

**BY ORDER OF THE COMMANDER
627TH AIR BASE GROUP**

**627TH AIR BASE GROUP
Supplement**

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Personnel

CASUALTY SERVICES



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-3002, 22 February 2010, is supplemented as follows: This supplement establishes certain procedures and requirements that govern the McChord Field Casualty Program. It applies to all units assigned, attached, and tenant units at McChord Field Washington. It consolidates the individual squadron commander's responsibilities concerning casualty reporting and notification. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Sections 1475 through 1489, 2771, and 8013; Title 37, U.S.C., Sections 551 through 559. The applicable System of Records Notice (SORN) F036 AFPC Z, Casualty Files, is available at: <http://dpclo.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/5867/f036-afpc-z.aspx>. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) maintained in AFRIMS located at: <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This supplement has been updated to reflect new guidance in AFI 36-3002.

1.7.2.1. **(Added)** Responsibilities of the 62d Airlift Wing Command Post:

1.7.2.1.1. **(Added)** Immediately contact the Casualty Assistance Representative (CAR) during duty hours or CAR/Alternate CAR during non-duty hours when advised of information on any reported casualty of an active duty Air Force member. During the initial report of casualty,

provide the CAR the following information: Name, Grade, unit and SSAN of casualty. Also provide date/time of incident and location of occurrence, i.e. 5 miles south of McChord Field on Interstate 5.

1.7.2.1.2. **(Added)** Identify organization and telephone number of individual reporting casualty. For active duty deaths, provide the name, rank, and position of the person who pronounced the member dead and the date, time, and place.

1.7.2.1.3. **(Added)** Notify the 62 AW/CC and 627 ABG/CC of active duty Air Force deaths.

1.7.2.1.4. **(Added)** Assists in contacting the CAR, as necessary, when receiving calls from sources such as HQ AFPC/DPFCS, AF Casualty Operations Center, requesting to speak to the CAR or on-call person for that day.

1.7.2.1.5. **(Added)** During duty or non-duty hours, any agency/individual having first-hand knowledge of an Air Force casualty will immediately notify the CP that an active duty casualty has occurred.

1.7.2.1.6. **(Added)** During non-duty hours, when notified of an AF retiree death, ask the person who notifies the CP to contact the Casualty Assistance Office the next duty day.

1.7.2.2. **(Added)** Responsibilities of the Unit Commander:

1.7.2.2.1. **(Added)** Assume notification duties for personnel when NOK reside in the local area as defined in AFI 36-3002. If commander is notified of a casualty by someone other than the Casualty Assistance Office, he or she immediately contacts the CP who immediately notifies the Casualty Assistance Office (during duty hours) or the on-call CAR (after duty hours) for guidance prior to any casualty notifications being performed.

1.7.2.2.2. **(Added)** Inform the CAR if the deceased will be posthumously promoted, advise the CAR of any administrative actions and/or pending or ongoing investigation on file, and if a Special Condolence Letter is appropriate.

1.7.2.2.3. **(Added)** Prepare the circumstance/condolence letter as required and submit to the CAR for review within 5 calendar days after notification. Do not mail circumstance/condolence letters until the CAR has reviewed final letter(s).

1.7.2.2.4. **(Added)** Ensure internal procedures are established to implement notification in the event of a natural disaster or multiple casualty situations when more than one notification officer may be required from the unit. The CAR will contact the appropriate unit commander to obtain the identity of the field grade officer to be used as the casualty notification officer and to provide instructions. If the unit is unable to provide sufficient support, the unit commander will contact the CAR.

1.7.2.2.5. **(Added)** Inform the NOK that the CAR and Mortuary Affairs Officer will contact them within 24 hours regarding benefits and funeral arrangements.

1.7.2.2.6. **(Added)** Ensure the Casualty Assistance Office is notified when a member medevaced from the theater of combat operations returns to home station.

1.7.2.2.7. **(Added)** Ensure all newly accessed and assigned personnel have a current virtual Record of Emergency Data (vRED) or DD Form 93 (Record of Emergency Data) on file.

1.7.2.3. **(Added)** Responsibilities of 627th Security Forces Squadron (SFS): Notify the CP promptly of all known Air Force casualties and provide necessary information to the CAR when requested for the preparation of the casualty report/notification.

1.7.2.4. **(Added)** Responsibilities of 62d Medical Squadron (MDS):

1.7.2.4.1. **(Added)** Patient Administration staff will notify the CAR during normal duty hours or the CP after duty hours, when a reportable casualty has a change in reportable status (death, VSI, SI, NSI).

1.7.2.4.2. **(Added)** Patient Administration staff will ensure a current list of on-call medical personnel is on file with the Casualty Assistance Office, CP, and SFS. The CAR will notify the 62d MDS medical representative on call (on/off duty) when casualty notification to NOK is required. The medical representative will report to the Casualty Assistance Office at the designated time specified by the CAR. The medical personnel on-call must be available to report to the Casualty Assistance Office within 30 minutes of notification during duty hours and within one hour after normal duty hours. During emergency situations involving multiple casualties, more than one casualty notification team may be required.

1.7.2.4.3. **(Added)** Patient Administration staff will assist the Casualty Assistance Office in gathering information needed to complete casualty notifications and reports.

1.7.2.4.4. **(Added)** Patient Administration staff will ensure current, accurate information is obtained and given to the CAR from local hospitals when a member has been admitted for conditions classified as VSI, SI, and report status changes during that admittance.

1.7.2.4.5. **(Added)** Patient Administration staff will provide medical progress report information to CAR within 24 hours of the initial Casualty Report and for SI/VSI every 14 days thereafter until the individual is no longer in a reportable casualty status or has been fully restored to duty.

1.7.2.4.6. **(Added)** Patient Administration staff will accomplish all medical administrative requirements necessary when Emergency Family Member Travel (EFMT) is requested. Medical personnel will not discuss travel entitlements with designated individuals. If EFMT is approved, HQ AFPC/DPFCS will contact the designated individuals and explain their entitlements under the EFMT program. Madigan Army Medical Center (MAMC) is the Emergency Family Member Travel (EFMT) POC for any admissions into MAMC. HQ AFPC/DPFCS has authorized McChord Field to accept the Department of the Army (DA) Form 2984 for EFMT requests signed by the attending physician. The CAR will ensure the DA Form 2984 is attached to the EFMT request prior to approval by 62d MDS/CC.

1.7.2.4.7. **(Added)** Patient Administration staff will ensure a Line of Duty Determination (LOD) (AF IMT 348) is initiated on all active duty deaths.

1.7.2.5. **(Added)** Responsibilities of the 627th Air Base Group Chaplain's Office (HC): Provide a current duty chaplain roster to the CP and Casualty Assistance Office. The CAR will contact the duty chaplain (on/off duty) and advise when and where to report for casualty notification. More than one casualty notification team may be required during emergency situations involving multiple casualties.

1.7.2.6. **(Added)** Responsibilities of the 627th Force Support Squadron Mortuary Officer/NCOIC:

1.7.2.6.1. **(Added)** Arrange for the appointment of a Family Assistance Representative (FAR) and Summary Courts Officer (SCO). Provide the rank, name, unit and contact numbers of the FAR and SCO to the CAR.

1.7.2.6.2. **(Added)** When requested by the CAR, provide the status and disposition of remains.

1.7.2.7. **(Added)** Responsibilities of the Civilian Personnel Office (CPO): Complete and provide the information on the Civilian Death Worksheet (Attachment 3) from the official personnel records of a civilian employee casualty to the CAR immediately during normal duty hours and the CP after duty hours.

1.7.2.8.1. **(Added)** Responsibilities of the Service Members and Family Readiness Center (S&FRC): Provide financial counseling if needed and process requests for Air Force Aid.

1.7.2.9. **(Added)** Responsibilities of the 627th Logistics Readiness Squadron (LRS):

1.7.2.9.1. **(Added)** Provide a vehicle (late model sedan or station wagon) and driver (if requested) for use by the casualty notification team available anytime, including weekends and holidays and for all casualty assistance visits. Transportation support for casualty notification is of the highest priority and will be maintained 24 hours a day. The permissive operating distances are waived in all casualty matters. The driver must remain with the casualty notification team until released.

1.7.2.9.2. **(Added)** Provide multiple vehicle support in the event of a multiple casualty situation and take necessary measures to ensure availability in this type of situation.

1.7.2.11. **(Added)** Responsibilities of the 62d Airlift Wing Public Affairs Office (PA):

1.7.2.11.1. **(Added)** PA is the sole base agency authorized to release information and to answer inquiries from the public, news media or other government agencies concerning casualties after obtaining confirmation from the casualty services office that casualty notification procedures have been completed. Under no circumstances will casualty information on deceased military personnel be released until 24 hours after the NOK have been notified.

1.7.2.11.2. **(Added)** PA will be requested to accompany the notification team whenever there is a high level of media interest. The PA representative will wait in the vehicle until after notification is made and/if the notification officer request PA assistance. The PA representative will act as a liaison between the NOK and the media.

1.7.2.13. **(Added)** Responsibilities of the 446th Force Support Squadron: Refer to Chap 6 of AFI 36-3002.

1.7.2.14. **(Added)** Responsibilities of the Office of Special Investigation: Provide information needed to complete casualty reports as required by the Casualty Assistance Office. Take appropriate action, if notified by the Casualty Assistance Office, if the NOK has received any form of harassment, either by telephone or in threatening letters.

1.7.2.15. **(Added)** The Casualty Assistance Office is the focal point for the casualty notification process. Any problems concerning actions listed below or connected with initial notification will be immediately referred to the CAR for resolution, regardless of the hour.

1.7.2.15.1. **(Added)** Standby Casualty Notification Officers (CNOs) are called if the member is not assigned to a unit serviced by McChord Field and NOK reside in the area. Standby CNOs will also be used during mass casualties if needed. Each Group provides the name of a primary

and alternate during their assigned months. Names are provided to the Casualty Assistance Office no later than the 20th of the month prior to commencing duties to ensure CNOs are trained.

- 627th Air Base Group – January and July
- 62d Operations Group – February through April and August through October
- 62d Maintenance Group – May and November
- 62d AW/Director of Staff – June and Dec

1.7.2.15.2. **(Added)** The CNO is in charge of the casualty notification team. Casualty notification duties take precedence over all other assigned duties, except in emergencies. The officer performs notification according to guidance received from the CAR. Any specific instructions from HQ AFPC/DPFCS will be furnished to the notification officer by the CAR. Immediately after notification is accomplished, the CNO provides acquired information to the CAR who will relay information to HQ AFPC/DPFCS.

1.7.2.15.3. **(Added)** Procedures outlined in the current Comprehensive Emergency Management Plan will apply. 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.

1.7.3.5. **(Added)** Any base agency receiving a telephone call from the NOK of a deceased member (other than initial notification on active duty deaths) refers all calls to the Casualty Assistance Office during duty hours or to the CP after duty hours.

1.7.3.7. **(Added)** The 627th Force Support Squadron Military Personnel Section (MPS) will appoint an alternate Casualty Assistance Representative. The alternate CAR will be in the grade of SSgt or above. The alternate CAR will share on-call duties when the CAR is out of the local area.

ANTHONY J. DAVIT, Colonel
Commander, 627th Air Base Group

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

AFPD 36-30, Military Entitlements, 2 Aug 1993

DOD Instruction 1300.18, Military Personnel Casualty Matters, Policies and Procedures, 8 Jan 2008

AFI 36-3002, Casualty Services, 22 Feb 2010

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

CAR—Casualty Assistance Representative

CAST—Casualty Augmentation Support Team

CEMP—Comprehensive Emergency Management Plan

HC—Base Chapel

CP—Command Post

CPO—Civilian Personnel Office

EFMT—Emergency Family Member Travel

MDS—Medical Squadron

MPS—Military Personnel Section

NOK—Next-of-Kin

NSI—Not Seriously Ill or Injured

S&FRC—Service Members and Family Readiness Center

SFS—Security Forces Squadron

SI—Seriously Ill or Injured

vRED—Virtual Record of Emergency Data

VSI—Very Seriously Ill or Injured

Attachment 2**CASUALTY AUGMENTATION SUPPORT TEAM (CAST) RESPONSIBILITIES**

A2.1. (Added) The purpose of the CAST is to ensure casualties are reported HQ AFPC Casualty Operations Center in the shortest possible time to ensure prompt, accurate and humane notifications to NOK. The CAST is appointed in writing by the Commander, Manpower and Personnel Flight, composed of Airmen assigned to the MPS. The CAST is trained in casualty reporting, notification, and assistance procedures that help the CAR and other casualty personnel.

A2.1.3. **(Added)** The CAR is authorized to recall the CAST to augment as necessary, at which time the members will be excused from all other duties.

A2.1.4. **(Added)** CAST members will participate in quarterly training (conducted/supervised by the CAR) and base level exercises that facilitate familiarization with casualty reporting procedures.

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Attachment 3

CIVILIAN DEATH REPORT INFORMATION

Name of Employee: _____

SSN: _____ Date of Birth: _____

Religious Preference: _____ Marital Status: _____

Next of Kin (Name/Address/Phone Number): _____

Pay Plan and Grade: _____

Unit and MAJCOM: _____

Date of Death and Date Death Reported to CPO: _____

Place of Death (City, State & Country): _____

Cause of Death (If available and releasable): _____

Who Pronounced Member Deceased: _____

Name/Phone Number of CPO POC: _____

Additional Information: _____

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