



UNITED STATES MARINE CORPS
U.S. MARINE CORPS FORCES COMMAND
1775 FORRESTAL DRIVE
NORFOLK, VIRGINIA 23551-2400

IN REPLY REFER TO

3040

FADJ

MAY 12 2017

U.S. MARINE CORPS FORCES COMMAND POLICY LETTER 2-17

From: Commander
To: Distribution List

Subj: CASUALTY REPORTING PROCEDURES FOR UNITED STATES MARINE
CORPS FORCES COMMAND (MARFORCOM)

Ref: (a) MCO 3040.4

Encl: (1) Table of Reportable Casualties
(2) Action and Information Addressees (AUTODIN and
Defense Message System (DMS) Format)

1. Situation. To publish policy concerning the casualty reporting for personnel assigned to Headquarters (HQ), U.S. Marine Corps Forces Command (MARFORCOM), Headquarters and Service Battalion (HQSVCBN), Marine Corps Security Cooperation Group (MCSCG), Chemical Biological Incident Response Force (CBIRF), and Marine Corps Security Force Regiment (MCSFR) per the reference.

2. Cancellation. Policy Memorandum 1/07.

3. Mission. Defense Casualty Information Processing System (DCIPS) is the electronic casualty reporting system designated by the Department of Defense (DoD) to be used to report all Marine Corps and certain categories of other reportable personnel casualties. Per the reference, the Marine Corps Casualty Procedures Manual establishes guidance and instructions to report casualties. Strict adherence to this and all additional or supplemental published directives is mandated.

4. Execution

a. Commander's Intent. To implement proper guidelines and procedures for casualty reporting within U.S. Marine Corps Forces Command.

b. Concept of Operations

(1) The Commander, U.S. Marine Corps Forces Command has designated the HQSVCBN's S-1 Adjutant as the Casualty Assistance Command Representative. Each Assistant Chief of Staff (AC/S), special staff section, and HQSVCBN will designate one officer and one Staff Noncommissioned Officer (SNCO) in writing as the point of contact for casualty affairs. The S-1 Adjutant will brief any assigned CACOs on their duties and responsibilities for handling casualty calls.

(2) The S-1 Adjutant's office is to be immediately notified of all MARFORCOM section and HQSVCBN personnel casualties and certain categories of other reportable personnel as outlined in enclosure (1). The S-1 Adjutant's office will immediately submit a voice report to the Marine Corps Operations Center (MCOC) and Commandant of the Marine Corps (CMC) (MRC), and follow up with a Personnel Casualty Report (PCR). After working hours, during holidays, and on weekends, the Command Operations Center (COC) will make notification to the MCOC and the Command Duty Officer (CDO). The CDO will contact the Staff Duty Officer (SDO) who will submit the PCR.

(3) Subordinate commands will appoint in writing a Marine Corps Officer or Staff Noncommissioned Officer as the unit's Casualty Assistance Command Representative (CACR) to fulfill these duties, to include notifying the MARFORCOM COC about all PCRs submitted to HQMC. The specific duties of the CACR are detailed in reference (a).

5. Administration and Logistics

a. All PCRs will be created using DCIPS and prepared in accordance with chapter 3 of the reference and will be released via the S-1 Adjutant's office only.

b. For Injured/Ill cases, the Primary Next of Kin (PNOK), as defined by the reference will be notified telephonically by the Commander, Commanding Officer, HQSVCBN, or a designated command representative. For death cases, the PNOK and the Secondary Next of Kin (SNOK) will always be notified personally. The SNOK will be notified after the PNOK unless the PNOK cannot be immediately found. In imminent death situations, the attending physician may call any of the next of kin (NOK) directly. This will not preclude personal notification by the command.

POLICY LETTER 2-17

c. Assigning a unit to provide a CACO depends on the location of the PNOK and the SNOK. Close coordination with CMC (MRC) must be maintained in CACO assignments. If the PNOK or SNOK resides in the same geographical area as MARFORCOM and HQSVCBN, a SNCO, Warrant Officer or Commissioned Officer (should be of equal or senior grade to the casualty) will be appointed from this command. If PNOK or SNOK resides outside the U.S. Marine Corps Forces Command geographical area, CMC (MRC) will locate and task the closest Marine Corps activity to assign a CACO.

d. Release of public information to news media regarding military personnel and/or other personnel who are in a casualty status will be handled through the Public Affairs Office. No information will be released on casualties until notification to the PNOK and SNOK has been confirmed, and the Commander has approved its release.

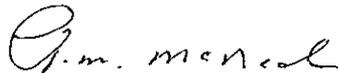
e. In death cases, a condolence letter will be prepared by the casualty's officer-in-charge and forwarded via the chain of command to the Commander within three working days after the death for review and delivery to the PNOK.

f. Detailed instruction of CACO responsibilities are found in chapter 4 of the reference. Additional guidance is provided by CMC (MRC).

6. Command and Signal

a. Command. This Policy Letter is applicable to U.S. Marine Corps Forces Command.

b. Signal. This Policy Letter is effective the date signed.



J. M. MCNEAL
Executive Director

Distribution: A2 and D

TABLE OF REPORTABLE CASUALTIES

<u>Casualty Type</u>	<u>Status</u>	<u>Category</u>
Nonhostile	Deceased	Deceased
	DUSTWUN	DUSTWUN (Duty Status Whereabout Unknown)
	Missing	Missing Detained Interned
	Ill or Injured	NSI (Not Seriously Injured) III (Incapacitating Illness or Injury) SI (Seriously Injured) VSI (Very Seriously Injured) SpecPat (Special Patient)
Hostile	Deceased	KIA (Killed in Action) DWRIA (Died of Wounds Received in Action) Deceased (Terrorist Victim)
	DUSTWUN	DUSTWUN
	Missing	Beleaguered Besieged Captured (POW) Detained
		MIA (Missing in Action)
	Ill or Injured	NSI (Wounded in Action) (WIA) Ill (WIA) SI (WIA) VSI (WIA) SpecPat (WIA) Return to Military Control

Note:

1. See MCO 3040.4 for all other reportable events.

REPORTABLE CASUALTIES - MARINE CORPS/OTHER SERVICE PERSONNEL

The 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 below:

<u>Casualty Classification</u>	<u>Casualty Status</u>			
	<u>Deceased</u>	<u>Missing</u>	<u>DUSTWUN</u>	<u>Ill or Injured</u>
Active Duty	X1	X1	X1	X1,2
Inactive	X			

Retired	X	X3
Veteran	X4	

Notes:

1. Includes active duty Sailors, Soldiers, Airmen, Coastguardmen, 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.

REPORTABLE CASUALTIES-OTHER PERSONNEL

Casualty Classification	<u>Casualty Status</u>			
	Deceased	Missing	DUSTWUN	Ill or Injured
Foreign National	X			
Civilian Employee or Contractor	X1	X2	X2	X2
Other Civilian	X1			
Family Member	X3			

Notes:

1. Report only if the death occurs OCONUS, 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 Marine only.

NONREPORTABLE CASUALTIES

Casualties that do not meet the type, status, and category in the first table above and the casualty classifications outline in the subsequent tables are not reportable. Nonreportable casualties will contact their NOK. When a nonreportable casualty becomes reportable, immediately submit a PCR.

Enclosure (1)

**ACTION AND INFORMATION ADDRESSEES (AUTODIN and Defense Message System (DMS)
Format)**

1. ACTIVE DUTY: (INCLUDES MEMBERS OF ANOTHER BRANCH OF SERVICE OR ORGANIZATION SERVING WITH MARINE UNITS.)

AUTODIN FORMAT

DMS FORMAT

Action Addressee:

- * CMC WASHINGTON DC//MRC//
- * BUMED WASHINGTON DC//322//
- * MILMEDSUPPOFF GREAT LAKES IL/09A//
- * MSGBN QUANTICO VA//ADJ// (or closest Marine Corps activity (if NOK live outside CONUS))
- * The Unified and Component Commander(s) And the senior Marine command located Within the geographic AOR.

CMC WASHINGTON DC MRA MR MRC
BUMED WASHINGTON DC
MILMEDSUPPOFF GREAT LAKES IL
MSGBN QUANTICO VA ADJ

Same

Information Addressee:

- * CMC WASHINGTON
- * CMC WASHINGTON DC MRA MM

- * NAVY JAG WASHINGTON DC//33//
- * Commanders in the chain of command
- * COMNAVSAFECEN NORFOLK VA//047//
- * Military MTF where Marine is hospitalized (if applicable)
- * DIRNAVCRIMINVSERV WASHINGTON DC//00/23//

DC//MMEA/MMOA/SD/JA/PA
CMC WASHINGTON DC MRA MM MMOA
CMC WASHINGTON DC SD
CMC WASHINGTON DC JA
CMC WASHINGTON DC PA
NAVY JAG WASHINGTON DC
Commanders in the chain of command
COMNAVSAFECEN NORFOLK VA

Same

N/A

If deceased, DUSTWUN, or SECNAV WASHINGTON DC Missing include:

- * SECNAV WASHINGTON DC
- * SECNAV WASHINGTON DC//WHLO// (operational or training deaths only)
- * NAVMEDINFOMGMTCCEN BETHESDA MD//04//
- * CMC WASHINGTON DC//OLA/MRO// (When death is suspected or MRO verified by Competent medical authority as self-inflicted)
- * DFAS KANSAS CITY MO//FCMS//
- * FHTNC NORFOLK VA//
- * AFIP MEDICAL EXAMINER WASHINGTON DC
- * 436SVS DOVER AFB DE//SVD//
- * COMMARFORRES//ADJ// (all reserve deaths)
- * CG MCRSC KANSAS CITY MO//ADJ// (all Reserve deaths)

SECNAV WASHINGTON DC
SECNAV WASHINGTON DC
NAVMEDINFOMGMTCCEN BETHESDA MD
CMC WASHINGTON DC OLA
CMC WASHINGTON DC MRA MR
DFAS CENTER KANSAS CITY MO
N/A
N/A
N/A
COMMARFORRES G1
CG MCRSC KANSAS CITY MO G1

Members of Another Service or Organization: When death occurs while serving with Marine units.

Army:

CDRPERSCOM ALEXANDRIA VA//TAPCEC//

N/A

Air Force:

HQ AFPC RANDOLPH AFB TX//
HQ AFSVA RANDOLPH AFB TX//

N/A
N/A

Navy:

Coast Guard:
COMDT COGARD WASHINGTON DC//GPS// COMDT COGARD WASHINGTON DC

American Red Cross:
AMCROSS WASHINGTON DC// N/A

Public Health Service:
US PUBLIC HEALTH SERVICE N/A

2. INACTIVE.

* CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC
* DFAS KANSAS CITY MO/FMCS//	DFAS CENTER KANSAS CITY MO
* COMMARFORRES//ADJ//	COMMARFORRES G1
* CG MCRSC KANSAS CITY MO//ADJ//	CG MCRSC KANSAS CITY MO G1

3. RETIRED (MARINES ON THE T/PDRL WHO DIE WITHIN 120 DAYS OF SEPARATION):

Action Addressee:

* Same as active duty.	Same as active duty
* DFAS CENTER CLEVELAND OH//PRRCAD//	DFAS CENTER CLEVELAND OH

Information Addressee:

* Same as active duty.	Same as active duty
------------------------	---------------------

RETIRED (MARINES WHO DIE MORE THAN 120 DAYS AFTER SEPARATION):

Action Addressee:

* CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC
* DFAS CENTER CLEVELAND OH//PRRCAD//	DFAS CENTER CLEVELAND OH
* FHTNC NORFOLK VA//	N/A

RETIRED ILL OR INJURED (GENERAL OFFICERS OR FORMER SERGEANTS MAJORS OF THE MARINE CORPS)

Action Addressee:

* CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC
----------------------------	------------------------------

4. VETERANS (WHO DIED WITHIN 120 DAYS OF SEPARATION):

Action Addressee:

* CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC
* CG MCRSC KANSAS CITY MO//ADJ//	CG MCRSC KANSAS CITY MO G1

5. FOREIGN NATIONAL:

Action Addressee:

* CMC WASHINGTON DC//MRC//	CMC WASHINGTON DC MRA MR MRC
* BUMED WASHINGTON DC//332/	BUMED WASHINGTON DC
* MILMEDSUPPOFF GREAT LAKES IL//09A//	MILMEDSUPPOFF GREAT LAKES IL
* Appropriate Embassy or Consulate	Appropriate Embassy or Consulate

6. CIVILIAN EMPLOYEE OR CONTRACTOR:

Action Addressee:

Enclosure (2)

* CMC WASHINGTON DC//MRC//
* BUPED WASHINGTON DC//332//
* MILMEDSUPPOFF GREAT LAKES IL//09A//
* Appropriate Civilian Human Resources
Service Center

CMC WASHINGTON DC MRA MR MRC
BUMED WASHINGTON DC
MILMEDSUPPOFF GREAT LAKES IL
Appropriate Civilian Human Resources
Service Center

7. OTHER CIVILIAN:

Action Addressee:

* CMC WASHINGTON DC//MRC//

CMC WASHINGTON DC MRA MR MRC

8. FAMILY MEMBERS:

Action Addressee:

* CMC WASHINGTON DC//MRC//
* BUPED WASHINGTON DC//332//
* MILMEDSUPPOFF GREAT LAKES IL//09A//

CMC WASHINGTON DC MRA MR MRC
BUMED WASHINGTON DC

Enclosure (2)