

MILPERSMAN 1770

CASUALTIES AND SURVIVOR'S BENEFITS

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
			TOLL FREE WITHIN U.S.	1 (800) 368-3202
			FROM OVERSEAS	(901) 874-2501
			FAX	874-6654

1. **In This Chapter.** This chapter covers reports, notifications, and assistance.

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MILPERSMAN 1770-010

PERSONNEL CASUALTY REPORTING REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
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			COM	(901)	874-2501
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References	BUPERSINST 1770.3
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1. **Policy.** A personnel casualty report (PCR) is required on
 - a. members of Navy;
 - b. certain former members;
 - c. certain Navy family members (the report submitted shall be the same as that of active duty personnel, appropriately modified);
 - d. other members of the Armed Forces and civilians serving with or attached to Navy commands; and
 - e. individuals so incapacitated as to be unable to communicate with their next of kin (irrespective of condition).
2. **Reporting Requirements**
 - a. Submit PCRs by immediate precedence message within 4 hours by commander, commanding officer, or immediate superior in command of a member who suffers the casualty. If a casualty occurs to a member while away from their command, the local Navy activity apprised of the circumstances shall verify the casualty and, by immediate precedence message, notify the member's command and Navy Personnel Command (NAVPERSCOM) (PERS-621). Judge Advocate General (JAG); Chief, Bureau of Medicine and Surgery (BUMED); officer in charge of Naval Health Care Support Office; and line commander of the area wherein the casualty occurred should be information addresses. Include items ALPHA through HOTEL (see MILPERSMAN 1770-030) and request the member's command submit a complete report.

b. In cases where the member's command is unknown, the naval activity shall inform NAVPERSCOM of the death (with JAG as an information addressee). Include the statement the member's command is unknown, and request the member's command be notified and instructed to make the complete report. Any supplemental messages should indicate the casualty's name and social security number in the subject line.

3. Definition of a Casualty.

a. A casualty is broadly defined as a person whose services are lost to Navy due to

(1) **serious illness or serious injury (SI).**

(2) **very seriously ill or injured (VSI).**

(3) **incapacitating illness or injury (III).**

(4) **wounds received in action (WIA)** whether serious or not.

(5) **physical absence and unaccounted for**, where it cannot be immediately determined if the absence is voluntary or involuntary (i.e., a member's status is so uncertain the unit commander must first gather and evaluate the facts to make a proper determination). Such members should initially be reported in an interim category of "**duty status - whereabouts unknown**" (**DUSTWUN**). Do not use DUSTWUN to account for persons who appear to be unauthorized absence (UA) rather than a casualty. MILPERSMAN 1770-020 provides further explanation of DUSTWUN.

(6) **missing**, including missing in action (**MIA**); interned or detained in a foreign country; and captured, beleaguered, or besieged by a hostile force.

(7) **death** (for suicides see MILPERSMAN 1770-120).

(8) **dependent death** of Active or Reserve Navy member (see MILPERSMAN 1770-250).

b. Casualties may also include

(1) families of Navy members on active duty, or

(2) qualified civilian Navy employees and their family members in a foreign country who are unaccounted for, and shall be reported together with a complete account of the circumstances surrounding their disappearance or death.

4. **Definition of the Term "Members of the Navy."** The following categories of personnel are defined as "members of the Navy:"

a. Personnel on active duty, active duty for training, inactive duty training, or traveling directly en route to or from such duty at the time the individual becomes a casualty.

b. Personnel who have been provisionally accepted for entry on active duty, have been ordered or directed to proceed to a place for acceptance, and are injured, become ill, or die while at or en route to such a place of final acceptance.

c. Personnel of Naval Reserve Officers Training Corps who are injured or die from injury in the line of duty while performing authorized travel to, from, or while engaging in flight instruction.

d. Midshipmen of the Naval Academy, including those authorized to travel to or from such service.

e. Members of the Regular Navy or Naval Reserve who die after discharge or release from active duty while a patient in a U.S. Government hospital, provided hospitalization has been continuous from date of discharge/release from active duty to date of death.

f. Retired members of the Regular Navy or Naval Reserve who die while a patient in a U.S. Government hospital provided they became a patient in such hospital while serving on active duty for a period of more than 30 days and continue as a patient through date of death.

g. Individuals who die en route directly to their home after discharge or release from a period of active duty.

h. Members or former members of Navy who die during the 120-day period beginning the day following the date of discharge

or release from active duty, active duty training, or inactive duty training, transfer from drilling status to Not Physically Qualified, or Records Review Status.

i. Members of the Naval Reserve who die while in an inactive duty status. This includes those members who may be required to perform at least 12 regularly scheduled drills (pay or non-pay status) each year that are creditable for retirement purposes; those who have performed no active duty; those who have performed active duty, active duty for training, or inactive duty training; and those who are retired without pay. (Refer to MILPERSMAN 1770-040 to report death.)

j. Members of the Fleet Reserve or retired members of the Regular Navy or Naval Reserve who die while in an inactive duty status and while entitled to receive retainer/retired pay.

5. **Definitions of the Terms "Next of Kin (NOK)," "Primary Next of Kin (PNOK)," and "Secondary Next of Kin (SNOK)."** The terms NOK, PNOK, and SNOK are defined for use in this and succeeding articles only for the purpose of determining the person(s) who will decide the disposition of remains. The eligible beneficiary(ies) for survivor benefits are not based upon a PNOK/SNOK determination. In addition, the recipient of personal effects is not based upon a PNOK/SNOK determination.

a. **Next of kin** includes spouse, minor children residing outside the immediate household of the member, and parents. If member does not have a spouse, adult children will be considered NOK. Brothers and sisters will only be considered NOK if member has no spouse, children, or parents.

b. **Primary Next of Kin** is a legal spouse or, if no spouse, the eldest child over the age of majority (including a child or children by prior marriage). If no child is over the age of majority, then the member's father or mother; if none of these, then the eldest sibling, or other blood relative, in that order. When parents are living together, or separate after the member has entered the service, the elder parent is the PNOK. When parents separate or divorce before the member's entry into service, the parent having legal custody of the member (if he/she was under the age of majority) at time of entry into Navy is the PNOK. If parents divorced or separated after the member's entry into service and neither parent had legal custody, the parent with whom the member last resided prior to

entry into service is PNOK. When doubt exists as to the individual from whom disposition instructions should be requested, additional guidance should be obtained from Chief, Bureau of Medicine and Surgery (MED-332).

c. **Secondary Next of Kin** include minor children who reside outside the immediate household of the member; parents (if not PNOK); and anyone named on NAVPERS 1070/602 or DD 93 as beneficiary for Servicemembers' Group Life Insurance, death gratuity, or unpaid pay and allowances. If the member has no spouse, the eldest adult child is PNOK and all other children are SNOK. Brothers and sisters are NOK only if the member has no spouse, children, or parents; or if designated as a beneficiary. Not everyone will have SNOK.

6. **Casualty Report Status**. Personnel casualty reports shall list **members, or family members (deceased only)**, in one of the following statuses:

- a. **Serious illness or serious injury (SI)**
- b. **Very seriously ill or injured (VSI)**
- c. **Incapacitating illness or injury (III)**
- d. **Wounds received in action (WIA)**
- e. **Duty status - whereabouts unknown (DUSTWUN)**
- f. **Missing (including MIA, interned or detained, and captured)**
- g. **Deceased**

NOTE: When it involves family members, it is in **death** cases only.

7. **Message Addressees**. Casualties will be reported by immediate message to:

- a. COMNAVPERSCOM MILLINGTON TN//PERS-62//
- b. BUMED WASHINGTON DC//MED-31//

c. Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator(s) in whose area the NOK reside (see reference (a)).

d. Chief of Naval Operations (CNO), if the casualty arose from naval operations, and on all reports of progress in searches for DUSTWUN or missing members.
CNO WASHINGTON DC//N2K//

e. The appropriate home port or station, type commander, area commander, Enlisted Placement Management Center (EPMAC), and Fleet Commanders.

f. The command or activity designated by the CAC/FHS Program Coordinator to provide casualty assistance.

g. FHTNC NORFOLK VA//PAO//

h. COMNAVSAFECEN NORFOLK VA//42//

i. NAVY JAG WASHINGTON DC//35//

j. DFAS CENTER CLEVELAND OH//FMAA/JJC//

k. CHINFO WASHINGTON DC//00//

l. MILMEDSUPPOFF GREAT LAKES IL//03B2//

m. AMCROSS WASHINGTON DC//OIC//

n. DIRNAVCRIMINVSERV WASHINGTON DC//23//

o. ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//00//

p. EPMAC NEW ORLEANS LA//00120//

q. CNO WASHINGTON DC//N2K1N00//

MILPERSMAN 1770-020

PERSONNEL CASUALTY REPORT CONTENT IN THE EVENT OF "DUSTWUN" OR MISSING STATUS

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

Governing Directives	37 U.S.C. 551-559
	10 U.S.C. 1501-1503

1. **Policy**. In the event of death, duty status - whereabouts unknown, or missing status, the title of the required report shall be Personnel Casualty Report, Report Control Symbol BUPERS 1770-4. Submit information according to the report format continued in MILPERSMAN 1770-030 within 4 hours of the casualty.

2. **Definitions**

a. **Duty Status - Whereabouts Unknown (DUSTWUN)**:
A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.

b. **Missing**: The casualty is not present at the member's duty location due to apparent involuntary reasons and whose location is unknown.

3. **Special Instructions When the Status of Absent Member is Uncertain**

a. Report as "DUSTWUN" members who are not present and whose status initially is so uncertain that the commander must first gather the facts to make a proper status determination. During this initial phase an appropriate search will be conducted. While this search is ongoing the member is not to be placed in a "missing status". (The maximum amount of time that a person can remain in a DUSTWUN status is 10 days from the date of disappearance.)

b. This status will not be used in lieu of apparent unauthorized absence (UA). No later than 4 hours following receipt of information that a member should be placed in this status, a personnel casualty report must be submitted, then modified as necessary. Unknown or unconfirmed information in the initial personnel casualty message will be so labeled and clarified in supplemental reports. Include in the message a statement of the status of the search.

c. Daily supplemental search reports are required, unless not feasible for security reasons. The search reports shall furnish the extent, progress and other pertinent information in order to keep the next of kin informed. Submission of search reports shall continue until a report is sent stating the search has been discontinued and the member involved is:

(1) Recovered alive and returned to military control.

(2) Reported in a missing status because evidence of death or unauthorized absence is not considered conclusive.

(3) Placed in an unauthorized absence status (date of absence will be initial date of disappearance).

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

4. Conclusive Evidence of Death

a. Conclusive evidence of death may be considered to exist when information (eyewitness statements, circumstances of disappearance, results of immediate search, local conditions, terrain) overcomes any reasonable doubt or logical possibility that a "DUSTWUN" category person may have survived. Such conclusive evidence need not be predicated upon recovery of remains since situations may arise in which the remains cannot be recovered.

b. If after immediate search, evidence of death does exist, the responsible command has the authority and duty to submit a report of death. The date of death will be the date the member was placed in a "DUSTWUN" status unless the circumstances indicate subsequent survival.

c. If conclusive evidence of death is not established after the immediate and extensive search, and the remains are not

recovered, the available evidence should be carefully reviewed to determine if it warrants a change in the member's status to unauthorized absence (the date of unauthorized absence **must** be the date of disappearance).

5. Missing Status

a. If the member had been initially reported in a "DUSTWUN" category, the commanding officer must not retain the member in that status for more than 10 days. If a change to deceased or an unauthorized absence status is not warranted, the member shall be reported in a missing status by submission of a Personnel Casualty Report, (Report Control Symbol BUPERS 1770-4). (Date missing will be the date of the initial disappearance unless other information is available which indicates a more current date.)

b. Once the member is reported in a missing status, the commanding officer is prohibited under the Missing Persons Act (37 U.S.C. 551-559 and/or 10 U.S.C. 1501-1503) from reporting any further change in status. The missing case becomes the responsibility of Secretary of the Navy or his designee, NAVPERSCOM (PERS-62). Within 5 days after the member is placed in a missing status, a written report, furnishing all available details, shall be submitted to NAVPERSCOM.

c. The report shall include the following:

(1)	Latitude and longitude.
(2)	Distance from nearest land (when applicable).
(3)	Local conditions.
(4)	Extent of searches made.
(5)	Statements of survivors or other members who may have pertinent information concerning the attendant circumstances.
(6)	Opinion and recommendation of the commanding officer as to the proper casualty status.

MILPERSMAN 1770-030

CONTENTS OF THE PERSONNEL CASUALTY REPORT

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

References	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A BUPERSINST 1770.3, Appendix A-3 JAG 5800.7C, Manual of the Judge Advocate General NAVSUP P-485, Transportation of Personal Property Afloat, Volume III NAVSUP P-490, Transportation of Personal Property Ashore
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1. **Purpose**. The paragraphs below provide amplifying information regarding certain sections of the Personnel Casualty Report (PCR).

2. **ALPHA**. **Name of casualty:** Rank/rate (if the grade indicated is a frocked rank or rate, indicate the word "frocked" in parenthesis), full name, branch of service, social security number, designator (if officer).

3. **BRAVO**

a. **Status and duty station:** Active duty, active duty for training, inactive duty training; point of contact; telephone number (if appropriate) and Unit Identification Code (UIC).

(1) If duty station is a deployable unit, also furnish UIC of command where unit is currently located.

(2) If member has been an unauthorized absentee in excess of 30 days and through an administrative oversight had not been declared a deserter, the mark of desertion shall be retroactively entered in the member's field record.

(3) In the case of active duty for training or inactive duty training, indicate period for which such training was authorized.

(4) If the casualty occurs enroute to or from active duty for training or inactive duty training or after discharge or release of a member of the USN or USNR from a period of active duty indicate

- the hour on which the member began to proceed or return.
- the hour on which member was scheduled to arrive or the hour which member ceased to perform such duty.
- the method and manner of travel employed.
- the itinerary.
- the immediate cause of death (when known).
- duty station.

b. Complete copies of orders shall be mailed immediately to Navy Personnel Command (NAVPERSCOM) (PERS-621). If the casualty is in an absentee status, indicate commencement of absence, and, if absence exceeds 30 days, indicate whether the casualty had been officially declared a deserter.

4. **CHARLIE**

a. **Type of casualty:**

(1) **Hostile** - Killed in Action (KIA), Missing in Action (MIA), Duty Status - Whereabouts Unknown (DUSTWUN), or Died of Wounds received in Action (DOW).

(2) **Non-Hostile** - DUSTWUN, Missing or deceased (if deceased, state cause). If death was the result of a previously sustained injury or illness, specify that fact.

(a) Do not report only the immediate cause, such as "coronary arrest," when death was, in fact, the result of major injuries sustained at a prior time. Indicate whether the casualty is considered dead, DUSTWUN, or missing.

(b) Do not use indefinite statements such as "Lost Overboard" or "Missing and Presumed Dead."

b. A report of change of status shall be submitted in those cases where a member originally listed as an absentee or deserter is subsequently found to be missing or dead. When applicable, indicate how identification was established.

5. **DELTA**. Date, time (local time), place, circumstances:

a. If a motor vehicle accident, specify type of vehicle (car, truck, motorcycle, etc.), whether single or multiple vehicle accident, whether member was the driver or a passenger, and list all other servicemembers and family members involved in the accident.

b. If at sea or in a remote area, state latitude and longitude unless security precludes. Give concise, but ample, explanation of circumstances surrounding the casualty for immediate explanation to the next of kin.

c. Whenever the circumstances or cause of death are not immediately known, furnish details by supplemental message as soon as possible. Graphic details concerning the death or details that would be an embarrassment to the next of kin should not be included in this message. Send a separate priority message containing such details only to NAVPERSCOM, BUMED, CAC/FHS Program coordinator who has cognizance over the geographical area where the next of kin reside, and the command assigned to provide the Casualty Assistance Calls Officer.

d. If more than one, but not more than 15 casualties are involved, include in the first casualty report the name, rank/rate, social security number, designator for an officer, and casualty status of others involved. Casualties in excess of 15 should be reported as provided in MILPERSMAN 1770-100.

6. **ECHO**

a. **If deceased:**

(1) Provide location and disposition of remains.

(2) Give complete name, telephone number, and address of mortuary or funeral establishment where remains are located. Medical/dental records (on all continental United States (CONUS)/overseas fatalities) are to accompany the remains until positive identification is established; thereafter the records are to be mailed to NAVPERSCOM (PERS-621).

(3) If remains are to be transferred to another establishment, give name and address of such establishment and when transfer will be made. Include disposition instructions of next of kin when known.

(4) If remains are not recovered, state this and advise status of search.

b. **If Seriously Ill or Injured:** Provide condition and prognosis: Condition (terminally ill, serious, or very serious) and prognosis (guarded, poor, fair, good, excellent). Always state if presence of next of kin is medically warranted. Medical Officer shall determine if condition of patient is of such nature as to necessitate presence of next of kin. If member is in imminent danger of loss of life, state this.

7. **FOXTROT**. **Primary and secondary next of kin** (PNOK/SNOK) as defined in MILPERSMAN 1770-010: Full name, address, and relationship to the member. If next of kin is involved in the same accident and injured or killed, state casualty status and present whereabouts. If there is no secondary next of kin indicate this fact. When parents reside together they should be reported together as either primary or secondary next of kin as appropriate. List full name of each parent or indicate if either is deceased.

8. **GOLF**. **Next of kin notification:** State whether or not (a) PNOK, and (b) SNOK have been officially notified in person by a naval representative. If PNOK/SNOK are aware of the casualty, advise how notification was made.

9. **HOTEL**

a. If casualty occurred in a hostile fire zone or area authorized overseas pay, enter date the member commenced the current tour.

b. If the member is serving on an extension of normal tour, the date must be followed by the notation "(EXTENSION)."

c. If casualty was "not the result of hostile action" but occurred in a hostile fire zone, it must be so noted.

d. In the case of a Seriously Ill or Seriously Injured person, provide:

(1) Hospital where patient transferred.

(2) Name and telephone number of point of contact at hospital.

(3) If evacuation to CONUS is contemplated, state estimated time of arrival, and request cognizant command inform the Armed Services Medical Regulating Office (ASMRO) or a Joint Medical Regulating Officer (JMRO), as appropriate.

e. Enter N/A in all other cases.

10. **INDIA**

a. **Record of Emergency Data:** Specify date of latest NAVPERS 1070/602 (Rev. 7-72) or DD 93. Immediately fax that form to:

Casualty Assistance Branch
NAVPERSCOM
(901) 874-6654
DSN: 882-6654

After Hours
(901) 874-2652
DSN: 882-2652

Additionally, mail a copy of that form separately from the service record and indicate date mailed to:

Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-6210

b. In the case of a Seriously Ill or Seriously Injured Person, provide disposition of records and Personal effects specifying the location and disposition of the member's service, health, and pay records; and location of Personal effects.

11. **JULIET**

a. **Death Gratuity:** Beneficiary for death gratuity is the member's spouse; if none, then the member's children in equal

shares; if none, then as designated by the member on their latest NAVPERS 1070/602 or DD 93 to one or more of the following: mother, father, sister, brother, or Persons who stood in loco parentis; if no one is designated then the member's parents in equal shares or Persons who stood in loco parentis in equal shares; if none, then to brothers and sisters in equal shares.

(1) Name, relationship, and address (if different from address listed in FOXTROT) of beneficiary for death gratuity.

(2) Whether death gratuity will be paid by the member's command or by the disbursing officer at home port or permanent duty station. The disbursing officer at member's command, home port, or permanent duty station is authorized (without NAVPERSCOM authorization) to make payment to Persons residing in that immediate geographical area, only as follows:

- First to member's spouse; if none, then
- to member's adult age child(ren); if none, then
- to member's parent(s) or siblings(s) when so designated on the member's current NAVPERS 1070/602 or DD 93.
- In all other cases, pre-payment authorization must be obtained from NAVPERSCOM. If payment is to be made by DFAS Cleveland Center or other appropriate activity, prior approval must be obtained from NAVPERSCOM (PERS-621). Indicate that DFAS Cleveland Center is requested to make payment death gratuity upon NAVPERSCOM authorization. Refer to DOD 7000.14-R, volume 7A.

b. Unpaid Pay and Allowances: Name, relationship, and address (if different from address listed in FOXTROT) of designated beneficiary for unpaid pay and allowances. Any individual may be designated as a beneficiary. If no beneficiary is designated, the unpaid pay and allowances are paid to the widow or widower; if none, then to the child or children of the member and descendants of deceased children, by representation; or if none, then to the parents of the member or the survivor of them; and if there are none of the above, it is paid to the duly appointed legal representative of the estate of the deceased; or if there is none, it is paid to the person or persons determined to be entitled thereto under the laws of the domicile of the deceased member.

12. **KILO**

a. **Casualty Assistance Calls:** State the CAC/FHS Program Coordinator responsible for designating the activity to carry out the Casualty Assistance Calls Program (CACP). (See BUPERSINST 1770.3, appendix A-3).

b. In the case of Seriously Ill or Injured person, provide assignment of Investigative Report of Seriously/Very Seriously Injured Personnel. If the circumstances of injury suggest that either (1) a finding of "misconduct" may result, (2) a finding of "not in the line of duty" may result, or (3) permanent disability may result, then the member's commanding officer is responsible for ensuring the appropriate investigation is prepared in compliance with JAG 5800.7C, chapter II, and forwarded within 30 days, except in exceptional circumstances, in which case, a brief explanation of the delay should be sent directly to JAG. State command assigned or requested to conduct investigation.

13. **LIMA**. Race, ethnic group, religion, date of birth, and gender.

14. **MIKE**. Insurance: List insurance policies in force other than Servicemen's Group Life Insurance.

15. **NOVEMBER**. Miscellaneous:

a. Pay grade (if frocked, report pay grade at which member received pay).

b. Monthly rate of basic pay and any special, incentive/proficiency pay. If entitled to hostile fire pay, report separately and include date commenced.

c. Total service (days, months, and years) for pay purposes.

d. Number of days unused accrued leave on date of death.

e. Amount of BAH authorized to member at time of death.

f. Location of pay record and action taken to forward pay record to DFAS Cleveland Center.

g. Total amount of contributions to the Veterans Educational Assistance Program (VEAP).

h. Service records disposition: Estimated date service record to be closed out and forwarded to NAVPERSCOM (PERS-621). (The notation "DECEASED" or "MISSING" as appropriate, should be printed in large letters diagonally across the service record cover prior to mailing. Indicate on bottom left side of mailing envelope "DO NOT OPEN IN MAIL ROOM.")

i. Medical/dental records disposition:

(1) **Missing member:** Mail records to NAVPERSCOM (PERS-621) in same manner as service record.

(2) **Deceased member:** Print the word "deceased" in large letters diagonally across each record cover. Immediately below it, affix an adhesive backed label on which you have typed the annotation "upon completion of positive identification, mail this record to Navy Personnel Command, 5720 Integrity Drive, Millington, TN 38055-6210."

j. If available, a copy of the Civil Death Certificate should be placed in the medical record. If the cause of death is different from that reported on the Personnel Casualty Report, advise NAVPERSCOM of the change by message. If the Civil Death Certificate becomes available after the medical record is no longer available, mail certificate to:

Navy Personnel Command
5720 Integrity Drive
Millington, TN 38055-6210

16. **OSCAR. Servicemen's Group Life Insurance (SGLI):** Advise if member had SGLI coverage and if written beneficiary(ies) designation is on file in record. If so advise name of beneficiary and date of election form. If no beneficiary(ies) is designated it must be so stated. Fax copy to NAVPERSCOM (PERS-621) at (901) 874-6654, mail copy of VA 29-8286 or superseding SGLV-8286, Servicemen's Group Life Insurance Election, to NAVPERSCOM (PERS-621) immediately and indicate date mailed. The NAVPERS 1070/602 or DD 93 may not be used to designate a beneficiary. It may only be used to indicate whether a beneficiary designation is on file. The beneficiary(ies) listed for death gratuity or unpaid pay and allowances on member's NAVPERS 1070/602 or DD 93 cannot

automatically be assumed to be the same as the beneficiary(ies) designated for SGLI. The beneficiary(ies) designated on SGLV 8286 governs. In addition to the foregoing and in the case of Naval Reserve members who die while on active duty for training; inactive duty training; or who die while en route to or from active duty for training or inactive duty training, the following shall be indicated:

- a. Full time/part time SGLI coverage,
- b. The amount of the last SGLI premium, and
- c. The date the last premium was paid.

17. **PAPA**

a. Investigation information: Provide information related to any investigation (e.g., JAG 5800.7C, NCIS, A/C Mishap Report) which is to be conducted into the death or disappearance of a member to facilitate compliance with provisions of Section 1072, 1993 National Defense Authorization Act.

b. See MILPERSMAN 1770-060 for more details regarding JAG 5800.7C reporting requirements and Status Investigation Reports.

18. **QUEBEC**

a. **Personal Effects:** Name, address, and relationship of person(s) to whom it is anticipated that personal effects will be shipped. Shipment is to be made in the following order of precedence: (if there is no duly appointed administrator of the member's estate)

(1) Widow(er); if none

(2) member's children; if none

(3) member's parents. If parents are divorced or living apart, ship personal effects to appropriate Fleet and Industrial Supply Center (FISC) unless parents agree as to which one of them should receive the effects.

b. If the member is not survived by any of the aforementioned persons or if there is any doubt as to whom the personal effects should be shipped, send the personal effects to the appropriate

FISC. Ensure personal effects are shipped not later than 2 weeks after death. Make shipment per NAVSUP P-485 and NAVSUP P-490. Supplementary Personnel casualty report shipment information on this item is required at time of shipment, with information copy sent to the Casualty Assistance Calls Officer.

MILPERSMAN 1770-040

DEATH OF MEMBERS OF THE NAVAL RESERVE

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

References	BUPERSINST 1770.3, Appendix A-4
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1. **Policy**. Death of members of the Naval Reserve who are retired without pay, members in a drill pay status, members in a drill non-pay status, and members in the Sea and Air Mariner (Delayed Entry) Program must be reported to Navy Personnel Command (NAVPERSCOM) in order that their names may be removed from the rolls of the Navy Department, their records closed, their accounts, if applicable, settled and action taken to assist surviving family members in applying for survivor benefits.

2. **Reporting Requirement**

a. The commanding officer (CO) of the Naval Reserve unit of a member in a drill-pay or in a drill non-pay status or the Recruiting District of a member in the Delayed Entry Program is responsible for immediately submitting a personnel casualty report and, in the case of drilling reservists, for contacting the next of kin to advise them of available survivor benefits and to offer assistance. If the reporting command is unable to provide additional assistance requested by the surviving family, it should report this to NAVPERSCOM (PERS-621).

b. The CO of any Navy activity who receives information of the death of a retired Naval Reserve member is responsible for verification of the death, submission of a personnel casualty report by message, and contacting the next of kin to advise them of available survivor benefits and to offer assistance. If the reporting command is unable to provide additional assistance requested by the surviving family, it should report this to NAVPERSCOM (PERS-621).

3. **Personnel Casualty Report**

a. The personnel casualty report shall be submitted to NAVPERSCOM with information copies to the following:

Naval Reserve Personnel Center.
Local State Department representative when death occurs in a foreign country.
DFAS Cleveland Center.
Casualty Assistance Calls/Funeral Honors Support Program Coordinator in whose area death occurred. (See BUPERSINST 1770.3, appendix A-4.)
Bureau of Medicine and Surgery.

b. The Personnel Casualty Report (see MILPERSMAN 1770-030), Report Control Symbol BUPERS 1770-4, shall contain only items ALPHA through GOLF and item OSCAR, except in the case of a member who dies while on active duty, inactive duty training, or during the time necessary for the member to proceed to their home by the most direct route following such active duty or inactive duty training, in which case a full personnel casualty report (items ALPHA through QUEBEC) shall be submitted. For a member in a drill (pay or non-pay) status (inactive duty training), report in item BRAVO

(1) whether member was scheduled to perform at least 12 drills during current year;

(2) number of drills performed; and

(3) date of last drill performed and a point of contact at the unit.

MILPERSMAN 1770-050

DEATH OF MEMBERS OF THE FLEET RESERVE AND RETIRED MEMBERS OF THE NAVY WHO ARE RECEIVING RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4307
			COM	(901) 874-4307
		TOLL FREE WITHIN U.S.		(800) 255-8950
			FAX	882-2611

1. **Policy.** Death of members of the Fleet Reserve and retired members of Navy who are receiving retired pay, including members whose names are on the Temporary Disability Retired List/Permanent Disability Retired List, must be reported to Defense Finance and Accounting Service - Cleveland Center (DFAS-CL).

2. **Reporting Requirement.** The area CAC/FHS Program Coordinator or the commanding officer (CO) of any local naval activity who receives information of the death of the member shall

a. send a Personnel Casualty Report (PCR) (see MILPERSMAN 1770-030) message to DFAS-CL; or,

b. if sufficient information is not available to complete the PCR, the CO of the activity shall procure and mail the civil death certificate to DFAS-CL or advise the surviving family members to send one copy of the civil death certificate to DFAS.

c. Within 2 weeks of a death notification, DFAS-CL will send an instruction packet and claim forms to the next of kin to claim unpaid pay and allowances, Survivor Benefit Plan, and/or Retired Serviceman's Family Protection Plan annuity. Navy Personnel Command, Retired Activities Branch (PERS-622), when notified by DFAS-CL of the death of a member retired with pay, will send a letter of condolence and the "Retiree Survivor's Guide" to the surviving spouse and eligible family members. To aid in completion of claim forms, the telephone numbers and addresses of the Retired Activities Offices, Navy Relief, and Veterans Administration Regional Offices, and State Veterans Affairs Offices are included. If the reporting command is unable to provide additional assistance requested by the surviving family members, it should notify NAVPERSCOM (PERS 622).

3. **Personnel Casualty Report (PCR)**. The PCR, Report Control Symbol BUPERS 1770-4, shall contain only items ALPHA through GOLF, except in the case of a member who dies after release from a period of active duty during the time necessary for them to proceed to their home by the most direct route following such release, in which case a complete PCR (items ALPHA through QUEBEC) shall be made.

MILPERSMAN 1770-060

JUDGE ADVOCATE GENERAL MANUAL (JAGMAN) REPORTING REQUIREMENTS AND STATUS INVESTIGATION REPORTS (SIRs)

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

Governing Directives	JAG 5800.7C, Manual of the Judge Advocate General (JAGMAN) BUPERSINST 1770.3
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1. **JAG 5800.7C Reporting Requirements**. The member's command is responsible for ensuring the appropriate JAG 5800.7C Investigating Report is prepared in compliance with JAG 5800.7C, chapter II. Refer specifically to chapter II, change 2, part F - Special Considerations in Death Cases, for further guidance.

2. **Status Investigation Reports (SIR)**. Status Investigation Reports (SIRs) are also required on all death investigations from all commands and reviewing authorities every 14 days. These reports shall be sent to routine message to Navy Personnel Command (NAVPERSCOM) (PERS-621) with JAG (OJAG 35) and all intermediate commands and reviewing authorities as information addresses. The requirement for the SIR from any command ceases upon submission of a report advising the investigation has been forwarded to the next higher level of command or reviewing authority. Status Investigation Reports enable all concerned to track all death investigations throughout the process, and permit Casualty Assistance Calls Officers to keep next of kin informed of the progress.

3. **Status Investigation Report Message.** Status Investigation Reports will be in the following message format: (Use proper message format.)

Routine

FROM: (originating command)
TO: NAVPERSCOM MILLINGTON TN//621//
INFO: CNO WASHINGTON DC//N2K//
NAVY JAG ALEXANDRIA VA//35//
BUMED WASHINGTON DC
CHINFO WASHINGTON DC
DIRNAVCRIMINSERV WASHINGTON DC
OLA WASHINGTON DC
NAVINGEN WASHINGTON DC
COMNAVRESFOR NEW ORLEANS LA//01A1D//
CACO's parent command
casualty's parent command

SUBJ: (NAME OF DECEASED, RATE, SSN), STATUS INVESTIGATION
REPORT (SIR), PERS-621

UNCLAS//N01771//

REF/A/MILPERSMAN 1770-030 ITEM PAPA

1. Per reference (a), the following report is submitted:
 - a. (Date of death)
 - b. (Command responsible for conducting JAG Manual Investigation)
 - c. (Date investigation commenced)
 - d. (Date investigation forwarded to reviewing authority (identify))
 - e. (Date of last SIR (or first report, as applicable))
 - f. (Status of investigation of review)
 - g. (Future actions to be completed and estimated date investigation will be forwarded to next reviewing authority)
 - h. (Additional comments as desired)

MILPERSMAN 1770-070

**NOTIFICATION OF NEXT OF KIN OF TERMINALLY ILL,
 SERIOUSLY/VERY SERIOUSLY ILL/INJURED MEMBERS**

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
		FROM OVERSEAS		(901) 874-2501
		FAX		882-6654

1. **Policy**

a. Notification of next of kin will be made in cases of casualties to naval personnel diagnosed as terminally ill, or seriously/very seriously ill/injured.

b. The next of kin shall be notified by the most appropriate rapid means of communication available.

2. **Next of Kin.** For definitions of who is considered next of kin see MILPERSMAN 1770-010.

3. **Command Responsible for Notification.** The following table delineates which command is responsible for notifying next of kin:

If the...	then...
member is hospitalized in a Navy hospital in continental United States (CONUS),	the commanding officer (CO) of that facility will notify the next of kin.
member is hospitalized in CONUS in a non-Navy hospital,	the naval command holding the member's service record will notify the next of kin.
member is hospitalized <ul style="list-style-type: none"> • overseas in a non-naval hospital, • in a Navy or non-naval hospital, overseas or CONUS due to a naval disaster or accident (as defined in MILPERSMAN 1770-100), or on-board a deployed naval vessel, 	the command holding the member's service record will notify the next of kin. If unable to make notification, contact Navy Personnel Command (NAVPERSCOM) for assistance.

4. **Follow-up Actions.** The following table provides information on the submission of follow-up and prognosis reports:

Submit a report when...	Means of notification of the Next of Kin
any appreciable change in the condition of a seriously/very seriously ill or injured member occurs (or at least once a week).	Use the most appropriate rapid means of communication available.
the member is listed in "imminent danger of loss of life" and hospitalized overseas away from the next of kin.	
the patient is removed from the serious list and is capable of communicating with the next of kin.	Use the most appropriate rapid means of communication available to advise of the member's removal from the serious list. The patient shall also be advised to communicate directly with next of kin.

5. **When a Member is Admitted to a Foreign Hospital.** When a member is admitted to a foreign hospital and it is necessary for the member's ship to depart (and no other United States Navy ship remains) the following is required (irrespective of the condition of the member):

a. Submission of a PCR including subsequent prognosis and progress reports in the same manner and format as that prescribed for reporting terminally ill, seriously/very seriously ill or injured members.

b. Inform the nearest United States Consular Office and include that office as an information addressee on all messages.

6. **Evacuation from Overseas to a CONUS Hospital**

a. At the time a terminally ill or seriously ill/injured patient is being evacuated from overseas to a CONUS hospital, a telephonic notification will be made to the next of kin.

b. The notification will be made by the CO of the Navy hospital in which the member is hospitalized.

c. The notification is to advise next of kin

(1) the patient is being evacuated to a hospital in the United States (naming the hospital when known); and,

(2) due to uncertainties of transportation, the next of kin should not travel to the hospital until notified by the receiving hospital that the patient has arrived.

MILPERSMAN 1770-080

PERSONNEL CASUALTY REPORTS FOR TERMINALLY ILL, SERIOUSLY ILL/VERY SERIOUSLY ILL/INJURED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

References	BUPERSINST 1770.3
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1. **Reporting Requirements.** A personnel casualty report (PCR) shall be submitted within 4 hours by the receiving Armed Forces Medical Command (or the member's duty station if admitted to a civilian hospital) on those members whose degree of injury or illness is categorized as follows:

Category	Degree of Injury or Illness
1	Terminally ill (as diagnosed by an Armed Forces Medical Officer - only initial report is required unless otherwise deemed appropriate).
2	Seriously ill or seriously injured - A casualty whose illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger of loss of life.
3	Very seriously ill or very seriously injured (imminent danger of loss of life) - A casualty whose illness or injury is of such severity that the member is not medically expected to survive the immediate 24 hours or whose death is presumed to occur within 2 weeks.

2. **Message Addresses.**

a. The report (initial and subsequent prognosis and progress) shall be submitted by immediate message to

(1) Navy Personnel Command.

(2) Casualty Assistance Calls/Funeral Honors Support Program Coordinator, as appropriate, who has cognizance over the geographical area in which the next of kin resides (see BUPERSINST 1770.3, appendix A-4).

b. The information addresses are as follows:

(1) Chief, Bureau of Medicine and Surgery.

(2) Naval Safety Center, if the casualty is the result of an accident.

(3) Chief of Naval Operations, if casualty is incidental to naval operations.

(4) The appropriate home port station, type commander, Fleet Commander in Chiefs, and other appropriate operational and administrative commands.

(5) Judge Advocate General.

(6) Military Medical Support Office, Great Lakes, IL.

(7) American Red Cross, Washington, DC.

3. **Report Format.** The initial PCR will contain items (as appropriate) ALPHA through KILO, except JULIET. Provide clarifying information in the following blocks as required, along with standard format found in MILPERSMAN 1770-030.

a. CHARLIE. Indicate whether member is Seriously Ill or Seriously Injured (show title by diagnostic class). Also, indicate Hostile or Non-hostile.

b. FOXTROT. If next of kin is involved in the same accident and injured or killed, state casualty status and present location. If there is no secondary next of kin, so state. When parents reside together they should be reported as either primary or secondary next of kin as appropriate. List full name of each parent or indicate if either is deceased.

c. GOLF. The following information should be provided in section GOLF of the initial PCR:

(1) Does member desire to have next of kin listed in item FOXTROT notified? (yes or no). If member only desires certain next of kin notified, provide name(s) of individual(s).

(2) Have next of kin been notified (yes or no)? Advise means of notification.

(3) Is next of kin at bedside or planning to travel to bedside (yes or no)? If affirmative specify which next of kin.

MILPERSMAN 1770-090

SUICIDE ATTEMPTS, GESTURES AND OTHER UNIQUE SITUATIONS REQUIRING PERSONNEL CASUALTY REPORTS (PCR)

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. **Unique Situations.** A Personnel Casualty Report (PCR) (see MILPERSMAN 1770-010), shall also be submitted on members who

- a. attempt suicide or make other suicidal gestures (see MILPERSMAN 1770-120).
- b. suffer psychotic or other serious psychiatric disorders.
- c. suffer major amputations or disfigurements.
- d. sustain extensively diminished vision or hearing.

2. **Submission of PCR**

a. The PCR shall be submitted in the same manner and format as that required for reporting seriously/very seriously ill/injured casualties (MILPERSMAN 1770-080). Unless the member states next of kin are not to be notified, notification of the next of kin shall be accomplished in the same manner as that concerning notification of next of kin of seriously/very seriously ill or injured members. Periodic follow-up reports are not required, unless the member is seriously/very seriously ill.

b. Reports are required whether or not the member's condition is considered serious/very serious. The member's command will submit the PCR in cases of other than serious/very seriously ill where the member is hospitalized in a military treatment facility.

MILPERSMAN 1770-100

REPORTING REQUIREMENTS IN THE EVENT OF A NAVAL DISASTER

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

1. Definition of a Naval Disaster

a. A naval disaster or accident is defined as a loss of life or injury to more than 15 persons at a specific location, such as the confines of a ship, aircraft, or the geographic limits of a single shore-based activity.

b. The first and most immediate problems in a major disaster are the saving of lives, evacuation of casualties, damage control, and the safety of the ship or installation.

2. Notification of Next of Kin. When information becomes available to the news media before the next of kin of all personnel casualties have been notified, many families are distressed and contact Navy Personnel Command (NAVPERSCOM) for information concerning members believed to be involved in the disaster.

a. If only Navy personnel are involved in the incident, to ensure NAVPERSCOM can notify the next of kin before they learn of the disaster unofficially, all commanders will send a message report of the highest precedence consistent with operational demands to Chief of Naval Operations (information copy to NAVPERSCOM and Judge Advocate General) listing the rank/rate, name, branch of service, social security number, and status of all personnel involved who are dead, missing, duty status - whereabouts unknown, or injured.

b. If an individual is injured, indicate whether it is very serious, serious, or minor injury and any immediate medical evacuation plans. Individual personnel casualty reports shall be sent as soon as possible thereafter via immediate precedence. An immediate message should be sent as soon as possible

providing a list of individuals who are uninjured and accounted for.

c. If records are believed to be lost or destroyed, so state. Navy Personnel Command maintains an Emergency Coordination Center which will be activated when a major naval disaster or accident occurs.

MILPERSMAN 1770-110

**REPORTING REQUIREMENTS IN THE EVENT OF A JOINT
 SERVICE DISASTER**

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800)	368-3202
			COM	(901) 874-2501
			FAX	882-6654

Governing Directive	NAVMEDCOMISNT 5360.1 OPNAVINST 5700.7G
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1. **Policy**. Whenever casualties occur in a disaster or accident involving personnel of more than one service, the casualty status determination will be made for all personnel involved by the service operating or controlling the equipment, installation, or unit involved. In such cases, and whenever individual casualties occur to personnel of other branches of the uniformed services or civilians serving with or attached to the Navy commands, a Joint Service Casualty Alert Message (Report) will be sent.

2. **Message Addresses**

a. This report will be transmitted by immediate precedence message to the appropriate commands listed below:

Marine Corps - CMC WASHINGTON DC//MRC//
Army - CDRPERSCOM ALEXANDRIA VA//TAPC-PEC//
Air Force - HQAFPC RANDOLPH AFB TX//DPWCS//
Coast Guard - COMDT COGARD WASHINGTON DC
Public Health Service - Public Health Service, Department of Health and Human Services, Washington DC
Coast and Geodetic Survey - National Oceanic and Atmospheric Administration (NOAA), Department of Commerce, Washington DC
Civilian personnel - To the Government or civilian organization by whom employed. (See NAVMEDCOMINST 5360.1.)
Foreign nationals training with the Navy - CNO WASHINGTON DC//OP-06T//
Foreign military personnel in the Personnel Exchange Program (PEP) - CNO WASHINGTON DC (See OPNAVINST 5700.7G)

b. In all such cases, an information copy will be sent to:

NAVPERSCOM MILLINGTON TN//621//
CNO WASHINGTON DC//N2K//
NAVY JAG ALEXANDRIA VA//35//
BUMED WASHINGTON DC//332//

3. **Joint Service Casualty Alert Message**. The following format will be used for reporting a Joint Service Casualty Alert Message: (Use proper message format.)

SUBJ: JOINT SERVICE CASUALTY ALERT MESSAGE (REPORT)

1. Provide brief circumstances of incident including DTG and location.
2. Provide total number or estimated number of personnel involved by service and casualty status (dead, missing, DUSTWUN, VSI/SI, or minor injuries).
3. Provide name of point of contact and telephone number at or near location of incident.
4. Provide the following additional information if readily available:
 - a. DEAD/MISSING/DUSTWUN: Provide name, rank or rate, SSN, duty station, cause of death, condition, and location of remains of all personnel in the incident.
 - b. INJURED: Provide name, rank or rate, SSN, duty station, extent of injuries, condition, prognosis, and place of hospitalization.
 - c. UNINJURED AND ACCOUNTED-FOR: Provide name, rank or rate, SSN, and duty station.

MILPERSMAN 1770-120

REPORTING REQUIREMENTS FOR SUICIDES, SUICIDE ATTEMPTS AND SUICIDE GESTURES

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. **Definitions.** For clarification of reporting requirements the following definitions are provided:

a. **SUICIDE:** Intentional, self-induced death.

b. **SUICIDE ATTEMPT:** An intentional act, causing physical self-harm, where death would have occurred without the direct intervention of another individual.

c. **SUICIDE GESTURE:** An intentional act, suggesting a cry for help, causing physical self-harm or the intent to cause physical self-harm that would not cause the death of the individual.

2. **Reporting Requirements.** The reporting requirements of MILPERSMAN 1770-010 will be used for suicides and MILPERSMAN 1770-080 for suicide attempts or gestures. For cases where the member's condition is other than serious/very serious, the member's command will submit the report.

3. **Suicide Epidemiological Data.** Upon receipt of the Personnel Casualty Report, Report Control Symbol BUPERS 1770-4, the member's parent command will be contacted by Navy Personnel Command (PERS-60) with a request for specific supplemental information used to compile suicide epidemiological data.

MILPERSMAN 1770-130

INSTRUCTIONS REGARDING CASUALTIES DURING HOSTILITIES OR AS A RESULT OF HOSTILE ACTS WHICH COULD RESULT IN AN INTERNATIONAL INCIDENT

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

Governing Directive	37 U.S.C. 551-559
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1. Policy

a. When war or hostile action by an organization force results in personal casualties, notification of the next of kin will be made as directed by higher authority.

b. During hostilities, or in the case of an international or other applicable incident, records of personnel missing in action will be controlled as "For Official Use Only" until the member is determined to be dead or returned. Significant details, including biographical data, will not be publicly disclosed.

c. Service records and flight logbooks of members continued in a missing status will be forwarded to Navy Personnel Command (NAVPERSCOM) (PERS-621).

d. The family members of members missing in action, captured, interned, beleaguered, besieged, or detained will be provided for under the Missing Persons Act (37 U.S.C. 551-559) (see MILPERSMAN 1770-220).

2. **Classifications**. The definitions, classifications, and nomenclatures for the collection and reporting of battle casualty statistics are as follows:

a. **Battle casualty** - any member lost to the member's organization because of death, wound, missing, capture, or internment, providing such loss is incurred in action. "In action" characterizes the casualty status 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 or through misadventure (friendly fire).

NOTE: Injuries due to the elements and self-inflicted wounds are not considered as sustained in action and are not battle casualties.

b. **Wounded in action (WIA)** - applies to a battle casualty, other than "killed in action," where the member has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred, internal or external, to include all fractures, burns, blast concussions, all effects of biological and chemical warfare agents, the effects of exposure to ionizing radiation, or any other destructive weapon or agent.

c. **Died of wounds received in action (DOW)** - applies to a battle casualty who dies of wounds or other injuries received in action after having reached any medical treatment facility while still alive. It is essential to differentiate these cases from battle casualties found dead or who died before reaching a medical facility (the "killed in action" group).

d. **Killed in action (KIA)** - applies to a battle casualty who is killed outright or who dies as a result of wounds or other injuries before reaching any medical treatment facility.

e. **Missing in action (MIA)** - applies to all battle casualties whose whereabouts or actual fate cannot be determined and who are not known to have deserted or to be absent without leave.

f. **Captured (CPTR)** - applies to all battle casualties definitely known to have been taken into custody of a hostile force as a result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

g. **Interned (ITD)** - applies to all battle casualties known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which Armed Forces of the United States are engaged.

h. **Beleaguered or besieged** - applies to a member who is surrounded by a hostile force either to preclude escape or to compel the member's surrender.

i. **Detained** - applies to a member who is detained in a foreign country against the member's will and not as the result of an armed conflict in which Armed Forces of the United States are engaged.

MILPERSMAN 1770-140

COMMANDING OFFICER'S LETTER TO NEXT OF KIN

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202	
			COM	(901) 874-2501
			FAX	882-6654

Governing Directive	JAG 5800.7C, Manual of the Judge Advocate General (JAGMAN)
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1. **Policy.** Commanding Officers will write a letter of condolence to the next of kin within 48 hours of an active duty service member's death.
2. **Next of Kin Definition.** See MILPERSMAN 1770-010.
3. **Notification.** Once notification of the primary next of kin has been made by the Casualty Assistance Calls Officer (CACO), the deceased member's commanding officer must either personally telephone or visit the primary next of kin. This contact will allow the commanding officer to express condolences and explain the circumstances surrounding the death of the service member by use of a more intimate form of communication, while at the same time, reassuring the family that the command is taking a personal interest in their well-being. When a member is in transit at the time of casualty it is the responsibility of the commanding officer under whom they last served to ensure that the next of kin are provided with the letter of condolence.
4. **Guidelines for Letter.** The following guidelines must be observed when preparing a Letter of Condolence:
 - a. Extreme caution must be exercised when reporting the facts surrounding the death; the facts must be consistent with official reports.
 - b. Ensure that the information conforms with the findings of any court or board that may be convened.
 - c. The fact that a court or board is to investigate the case should not delay this communication.

d. Sufficient applicable facts should be furnished about the incident, including searches or medical care, to reasonably answer all immediate questions of the next of kin.

e. If sufficient facts cannot be obtained when preparing the letter, the situation should be explained and **supplemental information forwarded as soon as available**, or at least upon completion of the investigative report.

f. When an investigation is being conducted, the letter should advise the next of kin that Navy investigations and their review by the chain of command normally take at least 120 days to complete, and may exceed 180 days. Advise the next of kin of the name and mailing address of the command that will review and release the investigation.

5. **Suggested Content of Letter.** The letter should incorporate the following suggestions:

a. Show personal consideration for the next of kin but extreme caution must be exercised to avoid creation of any impression that the information is not factual.

b. Convey genuine compassion and human interest in the person to whom the letter is sent. This may be done by referring to some personal knowledge about the service member or relaying some complimentary remarks about the service member. Such remarks could reference the service member's character, personality, work ethic, or perhaps past reference to his or her family.

c. When appropriate, state that "(he or she) did not suffer" or "(he or she) received the last rites of (his or her) faith" to provide comfort to the family.

d. Offer to assist the next of kin to show the Navy's interest.

e. Provide information concerning a will or other personal belongings.

f. Encourage the family to work through their CACO until all issues regarding pay, benefits, personal effects, household goods, and any ongoing investigations are completed.

g. Include the grade/rate, full name, and social security number of the casualty in all correspondence with the family.

6. **Additional Information Required.** The following table describes additional information to be included depending upon the circumstances of death:

If the death resulted from...	then...
other than hostile or natural causes,	the next of kin should be advised in the Letter of Condolence that a Judge Advocate General investigation will be or has been convened, and where the next of kin may write to obtain a copy of the releasable portions of the investigation.
an aircraft mishap,	the letter shall advise the next of kin that an aircraft mishap board has been or will be convened, and they may obtain a copy of the releasable portions of the mishap investigation report by writing to the following: Commander, Naval Safety Center 375 A Street Norfolk, VA 23511-4399
criminal misconduct,	the letter shall advise the next of kin that a Navy criminal investigation has been or will be initiated and they may obtain a copy of the releasable portions of the criminal investigation report by writing to the following: Director, Naval Criminal Investigative Service Headquarters Washington Navy Yard Building 111 901 M Street, S.E. Washington, DC 20388-5380

7. **Searches**. When searches are conducted for members in a casualty status, the next of kin will not be told that the search has been stopped as this might allow misinterpretation. Appropriate comments regarding searches are as follows:

a. "I regret that the extensive search for your (relationship) was unsuccessful."

b. "I regret that the extensive search failed to locate any trace of your (relationship)."

8. **Sample Letter of Condolence - Aviation Mishap**
(Use proper letter format.)

a. "On behalf of the men and women of (command name), I would like to extend my sincerest and deepest sympathy to you and all members of your family on the tragic loss of your (relationship), (first name). He/she gave his/her life in fulfilling a longtime personal dream and in patriotic service to a Navy and nation he/she loved. You can be justifiably proud of (first name)'s accomplishments. Your (relationship) was most respected, and I was proud to have him/her in my command. All of Naval Aviation will miss him/her, and we share in your great loss.

b. With all Naval mishaps, the Navy convenes a Judge Advocate General Manual (JAGMAN) Investigation. You may obtain a copy of releasable portions of the investigation by writing to me and requesting a copy. An Aircraft Mishap Investigation Board is also convened. You may also obtain a copy of releasable portions of the Mishap Investigation Report by writing to Commander, Naval Safety Center, 375 A Street, Norfolk, Virginia 23511-4399. I encourage you to work with your Casualty Assistance Calls Officer, (CACO's rank and name). He/she will assist you in attaining all your benefits and copies of the investigations.

c. Again, our hearts, thoughts, and prayers are with you in these very trying times. If I can be of help to you in any way or if you have any special requests, please feel free to contact me anytime at (phone number)."

9. Sample Letter of Condolence - Traffic Accident

(Use proper letter format.)

a. "The tragic loss of your (relationship), (rate & name) on (date of death) saddened all the members of this command. Please accept my heartfelt condolences. I want to explain the circumstances that led to his/her death as we understand them.

b. (Summarize events leading to the accident and recount emergency care provided prior to pronouncement of death.)

c. You should be very proud of your (relationship), (name). He/she was a fine young man/woman who was certainly well liked by his/her shipmates. (First name)'s achievements were many. His/her love of (list hobbies and interests) led him/her to the development of many friendships and associations. We all feel a great personal loss in his/her death.

d. I encourage you to work with (CACO's name), your Casualty Assistance Calls Officer in obtaining all your benefits. Again, please accept my deepest condolences and sympathy in your loss. If I can be of assistance at any time, please contact me."

MILPERSMAN 1770-150

RELEASE OF NAMES OF CASUALTIES

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

Governing Directive	SECNAVINST 5720.44A
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1. Policy

a. Public release of names, grade/rate, date of birth, unit to which assigned, and home of record, of military personnel who become casualties, should be withheld until confirmation is received that the next of kin have been notified. Further specific guidance on the release of information should be obtained from SECNAVINST 5720.44A, article 0808.

b. During hostilities, only Department of Defense is authorized to release information contained in the above paragraph as it applies to casualties listed as missing in action, captured, detained, interned, beleaguered, or besieged.

2. Non-Military Members. Local public affairs offices should be contacted concerning the release of names of casualties who are not military members. This will need to be coordinated with the next of kin of the non-military members.

MILPERSMAN 1770-160

CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

Governing Directives	BUPERSINST 1770.3 NAVPERS 15607D, Casualty Assistance Calls Officer Handbook NAVSUP P-485, Transportation of Personal Property Afloat NAVSUP P-490, Transportation of Personal Property Ashore NAVSO P-6034, Joint Federal Travel Regulations, (JFTR), Volume 1 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures for Active Duty and Reserve Pay NAVMED P-117, Manual of the Medical Department
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1. Policy

a. The Casualty Assistance Calls Program (CACP) requires that a uniformed Navy representative (an officer with a minimum of 2 years active duty or a senior enlisted member, E-7 through E-9) be designated to assist the primary and secondary next of kin of members who die, are reported as "duty status-whereabouts unknown" (DUSTWUN) or become missing while on active duty (or active duty for training or inactive duty training) with respect to rights, benefits, and privileges to which they may be entitled.

b. Stand-by Casualty Assistance Calls Officer (CACOs) are assigned in all active duty cases when the member

(1) is placed on the very seriously/seriously ill/injured list,

(2) is in imminent danger of loss of life (as defined in MILPERSMAN 1770-080), and

(3) is hospitalized overseas from the next of kin.

c. The stand-by CACO is assigned in the same manner as a CACO for a deceased or missing member, except that the stand-by CACO will be assigned through the responsible Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator at the direction of Commander, Navy Personnel Command (PERS-621). The stand-by CACO will not contact the next of kin unless directed by the Commander, Navy Personnel Command or the appropriate CAC/FHS Program Coordinator. The CACO will be kept apprised of the patient's condition/prognosis until removed from the very seriously ill or injured list.

2. **CAC/FHS Program Coordinator.** The primary responsibility for implementation of this program lies with the appropriate CAC/FHS Program Coordinator who has responsibility over the geographical area in which the next of kin resides. In some cases the next of kin may reside in close proximity to a naval activity which is located within the boundaries of a neighboring coordinating authority. The responsible CAC/FHS Program Coordinator may, at that member's discretion, request the neighboring CAC/FHS Program Coordinator to provide assistance in such cases.

3. Duties of the CACO. The duties of the designated naval representative are dependent upon the status of the service member and are delineated in the following table:

Status of Service Member	Duties of CACO
Deceased	<ul style="list-style-type: none"> • Offer condolence on behalf of the Navy. • Provide needed advice and counsel on funeral arrangements. • Assist in obtaining emergency financial assistance. • Provide needed assistance in filing claims for such benefits as death gratuity, unpaid pay and allowances, dependent identification cards, reimbursements for burial expense, transportation of family members, government and/or commercial life insurance, Veteran's Administration and Social Security benefits, transportation of household effects, and government marker or headstone.
Reported as "DUSTWUN"	<ul style="list-style-type: none"> • Act as liaison between the Navy and next of kin while the search is underway.
Missing	<ul style="list-style-type: none"> • Act as liaison between the Navy and next of kin. • Determine allotment changes required for those next of kin who are in fact dependents of the missing member. • Contact the next of kin of a long-term missing member at least once a month to obtain knowledge of new problems.
Very seriously ill or injured	<ul style="list-style-type: none"> • Be on stand-by in the event next of kin must be contacted. • Make contact with the next of kin and assume the full range of CACO duties in the event of the member's death or when directed by the Navy Personnel Command, or appropriate CAC/FHS Program Coordinator.

MILPERSMAN 1770-170

NOTIFICATION OF NEXT OF KIN IN CASE OF DEATH, MISSING, OR "DUTY STATUS WHEREABOUTS UNKNOWN" (DUSTWUN) CASUALTIES

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. Policy

a. In all cases of casualties to naval personnel involving death, "DUSTWUN", or missing classifications, the next of kin will be promptly notified in person by a responsible uniformed Navy representative between the hours of 0600 and 2400 hours.

b. If the member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death or if any of the member's next of kin are already aware of the death, the notification will be made in person regardless of the hour.

c. Every notification will be confirmed in writing either by letter or delivery in person.

2. Telephone Notification

a. **Under no circumstances** will notification of death be made by telephone unless a previous arrangement has been made between the family and the attending physician. This exception to the general Casualty Assistance Calls Program (CACP) policy is to be exercised in a judicious manner. At the time the medical officer makes telephone notification to the next of kin, he/she will simultaneously inform the Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Program Coordinator, in whose area the next of kin resides, of his/her action.

b. Normal CACP and reporting procedures will be followed after initial telephone contact. The Casualty Assistance Calls Officer (CACO) will be advised by the CAC/FHS Program

Coordinator of the previous telephone notification prior to the CACO's call to the next of kin.

3. **Delay in Notification.** If undue delay in notification is foreseen, the Navy Personnel Command (NAVPERSCOM) will be informed by telephone. Undue delay is considered to be in excess of 12 hours from the receipt of information of the casualty. If a ship is in port at the time of casualty and sailing is imminent or notification impractical, NAVPERSCOM will affect the necessary notification, if so requested.

MILPERSMAN 1770-180

NOTIFICATION OF NEXT OF KIN DEPENDING UPON LOCATION OF CASUALTY

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. **Definition**

a. **CONUS:** includes the 48 contiguous United States and the District of Columbia.

b. **Next of Kin:** See MILPERSMAN 1770-010.

2. **Casualty Occurs on Board Ship which is Operating at Sea.**

Navy Personnel Command (NAVPERSCOM) will direct personal notification of the next of kin through the responsible CAC/FHS Program Coordinating Authority.

3. **Casualty Occurs Outside of CONUS**

a. If the next of kin resides in the immediate vicinity of the command or naval activity, the member's commanding officer is responsible for affecting personal notification and providing the follow-up official confirmation letter.

b. If the next of kin resides overseas, beyond the immediate vicinity of the command or activity, NAVPERSCOM will direct personal notification through the naval or military activity closest to the next of kin. The naval or military activity affecting the personal notification is responsible for notifying the member's commanding officer that the personal notification has been completed.

c. If the next of kin resides within CONUS, NAVPERSCOM will direct the responsible CAC/FHS Program Coordinator to affect personal notification.

4. Casualty Occurs in CONUS

a. If the next of kin resides in the immediate area of the activity or command's current location, the member's commanding officer is responsible for affecting both the personal notification and providing the official condolence letter.

b. If the next of kin resides within CONUS but outside the immediate vicinity of the command, the member's commanding officer will initiate notification by relaying the required information to the responsible CAC/FHS Program Coordinating Authority(ies) in order for the CAC/FHS to arrange personal notification of the next of kin. Upon completion of the personal notification, the activity affecting the notification will inform the member's commanding officer by telephone.

c. If the next of kin resides outside CONUS, NAVPERSCOM will direct the closest naval or military activity to affect personal notification.

MILPERSMAN 1770-190

WHEN PERSONAL NOTIFICATION CANNOT BE MADE

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

1. Guidelines for Notification via Message

a. The sample message shown in Example 1 is to be used only when personal notification cannot be accomplished. This initial message is to be sent to primary next of kin.

b. The sample message shown in Example 2 is to be used after receipt of the report of delivery of Example 1 message, or other indication of receipt, such as a phone call from the family. Verify the address where Example 1 message was delivered and send Example 2 to the primary next of kin or person entitled to receive remains.

c. Delivery report is required for both messages.

2. Example 1. (Use proper message format.)

"I deeply regret to inform you on behalf of the United States Navy that your (relationship - grade/rate, name, social security number) died on (date)/at/aboard (location) as a result of (briefly state cause of death). Your (relationship) died while serving (his or her) country. Please accept my most heartfelt sympathy in your great loss. If I can be of any assistance to you or if you have any special requests you may get in touch with me immediately by telephone (number) at (location) or by collect telegram at (location). (Grade, name, and title of commander, commanding officer, or officer in charge of the activity sending notification message.)"

3. **Example 2.** (Use proper message format.)

"This second communication is sent in connection with the death of you (relationship - grade/rate, name, branch of service) and with the hope that we can be of assistance to you in your bereavement. Although you are experiencing grief and shock at the loss of your loved one, the following information may be of comfort to you. If you desire, and at no expense to you, we will make all preparations and transport the casket with an escort to any place you designate. A letter setting forth the circumstances of death will follow. I wish to assure you of every possible assistance together with the heartfelt sympathy of myself and your (relationship's) shipmates. Should you have any special requests you may contact me immediately by telephone (number) at (location). (Grade, name, and title of the commander, commanding officer, or officer in charge of the activity sending confirmation message.)"

MILPERSMAN 1770-200

DISPOSITION OF MAIL AND PERSONAL EFFECTS OF CASUALTIES

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

Governing Directives	NAVSUP P-485, Transportation of Personal Property Afloat, Volume 3, Paragraph 1302 NAVSUP P-490, Transportation of Personal Property Ashore, Paragraph 9004.4
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1. **Shipping of Personal Effects**. NAVSUP P-485 and NAVSUP P-490 provide information to afloat/ashore commands on the handling and shipping of personal effects.

2. **Disposition of Personal Effects.** Use the following table to determine the disposition of personal effects:

IF...	THEN...
<p>the member is hospitalized,</p>	<p>the commanding officer (CO) will have personal effects inventoried and placed in safekeeping to protect against pilferage until member is returned to duty station or until disposition instructions are received from the member or their guardian (if declared incompetent).</p> <p>If guardian has not been appointed and next of kin is requesting the personal effects, contact the responsible CAC/FHS Program Coordinating Authority (or Navy Personnel Command (NAVPERSCOM) (PERS-621) for guidance.</p>
<p>the member is deceased, missing, captured, or interned,</p>	<p>the CO will have personal effects</p> <ul style="list-style-type: none"> • inventoried. • clothing cleaned and laundered. • shipped to the proper recipient by registered mail or via appropriate Fleet and Industrial Supply Center (FISC). <p>Shipment must be made within 2 weeks after casualty occurs (if not feasible, inform NAVPERSCOM (PERS-621)).</p>
<p>two or more persons (i.e. divorced parents or children) are entitled to receive the personal effects but cannot agree among themselves or if one is going to be appointed Administrator of the Estate,</p>	<p>send effects to appropriate FISC.</p>

3. Handling of Mail

a. All mail addressed to members who are deceased will be held until next of kin have been notified of the death, then returned to sender under a cover letter from the CO. Under no circumstances will the mail of deceased personnel be opened, without authorization from NAVPERSCOM (PERS-621).

b. Mail addressed to members who are missing, captured, or interned will be forwarded to NAVPERSCOM (PERS-621).

MILPERSMAN 1770-210

MANUAL FOR ESCORTS OF DECEASED NAVAL PERSONNEL

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COM	(901)	874-2501
			FAX		882-6654

Governing Directive	NAVPERS 15955F, Manual for Escorts of Deceased Naval Personnel
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1. **Discussion.** NAVPERS 15955F contains instructions for naval escorts for the remains of deceased personnel. It outlines the responsibilities of the escort in regard to their appearance as a representative of the Navy, the transportation and safe delivery of remains, their contact with the family of the deceased, the Casualty Assistance Calls Officer and the funeral director; the part, if any they play at the funeral service, and other related information.

MILPERSMAN 1770-220

ALLOTMENTS IN CASES OF MISSING PERSONS

Responsible Office	NAVPERSCOM (PERS-62)	Phone:	DSN	882-4303	
		TOLL FREE WITHIN U.S.	(800)	255-8950	
			COM	(901)	874-4303
			FAX		874-2611

Governing Directive	37 U.S.C. 551-559
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1. **Authority.** Duties and authorities pertaining to the administration of the Missing Persons Act, as amended, with respect to personnel in the Navy, have been delegated by Secretary of the Navy (SECNAV) to Navy Personnel Command (PERS-62).

2. **Missing Person's Act**

a. In cases involving service personnel on active duty in a missing status, missing in action, beleaguered by a hostile force, interned in a foreign country, captured by a hostile force, or detained in a hostile country against their will, allotments executed prior to the beginning of the absence may be continued under the provisions of the Missing Persons Act (37 U.S.C. 551 559).

b. The act specifically provides that in the absence of an allotment, or where an allotment is insufficient for an authorized purpose, new allotments or increases may be authorized by SECNAV (or his designee) when the circumstances warrant. Secretary of the Navy may also direct the suspension, resumption, discontinuance, or decrease of that allotment when the circumstances justify such action.

MILPERSMAN 1770-230

TRANSPORTATION OF NEXT OF KIN TO THE BEDSIDE OF SERIOUSLY ILL OR INJURED MEMBERS

Responsible Office	NAVPERSCOM (PERS-331)	Phone:	DSN COM FAX	882-3460 (901) 874-3460 882-2722
	NAVPERSCOM (PERS-62D)	Phone:	DSN COM FAX	882-4297 (901) 874-4297 882-6654

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume 1, Paras. U5212 and U5246 OPNAVINST 4650.15
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1. **Policy.** Funded round-trip transportation is authorized for not more than two family members to visit a seriously ill or injured active duty member, hospitalized in or outside the United States. Such transportation is authorized when the attending physician/surgeon and the commander/head of the military medical facility exercising military control over the member determine in writing that the presence of family members is medically necessary for the health and welfare of the member concerned.

2. **Eligible Travelers**

a. Eligible travelers are

(1) spouse.

(2) children (including step, adopted, and illegitimate).

(3) siblings of the member.

(4) parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of at least 1 year immediately before the member entered the Uniformed Service).

b. The spouse shall be afforded first opportunity for such transportation and the option to determine the other eligible traveler. The child(ren) will be given the next option. When there is no surviving spouse or child(ren), the member's biological parents will be given the next transportation option. If only one parent can travel at government expense, Navy Personnel Command (NAVPERSCOM) (PERS-621) will decide which parent will be provided transportation.

3. Transportation Arrangements

a. When NAVPERSCOM (PERS-621) is advised that presence of next of kin is medically warranted, the eligible traveler(s) will be contacted via telephone, issued travel orders and advised that arrangements have been made for their transportation. Government/government-procured transportation will be used to the maximum extent practical especially in connection with international/transoceanic travel (which should be arranged through a Navy Passenger Transportation Office (NAVPTO)). See OPNAVINST 4650.15.

b. Navy Personnel Command (PERS-621) will contact the host command or naval activity nearest the facility where the member is hospitalized for assignment of a courtesy Casualty Assistance Calls Officer (CACO) to meet the traveler's flight(s), transport them to the member's bedside, arrange lodging/hotel accommodations and provide assistance while they are visiting the member.

c. Upon completion of family member travel, courtesy CACOs will be assigned to assist family members in completing travel claims. Contact NAVPERSCOM, Casualty Assistance Branch (PERS-621) for additional guidance or assistance.

4. Reimbursable Expenses

a. Reimbursement for privately owned vehicle travel is authorized upon completion of travel for the driver of the vehicle only.

b. Reimbursement for the cost of personally procured commercial transportation may not exceed the cost of government procured transportation.

c. Reimbursement of expenses outlined in NAVSO P-6034, volume 1, para. U5212 is authorized in connection with this travel.

5. **Non-Reimbursable Expenses.** Per diem is not payable in connection with such travel.

MILPERSMAN 1770-240

BUPERSINST 1770.3, CASUALTY ASSISTANCE CALLS PROGRAM (CACP) MANUAL

Responsible Office	NAVPERSCOM (PERS-621)	Phone:	DSN	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM	(901) 874-2501
			FAX	882-6654

1. **Guidelines**. This manual gives instructions and guidance principally to the Casualty Assistance Calls Officer who personally contacts the next of kin when a member is reported dead or missing. It gives information concerning

personal notification,
funeral arrangements,
memorial services,
immediate financial assistance,
completion and submission of claims by dependents,
disposition of personal property,
dependent escorts,
health benefits programs, and
other benefits and assistance that are available to survivors.

MILPERSMAN 1770-250

DEATH OF NAVAL DEPENDENTS

Responsible Office	NAVPERSCOM (PERS-62D)	Phone:	DSN	882-2501	
		TOLL FREE WITHIN U.S.	(800)	368-3202	
			COMM	(901)	874-2501
			FAX		874-6654

References	(a) P.L. 107-14, 5 Jun 01 (b) NAVADMIN 281/01
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Forms	NAVPERS 1070-602 (07-72), Dependency Application/ Record of Emergency Data SGLV-8283A (03-02), Claim for Family Coverage Death Benefits
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1. **Purpose.** This article provides procedures for reporting the death of a servicemember's dependent when covered by Family Servicemembers' Group Life Insurance (SGLI). (See references (a) and (b).)

2. **Reporting Requirement.** The Active Duty or Naval Reserve member's commanding officer is responsible for submitting a casualty report. The report should be submitted by immediate precedence message within 48 hours to **COMNAVPERSCOM MILLINGTON TN//PERS-621** with **MILMEDSUPPOFF GREAT LAKES IL//03B2** as info addressee. Initial and any supplemental messages should indicate the servicemember's name, rank, and social security number (SSN) in the subject line.

3. **Initial Reporting.** Initial message should contain the following information:

- a. Dependent's name/SSN/relationship to servicemember.
- b. Command representative assisting the servicemember:
Name/rank/phone/facsimile (fax)/E-Mail.
- c. Specify "Dependent Death."

- d. Specify date of death/place/circumstances.
- e. Location of remains.
- f. Specify if dependent was insured under the Family SGLI program. If spousal death, specify amount of coverage servicemember maintained. If unknown, so state.
- g. Date/time servicemember was notified of dependent's death.

NOTE: For a dependent child over 18 years of age, the report must include evidence (1) child was, before attaining age 18, declared permanently incapable of self-support; or (2) evidence the child was pursuing a course of instruction at an approved educational institution.

4. **Claim Processing.** The following items are required for Family SGLI claims processing. Applicable items should be **transmitted by fax** to:

Navy Personnel Command (NAVPERSCOM) (PERS-62)
(901) 874-6654 (Commercial)
882-6654 (DSN)

Upon receipt of all applicable items, NAVPERSCOM (PERS-621) will certify the validity of the claim and forward required documentation to Office of Servicemembers' Group Life Insurance.

5. **Required Documentation**

a. **SGLV-8283A** -- Must be completed and signed by the servicemember. This form may be obtained online at

www.insurance.va.gov

or by contacting

NAVPERSCOM (PERS-621)
(901) 874-2501 (Commercial)
882-2501 (DSN)
(800) 368-3202 (Toll free within U.S.)

to obtain a faxed copy.

b. **Death Certificate** -- Final death certificate specifying cause of death.

c. **Verification of Dependency** -- Servicemember's NAVPERS 1070/602 indicating the dependency of the deceased. In cases where NAVPERS 1070/602 has been changed and no longer indicates this dependency, contact NAVPERSCOM (PERS-62) for further instructions.

d. In the case of spousal deaths, servicemember's **Leave and Earning Statement** may be required to show proof of premium payment.