

**BY ORDER OF THE
INSTALLATION COMMANDER (AMC)**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION**



36-3002

**JOINT BASE CHARLESTON
Supplement
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Personnel

CASUALTY SERVICES

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This publication supplements Department of the Air Force Instruction (DAFI) 36-3002, Casualty Services. It provides guidance and procedures which are necessary to support the Casualty Services program on Joint Base (JB) Charleston. It applies to the 628th Air Base Wing (ABW), 437th Airlift Wing (AW), and the 315 AW. This publication does not apply to the Air National Guard. 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 (IAW) the Air Force Records Disposition Schedule (RDS), which is located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This Instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force; 44 U.S.C. 3101, Records Management by Federal Agencies; Department of Defense Directive (DoDD) 1300.22, Mortuary Affairs Policy; DoDD 5110.10 Defense POW/MIA Accounting Agency; DoDI 1300.15, Military Funeral Support; Office of the Assistant Secretary of Defense Memorandum, Subject: Defense Casualty Information Processing System, dated Oct 22, 1999; E.O. 9397 (SSN), as amended; and System of Records Notice (SORN) A0600-8-1c AHRC DoD, Defense Casualty

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1.3.8.6. **(Added)** Notify 628th Air Base Wing Command Post (628 ABW/CP) at 843-963-8400 of all active duty casualties assigned to their unit.

1.3.8.7. **(Added)** Assume notification officer duties for unit personnel when Next of Kin (NOK) reside in the local area. All notifications to the NOK will be made by an O-4 or above that is equal to or greater than the unit member’s rank.

1.3.8.7.1. **(Added)** To the best of their ability, will ensure no unauthorized notifications are made to the NOK by unit members and co-workers.

1.3.8.8. **(Added)** Notifies the Casualty Assistance Representative (CAR) of derogatory information related to or posthumous promotion of active duty casualties.

1.3.10.3.1. **(Added)** Emails completed AF Form 1075, Casualty Personnel Roster, to 628 ABW/CP.

1.12. **(Added)** Installation Command Post (628 ABW/CP).

1.12.1. **(Added)** Will notify 628th Force Support Squadron Casualty Assistance (628 FSS/FSG) of Air Force casualties including, but not limited to, members who are declared deceased, Seriously Ill/Injured (SI), Very Seriously Ill/Injured (VSI), Duty Status Whereabouts Unknown (DUSTWUN), or missing.

1.12.2. **(Added)** Will contact Casualty Assistance using the numbers provided per **Paragraph 1.3.10.3.1.**

1.12.3. **(Added)** Will refer all calls concerning military retiree deaths to Casualty Assistance at 843-963-6334.

1.12.4. **(Added)** Upon request from a Casualty Assistance Representative (CAR), recalls the duty chaplain to be a member of the casualty notification team.

1.12.5. **(Added)** Upon request, provides a copy of the passenger manifest and aircrew orders pertaining to any aircraft incident applicable to JB Charleston.

1.13. **(Added)** Security Forces Squadron (628 SFS).

1.13.1. **(Added)** On calls received pertaining to an active duty casualty, obtain as much information as possible relating to the member to include name, grade, Social Security Number (SSN) or identification (ID) card number, place of occurrence, brief account of the circumstances,

and the informant's name and contact information. Provide this information to 628 ABW/CP as soon as possible.

1.13.2. **(Added)** When necessary, will coordinate with other law enforcement agencies to obtain copies of accident reports and other information required for casualty reporting and case management.

1.14. **(Added)** Medical Group (628 MDG).

1.14.1. **(Added)** Will notify Casualty Assistance when an AF Servicemember admitted to a local hospital is considered to be VSI or SI. Assists in gathering medical information necessary to complete casualty reports IAW DAFI 36-3002.

1.14.1.1. **(Added)** During duty hours, contact Casualty Assistance at 843-963-6334. During non-duty hours, contact 628 ABW/CP at 843-963-8400.

1.14.2. **(Added)** Notifies Casualty Assistance of all traumatic events that could lead to an Air Force member filing a Traumatic Servicemembers' Group Life Insurance (TSGLI) claim.

1.15. **(Added)** Installation Chaplains (628 ABW/HC).

1.15.1. **(Added)** 628 ABW/HC will ensure 628 ABW/CP has an up to date duty chaplain roster, so 628 ABW/CP can contact a duty chaplain when a casualty notification team needs to be assembled per [paragraph 1.22](#) of this supplement.

1.16. **(Added)** Mortuary Affairs (628 FSS/FSOX).

1.16.1. **(Added)** Provides Casualty Assistance with 24-hour point of contact information for Mortuary Affairs.

1.16.2. **(Added)** Assist the CAR in obtaining death certificates, autopsy reports, and toxicology reports.

1.17. **(Added)** Civilian Personnel Office (628 FSS/FSC).

1.17.1. **(Added)** Provides Casualty Assistance all information necessary to complete casualty reporting on deceased civilian employees.

1.18. **(Added)** Logistics Readiness Squadron (628 LRS).

1.18.1. **(Added)** Provides a sedan, minivan or suitable substitute in excellent working condition upon request from the CAR for use by casualty notification team and/or the CAR.

1.18.2. **(Added)** Ensures vehicle(s) to be used by the casualty notification team(s) are fueled, cleaned, and pre-inspected to expedite the team's departure.

1.18.3. **(Added)** Confirms personnel providing casualty services (casualty notification, casualty assistance, etc.) are not required to clean vehicle(s) after completing their assigned tasks.

1.19. **(Added)** Public Affairs (628 ABW/PA).

1.19.1. **(Added)** 628 ABW/PA is the sole agency authorized to release information and answer inquiries from the public, news media, or other government agencies concerning casualties.

1.19.2. **(Added)** If requested, a Public Affairs representative will be made available to NOK if they have any media related questions or concerns.

1.20. **(Added)** Disaster Preparedness Office (628 CES/CEX).

1.20.1. **(Added)** The 628th Civil Engineer Squadron Emergency Management Office (628 CES/CEX) will ensure casualty identification and reporting procedures are added to the applicable response sections of IEMP 10-2.

1.21. **(Added)** 315th Force Support Squadron Casualty Office (315 FSS).

1.21.1. **(Added)** Ensures the 628 ABW/CP or 628 ABW CAR are notified of all 315 AW personnel who are considered a casualty as defined by DAFI 36-3002, Table 1.1, Rule 1.

1.21.2. **(Added)** Upon request, the 315 FSS CAR will provide information to the 628 ABW CAR required for casualty reporting and case management of 315 AW casualties.

1.22. **(Added)** Casualty Notification Team.

1.22.1. **(Added)** Casualty notification team members.

1.22.1.1. **(Added)** The 437 AW and 628 ABW will appoint three field grade officers each, total of six, to perform casualty notification officer duties in the JB Charleston area per DAFI 36-3002.

1.22.1.2. **(Added)** The minimum period of appointment for casualty notification officers is three months. Appointee name, rank, duty phone, and 24-hour contact number must be forwarded to the casualty office prior to the start of the on-call period.

1.22.1.3. **(Added)** Casualty Assistance will use the 628th Medical Group (628 MDG) on-call cell phone number 843-276-4037 to recall medical staff capable of rendering medical assistance to be part of the casualty notification team in the JB Charleston area.

1.22.1.3.1. **(Added)** The 628 MDG Commander (628 MDG/CC), or designated representative, will notify Casualty Assistance of any changes to the on-call cell phone number.

MARC E. GREENE, Colonel, USAF
Installation Commander

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

AFI 33-322, Records Management and Information Governance Program, 23 March 2020

DAFI 36-3002, Casualty Services, 4 February 2021

DAFI 33-360_DAFGM2021-01, Publications and Forms Management, 21 July 2021

Prescribed Forms

None

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

315 FSS—315th Force Support Squadron

628 ABW/CP—628th Air Base Wing Command Post

628 ABW/ED—628th Air Base Wing Executive Director

628 ABW/HC—628th Air Base Wing Chapel

628 ABW/PA—628th Air Base Wing Public Affairs

628 CES—628th Civil Engineer Squadron

628 FSS—628th Force Support Squadron

628 LRS—628th Logistics Readiness Squadron

628 MDG—628th Medical Group

628 MDG/CC—628th Medical Group Commander

628 SFS—628th Security Forces Squadron

ABW—Air Base Wing

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

CAR—Casualty Assistance Representative

CAST—Casualty Assistance Support Team

DAFI—Department of the Air Force Instruction

DCIPS—Defense Casualty Information Processing System

DoDD—Department of Defense Directive

DUSTWUN—Duty Status Whereabouts Unknown

IAW—In Accordance With

ID—Identification

IEMP—Installation Emergency Management Plan

JB—Joint Base

NOK—Next of Kin

NSI—Not Seriously Ill/Injured

RDS—Records Distribution Schedule

SI—Seriously Ill/Injured

SORN—System of Records Notice

SSN—Social Security Number

TSGLI—Traumatic Servicemembers' Group Life Insurance

VSI—Very Seriously Ill/Injured

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