelerated Benefits Option	ABO
Active Duty for Training	ADT
Active Duty Special Work	ADSW
Active Reserve	AR
Annual Training	AT
Area of Responsibility	AOR
Arlington Nation Cemetery	ANC
Armed Forces Active Duty Base Date	AFADBD
Arrears of Pay and Allowances	AP
Bad Conduct Discharge	BCD
Basic Allowance for Housing	BAH
Beneficiary Financial Counseling Services	BFCS
Bureau of Medicine and Surgery	BUMED
Casualty Assistance Calls Officer	CACO
Casualty Assistance Call Package	CACPAC
Casualty Duty Officer	CDO
Casualty Section	MRC
Commandant of the Marine Corps	CMC
Continental United States	CONUS
Death Gratuity	DG
Decedent Affairs Program	DAP
Defense Casualty Information Processing System	DCIPS

MARCORCASPROC MAN

<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
Defense Finance and Accounting Service Cleveland Denver Kansas City	DFAS DFAS-CL DFAS-DE DFAS-KC
Defense Manpower Data Center	DMDC
Delay Entry Program	DEP
Department of Defense	DoD
Department of Defense Financial Management Regulation	DODFMR
Department of Defense Instruction	DODI
Department of the Navy Suicide Incident Report	DONSIR
Department of Veterans Affairs	DoVA
Dependency Indemnity Compensation	DIC
Deputy Commandant Manpower & Reserve Affairs	DC, M&RA
Died of Wounds Received in Action	DWRIA
Director, Marine Corps Staff	DMCS
Discharge Account Summary	DAS
Dishonorable Discharge	DD
Duty Status Whereabouts Unknown	DUSTWUN
Family Servicemembers' Group Life Insurance	FSGLI
Fleet Marine Corps Reserve	FMCR
Freedom of Information Act	FOIA
Government Transportation Request	GTR
Headquarters Marine Corps	HQMC
Honorable Service Certificate	HSC
Identification	ID
Inactive Duty Training	IDT
Incapacitating Illness or Injury	III

MARCORCASPROCMAN

<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
Individual Mobilization Augmentee	IMA
Individual Ready Reserves	IRR
Individual Records Administration Manual	IRAM
Internal Revenue Service	IRS
Invitational Travel Order	ITO
Initial Active Duty Training	IADT
Joint Federal Travel Regulation	JFTR
Judge Advocate General	JAG
Judge Advocate General Manual	JAGMAN
Killed in Action	KIA
Leave and Earnings Statement	LES
Line of Duty Determination	LODD
Marine Corps Community Services	MCCS
Marine Corps - Law Enforcement Foundation	MC-LEF
Marine Corps Operations Center	MCOC
Marine Corps Order	MCO
Marine Corps Recruiting Command	MCRC
Marine Corps Recruiting Station	MCRS
Marine Corps Total Force System	MCTFS
Marine Corps Total Force System Personnel Reporting Instructions Manual	MCTFSPRIM
Marine Forces Reserve	MARFORRES
Marine Corps Reserve Support Command	MCRSC
Medical Treatment Facility	MTF
Military Airlift Command	MAC
Military Entrance Processing Station	MEPS
Military Funeral Honors	MFH

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<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
Military Medical Support Office	MMSO
Missing in Action	MIA
Montgomery GI Bill	MGIB
Mortuary Affairs Representative	MAR
National Personnel Records Center	NPRC
Navy and Marine Appellate Leave Activity	NAMALA
Navy-Marine Corps Relief Society	NMCRS
Navy Criminal Investigative Service	NCIS
Navy Medical Command	NAVMEDCOM
Next of Kin	NOK
Not Seriously Injured	NSI
Office of Servicemembers' Group Life Insurance	OSGLI
Officer in Charge	OIC
Officer Qualification Record	OQR
Other Than Honorable	OTH
Pay Entry Base Date	PEBD
Peacetime/Wartime Support Teams	PWST
Permanent Change of Station	PCS
Permanent Change of Station Orders	PCSO
Permanent Disability Retired List	PDRL
Personal and Family Readiness Division	MR
Person Authorized to Direct Disposition	PADD
Person Eligible to Receive Effects	PERE
Personnel Casualty Report	PCR
Physical Evaluation Board	PEB
Port of Entry	POE

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<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
Primary Next of Kin	PNOK
Prisoner of War	POW
Public Affairs Office	PAO
Quantico National Cemetery	QNC
Real-Time Automated Personnel Identification System	RAPIDS
Record of Emergency Data	RED
Regional Office	RO
Report of Investigation	ROI
Reserve Officer Training Corps	ROTC
Reserve Support Program	RSP
Return to Military Control	RMC
Secondary Next of Kin	SNOK
Secretary of Defense	SECDEF
Secretary of the Navy	SECNAV
Selected Marine Corps Reserve	SMCR
Separation and Retirement Branch	MMSR
Seriously Ill or Injured	SI
Service Honors Coordinator	SHC
Service Record Book	SRB
Servicemembers' Group Life Insurance	SGLI
Serious Incident Report	SIR
Social Security Administration	SSA
Social Security Number	SSN
Special Patient	SpecPat
Staff Noncommissioned Officer	SNCO
Supplemental Survivor Benefit Plan	SSBP

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<u>LONG TITLE</u>	<u>ACRONYM/ ABBREVIATION</u>
Survivor Benefit Plan	SBP
Temporary Additional Duty	TAD
Temporary Additional Duty Orders	TADO
Temporary/Permanent Disability Retired List	T/PDRL
Thrift Savings Plan	
Traffic Management Office	TMO
Tragedy Assistance Program for Survivors, Inc.	TAPS
TRICARE Dental Plan	TDP
Unauthorized Absence	UA
United States	U.S.
United States Air Force	USAF
United States Army	USA
United States Coast Guard	USCG
United States Code	U.S.C.
United States Marine Corps	USMC
United States Navy	USN
Wounded in Action	WIA
Veterans Service Organization	VSO
Veterans' Administration	VA
Veterans' Administration - Cleveland	VA-CL
Veterans' Educational Assistance Program	VEAP
Veterans' Group Life Insurance	VGLI
Very Seriously Injured or Ill	VSI

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APPENDIX B

FREQUENTLY CALLED TELEPHONE NUMBERS AND ADDRESSES

<u>ORGANIZATION/ADDRESS</u>	<u>TELEPHONE</u>
Arlington National Cemetery (ANC)	703-695-3250/3255
Casualty Offices	
Air Force	512-652-3505 DSN 487-3752 Toll Free: 800-531-5501 Fax: 512-652-2348
Army	703-325-7990/1/2 DSN 221 Toll Free: 800-626-3317 Fax: 703-325-0134
Navy	901-874-4292 DSN 882 Toll Free 800-368-3202 Fax: 901-874-6654
Defense Finance and Accounting Service	
DFAS-Kansas City 1500 Bannister Road Kansas City, MO 64197	
Separations	816-926-5241/7426 DSN 465 Fax: 816-926-5348
*Special Interest Accounts Branch (FCMS)	816-926-7148 DSN 465 Fax: 816-926-3129
Savings Bonds 1500 E. 95th Street Kansas City, MO 64197	816-926-5303 DSN 465
DFAS-Cleveland US Military Retirement Pay P.O. Box 7130 London, KY 40742-7130 Cleveland, OH 44114	216-522-5955 DSN 580 Toll Free: 800-321-1080 Fax: 800-469-6559
Department of Veterans' Affairs	
Memorial Program Service (403) 810 Vermont Avenue Washington, DC 20420	Toll Free: 800-697-6947

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<u>ORGANIZATION/ADDRESS</u>	<u>TELEPHONE</u>
Presidential Memorial Certificate	202-565-4259
Education (MGIB/VEAP) P.O. Box 66830 St. Louis, MO 63166	Toll Free: 888-442-4451
Regional Office	Toll Free: 800-827-1000
Dress Blue Uniforms Navy Uniform Mail Order Shop	Toll Free: 800-368-4088
Federal Civil Service Office of Personnel Management 1900 "E" Street NW Washington, DC 20003	202-606-2424
Gold Star Wives of America P.O. Box 361986 Birmingham, AL 35236	Toll Free: 888-751-6350
Income Tax Director, IRS Bureau of Internal Revenue Washington, DC 20224	202-622-5000
Judge Advocate General Headquarters	703-325-9530
Marine Corps - Law Enforcement Foundation P.O. Box 37 Mountain Lakes, NJ 07046	Toll Free: 877-606-1775 Fax: 973-625-9239
Mortuary Affairs Dover AFB	302-677-3220/3218 DSN 445 Toll Free: 800-565-1398 Fax: 302-677-2911
Navy Mortuary Affairs Military Medical Support Office (MMSO) P.O. Box 886999 Great Lakes, IL 60088-6999	847-688-3950 ext. 621, 629 644 or 645 DSN 792 Toll Free: 888-647-6676 or 800-876-1161 Fax: 847-688-3964 or 3950 Duty Cell: 877-314-3197 Burial at Sea: ext. 627
Camp Lejeune, NC	910-450-4106 DSN 750 Fax: 910-450-4167

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<u>ORGANIZATION/ADDRESS</u>	<u>TELEPHONE</u>
Camp Pendleton, CA	760-725-1296 DSN 365 Fax: 760-725-1689
NNMC Bethesda, MD	301-295-2216/1706 DSN: 295 Fax: 301-295-9181
MCRD Parris Island, SC	843-228-5639 DSN 335 Fax: 843-228-5399
MCAS Cherry Point, NC	252-466-0282 DSN 582 Fax: 252-466-0471
USNMC Balboa, San Diego, CA	619-532-5888 DSN 522 Toll Free: 800-290-7410 Fax: 619-532-8885
MAGTFTC Twentynine, CA	760-830-2425 DSN 230 Fax: 760-830-2061
MCAS Yuma, AZ	928-269-3286/3177 DSN 269 Fax: 928-269-5545
Tripler Army Medical Center, HI	808-433-9608/9644 DSN 312-433-9608/9644 Fax: 808-433-4330
Okinawa, Japan	DSN 314-637-2515/1767 Fax: 314-637-2327
MCB Quantico, VA	703-784-1531 DSN 278 Fax: 703-784-1533
USNH Portsmouth, VA	757-953-2617/8 Fax: 757-953-3064
National Personnel Records Center (NPRC) 9700 Page Boulevard St. Louis, MO 63132	314-538-3154/5 DSN 892 Fax: 314-538-3115

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ORGANIZATION/ADDRESS

TELEPHONE

Naval Criminal Investigative Service (NCIS)

Headquarters
WNY Building 11
716 Sicard Street SE
Washington, DC 20388-5380

202-433-9290/9289

NCIS Family Liaison Section

Toll Free: 800-479-9685

Navy and Marine Corps Appellate Leave Activity

202-685-0100/1
DSN 325
Fax: 202-685-0606

Navy-Marine Corps Relief Society

Headquarters
801 North Randolph Street
Suite 1228
Arlington, VA 22203

703-696-4904/8326
DSN 426
Fax: 703-696-0144

Office of SGLI

290 W. Mt. Pleasant Avenue
Livingston, NJ 07039

Toll Free: 800-419-1473
Fax: 877-832-4943

Prudential Alliance Account

Toll Free: 877-ALLIANCE

Ernest & Young, LLP

Toll Free: 800-425-4425

Passport Offices for Overseas Travel

Navy Annex Passports
2 Navy Annex
Washington, DC 20380

703-614-1651/6574

State Department

202-647-4000
Toll Free: 900-225-5674

Red Cross

Headquarters
Washington, DC
Alexandria, VA

202-737-8300 Switchboard
703-549-8300

Right Choice Company

P.O. Box 157
Clairfield, TN 37715

423-784-9567

SATO Emergency Travel

800-827-7777

Social Security Administration

Regional Office

800-772-1213

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ORGANIZATION/ADDRESS

TELEPHONE

Thrift Savings Plan Service Office

National Finance Center
P.O. Box 51500
New Orleans, LA 70161

504-255-6000

Tragedy Assistance Program for Survivors (TAPS), Inc.

2001 S. Street NW
Suite 300
Washington, DC 20002

800-959-TAPS

U.S. Marine Corps (Headquarters)

Casualty (MRC)
3280 Russell Road
Quantico, VA 22134

Casualty: 703-784-9512
DSN 278
Toll Free 800-847-1597
Fax: 703-784-4134/9823
Duty Cell: 703-801-8644

Funerals: 703-432-9524
DSN 378
Toll Free: 866-826-3628
Fax: 703-784-9823/7

*DEERS Dependency Determination (MRP-1)

703-784-9529/30
DSN 278
Fax: 703-784-9828

*Military Awards Branch (MMA)

703-784-9342/3/4
DSN 278
Fax: 703-784-9850

*Disability Separations (MMSR-4)

703-784-9308/9
DSN 278
Fax: 703-784-9835

*Retired Activities (MMSR-6)

703-784-9310/1
DSN 278
Toll Free 800-336-4649
Fax: 703-784-9834

*Prevention and Intervention (MRO)

703-784-9526
DSN 278
Fax: 703-784-9825

*Postal Affairs (MRP-3)

703-784-9537
DSN 278
Fax: 703-784-9828

Financial Management Branch (MRF)
3044 Catlin Avenue
Quantico, VA 22134

703-784-3854
DSN: 278

Fax: 703-784-5336

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ORGANIZATION/ADDRESS

TELEPHONE

Marine Corps Locator
2008 Elliott Road
Quantico, VA 22134

703-784-3941/3942/3943
DSN 278

Marine Corps Operations Center
2 Navy Annex
Washington, DC 20380

703-695-7366
DSN 225
Toll Free: 866-HQMCNOW
Fax: 703-697-2986

*Public Affairs Office

703-614-1492
DSN 224-8010/4080
Duty Pager 703-515-7689

*Traffic Management Branch (LFT-3)

703-695-7762/7765
DSN 225

* DENOTES: Address same as above.

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