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Pages: 6
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-30. It describes procedures for the Casualty Services Program for all organizations on Grand Forks Air Force Base.

SUMMARY OF REVISIONS

This is the first publication of Grand Forks Base Instruction 36-3002 and updates responsibilities for commanders and base organizations in support of AFI 36-3002, Casualty Services.

1. Overview. The base **Office** of Primary Responsibility (OPR) for initiating and coordinating all casualty reporting, notification, and assistance actions is the 319th Mission Support Squadron Casualty Assistance Representative (CAR) (319 MSS/DPMP, 747-4901/3845).

2. Casualty Reporting. A casualty is defined as any person declared dead, duty status--whereabouts unknown (DUSTVILTN), missing, or severely injured or severely ill. Any person or organization having knowledge of an active-duty death occurring on or near Grand Forks AFB, whether or not assigned to the base, must report it to the CAR as soon as possible at ext 747-4901/3845 if during duty hours (0730-1630). Report the death to the wing command post at ext 747671 1 if death occurs during non-duty hours.

2.1. To ensure accurate and timely notification actions are made to HQ AFMPC and to the surviving Next-of-Kin (NOK), any person or organization with knowledge of the death must immediately provide the CAR with all requested information pertaining to the events surrounding the death.

3. Notification of Next-of-Kin (NOK). When an active duty member dies, personal notification of the Primary NOK (PNOK) is required to take place. If the PNOK resides in the local area, the CAR will

assemble a notification team to affect notification. The team will normally consist of the unit commander, a chaplain, and a medical officer. If the PNOK does not reside in the local area HQ AFMPC will be asked to assist in notification

3.1. When required, the notification team must report to the CAR in full service dress within 30 minutes of their notification. The CAR will brief on notification procedures prior to actual notification of NOK.

4. Casualty Assistance to NOK. Formal casualty assistance (presentation of gratuity check, briefing and application procedures for benefits, etc.) will be provided by the CAR at the NOK's convenience, preferably within 24 hours of death. Assistance briefing will take place at a location convenient for the NOK.

4.1. Mortuary assistance (burial assistance/benefits, etc.) will be provided by Mortuary Affairs personnel (747-3135), normally in conjunction with the initial casualty assistance visit.

4.2. Commanders and first sergeants are encouraged to assist NOK when possible; however, they must not discuss benefits or entitlements, or commit the Air Force to any agreements.

5. NOK Requests/Requests from Government Agencies. All requests for information from NOK or other government agencies (Veteran's Administration, Social Security Office, Office of Servicemen's Group Life Insurance, etc.) will be forwarded to the CAR who will document requests in the appropriate case file and respond to facilitate receipt of benefits.

6. Inquiries from the General Public and News Media. All base personnel and agencies will refer inquiries from the general public and news media regarding a death (either active duty or dependent) to the Base Public Affairs Office. **6. I.** Public Affairs personnel will not release information regarding a death until informed by the Military Personnel Flight (MPF) Chief, or his/her representative that notification has been made to the NOK.

7. Casualties Assigned or Attached/On or Off-Base/On or Off-Duty. When information is received regarding an on or off base casualty whether on or off duty, immediately contact the CAR at 747-4901/3845 if information is received during normal duty hours (0730-1630), Monday through Friday. Contact the wing command post at ext 747-6711 if information is received during non-duty hours.

8. Reaching the Casualty Assistance Representative (CAR) or Stand-by Personnel During Off-Duty Hours . During normal duty hours contact the CAR at 747-4901/3845 immediately after notification of a casualty.

8.1. During off-duty hours, the CAR will be on call through the wing command at 747-6711.

8.1.1. The Casualty Assistance Section will provide the wing command post with a letter designating casualty assistance stand-by personnel who will be available at home or by pager.

9. Obtaining Medical Information from Hospitals (Military & Civilian). The 319th Medical Group will provide all requested information to the CAR regarding an active duty death.

9.1. The 319th Medical Group will act as the primary base agency in ascertaining the medical status/progress of any casualty being treated in a civilian medical facility. The Patient Affairs Section will normally be the point-of-contact and will provide all requested information to the CAR.

9.2. The 319th Medical Group will advise the CAR of any active duty member considered Very Seriously III (VSI) or Seriously III (SI), regardless of whether being treated at an on- or off-base medical facility.

10. Duty Reporting. Any person or organization having knowledge of a mass casualty must immediately report it to the CAR at 747-4901/3845 if during normal duty hours. Report the event to the wing command post at ext 747-6711 during non-duty hours.

10.1. Event of mass casualties the MPF Chief will recall the Casualty Augmentation Support Team (CAST).

10.2. Scene commander will provide all pertinent information to the command post, who will then relate it to the CAR.

10.3. CAR will advise on-scene commander on "conclusive evidence of death," if required.

LAWRENCE R. LANE, Colonel, USAF
Commander

Attachment 1

CASUALTY ASSISTANCE RESPONSIBILITIES

General. Immediately notify the 319th Mission Support Squadron, Casualty Assistance Representative (CAR) (DPMPS), of any active duty death. During duty hours (0730-1630) call ext 747-4901/3845. After duty hours, contact the command post at ext 747-671 1. The command post will contact the appropriate casualty stand-by personnel.

A1.1. Refer all inquiries for casualty reporting, notification, or assistance to the CAR for use in completing the initial casualty report and notifying NOK.

A1.2. Security Police. Notifies the CAR at ext 747-4901/3845 upon receipt of notification of an active-duty member's death. After normal duty hours (0730 - 1630) contacts the wing command post at ext 747-6711 who will then notify the CAR stand-by representative by pager at home phone.

A1.2.1. Assists in securing facts and circumstances and gathering investigative data concerning casualties and provides the information to the CAR upon request for use in the initial death notification to HQ AFMPC.

A1.2.2. Provides CAR with a copy of DD Form 1569, Incident/Complaint Report or AF Form 1315, Accident Report, on all on-base deaths, if completed.

A1.3. Base Telecommunications Center/Telephone Operator. Assists wing command post personnel in locating MPF casualty assistance stand-by personnel by pager or phone at command post request.

A1.3.1. Refers all calls concerning casualty assistance matters to the MPF CAR at ext 747-4901/3845.

A1.3.2. Refers all inquiries for release of casualty information from the media or public sources to the Base Public Affairs Office at ext 747-5017.

A1.4. Wing Command Post. Functions as the main point-of-contact for casualty information during non-duty hours.

A1.4.1. Notifies the CAR at 747-4901/3845 upon receipt of notification of an active-duty member's death. After normal duty hours (0730 - 1630) contacts the casualty assistance stand-by representative by pager or home phone.

A1.4.2. Notifies the Mortuary Affairs Office at 747-3135 upon receipt of notification of an active-duty member's death. After normal duty hours contacts the mortuary affairs stand-by representative to act as advisor to the on-scene commander for mortuary procedures.

A1.4.3. In the event of a mass casualty, command post personnel will act as the primary POC for the on-scene commander and will relate all pertinent information to the CAR for reporting purposes.

A1.5. Commanders. If notification of PNOK is required the unit commander will report to the Casualty Assistance Section in service dress uniform for consultation prior to notifying NOK.

A1.5.1. Ensures field grade officers in unit are identified and available at all times to perform NOK notification duties when the commander is not available.

A1.5.2. Does not answer questions from the NOK regarding survivor or mortuary benefits, entitlements, etc. Refers questions to the Casualty Assistance Representative or Mortuary Affairs Officer.

A1.5.3. Advises CAR of-

A1.5.3.1. Derogatory information concerning active duty casualties.

A1.5.3.2. If a posthumous decoration will be recommended for casualty.

A1.5.3.3. Death of a dependent.

A1.5.4. Arranges a military escort (if required by Mortuary Affairs).

A1.5.5. Arranges for appointment of a Summary Court Officer to assist the NOK.

A1.5.6. Submits Letters of Circumstance for NOK to the Casualty Assistance Section for review within 48 hours after the casualty.

A1.5.7. Submit Letters of Condolences for NOK to the Casualty Assistance Section for review within 48 hours after the casualty.

A1.5.8. Notifies NOK and keeps them informed of a Very Seriously III (VSI), Seriously III (SI), or Incapacitating Illness or Injury (III) member's medical status.

A1.5.9. Provides a unit escort to make all necessary arrangements for NOK when an Invitational Travel Order request is approved for a VSI, SI, or III member by the Military Treatment Facility Commander.

A1.6. Wing Chaplain. Maintains an up-to-date list of chaplains available for NOK notification. Provides list to command post and CAR.

A1.6.1. When called to perform NOK notification, reports to the MPF Casualty Assistance Section in service dress uniform within 30 minutes of notification for consultation prior to notification of NOK.

A1.7. Medical Treatment Facility (MTF): Notifies CAR immediately upon death of an active duty or retired members who are pronounced dead at the base hospital.

A1.7.1. Provides pertinent medical information (time of death, cause of death, who pronounced dead, etc.) to the CAR. Coordinates with off-base medical facilities in ascertaining pertinent information surrounding active duty members who are pronounced dead at civilian hospitals.

A1.7.2. When asked to assist with notification of NOK, the MTF Commander has a medical officer report to the Casualty Assistance Section in full service dress within 30 minutes of notification for consultation prior to notification.

A1.7.3. Attending physician initiates Invitational Travel Order (ITO) requests for PNOK (when appropriate) and obtains approval of the MTF commander. Once initiated, the ITO request must be coordinated with the CAR who will contact HQ AFMPC/DPMC for assistance with travel arrangements for the NOK.

A1.8. Mortuary Affairs Office. Provides the CAR with requested information regarding active-duty casualties.

A1.8.1. Briefs NOK on mortuary/interment benefits.

A1.9. Public Affairs Office. Releases casualty information to the media or general public AFTER the NOK has been notified and notification has been verified by the Casualty Assistance Representative.

A1.10. Base Transportation Office. Provides a staff car or station wagon and driver (if required) for all casualty notifications and casualty/mortuary assistance visits (either active duty or retired).

A1.10.1. Waives all normal permissive operating distance policies for casualty assistance matters.

A1.11. Accounting & Finance Office. Upon notification of an active-duty members death, takes immediate action to have death gratuity check available for the CAR to present to the NOK (usually within 24 hours).

A1.11.1. Takes appropriate action to settle Arrears of Pay (AOP) as soon as possible after a death.

A1.12. Disaster Preparedness Office. Notifies the CAR at 747-4901/3845 during normal duty hours when notified of active-duty casualties as a result of base disasters, accidents, etc. Notifies the command post at 747-6711 during non-duty hours.