



Personnel

CASUALTY ASSISTANCE FOR MILITARY  
AND CIVILIAN PERSONNEL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ ARPC/CCE (Capt Dirk Bouma)  
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This instruction establishes responsibility and procedures to be followed in reporting the welfare of military and civilian personnel assigned to the Air Reserve Personnel Center.

**SUMMARY OF REVISIONS**

This revision changes 4.1, 4.1.3, 4.1.4, 4.2 to ensure that CCP is courtesy copied on pertinent details involved in donating flowers or donations.

**1. References:**

- 1.1. AFI 36-3002, *Casualty Services*
- 1.2. AFI 36-809, *Survivor Assistance*

**2. Policy.** The commander is to be kept informed of the welfare of all personnel assigned to ARPC.

**3. Responsibilities.** Supervisors, through their chain of command, are to inform the commander of:

- 3.1. Serious illness, injury, or death of persons assigned to their directorates.
- 3.2. Death in the immediate family of assigned personnel (spouse, child, parent, brother or sister).
- 3.3. Routine hospitalization of assigned personnel the day before it occurs, if date of admission is known; otherwise, as soon as possible after the information is received when the hospitalization is due to serious illness or injury.
- 3.4. Birth of a child of assigned personnel.

**4. Procedures:**

★4.1. Supervisors report the following information to the director, and the director must notify the command section by letter or e-mail:

4.1.1. Employee's name and home address.

4.1.2. In the event of a death in the immediate family, the name, address and relationship of the deceased.

★4.1.3. Other pertinent circumstances of the case (location of funeral, donations, flowers, etc.)

4.1.3.1. In case of donation request, need the following:

4.1.3.1.1. Deceased name.

4.1.3.1.2. Family members names and addresses (they will receive notice from organization.)

4.1.3.1.3. Name of organization and address.

4.1.3.2 In case of flowers request, need the following:

4.1.3.2.1. Deceased name.

4.1.3.2.2. Address and phone number to deliver flowers.

★4.1.4. Notification will be addressed: CCP, CCE, CCR, CV, CC in turn or e-mail addressed to the same recipients.

★4.2. Director will make contact immediately with the family and CCP. Director will ensure supervisor completes steps required for both military and civilian survivor assistance instruction.

4.3. Buckley AFB will comply with AFI 36-3002 for military personnel. An information copy of the letter or e-mail to the commander, described in paragraph 4.1, will be sent to CCF and CCQ. Publication is available on-line through the intranet.

4.4. Comply with AFI 36-809 for civilian personnel.

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