

**BY ORDER OF THE COMMANDER
OF ROBINS AIR FORCE BASE**

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**ROBINS AIR FORCE BASE
Supplement**

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Personnel

CASUALTY SERVICES

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This supplement prescribes the responsibilities and procedures which are necessary to support the Robins AFB Casualty Services program. It applies to all base agencies and associate and geographically separated units (GSUs) supported by the Military Personnel Section (MPS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functionals chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. This instruction requires collection of information protected by the Privacy Act of 1974 and by Title 10 USC, Sec 1475-1480, 2771, and 8013; and 37 USC Sec 551-556. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revision reflects changes in AFI 36-3002, published 22 February 2010.

1.1.1. Effective casualty services are based on timely notifications. A casualty is any person who is lost to the organization by having been declared dead, duty status-whereabouts unknown (DUSTWUN), missing, Very Seriously Ill (VSI), Seriously Ill (SI), or has a Not Seriously Ill or Injury (NSI). Any individual having knowledge of a casualty will immediately notify the Casualty Assistance Representative (CAR) (during duty hours) or the Command Post (CP) (after duty hours, weekends and holidays) of the following information:

1.1.1.1. **(Added)** Name, grade, and social security number of the casualty, if known.

1.1.1.2. **(Added)** Date, time, and place casualty occurred.

1.1.1.3. **(Added)** Circumstances of situation.

1.1.1.4. **(Added)** Source of information (eye witness, a friend, radio/television, etc).

1.1.1.5. **(Added)** Name, location and method of contacting the person making the report.

1.5.1.4.1. **(Added)** The Installation Commander approves the release of personnel assigned and performing duties as the CAR or casualty standby duties from other additional duties which conflict with casualty responsibilities.

1.6.8.1. **(Added)** The FSS Director establishes procedures on what the CAR should do when reporting of casualties becomes impossible because of an attack on this base, natural disaster or due to other circumstances. If the CAR/Casualty Standby Representative (CSR) is unable to access the installation, they will report to the Robins AFB Visitor Center to request access. If Robins AFB is inaccessible, CAR will utilize on-base personnel list to perform CAR/CAST duties.

1.7.2.1. 78 ABW/CP (Robins Command Post):

1.7.2.1.1. **(Added)** Obtain from the reporting source as much information as possible surrounding the circumstances of any casualty to provide to the CAR/CSR, to include name and phone number of informant.

1.7.2.1.2. **(Added)** Refer all calls about retiree deaths to the CAR during normal duty hours.

1.7.2.1.3. **(Added)** Upon request from CAR, recall medical representative to report to CAR's office to be a member of the casualty notification team.

1.7.2.1.4. **(Added)** Upon request from CAR, recall duty chaplain to report to the CAR's office to be a member of the casualty notification team.

1.7.2.1.5. **(Added)** Assist CAR in contacting additional personnel as required.

1.7.2.1.6. **(Added)** Establish a notification list with individuals/offices to be notified in the event of a casualty to include, but not limited, to the following:

Casualty Assistance Representative Office (78 FSS/FSFR)

Mortuary (78 FSS/FSOM)

Base Commander (78 ABW/CC)

FSS Director (78 FSS/CL)

Medical Group (78 MDG/CC)

Commander or First Sergeant of the unit sustaining a casualty

Security Operations Center (78 SFS CC)

Legal Office (78 ABW/JA)

Public Affairs Office (78 ABW/PA)

Safety Office (78 ABW/SE)

Office of Special Investigation (AFOSI)

Installation Chaplain (78 ABW/HC)

Logistic Readiness Squadron (78 LRS/LGRDDO)

1.7.2.1.7. **(Added)** Refer all calls from official sources or next of kin (NOK) to the CAR.

1.7.2.1.8. **(Added)** Refer all calls from the news media, general public, and other interested agencies to the Public Affairs Office.

1.7.2.2. **Unit Commanders/Director:**

1.7.2.2.1. **(Added)** Report all casualties to the Command Post and the CAR.

1.7.2.2.2. **(Added)** Provides the Casualty Office the available information needed to complete the appropriate casualty report.

1.7.2.2.3. **(Added)** Gather all personal information concerning the casualty and provide to the CAR. If the name/address information for the next of kin (NOK) provided by the member is not correct, the commander should provide the correct information to CAR. If the member is eligible for posthumous promotion, the commander will provide recommendation/non-recommendation to the CAR by the next duty day. After reviewing the member's records and Unfavorable Information file (UIF), if applicable, the commander will make a recommendation/non-recommendation for Special Condolence Letter. The CAR will brief the commander on procedures prior to recommendation.

1.7.2.2.4. **(Added)** Ensure **no unauthorized** notification to the NOK is made by unit members and co-workers, and provide all available information to CAR. Under no circumstances will unit commanders make casualty notification without prior guidance and instruction from HQ AFPC Casualty Services Branch via the Casualty Assistance Office. (Exception: If the NOK is on the phone or in your office demanding an answer)

1.7.2.2.5. **(Added)** Serves as the notification officer for casualties from their unit if the NOK resides within the local area.

1.7.2.2.6. **(Added)** Attends recurring training on Casualty Notification Officer Duties, conducted by the Casualty Assistance Office (78 FSS/FSFR).

1.7.2.2.7. **(Added)** Prepares circumstances/condolence letters to the NOK listed on the virtual Record of Emergency Data (vRED) per AFI 36-3002. All letters will be coordinated with the CAR and must be dispatched within **five (5)** calendar days of the casualty incident.

1.7.2.2.8. **(Added)** When a member of his or her unit is categorized as very seriously ill/injured (VSI), seriously ill/injured (SI), incapacitating illness/injury (III), or not seriously ill/injured (NSI), by competent medical authority, and the individual is capable of communicating, ask the member if he/she would like the NOK notified. If the member is unable

to communicate his/ her wishes, review the vRED) to determine who should and should not be notified of the current medical condition.

1.7.2.2.9. **(Added)** When Emergency Family Member Travel (EFMT) is approved and HQ AFPC/DPFCS has confirmed travel plans, the commander will assign a unit representative to act as personal escort to receive the family members, arrange for their quarters and meals, and provide assistance as needed. Ensures escort remains in contact with the family during their stay.

1.7.2.2.10. **(Added)** Work within the organization to ensure rumor control and calls to family and friends regarding casualties are not made prior to notification of family members.

1.7.2.2.11. **(Added)** Refer military members to the virtual Military Personnel Flight (VMPF) to apply for a humanitarian reassignment, if he/she has had a death in the family.

1.7.2.2.12. **(Added)** Commanders will establish procedures to ensure members departing for TDY in excess of 30 days have a current vRED prior departure.

1.7.2.3. **78 SFS/CC (Security Forces Squadron)**

1.7.2.3.1. **(Added)** Notify the CP regarding all casualty matters and provide all known information pertaining to the event.

1.7.2.3.2. **(Added)** Provide the Casualty Office the available information needed to complete the casualty report, including investigative data used to determine the facts and circumstances pertaining to the casualty.

1.7.2.3.3. **(Added)** Assists the CAR and MDG in acquiring civilian police reports, autopsy, toxicology, coroner or medical examination reports or copies of court verdicts as needed in accordance with AFI 36-3002, Table 5.2, when OSI directives allow. The information from these documents, as required, will be given to the CAR and MDG trusted agents.

1.7.2.4. **78 MDG/SG (Medical Group):**

1.7.2.4.1. **(Added)** Provide information to the CAR regarding treatment/hospitalization on any member assigned to Robins to include the information needed for casualty reporting on deceased members, VSI, SI or NSI status to include members at civilian facilities. Information on any change in status to include surgery will be immediately reported to the CAR. This information will be used to submit a medical progress report to HQ AFPC.

1.7.2.4.2. **(Added)** With request from attending physician and approval of the request by the 78 Medical Group Commander, notify CAR and provide all information necessary to accomplish EFMT orders for members in VSI/SI status (AF Form 570, **Notification of Patient's Medical Status**). Ensures assigned personnel are familiar with the EFMT (Emergency Family Member Travel) program contained in para 2.27.

1.7.2.4.3. **(Added)** Ensure the CAR is advised of any member who suffers a traumatic injury and is reportable as **VSI** or **SI**. As applicable, the 78 MDG Patient Administration and Chief of the Medical Staff will also assist in completing the Certification of Traumatic Injury Protection portion of the Traumatic Service Member's Group Life Insurance (TSGL) claim form to be accomplished by the Attending Physician.

1.7.2.4.4. **(Added)** Designate in writing, individual(s) (point of contact) within the medical facility to provide information to the CAR for members in the facility and in area hospitals. Provide appointment letter to the CAR.

1.7.2.4.5. **(Added)** Ensures a current list of “Senior Medical Officer on-Call (SMOC)” is on file with 78 FSS/FSFR (Casualty Office) and 78 ABW/CP to accompany the notification team.

1.7.2.4.6. **(Added)** Provide medical personnel as requested capable of rendering medical assistance to the NOK as needed. The professional assigned will be available to report to the MPS within 30 minutes of notification during duty hours (0730-1630, M-F), and within one hour outside normal duty hours. 78 Medical Group Personnel will not be equipped with either medication or medical equipment and will not make any medical diagnosis on-scene. If a family member develops medical complaints, medical personnel will call 911 to arrange transport to an emergency room for evaluation. Their function is to provide basic medical support (including CPR if necessary) while awaiting the arrival of an ambulance. Upon arrival of EMT/Paramedics, the technicians will transfer responsibility for care.

1.7.2.4.7. **(Added)** Provide information for medical progress reports until member returns to duty/separates/retire/no longer in a reportable status or meets a board (Medical Evaluation Board (MEB)/Physical Evaluation Board (PED)).

1.7.2.4.8. **(Added)** Immediately notifies Robins CAR or the casualty standby representative (CSR) and the 78 ABW/CP of an active duty or retired death that falls within Robins AFB responsibility. **NOTE:** Retiree death will be reported during normal duty hours.

1.7.2.4.9. **(Added)** Establish internal procedures to ensure information is obtained from local hospitals when a member assigned to Robins AFB has been admitted. If member is SI or VSI will notify the CAR and will keep the CAR informed of the hospitalized member’s condition. The CAR is required to submit a medical progress report every 14 days.

1.7.2.5. **78 ABW/HC (Installation Chaplain)**

1.7.2.5.1. **(Added)** Accompany the notification officer to provide spiritual support to those receiving the notification. The Service Dress Uniform is required for notification duties. When possible, without causing a delay, the chaplain should be of the same faith as the family. After duty hours contact is made through the CP by the CAR. At no time shall the Duty Chaplain be required to make the casualty notification.

1.7.2.6. **78 FSS/FSOM (Mortuary Affairs Office):**

1.7.2.6.1. **(Added)** Prepare case file with a copy of the initial and supplemental casualty/mortuary reports and a records review rip (personal data to include decorations) for each death.

1.7.2.6.2. **(Added)** Coordinate with CAR for assistance visits to NOK.

1.7.2.6.3. **(Added)** Assist the NOK with funeral arrangements, to include military honors and uniform preparation. Briefs the NOK on the status of the remains and the transportation support to the desired resting place of the deceased.

1.7.2.6.4. **(Added)** Provide training to the Family Liaison Officer appointed by the unit commander.

1.7.2.6.5. **(Added)** Provide training to the Summary Court Officer (SCO) to make disposition of the personal property (deceased only) and will brief the officer on procedures for performing this duty. Ensure SCO receive the Finance/Casualty checklist and upon completion, give a copy to Finance and the CAR.

1.7.2.6.6. **(Added)** Arrange for appointment of an escort, when required.

1.7.2.7. Civilian Personnel Office:

1.7.2.7.1. **(Added)** Notify the CP as soon as DoD civilian casualty occurs, providing all available information.

1.7.2.7.2. **(Added)** Provide to the CAR all information necessary to report on civilian casualties.

1.7.2.7.3. **(Added)** Notify the NOK of civilian employees and provide assistance in accordance with AFI 36-809, Civilian Survivor Assistance.

1.7.2.8. Airman and Family Readiness Center (A&FRC)(78 FSS/FSFR)

1.7.2.8.1. **(Added)** Provide assistance to the NOK as needed in the event of a casualty situation within the wide range of programs available through the center.

1.7.2.9. 78 LRS/LGRDDO (Vehicle Operations):

1.7.2.9.1. **(Added)** Provide a sedan, station wagon, van or SUV in excellent working condition upon request from the CAR for use by the casualty notification team, the CAR and Mortuary when performing assistance visits to the NOK. Transportation will be provided regardless of the day or hour, and operating distance limitations are waived (see AFI 24-301, Vehicle Operations). If requested a driver will be assigned to the notification team. Vehicle will be delivered to A&FRC and the CAR will be advised of status.

1.7.2.9.2. **(Added)** Provide driver(s) appropriate to the length of destination. Appointed driver(s) will report to the CAR's office in duty uniform. Driver(s) will transport notification team to NOK's residence and remain inside vehicle until notification to NOK has been made.

1.7.2.9.3. **(Added)** Ensure vehicle(s) to be used by casualty notification and assistance team(s) are clean, fueled, provided with road kits, etc, and pre-inspected to expedite team's departure.

1.7.2.9.4. **(Added)** Acknowledge personnel providing casualty services are not required to clean vehicle after completing their mission.

1.7.2.10. 78 ABW/SC (Communication Directorate):

1.7.2.10.1. **(Added)** Ensure all base telephone operators expedite or prioritize all calls received during duty hours (0700-1700) pertaining to casualties. Casualty calls are referred to the CAR during duty hours at (478) 926-5259/1256. After normal duty hours, only an Interactive Voice Response (IVR) system is available.

1.7.2.11. 78 ABW/PA (Public Affairs Office):

1.7.2.11.1. **(Added)** Release appropriate casualty information to news media only after being advised by the CAR that all notifications have been accomplished.

1.7.2.11.2. **(Added)** For media event situations, the PA officer will assist families in how to deal with the civilian media, and offer assistance with any public statements and family's desires on how and when to answer media's questions.

1.7.2.11.3. **(Added)** Sole agency authorized to release information and answer inquiries from the public, news media, or other government agencies concerning casualties.

1.7.2.11.4. **(Added)** Be available on a 24 hour basis to work issues pertaining to NOK.

1.7.2.12. Emergency Operations Center (EOC):

1.7.2.12.1. **(Added)** Provide all information pertaining to casualties to the CAR/CAST as it becomes available in accordance with attachments to this supplement.

1.7.2.13. Installation Control Center (ICC) Unit Control Center (UCC):

1.7.2.13.1. **(Added)** Procedures outlined in the current Comprehensive Emergency Management Plan 10-2 will apply.

1.7.2.13.2. **(Added)** The incident commander is responsible for obtaining the number, identity, nature of illness or injury, and the location of the casualties involved in the incident.

1.7.2.14. (Added) 78 CPTS (Military Pay Service):

1.7.2.14.1. **(Added)** Responsible for maintaining a qualified person on call during non-duty hours capable of issuing a death gratuity check.

1.7.2.14.2. **(Added)** Provides the CAR and CP an up-to-date list of on-call personnel.

1.7.3.1. **(Added)** The CAR will promptly notify AFPC/DPWCS of any casualty listed in AFI 36-3002, Table 1.1. A message will be sent within four hours of notification and will only be extended with concurrence of AFPC/DPWCS. Reasons for delay would be pending confirmation of death or other pertinent information critical to the report and will be closely coordinated with AFPC/DPWCS.

1.7.3.2.1. **(Added)** Personal notifications are made by the member's commander to all NOK when personnel are declared deceased, DUSTWUN, or missing. The CAR will contact the Casualty Notification Officer (CNO) on-call, chaplain and medical technician upon the death of a member with NOK in our area of responsibility. The CNO will review the Casualty Notification DVD and AFI 36-3002, Attachment 6 and have answers to any questions prior to dispatching team to make notification.

1.7.3.2.2. **(Added)** When personnel are in VSI, SI, III or NSI casualty status; the member, the attending physician, MTF commander, member's commander, designated representative, or HQ AFPC/DPFCS notifies the NOK by telephone depending on circumstance. The CAR is available 24/7 for assistance/guidance.

1.7.3.2.3. **(Added)** Any Field Grade Officers assigned to Robins may be tasked to perform casualty notification and will receive training to perform this duty. Annual training will be provided to all Field Grade Officers selected to perform notification to NOK.

1.7.3.2.4. **(Added)** The CAR will be provided a current listing of appointed notification officer by the Group Commanders semi-annually to be tasked to perform casualty notifications for casualties not assigned to Robins AFB but have Next of Kin who reside in the area determined by HQ AFPC/Casualty.

1.7.3.2.5. **(Added)** Persons to be notified include those listed on the member's vRED/DD Form 93 and the SGLV 8286.

1.7.3.2.6. **(Added)** Public Affairs representative should accompany the team when there are indications there is a high level of media interest and the presence of the media is likely.

1.7.3.2.7. **(Added)** The CAR will also make transportation arrangements.

1.7.3.3.1. **(Added)** The CNO will inform the NOK that the CAR will contact them within 24 hours of notification to provide assistance. The CAR will contact the FLO following notification to meet with the NOK within 24 hours of notification of the casualty. An assistance visit with the NOK is mandatory if the member is deceased or missing. The CAR will meet with the NOK wherever it is convenient for the NOK.

1.7.3.3.2. **(Added)** The CAR will immediately advise HQ AFPC/DPFCS of any additional/relevant new information regarding the NOK.

1.7.3.4.1. **(Added)** All calls or requests from the NOK or from other government agencies will be handled expeditiously. If the CAR or assistant CAR is unable to provide assistance, AFPC/DPFCS will be contacted for assistance.

1.7.3.4.2. **(Added)** The government agencies the CAR deals with in assisting the NOK (Social Security and Department of Veteran Affairs) require minimal amount of information and the NOK must verbally authorize the release of information to them during the assistance visit in order to expedite benefits.

1.7.3.5.1. **(Added)** Calls from the general public or the news media will be referred to the 78 ABW/PA (per AFI 36-3002, Para 1.14). No information will be provided to these groups from other sources.

1.7.3.6.1. **(Added)** All reports of casualties within Robins AFB area of responsibility will be IAW AFI 36-3002 and coordination with AFPC/DPFCS. The CAR will notify AFPC/DPFCS during normal duty hours or following duty day.

1.7.3.6.2. **(Added)** All **Air Force Tenant and Geographically Separated Units (GSU):**

1.7.3.6.2.1. **(Added)** Notifies the CAR of all active duty casualties assigned to the tenant unit or GSU during normal duty hours or the 78 ABW/CP after duty hours.

1.7.3.6.2.2. **(Added)** Appoints a Casualty Representative using AF Form 1075. Units whose Field Personnel Records (FPRs) are not maintained by 78 FSS/MPF will furnish copies of the Virtual Record of Emergency Data (vRED), and VA Form SGLV-8286, Servicemen's Group Life Insurance Election, to the CAR immediately in the event of a casualty in their unit.

1.7.3.6.2.3. **(Added)** GSU representative will contact the CAR at Robins AFB when advised of a casualty at GSU location. The GSU will prepare and submit the appropriate casualty message to the Casualty email box at 78FSSCasualty@Robins.af.mil. This will permit the CAR to provide additional information available to be reported in the initial casualty message.

1.7.3.8. **Contacting the CAR during off-duty hours.**

1.7.3.8.1. **(Added)** The CAR is available 24/7. During the duty day the CAR can be reached at 926-5259. If the CAR is unavailable during duty hours, call the Alt CAR at (478) 926-1256 or through the 78 ABW/CP at (478) 327-2612.

1.7.3.9. Obtain information from MTF and civilian hospital during on-duty and off-duty hours on personnel classified as deceased, VSI, SI, NSI, or responding to situations involving multiple casualties.

1.7.3.9.1. **(Added)** The 78 MDG will contact the CAR or 78 ABW/CP with information pertaining to casualties at the MTF or in civilian hospitals. This will include but, not limited to, name of attending physician, facility and location, as well as prognosis and any changes of condition.

1.7.3.9.2. **(Added)** The 78 MDG will translate medical status information into that used for casualty purposes.

1.7.3.9.3. **(Added)** The 78 MDG/CC will, working with the attending physician, provide the information necessary for the CAR to request EFMT from AFPC/DPFCS.

2.27.4.4.2. EFMT request coordinated with the MTF and CAR

7.3.5. The 78 FSS/MPE (Military Personnel Element):

7.3.5.1. Ensure PERSCO members are assigned to the Casualty Assistance Support Team.

7.3.5.2. Ensure all newly assigned and accessed personnel complete a vRED

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 36-3002, Casualty Services, 22 February 2010

Abbreviations and Acronyms

AFPC—Air Force Personnel Center

AOR—Area of Responsibility

CNO—Casualty Notification Officer

III—Incapacitating Illness or Injury

RDS—Records Disposition Schedule

TMO—Transportation Management Office

TSGLI—Traumatic Service Members' Group Life Insurance

USAFE—United States Air Forces in Europe

ATTACHMENT 26 (Added)

MULTIPLE REPORTABLE CASUALTIES WORKSHEET

Figure A26.1. Multiple Reportable Casualties Worksheet

TOTAL # OF CASUALTIES (initial report unconfirmed #s) _____	
CASUALTY STATUS:	
Deceased ____ / DUSTWUN ____ / VSI ____ / SI ____ / III ____ / NSI ____	
Type of Incident _____	

Location _____	

Date/Time of Occurrence _____	
Hostile/Non-hostile Event: _____	
If aircraft incident, were ground troops involved: ____ YES / ____ NO /	
Did incident involve civilian casualties: ____ YES / ____ NO /	
If yes, type of civilian: Dependents ____ / DoD/ DAF ____ / VIPS ____ /	
Local Population ____ /	
In order to complete casualty reporting requirements, details need to be provided to each of the following areas:	
WHAT happened	WHERE incident occurred
WHEN date and time	WHY as appropriate
WHO was involved	HOW incident occurred—manner and cause
Need to be specific on all points and provide complete information.	
Complete name and title of person(s) who pronounced individuals deceased. (Must be a medical personnel or EMT equivalent)	
POC is Casualty Assistance Representative , 926-5259 or through the CP at 327-2612.	

Attachment 27 (Added)

CASUALTY CHECKLIST FIRST 24 HOURS

Figure A27.1. Casualty Checklist First 24 hours

<u>Date/Time</u>
1. _____ Notify HQ AFPC/DPFCS of Casualty DSN: 665-3505/1-800-433-0048 Name: _____
2. _____ Has Command Post (CP) been notified or did CP notify CAR first? 327-2612 Name _____
3. _____ Pull member's vRed (VOP), SGLV 8286, statement of service, DD Fm 4 and (ARMS)
4. _____ Create AF Form 58, Casualty Assistance Summary, for all documentation (computer form)
5. _____ Use "Events Log" hardcopy or computer log to log all events. 6. _____ Use Tab 1/2 worksheet to collect information to create Initial Death Report, VSI, SI
7. _____ Name, rank and title of person who pronounced member deceased. _____
8. _____ Name, rank and title of person who identified deceased member. _____
9. _____ Notify Mortuary Affairs, 6-4142/non-duty hours call CP 7-2612 Name: _____
10. _____ Designated Notification Officer. Name/rank: _____ Put on standby in Service dress. Usually deceased member's CC, call CP. If we are the assistance base (notification only), use on-call roster to select an officer for notification
11. _____ Put Chaplain on standby in service dress. <i>Religious preference of deceased</i> _____
6-2821, during non-duty hours, call the CP Name: _____
12. _____ Put Medical Officer on standby in service dress

Name: _____

Call Command Post for on-call medical officer

13. _____ Request staff car from Motor Vehicles 6-3493 – Open 24 hours

Name: _____

14. _____ Contact Finance for death gratuity payment Name: _____
Provide Finance with copies of vRED, SGLV 8286 & Initial Death Report

15. _____ Time Notification Team assembled and briefed: _____

16. _____ Time Notification Team dispatched: _____

17. _____ Time Notification of NOK complete: _____

18. _____ Time Notification Team called HQ AFPC/DPFCS: _____

19. _____ CAR make appt thru FLO for visit w/family. Try to obtain date/time through Notification Officer

20. _____ Call Mortuary to advise the notification is complete and conditions at the home.

21. _____ Time Notification Team returned to base: _____ and Time staff car returned: _____.

22. _____ Is Member to be posthumously promoted? Ask member's CC if he is aware that member could be posthumously awarded?

23. _____ Is a Special Condolence letter authorized? Coordinate with commander of deceased

24. _____ Dispatch Initial Death Report to HQ AFPC/DPFCS via DCIPS or regular e-mail

25. _____ Time HQ AFPC/DPFCS received Initial Death Report message

26. _____ E-mail Initial Death Report & SGLV 8286 to OSGLI or fax (973-802-7991 or 1-877-832-4943)

27. _____ Suspend commander(s) to create condolence/circumstance letter(s)? (Give 3-days suspense to CAR for proofreading.) CC send out or deliver to NOK within 5-days.

28. _____ Request 78 MDG initiates Line Of Duty (LOD)

29. _____ For VSI, SI, III: Medical Progress Report due every 14 days.