

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
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Personnel

CIVILIAN SURVIVOR ASSISTANCE

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This publication implements Air Force Policy Directive 36-1, *Appropriated Funds Civilian Management and Administration* and clarifies responsibilities and procedures pertaining to the death of a civilian employee. This publication applies to appropriated fund (APF) civilian employees of the Regular Air Force, United States Space Force (USSF), and Title 5 Department of Air Force (DAF) employees of the Air Force Reserve and the Air National Guard. It does not apply to military members, including Title 32 Air National Guard Technicians, or to Nonappropriated Fund employees. In collaboration with the Chief of the Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for civilian survivor assistance. This publication may be supplemented at any level; all Major Command (MAJCOM), Field Command (FLDCOM) or corresponding Secretariat, Air Staff and Office of the Chief of Space Operations level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. All supplements that directly implement this publication must be routed to the office of primary responsibility (OPR) for coordination. Refer recommended changes and questions about this publication to the OPR listed above using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval

authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974, authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORN, OPM/GOVT-1, *General Personnel Records*, is available at: <http://dpcl.d.defense.gov/Privacy/SORNs.aspx>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the DAF.

SUMMARY OF CHANGES

This document has been revised to add appropriate considerations and terminology due to the stand-up of the USSF and incorporates updated references and publication guidance. The applicability statement has been clarified by removing reference to local national employees on temporary duty and to uniformed military members as this publication is applicable to appropriated fund civilian employees. Verbiage indicating that the publication extends benefits and referencing transportation agreements has been removed. Mortuary benefits for civilian employees, including eligibility for those on transportation agreements, are outlined in DoDI 1300.29, *Mortuary Affairs Program* and Department of Air Force Instruction (DAFI) 34-160, *Mortuary Affairs Program*. A section has been added to address civilian emergency contact information and use of the Department of Defense (DD) Form 93, *Record of Emergency Data* for civilian employees based on guidance in DoDI 1300.18 *DoD Personnel Casualty Matters, Policies, and Procedures*. Changes to the roles and responsibilities section incorporates applicable information contained in DAFI 36-3002, *Casualty Services*, and DAFI 34-160, *Mortuary Affairs Program*. Publication directs that certain civilian death responsibilities and procedures such as emergency contact/primary next of kin (PNOK) notification, and advising on travel and transportation entitlements be established at the installation-level instead of dictating those responsibilities and procedures in this instruction. This allows for flexibility based upon installation and organizational structure and capabilities. Information to be included in installation-level guidance and responsibility to ensure compliance are assigned to the installation's organizational headquarters. Statements regarding making information from the decedent's personnel record available for use in a public announcement have been removed as that decision should be made at the local level and involve the Public Affairs Officer. Reference to civilian flag recognition benefit for fallen federal civilian employees has been removed as DoD policy has not yet been issued on that topic. Reference to making notification to the civilian decedent's family members other than the emergency contact/PNOK has been removed.

Chapter 1

OVERVIEW

1.1. DAF Handling of Civilian Employee Deaths. This instruction outlines the responsibilities for identifying, notifying, and assisting the PNOK when there is a DAF civilian employee death. The DAF will handle the death of a civilian employee, to include PNOK notification, assistance to survivors, and handling of the deceased employee's personal effects with thoughtfulness, professionalism, and confidentiality.

1.2. Coordination of Services. Coordination of services between the DAF offices involved in the civilian death should appear seamless to the surviving family members so as to ease the amount of stress and confusion during a difficult time. The specific offices involved may vary depending on the individual and circumstances surrounding the death. Each office should be aware of its own responsibilities as well as familiar with those of the coordinating offices so as to appropriately advise and refer the PNOK/survivor, when necessary. Where noted in [Chapter 2, Roles and Responsibilities](#), the coordinating office responsibilities were derived from the cited DoD policy/DAF guidance.

1.3. Allowing for Prompt Notification . Ensuring that proper procedures are routinely followed facilitates easier notification and assistance procedures in the event that notification is necessary. Employees are highly encouraged to provide and keep their emergency contact information updated. [Chapter 4](#) of this instruction addresses civilian emergency contact information. Employees are also encouraged to make sure that beneficiary forms are on file and up to date. Having current and accessible information available will allow for proper and timely notification to be performed, in the event a death or other situation requiring notification of an emergency contact occurs. Supervisors should be able to locate the employee's emergency contact information and be familiar with the local procedures to be followed in the event of an emergency.

1.4. When Emergency Contact and PNOK differ. When the deceased employee has listed an emergency contact other than the PNOK, except when specified on the DD Form 93 to not contact an individual, the party responsible for performing notification duties will ensure that the PNOK is also notified of the civilian death.

1.5. Definition of Terms. Refer to the Terms list in [Attachment 1](#) to find definitions of terms used within this instruction.

1.6. Nonappropriated Fund Personnel Casualties. Consult Air Force Manual 34-302, *Nonappropriated Fund Personnel Benefit Programs*, for Nonappropriated Fund Personnel casualties.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR). Serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to civilian personnel policy.

2.2. Deputy Chief of Staff, Manpower, Personnel and Services (AF/A1). In coordination with the Deputy Chief of Space Operations for Human Capital (SF/S1), develops, coordinates, and oversees personnel policy and essential procedural guidance for the management of civilian personnel and positions.

2.3. Civilian Force Management Directorate (AF/A1C). Under the authority and direction of the AF/A1, and in coordination with the Space Force Chief of Civilian Personnel (SF/S1C), the Director of Civilian Force Management directs the development and implementation of the DAF civilian personnel policies.

2.4. Air Force Personnel Center/ Benefits and Entitlements Service Team (AFPC/BEST).

Ensures that the personnel action removing the deceased employee from the active roles is processed upon being notified of the death case. Provides civilian death benefits claims forms, as well as information and assistance to survivors and individuals who are designated in the deceased employee's personnel records as a beneficiary. Ensures death benefit claims, including any spousal or child survivor annuity payable, are initiated as soon as possible after receiving notification of the death. Remains available to assist beneficiaries until death benefits claims are paid out. Coordinates with Air Force Personnel Center/Injury Compensation Office (AFPC/ICO), as necessary, on any work-related deaths.

2.5. Air Force Personnel Center/Injury Compensation Office (AFPC/ICO). Processes claims and manages cases submitted under the provisions of Title 5 United States Code, Chapter 81, Federal Employees' Compensation Act (FECA). This includes advising on FECA spousal survivor benefits. Accepted death benefit claims under FECA are separate from death benefit claims referenced in [paragraph 2.4](#) of this instruction. Coordinates with AFPC/BEST, as necessary, to provide survivor assistance.

2.6. Air Force Services Directorate (AF/A1S). In accordance with (IAW) DAFI 36-3002, *Casualty Services* and DAFI 34-160, *Mortuary Affairs Program*, serves as primary advisor to the Chief of Staff of the Air Force and Chief of Space Operations for all Casualty Programs and Mortuary Affairs Programs. This includes providing Casualty and Mortuary Affairs policy, program oversight, and establishes policy for the disposition of personal property and effects.

2.7. Chief of Casualty Matters Division (AFPC/DPFC). IAW DAFI 36-3002, has overall responsibility for the program objectives, management and operation of the Air Force Casualty Services Program. This includes ensuring casualty support is available 24 hours a day, seven days a week, 365 days a year, providing policy on deceased, missing, duty status-whereabouts unknown/excused absence-whereabouts unknown, ill or injured personnel, and administering the worldwide personal notification program.

2.8. Casualty Services Branch (AFPC/DPFCS). IAW DAFI 36-3002, manages the Air Force Casualty Training Program; provides initial training for newly assigned and alternate casualty assistance representatives (CAR); provides annual CAR refresher training; and determines each CAR's area of responsibility.

2.9. Air Force Mortuary Affairs Commander (AFMAO/CC). IAW DAFI 34-160, develops mortuary affairs procedures, techniques and processes, and provides oversight for the execution of the Air Force Mortuary Affairs Program and related programs. This includes the care and disposition of covered missing and deceased personnel, the handling of their personal effects, and mortuary benefits processing.

2.10. Major Command (MAJCOM), Field Command (FLDCOM) or Comparable Command-Level Commander or Director. Ensures that installations under their responsibility are in compliance with the requirements in this instruction.

2.11. Installation Commander or Director (or Wing Commander at a non-Air Force led joint base). Ensures that the installation has a formal plan outlining responsibilities and procedures involving the death of a civilian employee. Ensures the appropriate notification and assistance processes have been initiated for deaths described in paragraphs 3.3.3 through 3.3.5 of this instruction.

2.12. Force Support Squadron Commander/Civilian Director. Establishes local procedures and responsibilities for PNOK notification (when notification is required) and coordination of any mortuary benefit or entitlement, including travel and transportation, with the civilian decedent's family members as outlined in paragraph 3.1 of this instruction. Ensures civilian death procedures are included as a part of local casualty and notification trainings and briefings.

2.13. Decedent's Organization Commander/Director. Ensures that all organizational responsibilities pertaining to the civilian death have been completed. This may include coordinating and/or performing PNOK notification, providing condolence letters, ensuring all pertinent offices are made aware of the civilian death, ensuring the proper disposition of the decedent's personal effects and remains (when applicable), ensuring that any dependent travel or transportation has been accomplished and any other necessary actions IAW established installation procedures or protocols.

2.14. Immediate Supervisor. Follows procedures identified in Chapter 3 of this instruction to ensure notification of the employee's death reaches all necessary offices. Facilitates appropriate notification of PNOK, when necessary, by ensuring up-to-date emergency contact information is on file for subordinate employees. Maintains familiarity with established installation procedures and protocols regarding civilian deaths in order to perform responsibilities involving deaths occurring both at and outside the workplace.

2.15. Civilian Personnel Section (CPS). Ensures that all civilian employee deaths are reported to the installation CAR for inclusion in the daily casualty report and ensures that appropriate notification has been performed prior to reporting death to AFPC/BEST. Performs other responsibilities IAW established installation procedures or protocols.

2.16. Air Force Personnel Center Casualty Services Branch. Assists with the civilian death notification when PNOK notification is required and the CPS requests assistance.

2.17. Casualty Assistance Representative. Ensures the CPS is aware of the civilian casualty reporting process on their installation.

2.18. Civilian Employees. Responsible for voluntarily providing emergency contact information to their immediate supervisor, verifying accuracy annually and updating the information as needed, due to change in family circumstances and/or residence/contact information. Employees are also responsible for ensuring any beneficiary forms for civilian benefits are updated due to change in family circumstances, residence and/or contact information.

Chapter 3

CIVILIAN DEATH BENEFIT PROCEDURES

3.1. Force Support Squadron Commander/Civilian Director:

3.1.1. Establishes and implements installation-level procedures which:

3.1.1.1. Enable timely access to civilian employee emergency contact information when information is needed for death notification purposes.

3.1.1.2. Outline responsibilities involving the death of a DAF civilian employee occurring on the installation, both during and outside of duty hours including:

3.1.1.2.1. The responsibility to identify the decedent's emergency contact/PNOK.

3.1.1.2.2. The responsibility to provide official notification to the decedent's emergency contact/PNOK.

3.1.1.3. Outline responsibilities involving the death of a DAF employee occurring outside of the installation in situations specified in paragraphs 3.3.4 and 3.3.5 of this instruction.

3.1.1.4. Outline responsibilities to provide information and assistance to the surviving family members when the civilian decedent's remains must be transported or when travel of dependents and/or transportation of household goods/property is necessary and a covered entitlement.

3.1.1.5. Outline responsibilities and procedures for personal property and effects protection and disposition for civilian deaths IAW Chapter 13 of DAFI 34-160.

3.1.1.6. For OCONUS installations, provide information, instruction and responsibilities pertaining to deceased dependents of DAF civilian employees who may be eligible for mortuary entitlements as specified in paragraph 4.10 of DAFI 34-160.

3.2. Immediate Supervisor:

3.2.1. Obtains and retains subordinate employees' emergency contact information and verifies information is up to date IAW Chapter 4 of this instruction. (T-1)

3.2.2. Provides emergency contact information to DAF officials who require the information in order to perform casualty notification and assistance duties. (T-1)

3.2.3. When notified of an employee's death by the family (i.e., PNOK notification by DAF not required), immediately:

3.2.3.1. Notifies the servicing CPS. (T-1)

3.2.3.2. Ensures local offices/officials are informed of the death IAW established installation procedures for civilian deaths. (T-3)

3.2.3.3. Certifies employee's final time and attendance sheet as soon as possible on the first workday after employee's death. (T-1)

3.2.3.4. Secures employee's personal property from work area for inventory and/or distribution to authorized recipient. (T-1)

3.2.3.5. Arranges for return of government property assigned to employee and for out-processing of decedent through normal CPS and installation procedures. **(T-1)**

3.2.4. When the death occurs at the duty location, and emergency contact/PNOK is not aware of/requires notification of the death, the immediate supervisor, in addition to performing items listed in paragraphs **3.2.1** through **3.2.3** of this instruction:

3.2.4.1. Follows established installation protocol and procedures regarding notification and survivor assistance for the death of a civilian employee. **(T-3)**

3.2.4.1.1. Specific offices involved and actions required may depend on the circumstances surrounding the death such as whether the death was an accident, homicide, suicide, whether the death occurred after transportation to a medical treatment facility, occurred during performance of duties, involves law enforcement, etc.

3.2.4.2. Ensures emergency contact/PNOK has been notified of the employee's death prior to reporting death to CPS. **(T-1)**

3.2.4.3. Initiates worker compensation death claim when an employee death is as the result of an injury or occupational illness/disease occurring in the performance of duty. **(T-0)**

3.3. Civilian Personnel Section:

3.3.1. Provides an annual reminder to the civilian workforce to review their emergency contact information and designation of beneficiary forms to make sure information is accurate and current. **(T-3)**

3.3.2. Upon receiving notification of an employee death from the family (i.e., PNOK notification by DAF not required):

3.3.2.1. Immediately reports the death to the AFPC/BEST and provides the deceased employee's name, social security, date and cause of death and PNOK contact information (name, phone number and address). **(T-1)**

3.3.2.2. If not reported to the CPS by the supervisor, ensures the supervisor is informed. **(T-1)**

3.3.2.3. Informs or ensures local offices/officials are informed of the death IAW established installation procedures for civilian deaths. **(T-3)**

3.3.3. When the death occurs at the duty location, and emergency contact/PNOK is not aware of/requires notification of the death, the CPS will ensure that the decedent's emergency contact/PNOK has been informed of the death prior to reporting the death to AFPC/BEST IAW **paragraph 3.3.2.1** of this instruction. **(T-1)**

3.3.4. When the death of a DAF civilian employee occurs while the employee is performing duties at a location other than their permanent duty location, such as when assigned temporary duty for training, the CPS at the location of the death, or location closest to where the death occurred will:

3.3.4.1. Ensure permanent duty location CPS/human resources office is notified. **(T-1)**

3.3.4.2. Ensure CAR and mortuary affairs at the death location installation are notified. **(T-1)**

3.3.4.3. Ensure emergency contact/PNOK notification procedures have been initiated. **(T-1)**

3.3.4.4. Assist CAR, mortuary affairs and permanent CPS, as needed, to ensure that the decedent's remains and personal effects are returned to the appropriate location. **(T-3)**

3.3.5. When the death of a DAF civilian employee occurs while the employee is performing duties at a location other than their permanent duty location, such as when assigned temporary duty for training, the CPS at the decedent's permanent duty location will:

3.3.5.1. Coordinate with the reporting CPS, supervisor, notification team, survivor, CAR, and mortuary affairs, as needed to provide for the safe, efficient, and compassionate return of the decedent's remains and effects. **(T-1)**

3.3.5.2. Ensure emergency contact/PNOK has been informed of the death prior to reporting the death to AFPC/BEST IAW **paragraph 3.3.2.1** of this instruction. **(T-1)**

3.3.6. Notify the AFPC/ICO if it appears employee's death could be the result of a work-related injury or illness/disease. **(T-1)**

3.3.7. Ensure that all civilian employee deaths are reported to the installation CAR as soon as emergency contact/PNOK has been notified so the death is included in the daily casualty report. **(T-3)**

3.3.8. Ensure that, when deceased employee is covered by a recognized bargaining unit, an official of the local union is notified in writing, so that union official may express condolences and provide any insurance or other union benefit that may be due to survivors. **(T-1)**

3.3.9. If the death occurs in a foreign OCONUS location, the CPS will follow appropriate host nation protocol regarding reporting the death. **(T-1)**

3.4. Benefits and Entitlements Service Team:

3.4.1. Upon notification of the civilian death in service, will initiate and process the Standard Form 50, *Notification of Personnel Action*, IAW the Office of Personnel Management, *Guide to Processing Personnel Actions*. **(T-1)**

3.4.2. Within 24 hours or on the next business day after receiving the report of death, will contact the PNOK/survivor, as identified in the report of death, to offer condolences and provide information regarding filing for potential death benefits. **(T-1)** The initial contact may be made at a later date if the PNOK/survivor has requested a specific date to be contacted. Death benefit information provided includes:

3.4.2.1. Unpaid compensation.

3.4.2.2. Survivor annuity or lump sum benefits under the Civil Service Retirement System or the Federal Employees' Retirement System.

3.4.2.3. Thrift Savings Plan.

3.4.2.4. Federal Employees' Group Life Insurance Program.

3.4.2.5. Eligibility for continuing health benefits coverage under the Federal Employee Health Benefits Program.

3.4.2.6. Any special benefits or gratuities based on the circumstances of the death, such as death of a firefighter or if the death occurred because of terrorist or military action.

3.4.3. If death was the result of a work-related injury or illness, will provide information regarding possible eligibility for benefits, including a survivor annuity under FECA. **(T-1)**

3.4.4. Advises PNOK/survivor that a minimum of six certified copies of the death certificate reflecting the cause and manner of death will be needed for the death benefit applications. **(T-1)**

3.4.5. Reviews the deceased employee's personnel record and:

3.4.5.1. Provides claim forms to survivors/designated beneficiaries and assists with form completion. **(T-1)**

3.4.5.2. May confirm to an inquiring individual that they are named as a beneficiary but will refrain from providing any individual with information regarding other named beneficiaries that the deceased employee may have designated. An exception may be made in the case of a surviving spouse who requests information regarding the designation of minor children who are dependents of the couple.

3.5. Air Force Personnel Center Injury Compensation Office:

3.5.1. Assists the supervisor and/or survivor in filing the claim for a work related death. **(T-1)**

3.5.2. Advises the survivor about any entitlements under FECA, to include widow/widower/child(ren) benefits, funeral expense payment and eligibility for death gratuity payment. **(T-1)**

3.5.3. Because the agency owns the cost of benefit payments made while the claim is on the periodic rolls, the AFPC/ICO will manage the claim to ensure proper payment and termination of payment once the compensation is no longer entitled to receive payment, due to death or remarriage. **(T-1)**

Chapter 4

EMERGENCY CONTACT INFORMATION

4.1. Policy.

4.1.1. Instructions for the use and preparation of the DD Form 93, *Record of Emergency Data* is provided in Enclosure 7 of DoDI 1300.18 *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*. The form is located on the DoD Issuances website: <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0093.pdf>.

4.1.1.1. For civilian personnel, the purpose of the DD Form 93 is to expedite the notification process in the event of an emergency and/or the individual's death.

4.1.1.2. Emergency contact information requested on the form includes:

4.1.1.2.1. The individual's marital status, spouse's name, address, and phone number (if married).

4.1.1.2.2. The name, relationship, date of birth, address, and phone number of the individual's children.

4.1.1.2.3. The name, address, and phone number of the individual's parents.

4.1.1.2.4. Space for an alternate notification to be listed, as well as a remarks block for specific information such as language barriers, etc.

4.1.1.2.5. Relationship information is requested in order to determine PNOK for certain casualty notification and assistance and mortuary entitlement purposes.

4.1.1.3. Portions of the form pertaining to beneficiary designation (parts 11-13) are applicable only to military service members, not civilian employees, as reflected by "military only" on the form.

4.1.1.4. Completion of the DD Form 93 has no bearing on the beneficiary designated on other official beneficiary forms for civilian death benefits.

4.1.1.5. DoDI 1300.18 allows for the use of an electronic version of the DD Form 93 and for electronic signature.

4.1.1.5.1. Electronic versions will, at a minimum, contain the information required on the paper version.

4.1.1.5.2. Until such time that the MyBiz emergency contact data fields are updated to reflect the information required on the paper version of the DD Form 93, MyBiz is not considered an electronic version of the form.

4.1.1.6. IAW DoDI 1300.18, section E7.5.2. Military Services will ensure that each civilian employee verifies the accuracy of the data on the DD Form 93, at a minimum, on the following occasions (**T-0**):

4.1.1.6.1. During initial employment review.

4.1.1.6.2. Upon reporting to a new duty station.

4.1.1.6.3. When ordered to periods of temporary duty in excess of 30 days.

- 4.1.1.6.4. Prior to all deployments, regardless of length.
- 4.1.1.6.5. Prior to departure on permanent change of station orders.
- 4.1.1.6.6. Annually.

4.2. Disposition of the DD Form 93.

- 4.2.1. The completed DD Form 93 will be retained by the civilian employee's immediate supervisor in the supervisor's employee work folder. **(T-1)**
 - 4.2.1.1. For privacy purposes, an employee may provide the form to the supervisor in a sealed envelope, to be opened in the event of an emergency.
 - 4.2.1.2. The supervisor will verify with the employee that the emergency contact information is up to date as provided in **paragraph 4.1.1.6** of this instruction. **(T-1)**
 - 4.2.1.3. The information on the DD Form 93 is solely for the purpose of providing notification in the event of an emergency.
 - 4.2.1.4. The supervisor will provide the information contained on the DD Form 93 to DAF officials as required in order to perform casualty notification and assistance duties. **(T-1)**
 - 4.2.1.5. Guidance regarding the creation, use and disposition of the supervisor's employee work folder is provided in section 8.3. of AFI 36-129, *Civilian Personnel Management and Administration*.

Chapter 5

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5.1. Determining Authority to Make Decisions.

5.1.1. The emergency contact listed on the DD Form 93 may or may not be the individual who is legally authorized to make decisions about the deceased employee's remains, property and personal effects.

5.1.2. The section of the DD Form 93 used to designate the person authorized to direct disposition (PADD) of remains is not applicable to civilians.

5.1.3. PNOK is determined according to state kinship law. Generally, the person most closely related to the deceased individual is considered the PNOK.

5.1.4. For the purpose of a civilian employee death, the PNOK is also considered the PADD and the person eligible to receive effects (PERE) unless the employee has officially assigned one of those roles to someone other than the PNOK.

5.1.5. If there is no DD Form 93 on file to identify the emergency contact and/or listing the PNOK, the CPS will review the personnel records in an attempt to identify PNOK from beneficiary forms and/or health insurance enrollment forms. **(T-1)**

5.1.5.1. A designation of beneficiary form is specific to that particular benefit and individual.

5.1.5.2. An individual listed on a beneficiary form does not necessarily equate to that individual being the PNOK for any required legal decisions.

5.1.5.3. Verification of current and actual relation to the employee should be done before granting decision making authority to an individual.

5.1.6. When the authority of an individual to make legal decisions is in question, the local legal office should be consulted.

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary of the Air
Force
(Manpower and Reserve Affairs)

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

Title 5 United States Code, Chapter 81, *Compensation for Work Injuries*
DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019
DoDI 1300.18 *Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures*, 8 January 2008
DoDI 1300.29, *Mortuary Affairs Program*, 28 June 2021
The Office of Personnel Management, *Guide to Processing Personnel Actions*
AFPD 36-1, *Appropriated Funds Civilian Management and Administration*, 18 March 2019
DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022
DAFI 36-3002, *Casualty Services*, 4 February 2021
DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
AFI 36-129, *Civilian Personnel Management and Administration*, 17 May 2019
AFMAN 34-302, *Nonappropriated Funds (NAF) Personnel Benefits Programs*, 11 June 2019

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*
SF 50, *Notification of Personnel Action*
DD Form 93, *Record of Emergency Data*

Abbreviations and Acronyms

AFI—Air Force Instruction
APF—Appropriated Fund
CAR—Casualty Assistance Representative
CFR—Code of Federal Regulations
CPS—Civilian Personnel Section
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual

DoD—Department of Defense

DoDI—Department of Defense Instruction

FECA—Federal Employees' Compensation Act

FLDCOM—Field Command

IAW—In Accordance With

MAJCOM—Major Command

OCONUS—Outside of the Continental United States

OPR—Office of Primary Responsibility

PADD—Person Authorized to Direct Disposition

PERE—Person Eligible to Receive Effects

PNOK—Primary Next of Kin

USSF—United States Space Force

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/A1C—Civilian Force Management Directorate

AF/A1S—Air Force Services Directorate

AF/RE—Chief of the Air Force Reserve

AFMAO/CC—Commander Air Force Mortuary Affairs Operations

AFPC/BEST—Air Force Personnel Center/Benefits and Entitlements Services Team

AFPC/DPFC—Air Force Personnel Center/Casualty Matters Division

AFPC/DPFCS—Air Force Personnel Center/Casualty Services Branch

AFPC/ICO—Air Force Personnel Center/Injury Compensation Office

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S1C—Space Force Chief of Civilian Personnel

Terms

Beneficiary—A person who is entitled to receive certain benefits either by law or by written designation of the employee.

Casualty—An employee who is lost to the organization by virtue of having been declared dead, missing, ill, or injured (per DAFI 36-3002, *Casualty Services*).

Casualty Assistance Representative—A designated person at an Air Force installation responsible for reporting deaths and assisting next of kin/survivors.

Civilian Employee—For purposes of this instruction, a civilian employee is a person who is employed by the Department of the Air Force and paid from appropriated funds.

Compensationner—a person receiving FECA benefits due to a work-related injury or death.

Deceased—A casualty status applicable to an employee who is either known to have died, determined to have died based on conclusive evidence, or declared dead based on a presumptive finding of death. The recovery of remains is not a prerequisite to declaring a person deceased.

Emergency Contact—The person listed by the employee on the DD Form 93, or approved electronic equivalent, as the person to contact in the event of an emergency.

MyBiz—A sub-program of Defense Civilian Personnel Data System which allows an employee to list emergency contact information but is not equivalent to the DD Form 93.

Non—Foreign OCONUS—The States of Alaska, Hawaii, the Commonwealth of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

Outside of the Continental United States/OCONUS—Outside of the 48 contiguous States and the District of Columbia. This is inclusive of the areas defined as Non-Foreign, OCONUS locations.

Personal Effects—The personal belongings of the employee as defined in DAFI 34-160.

Primary Next of Kin—The family member most closely related to the deceased according to state kinship law/order of precedence.

Survivor(s)—Family members of the deceased. Could also include an individual with a close personal relationship who is not legally related to the deceased but may have claim to a certain benefit or entitlement.

Survivor Annuity—A monthly benefit payable to an eligible surviving spouse or dependent child(ren) of the deceased.