



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 3040.1B
B 013
20 Sep 05

MARINE CORPS BASE ORDER 3040.1B

From: Commander
To: Distribution List

Subj: CASUALTY REPORTING

Ref: (a) MCO P3040.4E
(b) NAVMEDCOMINST 5360.1 (NOTAL)
(c) JAGINST 5800.7D (NOTAL)
(d) MCBO P5800.2
(e) DFAS-KC 7220.31-R
(f) MCBO 5740.1A
(g) MCBO 1601.1D
(h) DoDI 1300.18

Encl: (1) Casualty Information Report
(2) Casualty Action Checklist
(3) Sample Personnel Casualty Reports
(4) Trained Casualty Assistance Calls Officer (CACO) Roster Information

1. Purpose. To publish instructions for reporting and handling of active duty, retired, and reserve military casualties and reporting deaths of active duty family members, and civilian government employees.

2. Cancellation. MCBO 3040.1A.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety. Particular attention to be paid to the changes highlighted below:

a. Paragraph 4f. The Command Duty Officer (CDO) and Command Duty Staff Noncommissioned Officer (CDSNCO) supernumeraries are both eligible to perform duties as the CACO. The CDO/Adjutant will assign the CACO. The assigned CACO and duty Chaplain will effect the next of kin (NOK) notification.

b. Paragraph 4h. Information on retrieving a copy of the CACO Guidebook is provided.

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c. Paragraph 5j. Organizational commanders are required to maintain a roster of trained CACOs and submit updated rosters quarterly to the Base Adjutant.

d. Paragraph 5a(4). Guidance is clarified on the battalion commander's responsibility in the preparation and release of personnel casualty reports (PCR).

4. Information

a. References (a) and (b) contain instructions for reporting all types of casualties involving military personnel, family members, and civilian government employees. References (c) and (d) provide instructions on conducting investigations. Reference (e) provides instructions for closing out pay records for deceased personnel. Strict adherence to those instructions and this order are mandatory. A message report of death or injury must be released as soon as possible after receipt of all known facts on which to base a report. The 24-hour delay of notification of NOK referred to herein is not intended to imply that any delay is acceptable after receiving reliable information.

b. The Base Adjutant is assigned the overall responsibility for properly implementing casualty reporting procedures. This is not intended to restrict organizational commanders in their handling and control of casualties, but rather to maintain an overall cognizance by the Comdr MCB, for complete and concise reporting and record keeping procedures.

c. For casualty reporting purposes, this order will address only actions required for reporting casualties resulting from death or serious injury/illness, as defined in chapter 1 of reference (a).

d. The Command Duty Officer (CDO) will be guided by reference (f) when receiving notice of a serious incident. The CDO will ensure the HQMC Command Center, the C/S MCCDC and MCB, and the Security Battalion duty officer are notified by telephone of the incident.

e. When informed of a casualty involving personnel assigned to this command, the Base Adjutant (during normal working hours) or CDO (after normal working hours) will immediately notify the parent command by telephone. It is the responsibility of the parent command to prepare and submit the PCR, and assign a CACO for the deceased's family.

f. Should HQMC Casualty Branch contact the Comdr MCB and request CACO support for a Marine casualty where the Marine is not assigned to MCCDC or MCB, but whose family is in the local area, a Base CACO duty of appropriate rank will serve as the CACO for the case. If the call is received after hours, the CDO/Adjutant will call the CDO or CDSNCO supernumerary and duty Chaplain. The assigned CACO will be accompanied by the duty Chaplain and effect NOK notification. Only trained officers and SNCOs will be assigned as CACO duties per reference (g).

g. If the death of a retired Marine is reported, the Base Adjutant/CDO will immediately notify CMC (MHP-10) by telephone DSN 278-9512 or 800-847-1597 during normal working hours and DSN 225-7366 after hours. The Base Adjutant will followup the telephone call with a PCR during the next regular working day.

h. Marines assigned as CACOs should immediately call CMC (MHP-10), the Casualty Branch, for assistance and guidance in the performance of their responsibilities. The Casualty Branch is on duty 24 hours a day, 7 days a week. During normal working hours call DSN 278-9512 or 800-847-1597. After normal working hours call DSN 225-7366 and ask for the Casualty Assistance Duty Officer. The CACO should then obtain the most recent edition of the CACO Guidebook, which is available from www.manpower.usmc.mil, Personnel and Family Readiness, Casualty Assistance links. The CACO Guidebook should be read as soon as possible upon being assigned as a CACO. A copy of the CACO Guidebook is also maintained in the CDO turnover binders.

5. Action. When a Marine, other servicemember, foreign servicemember, American Red Cross member, Public Health servicemember, or civilian employee, who is a member of this command or a tenant activity becomes a casualty, as defined in reference (a), the following will be accomplished:

a. In Case of Death

(1) The individual's CO (or supervisor in the case of a civilian employee) will immediately report the casualty, using enclosure (1), to the Base Adjutant during working hours at DSN 278-2151 or to the CDO after working hours, DSN 278-2707.

(2) The Base Adjutant/CDO will immediately notify the following:

(a) C/S MCB;

(b) Enlisted Assistant to the Comdr MCB;

- (c) Provost Marshal;
- (d) Organizational commander (duty officer), as appropriate;
- (e) Chaplain (duty chaplain);
- (f) Public Affairs Officer (PAO) (duty watch);
- (g) Decedent/Patient Affairs Officer, Naval Health Clinic (NHC);
- (h) Head, Human Resources and Organizational Management-Quantico (in case of civilian employees only); and
- (i) CO SctyBn.

(3) Organizational commanders will utilize enclosures (1) and (2) as a checklist/guide, completing all applicable sections promptly.

(4) The individual's battalion commander will prepare the PCR, include the Comdr MCB as an information addressee and forward it to the Base Defense Messaging System Control Center (DMSCC), DSN 278-2111 for release. PCRs may also be prepared and submitted using Defense Casualty Information Processing System-Forward, taking care to include the Base Adjutant as a "Cc" addressee. The PCR will not be released until all known facts on which to base a report are received.

(5) Deaths occurring at the NHC will be reported to the Base Adjutant/CDO by the Decedent Affairs Officer, NHC for internal and external reporting.

(6) Deaths or injuries involving foreign nationals will be handled per chapter 3 of reference (a).

(7) Deaths or injuries involving other services, members of the American Red Cross, and the Public Health Service will be submitted per chapter 3 of reference (a).

(8) Deaths or injuries involving civilian personnel, family members, reservists, and other special categories will be submitted per chapter 3 of reference (a).

(9) Enclosure (3) contains sample PCRs for nonhostile injuries and nonhostile deaths.

b. In Case of Injury/Illness

(1) Reference (h) requires reporting the casualty when:

(a) An attending physician/authority determines the condition to be serious, very serious, critical, or grave; this includes casualties on any "list" of serious or worse;

(b) Sustaining a severe injury such as loss of sight or limb, paralysis, or permanent and unsightly disfigurement of a portion of the body exposed to public view;

(c) Suffering from an incurable, terminal disease. Acquired Immune Deficiency Syndrome is not classified as a terminal disease and should only be reported if condition is as stated in paragraph 5b(1)(a) above;

(d) Having a diagnosed psychotic condition that requires hospitalization; or

(e) Having made a suicide attempt (not a gesture). Verification by an attending physician is required.

(2) The individual's CO will notify the appropriate authorities (during working hours), as per paragraph 5a(1) above, after confirming illness/injury.

(3) The Decedent Affairs Officer, NHC will assist in obtaining pertinent information on the individual's condition from local hospitals when necessary.

c. Notification of Next of Kin

(1) If Next of Kin Resides in Immediate Vicinity. The individual's CO will make personal notification. The CO may direct a subordinate officer who is closely acquainted with the individual to make the initial notification, but the CO will either accompany the notification officer, or follow as soon as possible thereafter. In the case of death, a chaplain of the same faith as the deceased will accompany the notification officer, and a command appointed CACO (see paragraph 5d below). For the purpose of this order, the immediate vicinity is defined as a 75-mile radius.

(2) Condolence Call. In some cases the CO may desire to make the initial condolence call. Therefore, notify the aide-de-camp, in order to determine the wishes of the CO.

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(3) Next of Kin Notification by Injured Individual. If the injured individual is physically capable of notifying the NOK telephonically, the CO should ensure this process is used.

(4) If Next of Kin Resides Outside of Immediate Vicinity. The Base Adjutant/CDO will request casualty notification assistance, per chapter 2 of reference (a).

d. Casualty Assistance Calls Officer. The CO of the casualty will assign the CACO. Only trained CACOs will be assigned. The NOK and other persons listed on the Record of Emergency Data, unless otherwise specified, will be officially notified prior to the PAO releasing the casualty's name. The CO will provide the name and telephone number of the CACO to the Base Adjutant.

e. Condolence Letters. The individual's CO will prepare and release the condolence letter within 48 hours of the incident per chapter 8 of reference (a). A copy will be forwarded to the Base Adjutant for retention.

f. Release of Information. The PAO is the sole authority for release of any information to the news media. The NOK and others listed on the Record of Emergency Data will be officially notified prior to the PAO releasing the casualty's name.

g. Investigations. Death or injury investigations are the responsibility of the casualty's CO and will be conducted per reference (c). These investigations will be submitted to the Comdr MCB (B 052) within 10 working days. A copy will be provided to the Base Adjutant (B 013).

h. Mass Casualties. Mass casualty procedures are contained in chapter 3 of reference (a).

i. Casualty Assistance Calls Officer Training. The Base Adjutant will coordinate CACO training quarterly.

j. Casualty Assistance Calls Officer Rosters. Organizational commanders will maintain a roster of trained CACOs and submit a copy of this roster to the Base Adjutant quarterly. Rosters should be submitted by the first day of January, April, July, and October in the format specified in enclosure (4).



J. W. LUKEMAN
Chief of Staff

DISTRIBUTION: A

CASUALTY INFORMATION REPORT

1. NAME: _____ GRADE: _____ SSN: _____
2. ORGANIZATION: _____
3. TYPE CASUALTY: _____
4. CIRCUMSTANCES: _____
(Date/Time) *(Location)*

5. CONDITION: _____ PROGNOSIS: _____
6. PRESENT LOCATION: _____
7. POSITIVE IDENTIFICATION MADE BY: _____
8. PRIMARY NEXT OF KIN: _____
9. SECONDARY NEXT OF KIN: _____
10. LAST RITES GIVEN BY: _____
11. NOTIFIED BY: _____
(Name) *(Date/Time)*
12. SECONDARY NEXT OF KIN NOTIFIED: ____ YES ____ NO (IF RESIDING IN VICINITY)
NOTIFIED BY: _____
(Name) *(Date/Time)*
13. OTHER PERSONS INVOLVED (NAME/STATUS/LOCATION): _____

14. CHARGES PENDING: _____
15. REPORTED BY (NAME/CAPACITY/TELEPHONE NUMBER): _____

16. MAILED TO CMC (MHP-10): _____
17. CASUALTY ASSISTANCE CALLS OFFICER (NAME/GRADE/TELEPHONE NUMBER): _____

ENCLOSURE (1)

CASUALTY ACTION CHECKLIST

1. Commanding Officer's Actions in Death Cases

a. Immediately telephone the Base Adjutant during working hours or the Command Duty Officer (CDO) during nonworking hours with the information required by this enclosure.

b. During normal working hours prepare the Personal Casualty Report (PCR), ensuring the Comdr MCB is listed as an information addressee, and forward to the Base Defense Messaging System Control Center for release. PCRs may also be prepared and submitted using Defense Casualty Information Processing System-Forward, taking care to include the Base Adjutant as a "Cc" addressee.

c. Ensure positive ID is made as soon as possible. Inform the Base Adjutant/CDO when accomplished. The Health Care Advisor will assist if desired.

d. Assign a trained Casualty Assistance Calls Officer (CACO). The CACO will complete the requirements contained in chapter 4 of MCO P3040.4E.

e. Notify the next of kin (NOK) if residing in local area and notify the Base Adjutant/CDO of time and date of notification. Do this only after positive ID is made. (See paragraph 5c(1) of the basic order.)

f. Obtain a complete dress uniform per paragraph 5012.1 of MCO P3040.4E.

g. If required, provide a casualty escort and make liaison with the Decedent Affairs Officer, Naval Health Clinic (NHC) regarding escort brief. Coordinate with the Installation Personnel Administration Center (IPAC) regarding the issuance of casualty escort orders. Assist the escort in preparing report of escort duties, and forward the report to the Base Adjutant within 5 days of termination of escort duties. Assignment of escorts will be per paragraph 5015 of MCO P3040.4E.

h. In the case of death of an active duty Marine, forward a copy of the PCR to the Finance Officer, Comptroller Division.

i. If applicable, per figure 8-1 of MCO P3040.4E, forward a completed DD Form 397, Claim Certification and Voucher for Death

ENCLOSURE (2)

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Gratuity Payment, to the Finance Officer, Comptroller Division. Personally deliver the death gratuity check to the payee and complete the DD Form 397, per chapter 4 of DFAS-KC 7220.31-R. After payment, and upon completion of DD Form 397, return the original DD Form 397 to the Finance Officer, Comptroller Division.

j. Prepare and release a condolence letter within 48 hours and forward a copy to the Base Adjutant for retention. Ensure a copy is enclosed in the Officer Qualification Record/Service Record Book (OQR/SRB) prior to forwarding closed out records to the CMC (MHP-10).

k. Coordinate with the IPAC to close out the OQR/SRB of the deceased and forward to the CMC (MHP-10) within 2 working days.

l. Inventory personal effects/household goods per chapter 8 of MCO P3040.4E.

m. Coordinate local memorial services and related matters with the Chaplain, as required.

n. Conduct an investigation per MCO P3040.4E and MCBO P5800.2, and submit the report to the Comdr MCB (B 052), as required within 10 working days.

2. Marine Corps Base Staff Actions in Death Cases

a. Base Adjutant/Command Duty Officer. The Base Adjutant/CDO will immediately notify those personnel indicated in paragraph 5a(2) of the basic order.

b. Command Chaplain. The Command Chaplain:

(1) Or a designated representative of the same faith as the deceased, in so far as possible, will accompany the casualty notification officer on the initial condolence call; and

(2) Will assist commanders in the preparation and conduct of local memorial services.

c. Assistant Chief of Staff, G-3. The AC/S G-3 will coordinate local military funeral honors.

d. Decedent Affairs Officer, Naval Health Clinic. The Decedent Affairs Officer, NHC will:

(1) In conjunction with the cognizant local organizational commander, coordinate transportation arrangements for the escort and decedent;

(2) Negotiate a one-time contract with local mortician to ensure proper preparation, casketing, and disposition of remains;

(3) Personally inspect all remains without re-delegation; and

(4) Maintain close liaison with command CACO through entire process.

e. Finance Officer, Comptroller Division. The Finance Officer, Comptroller Division:

(1) When authorized, and upon receipt of the DD Form 397 from CMC (MRC) will prepare the death gratuity payment by check;

(2) Will return the original DD Form 397 and death gratuity check to CMC (MRC); and

(3) Forward all documents to DFAS-KC for action while filing one copy in Finance Office.

f. Staff Judge Advocate. The Staff Judge Advocate will:

(1) Monitor, process, and forward reports of investigation submitted by organizational commanders in all cases involving death; and

(2) In cases involving serious injury/illness monitor, process, and forward reports of investigation by organizational commanders in all cases involving serious injury, per JAGINST 5800.7.

SAMPLE PERSONNEL CASUALTY REPORTS

NONBATTLE DEATH
REF: MCO P3040.4

01 02 101345Z APR 92 RR UUUU 1011630

ADMIN

CG MCB QUANTICO VA//ADJ//

CMC WASHINGTON DC//MHP-10//

BUMED WASHINGTON DC//33//

FOURTH MCD PHILADELPHIA PA

INFO NATNAVMEDCEN BETHESDA MD

NAVMEDCLINIC QUANTICO VA

DFAS-KANSAS CITY CENTER KANSAS CITY MO//DMS//

NATNAVMEDCEN BETHESDA MD

NAVJAG ALEXANDRIA VA

FHTNC NORFOLK VA

ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//AFIP-CME//

UNCLAS //N03040//

MSGID/GENADMIN/CG MCB QUANTICO VA/ADJ//

SUBJ/PCR MC-3040-02//

RMKS/NONBATTLE DEATH

1. LCPL JOHN E. DOE SSN/MOS/USMC/M
2. NBD
3. HEAD TRAUMA
4. 0245, 13 MAR 1992, QUANTICO VA 22134
5. SAME AS 4
6. VEHICLE STRUCK BY TRAIN
7. HQSVCBN, MCB, MCCDC, QUANTICO VA 22134

UNCLASSIFIED 101345Z APR 92
ENCLOSURE (3)

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02 02 101345A APR 92 RR UUUU 1011630

8. NAVMEDCLINIC, QUANTICO VA
9. DOE, JAMES, R. 123 MAIN ST, PITTSBURGH PA 12345, FATHER
10. NA
11. NA
12. 890406
13. \$800.00/NA/NA
14. CATHOLIC
15. MUC/NDSM/EX-RIFLE BADGE
16. 920312
17. JAMES R. DOE/FATHER
18. SAME AS 17
19. YES
20. 920312/BY LAW/NA
21. YES
22. SINGLE
23. 720313/PITTSBURGH PA
24. WHITE
25. 890408/MEPS PITTSBURGH PA
26. PITTSBURGH PA

UNCLASSIFIED

101345Z APR 92

ENCLOSURE (3)

NONBATTLE INJURIES
REF: MCO P3040.4

01 01 101345Z APR 92 RR UUUU 1011630

ADMIN

CG MCB QUANTICO VA//ADJ//
CMC WASHINGTON DC/MHP-10//
BUMED WASHINGTON DC//33/33
FOURTH MCD PHILADELPHIA PA

INFO NATNAVMEDCEN BETHESDA MD
NAVMEDCLINIC QUANTICO VA

(NAVAL HOSPITAL WHERE MARINE IS HOSPITALIZED, IF APPLICABLE)

UNCLAS //N03040//

MSGID/GENADMIN/CG MCB QUANTICO VA/ADJ//

SUBJ/PCR MC-3040-02//

RMKS/NONBATTLE INJURY

1. LCPL JANE E. DOE SSN/MOS/USMC/F
2. NBI
3. FRACTURED LEFT LEG/HEAD INJURIES
4. CONDITION: SERIOUS. PROGNOSIS: GOOD.
5. 0001, 920101, BKS 2006, MCB QUANTICO, VA 22134
6. SMN FELL OUT THIRD FLOOR WINDOW OF BARRACKS
7. HQSVCBN, MCB, MCCDC, QUANTICO, VA 22134
8. NAVMEDCLINIC, QUANTICO, VA
9. DOE, JAMES, R. 123 MAIN ST, PITTSBURGH, PA 12345, FATHER
10. NA
11. PNOK ILL. REQUIRES PRESENCE OF PHYSICIAN DURING NOTIFICATION.

UNCLASSIFIED

1013452 APR 92

ENCLOSURE (3)

20 Sep 05

TRAINED CASUALTY ASSISTANCE CALLS OFFICER (CACO) ROSTER INFORMATION

LETTERHEAD

3040
(*CODE*)
(*DATE*)

From: Commanding Officer, (Unit)
To: Commander, Marine Corps Base, Quantico (B 013)
Subj: ROSTER OF TRAINED CASUALTY ASSISTANCE CALLS OFFICERS
Ref: (a) MCBO 3040.1B
Encl: (1) CACO Roster

1. The enclosed roster is provided as directed by the reference.

M. N. COMMAND

ENCLOSURE (4)

MCBO 3040.1B

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CACO ROSTER

| <u>RANK</u> | <u>LAST NAME</u> | <u>INITIALS</u> | <u>WORK PHONE#</u> | <u>HOME PHONE#</u> | <u>CELL PHONE#</u> |
|-------------|------------------|-----------------|--------------------|--------------------|--------------------|
|-------------|------------------|-----------------|--------------------|--------------------|--------------------|

ENCLOSURE (4)