

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-3002**



**BARKSDALE AIR FORCE BASE
SUPPLEMENT
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Personnel**

CASUALTY SERVICES

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This supplement implements and extends the guidance of DAFI 36-3002, *Casualty Services*, to establish procedures for the effective execution of the Air Force Casualty Services Program at Barksdale Air Force Base and affects all assigned units, including tenant units. It applies to all active-duty and retired Air Force personnel, Department of Defense (DoD) civilian employees, other service personnel, US Air Force Reserve Personnel, Air National Guard personnel, and their dependents who become casualties. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional chain of command, route DAF Form 847 through the wing publishing office. Waivers are not authorized for this supplement. Supplements to this supplement are not authorized. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code

(U.S.C.) 2771, 37 U.S.C. 555 and 556. System of Records Notice F036 Air Force Personnel Center (AFPC) Records, *Casualty Files*, applies. Ensure that all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information*

Governance Program, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This supplement updates organizations, office symbols and renames numerous paragraphs titles and adds responsibilities for the 2nd Bomb Wing and its units. This publication establishes the requirements in the event of a single or mass casualty to Barksdale AFB and the surrounding community. It adds unit responsibility to those units that are not addressed in the DAFI 36-3002, *Casualty Services*.

1.3.8. Unit Commander and ARC Equivalent Responsibilities. Will:

1.3.8.6. (Added) Includes Unit Commander/Director and Geographically Separated Unit (GSU) Commanders.

1.3.8.7. (Added) Must ensure the 2nd Bomb Wing Command Post (2 BW/CP) is notified of all casualties including Very Seriously Ill or Injured (VSI) and Seriously Ill or Injured (SI) occurring within their unit.

1.3.8.8. (Added) Will ensure no unauthorized notification to the next of kin (NOK) is made by unit members and co-workers and provide all available information to the Casualty Assistance Representative (CAR). Under no circumstances will unit commanders make casualty notifications without prior guidance and instruction from the HQ AFPC Casualty Services Branch via the Casualty Assistance Office. Commanders and unit leadership should brief their personnel on the proper channels of notification in the event they become aware of an active-duty casualty/fatality. If available, the Commander will perform casualty notification for members assigned to their unit. If unavailable, the Commander will assign an appropriate O-4 or above to complete the casualty notification.

1.3.8.9. (Added) Some of our casualty notifications will be the result of active-duty deaths of members not assigned to Barksdale AFB units. In order to rapidly and effectively execute these notifications, each unit will maintain an on-call list of eligible Notification Officers. This does not replace the Commander's obligation to conduct his/her own unit's notifications in active-duty deaths. When a notification team requirement is communicated, the CAR will select the most appropriate on-call Officer and proceed to assemble the notification team for dispatch.

1.3.8.10. (Added) Instead of the above on-call list, GSUs will submit AF Form 1075, *Casualty Personnel Roster*, in accordance with DAFI 36-3002, *Casualty Services*, para 3.4.2.1., to indicate all officers performing casualty duties.

1.3.8.11. (Added) Will ensure unit personnel complete their Record of Emergency Data (RED) upon arrival of first duty station and ensure unit personnel verify and resubmit/confirm RED annually or as life event changes occur (e.g. marriages, divorces, births, deaths, address changes, etc.).

1.3.8.12. (Added) Will complete Casualty Notification Officer (CNO) training in accordance with DAFI 36-3002, *Casualty Services*.

1.3.13. Individual Member's Responsibilities.

1.3.13.1. (Added) Effective casualty services require timely reporting. Any individual having knowledge of a casualty will immediately notify the CAR during normal duty hours or the 2 BW/CP after normal duty hours. Provide as much information on the casualty as possible. If you are unable to reach the CAR, contact the Command Post at (318) 456-2151. When available, the following information should be provided: name, grade, and DoD identification number of the casualty; date, time, and location where casualty occurred; circumstances involving incident; source of information (eyewitnesses, family members, friends, etc.); name, location, and a way of contacting the person making the report.

1.3.13.2. (Added) All newly assigned personnel are required annually to update their virtual RED on the virtual Military Personnel Flight website. Personnel are also encouraged to update their virtual RED upon life event changes (e.g. marriages, divorces, births, deaths, address changes, etc.). Those that do not have system access are required to complete a hard copy DD Form 93, *Record of Emergency Data*, and provide it to the Customer Service Section of the Military Personnel Section.

1.3.14. (Added) Installation Command Post (2 BW/CP) Responsibilities.

1.3.14.1. (Added) Maintain a casualty assistance roster as provided by 2nd Force Support Squadron (2 FSS) Military Personnel Flight.

1.3.14.2. (Added) Immediately notify the CAR when an active-duty casualty occurs at Barksdale AFB, including notification of any active-duty member who is declared Deceased, VSI, SI, Not Seriously Ill or Injured (NSI) if hospitalized, Duty Status Whereabouts Unknown (DUSTWUN) or as a missing person. During duty hours call the published/established duty numbers. During non-duty hours, if the standby casualty cell is not reached then use the current Casualty Augmentation Support Team (CAST) letter provided by the CAR.

1.3.14.3. (Added) Refers all calls about retiree deaths to the CAR during normal duty hours.

1.3.14.4. (Added) Upon request, recall casualty notification team members (medical Representative, Chaplain, or other individuals as needed) to report to CAR's office to compromise a casualty notification team.

1.3.14.5. (Added) If available, provide a copy of the manifest pertaining to any aircraft incidents resulting in injury or death within units located/assigned to Barksdale AFB to the CAR.

1.3.15. (Added) Security Forces Responsibilities (2 SFS/CC).

1.3.15.1. (Added) On all calls received pertaining to an active-duty casualty, attempt to obtain at a minimum: name, grade, DoD identification number, place of occurrence, brief account if the circumstances, and the informant's name and phone number. Provide this information to the 2 BW/CP and the CAR.

1.3.15.2. (Added) When necessary, assist the CAR in obtaining information necessary to complete casualty reporting and coordinate with other law enforcement agencies to obtain copies of accident reports, etc. for casualty case files.

1.3.15.3. (Added) When required, provide CAR with documentation (i.e. AF Form 1315, *Accident Report*) as required by the Department of Veterans Affairs in accordance with Table 5.1. Documents Required.

1.3.16. (Added) Medical Treatment Facility Responsibilities (2 MDG).

1.3.16.1. (Added) Immediately notify CAR or the standby casualty representative and 2 BW/CP of a death, SI, or VSI member on duty status in accordance with DAFI 36-3002, *Casualty Services*, Table 2.3.). *NOTE*: All others will be reported during normal duty hours.

1.3.16.2. (Added) In accordance with AFMAN 41-210, *TRICARE Operations and Patient Administration*, Para 4.36.1., provide a Casualty Affairs Liaison Officer (CAL) to assist in coordinating patient and NOK travel, and submit Military Treatment Facility (MTF) casualty reporting form, documents, and/or information to the CAR. MDG CAL will provide the CAR with all necessary information for the initial and progress casualty reports.

1.3.16.3. (Added) Will assign a medical technician as a member of any casualty notification team (DAFI 36-3002, *Casualty Services*, para 3.8) and may be tasked to assign more than one medical representative for notification teams in multiple casualty situations. The “on call” medical technician will carry an “on call” duty phone. The phone number will be supplied to the Casualty Assistance Office and to the 2 BW/CP to facilitate inclusion to a notification team whenever a team is assembled.

1.3.16.4. (Added) Will assign a medical provider as a member of any casualty notification team (DAFI 36-3002, para 3.8) and may be tasked to assign more than one medical representative for notification teams in multiple casualty situations. An on-call medical provider duty roster shall be submitted to the CAR and to the 2 BW/CP to facilitate inclusion to a notification team whenever a team is assembled.

1.3.16.5. (Added) Establish internal procedures to ensure information is obtained from local hospitals when a member on duty status (DoD, DAF, and NAF) has been admitted. If military member on duty status is placed in SI or VSI casualty status, will notify the CAR immediately and will keep the CAR informed of the hospitalized member’s condition.

1.3.16.6. (Added) Ensure MTF Commander and Patient Administration Flight are familiar with the Emergency Family Member Travel (EFMT) Program contained in DAFI 36-3002, *Casualty Services*, para. 2.25.

1.3.16.7. (Added) Brief attending physician or surgeon on the EFMT Program when a member in a casualty status is hospitalized in a civilian hospital. When EFMT request is concurred by the attending physician’s request, the CAL obtains MDG/CC approval.

1.3.16.8. (Added) Make the CAR aware of members who are VSI/SI and do not require EFMT but may qualify for the Traumatic Service Member’s Group Life Insurance.

1.3.16.9. (Added) When necessary, assists the CAR in gathering medical information necessary to complete reporting in accordance with DAFI 36-3002, *Casualty Services*, para 2.24, VSI, SI, and NSI Medical Progress Reports.

1.3.16.10. (Added) During multiple casualty situations assist the CAR in obtaining the rank, name, DoD identification number, unit of the VSI, SI, NSI, DUSTWUN, or deceased member(s) and the rank, name, and organization of the authority that pronounced the member deceased and the approximate date and time of death.

1.3.16.11. (Added) Will initiate an AF Form 348, *Line of Duty Determination*, in accordance with DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*.

1.3.17. (Added) Installation Chaplain Responsibilities (2 BW/HC).

1.3.17.1. (Added) Provide duty roster to 2 BW/CP and the CAR of on-call Chaplain's support to assist in casualty notification. The Duty Chaplain will accompany the notification team and provide assistance to the NOK if necessary. The Duty Chaplain will not act in the capacity as the casualty notification officer.

1.3.18. (Added) Mortuary Officer Responsibilities (2 FSS/FSO).

1.3.18.1. (Added) Comply with requirements of DAFI 34-160, *Mortuary Affairs Program*, and Barksdale AFB Mortuary Plan.

1.3.18.2. (Added) Coordinate with CAR upon contact and schedule in-person brief to the Person Authorized to Direct Disposition (PADD).

1.3.19. (Added) Civilian Personnel Flight (CPF) Responsibilities (2 FSS/FSCA).

1.3.19.1. (Added) If a DoD Civilian employee death occurs while on duty, the CPF will locate/contact the employee's supervisor so NOK or emergency contact information can be obtained. The unit commander and immediate supervisor will notify the NOK in person if in the local area.

1.3.19.2. (Added) In the event of a civilian employee's death the Benefits and Entitlements Service Team will counsel the employee's beneficiaries on benefits and advise/assist with claim forms.

1.3.19.3. (Added) The CPF will provide the CAR with all information necessary for civilian casualty reporting.

1.3.20. (Added) Military and Family Readiness Center (M&FRC) Responsibilities (2 FSS/FSH).

1.3.20.1. (Added) The M&FRC will provide the 2 BW/CP and the CAR with a listing of flight representatives in case of an active-duty death when the NOK needs immediate family assistance (e.g. Air Force Aid Society or Air Force Families Forever Program).

1.3.21. (Added) Logistics Readiness Officer Responsibilities (2 LRS/CC).

1.3.21.1. (Added) Will provide a government vehicle in excellent working condition upon request from the CAR for use by the casualty notification team and the CAR.

1.3.21.2. (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.

1.3.22. (Added) Public Affairs Responsibilities (2 BW/PA).

1.3.22.1. (Added) Upon confirmation and verification from the CAR of official notification to the NOK, complies with DAFI 36-3002, *Casualty Services*, para 1.4.

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

1.3.22.3. (Added) For media event situations, the Public Affairs Officer will assist families on how to manage the civilian media and will offer assistance with any public statements answering questions from the media.

1.3.23. (Added) Emergency Management Responsibilities (2 CES/CEX).

1.3.23.1. (Added) Procedures outlined in the current 2 BW Installation Emergency Management Plan 10-2 will apply.

1.3.23.2. (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.

1.3.24. (Added) Military Pay Services Responsibilities (2 CPTS).

1.3.24.1. (Added) 2 CPTS will assist with verifying contributions to Servicemember Group Life Insurance (SGLI), Family Servicemember Group Life Insurance (FSGLI), Montgomery GI Bill (MGIB), and other parts of pay record for active-duty members.

1.3.24.2. (Added) 2 CPTS/CC will assist/provide Summary Courts Officer (SCO) with applicable financial information to complete the Instructions and Casualty Information Checklist.

1.3.25. (Added) Office of Special Investigations Responsibilities (AFOSI DET 812).

1.3.25.1. (Added) Assists the CAR and MDG in acquiring information from civilian police reports, autopsy, toxicology, coroner or medical examination reports or copies of court verdicts as needed in accordance with DAFI 36-3002, *Casualty Services*, Table 5.2, when Office of Special Investigations (OSI) directives and state release of information authorizes. The information from these documents, as required, are provided to the CAR and MDG, trusted agents through OSI's report of investigation.

1.3.26. (Added) Additional Supplement Responsibilities:

1.3.26.1. (Added) Prompt and effective reporting of casualties will be as listed in DAFI 36-3002, *Casualty Services*, Table 1.1.

1.3.26.2. (Added) The Military Personnel Flight will provide the CAST roster of on-call members, to include phone numbers, to the 2 BW/CP in the event of an active-duty death.

1.3.26.3. (Added) The Line of Duty Program Manager will track Line of Duty Determinations and keep Commanders and the CAR informed accordingly.

MICHAEL D. MAGINNESS, Colonel, USAF
Commander, 2d Bomb Wing

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

DAFI 36-3002, *Casualty Services*, 4 February 2021

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 12 November 2024

AFMAN 41-210, *TRICARE Operations and Patient Administration*, 30 January 2025

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

2BW Installation Emergency Management Plan 10-2

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1075, *Casualty Personnel Roster*

DD Form 93, *Record of Emergency Data*

AF Form 1315, *Accident Report*

Abbreviations and Acronyms

AFPC- Air Force Personnel Center

CAL- Casualty Affairs Liaison

CAR- Casualty Assistance Representative

CAST- Casualty Augmentation Support Team

CPF- Civilian Personnel Flight

CNO- Casualty Notification Officer

DAF- Department of the Air Force

DAFI- Department of the Air Force Instruction

DoD- Department of Defense

DUSTWUN- Duty Status Whereabouts Unknown

EFMT- Emergency Family Member Travel

FSGLI- Family Servicemember Group Life Insurance

GSU- Geographically Separated Unit

HQ- Headquarter

M&FRC- Military & Family Readiness Center

MGIB- Montgomery GI Bill

MTF- Military Treatment Facility

NAF- Non-appropriated Fund

NOK- Next of Kin

NSI- Not Seriously Ill or Injured

OSI- Office of Special Investigations

RDS- Records Disposition Schedule

RED- Record of Emergency Data

SCO- Summary Courts Officer

SGLI- Servicemember Group Life Insurance

SI- Seriously Ill or Injured

VSI- Very Seriously Ill or Injured

Office Symbols

2 BW – 2nd Bomb Wing

2 MDG – 2nd Medical Group

2 BW/CP – Command Post

2 BW/HC – Wing Chaplain

2 BW/PA – Public Affairs

2 CES/CEX – Emergency Management Flight

2 CPTS – 2nd Comptroller Squadron

2 FSS – 2nd Force Support Squadron

2 FSS/FSO – Mortuary Affairs

2 FSS/FSCA – Civilian Personnel Flight

2 FSS/FSH – Military & Family Readiness Flight

2 SFS – 2nd Security Force Squadron

2 LRS – 2nd Logistic Readiness Squadron

AFOSI DET 812 – Office of Special Investigations