

**BY ORDER OF THE COMMANDER
RAMSTEIN AB (USAFE)**

AIR FORCE INSTRUCTION

36-3002



**RAMSTEIN AIR BASE
Supplement**

16 MAY 2018

Personnel

CASUALTY SERVICES

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(Major Julie Anne Rudy)

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AFI 363002, *Casualty Services*, 20 June 2017 is supplemented as follows: The purpose of this supplement is to establish procedures for the effective execution of the Air Force Casualty Services Program at Ramstein AB, Germany (USAFE) as it affects units, including hosted and geographically separated units (GSUs). It applies to all AD and retired Air Force personnel, certain Department of Defense (DoD) civilians, other service personnel, and their family members who become casualties. These instructions are provided to ensure all affected personnel support the Casualty Services Program by promptly and effectively reporting casualties according to AFI 36-3002, *Casualty Services*. This regulation does apply to the US Air Force Reserve (USAFR) and Air National Guard (ANG) units and members. This instruction implements and extends Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, and Department of Defense Instruction (DoDI) 1300.18, *Personnel Casualty Matters, Policies, and Procedures*. It describes procedures for the Casualty Services Program for all levels of command and all Air Force organizations. 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.mv.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this supplement to the Office of Primary Responsibility (OPR) using the AF Form 847,

Recommendation for Change of Publication; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers.

SUMMARY OF CHANGES

This revision updates the previous base operating instruction dated 31 March 2009 to correspond with current guidance.

1.10.1. **(RAMSTEIN)** The 786 Force Support Squadron (FSS) is responsible for administering the Casualty Services Program on Ramstein Air Base. All functions of the Casualty Services Program are managed and controlled by the Casualty Assistance Representative (CAR). The 786 FSS/CC will ensure a Casualty Augmentation Support Team (CAST) is appointed to support and assist the CAR.

1.11.1.1.1. **(RAMSTEIN) Installation Command Post will:**

1.11.1.1.1.1. **(RAMSTEIN)** Immediately notify the CAR, in accordance with appointment letter on file, when an Active Duty (AD) casualty occurs and the member is assigned to Ramstein Air Base. The Air Force Personnel Center Casualty Services Branch (AFPC/DPFCS) may also direct the Ramstein CAR to provide support for AD casualties not assigned to Ramstein Air Base, but whose Next of Kin (NOK) are in the assigned casualty area. Casualty includes AD members who are declared dead, Seriously Ill (SI), Very Seriously Ill (VSI), Duty Status Whereabouts Unknown (DUSTWUN), or missing.

1.11.1.1.1.2. **(RAMSTEIN)** During nonduty hours, if the Casualty stand-by phone cannot be reached, contact the 786 FSS/CD or designated individuals on the casualty stand-by roster.

1.11.1.1.1.3. **(RAMSTEIN)** Refer all calls on Air Force retiree deaths to the CAR.

1.11.1.1.1.4. **(RAMSTEIN)** Refer all calls on DoD civilian deaths to the Civilian Personnel Office and non-appropriated fund (NAF) employee deaths to the NAF office.

1.11.1.1.1.5. **(RAMSTEIN)** Notify the CAR when an aircraft incident occurs, both on and off base, even if no casualties occur.

1.11.1.1.2. **(RAMSTEIN) Unit Commanders and GSU Commanders will:**

1.11.1.1.2.1. **(RAMSTEIN)** Immediately notify the CAR and 86 Airlift Wing Command Post (86 AW/CP) upon knowledge of a casualty situation. Contact the 86 AW/CP for CAR contact information after duty hours. Assist in positive identification of a casualty, when required. Ensure rumor control to the fullest extent possible until all NOK have been notified.

1.11.1.1.2.2. **(RAMSTEIN)** Prepare initial and subsequent circumstance/condolence letters as required by AFI 36-3002, **Paragraph 5.2.** and **Paragraph 5.12.** respectively, for mailing to the NOK listed in the Relative Information blocks of the deceased virtual Record of Emergency Data (vRED). Coordinate the letters through the CAR before release. The letters are required only if the commander did not make the notification in person. **Note:** If death is due to a military aircraft accident, the CAR will coordinate letters through Wing Safety and Legal.

1.11.1.1.2.3. **(RAMSTEIN)** Only after coordination and training with the CAR, perform duties as the Casualty Notification Officer for casualties assigned to the unit whose NOK reside in the area as required per AFI 36-3002, **Paragraph 3.9.3.2.**

1.11.1.1.2.4. **(RAMSTEIN)** Task supervisors with maintaining and providing NOK data and assisting in the casualty notification of General Schedule (GS) and Wage Grade (WG) civilian employees.

1.11.1.1.2.5. **(RAMSTEIN)** On all AD deaths, provide the CAR with answers to the following questions:

1.11.1.1.2.5.1. **(RAMSTEIN)** Will the member be posthumously promoted or awarded a decoration?

1.11.1.1.2.5.2. **(RAMSTEIN)** Did the member have an Unfavorable Information File (UIF) or pending non-judicial punishment?

1.11.1.1.2.5.3. **(RAMSTEIN)** Is an Air Force Chief of Staff condolence letter appropriate?

1.11.1.1.2.6. **(RAMSTEIN)** In the case of VSI or SI, maintain close contact with the AD member's doctor and ensure the family is kept informed on the member's progress.

1.11.1.1.2.7. **(RAMSTEIN)** If a qualified family member dies, ensure the member is advised of the opportunity to apply for a humanitarian reassignment. Discuss humanitarian reassignment with the member at an appropriate time and place.

1.11.1.1.2.8. **(RAMSTEIN)** Immediately upon approval of Emergency Family Member Travel (EFMT) orders, request a family liaison officer (FLO) be appointed for the arriving NOK, and relay the FLO's contact information to the CAR. The appointed FLO, along with the member's unit, is responsible for duties contained in AFI 36-3002, [Paragraph 2.27.4.3.2](#).

1.11.1.1.2.9. **(RAMSTEIN)** For AD deaths, appoint a Summary Courts Officer (SCO) and contact the Mortuary Affairs Office for training.

1.11.1.1.2.10. **(RAMSTEIN)** Ensure the Medical Group has started the line of duty (LOD) determination on any deceased AD Airman. The LOD needs to be completed in a timely manner as some benefits for the member's spouse and/or children depend on it.

1.11.1.1.3. **(RAMSTEIN) 86 Security Forces Squadron (SFS) and 569 USFPS (respectively) will:**

1.11.1.1.3.1. **(RAMSTEIN)** Immediately notify and forward all known information regarding an AD death or injury classified as VSI or SI to the CAR and 86 AW/CP.

1.11.1.1.3.2. **(RAMSTEIN)** Furnish the CAR with copies of documents (AF Form 1315, *Accident Report*, DD Form 1569, *Incident/Complaint Report*, and AF Form 3545, *Incident Report*, and/or civilian reports) as prescribed and required by AFI 36-3002, [Table 5.1., Documents Required](#). German police reports must be translated to English.

1.11.1.1.3.3. **(RAMSTEIN)** Assist the CAR in obtaining information to include casualty name, Social Security Number (SSN), date and place of death, location of remains, and circumstances involved. Additionally, obtain the name, address, and phone number of the person reporting the casualty. In the event of a death, obtain the name and title of the person who pronounced the member dead. This information is necessary to complete casualty reporting to AFPC/DPFCS Casualty Branch.

1.11.1.1.3.4. **(RAMSTEIN)** If directed by the 86 AW/CC, display the flag(s) at half-staff.

1.11.1.1.4. **(RAMSTEIN) 86 Medical Group, located at Ramstein Air Base, Germany, via 86 Medical Squadron, located at Landstuhl Regional Medical Center (LRMC) Germany, will:** 1.11.1.1.4.1 (RAMSTEIN) Notify 86 AW/CP when an AD Airman is declared a casualty.

1.11.1.1.4.2. **(RAMSTEIN)** Notify NOK of death or casualty category ONLY if NOK is physically present at time of death. Provide the CAR with the name and grade of the physician who made the notification.

1.11.1.1.4.3. **(RAMSTEIN)** Coordinate with Unit Commander when a member is declared VSI or SI while in a patient status and make notification to NOK.

1.11.1.1.4.4. **(RAMSTEIN)** Classify casualties in accordance with (IAW) definitions in AFI 36-3002, and immediately initiate AF Form 570, *Notification of Patient's Medical Status*, prescribed by AFI 41-210, *Patient Administration Functions*. This includes military, retired, dependent, civilian and contractors in a death, VSI or SI. Report this information to the CAR. Provide CAR with Patient Administration on-call roster for after duty contact.

1.11.1.1.4.5. **(RAMSTEIN)** Continuously monitor the status of reportable patients VSI or SI in military and civilian hospitals and relay the status of each to the CAR on a daily basis. When the status of a reportable casualty changes, initiate a new AF Form 570 and provide a copy to the CAR.

1.11.1.1.4.6. **(RAMSTEIN)** The treating physician may initiate an EFMT request and will forward the request to the Medical Group Commander for approval. If approved, the CAR is immediately notified and provided with the written concurrence. The CAR will initiate EFMT orders from AFPC/DPFCS and brief the NOK on travel arrangements. The Air Force provides round-trip transportation for not more than three members to the bedside of certain SI and VSI members hospitalized overseas or in the CONUS. This service is provided only if the doctor considers the presence of the members beneficial to a patient's recovery. Request for EFMT orders must be coordinated through the CAR immediately. The CAR will submit the appropriate casualty message to AFPC/DPFCS to confirm the EFMT request.

1.11.1.1.4.7. **(RAMSTEIN)** Provide the CAR with all medical information necessary for completion of higher headquarters casualty messages when requested, such as name of deceased member(s), approximate time of death, as well as the name, title, and organization of the person who pronounced the member's death.

1.11.1.1.4.8. **(RAMSTEIN)** Provide the CAR with a copy of autopsy reports for AD deaths, when requested.

1.11.1.1.4.9. **(RAMSTEIN)** Provide the CAR with a copy of DD Form 2064, *Certificate of Death Overseas*, when requested, and English translation of autopsy reports.

1.11.1.1.4.10. **(RAMSTEIN)** Provide the CAR with a copy of the AF Form 348, *Line of Duty Determination (LOD)*, prescribed by AFI 36-2910, *Line of Duty (Misconduct) Determination*, when requested.

1.11.1.1.4.11. **(RAMSTEIN)** Provide a qualified medical attendant, when requested by CAR, to accompany the notification officer to the residence of the NOK. Attendant should be able to administer basic first aid/CPR, if required, to NOK pending the arrival of host nation ambulance services – Deutsches Rotes Kreuz (DRK). The casualty office will call the 86th Medical Group

Casualty Affairs Liaison (CAL) to coordinate with the Chief the of Medical Staff (SGH) in providing an appropriate medical attendant.

1.11.1.1.5. (RAMSTEIN) Wing Chaplain will:

1.11.1.1.5.1. (RAMSTEIN) Designate a chaplain as a member of the casualty notification team when requested by the CAR. 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 86 AW/CP by the CAR.

1.11.1.1.6. (RAMSTEIN) Mortuary Affairs Office will:

1.11.1.1.6.1. (RAMSTEIN) Administer the Mortuary Affairs Program in accordance with AFI 34-501, *Mortuary Affairs Program*.

1.11.1.1.6.2. (RAMSTEIN) Forward all known information on casualty incidents to the CAR. Inform the CAR of the appointed SCO and Family Assistance Representative (FAR) when briefed on their respective assigned responsibilities and duties. Provide information to the CAR on the shipment of remains and place of burial.

1.11.1.1.6.3. (RAMSTEIN) Contact and brief NOK concerning disposition of remains after official casualty notification to NOK is made.

1.11.1.1.7. (RAMSTEIN) Civilian Personnel Flight (CPF) will:

1.11.1.1.7.1. (RAMSTEIN) Report all DoD civilian and NAF employee deaths to the 86 AW/CP in a timely manner.

1.11.1.1.7.2. (RAMSTEIN) Appoint an individual to provide and complete information from official personnel records on the USAFE Civilian Casualty Report Worksheet for GS or WG civilian employees who are casualties or NOK of a casualty to the CAR. Information will be used to complete the Defense Casualty Information Processing System (DCIPS) Hasty Report.

1.11.1.1.7.3. (RAMSTEIN) Perform casualty reporting, notification, and assistance in accordance with AFI 36-3002 and AFI 36-809, *Survivor Assistance*, for civilian employees of the Air Force or DoD, with coordination of the CAR. The CAR will report deaths to AFPC/DPFCS.

1.11.1.1.7.4. (RAMSTEIN) Provide the 86 AW/CP at Ramstein Air Base a point of contact and stand-by letter for after duty hours.

1.11.1.1.8. (RAMSTEIN) Airman & Family Readiness Center (A&FRC) will:

1.11.1.1.8.1. (RAMSTEIN) Provide information and referral for community support as needed.

1.11.1.1.8.2. (RAMSTEIN) Follow up with NOK (for AD deaths only) through Air Force Families Forever.

1.11.1.1.8.3. (RAMSTEIN) Provide a Veterans Affairs counselor to support NOK, as needed.

1.11.1.1.9. (RAMSTEIN) Vehicle Readiness Squadron Representative will:

1.11.1.1.9.1. (RAMSTEIN) When requested, Vehicle Operations Supervisor will furnish an appropriate vehicle(s) (sedan or station wagon) with driver(s) (if requested) for the purpose of taking a Casualty Notification Officer and/or Casualty Notification Team to the NOK's residence(s).

1.11.1.1.10. (RAMSTEIN) Public Affairs (PA) office will:

1.11.1.1.10.1. (RAMSTEIN) Contact the CAR and deceased or injured member's Unit Commander before releasing media information to ensure casualty notifications to NOK have been made and Unit Commander has coordinated on the news release. This applies only to peacetime casualties.

1.11.1.1.10.2. (RAMSTEIN) Coordinate information on newsworthy events and/or reports IAW AFI 36-3002.

1.11.1.1.10.3. (RAMSTEIN) Act as sole agency authorized to release information and answer inquiries from the public or news media concerning casualties.

1.11.1.1.11. (RAMSTEIN) Emergency Management Office (formerly Disaster Preparedness Office) will:

1.11.1.1.11.1. (RAMSTEIN) Review 786 FSS's Search and Recovery Plan to ensure it meets the overall intent of the Installation Emergency Management Plan.

1.11.1.1.12. (RAMSTEIN) Air Reserve Component (ARC) FSS attached to or on the installation will:

1.11.1.1.12.1. (RAMSTEIN) ARC FSS attached to or on Ramstein Air Base will: N/A.

1.11.1.1.13. (RAMSTEIN) The Staff Judge Advocate (SJA) will:

1.11.1.1.13.1. (RAMSTEIN) Review circumstance/condolence letters on all casualties resulting in death from military aircraft accidents.

1.11.1.1.13.2. (RAMSTEIN) Provide legal assistance to the NOK in the local area.

1.11.1.1.13.3. (RAMSTEIN) Advise the SCO, LOD Investigating Officer, and the CAR on legal matters involving the execution of applicable duties.

1.11.1.1.13.4. (RAMSTEIN) Complete legal review of LOD determination and notify the CAR upon completion.

1.11.1.1.14. (RAMSTEIN) Safety Office will:

1.11.1.1.14.1. (RAMSTEIN) Conduct mishap investigations IAW AFI 91-204, *Safety Investigations and Reports*.

1.11.1.1.14.2. (RAMSTEIN) Coordinate on circumstance/condolence letters to NOK as a result of aircraft accidents.

1.11.1.1.15. (RAMSTEIN) Non-Appropriated Funds Human Resource (NAF HR) Office will:

1.11.1.1.15.1. (RAMSTEIN) Appoint an individual to provide and complete information from official personnel records on the USAFE Civilian Casualty Report Worksheet for NAF civilian employees who are casualties or NOK of a casualty to the CAR. Information will be used to complete the DCIPS Hasty Report.

1.11.1.1.15.2. (RAMSTEIN) Provide CAR and 86 AW/CP with a point of contact and stand-by letter for after duty hours.

1.11.1.1.15.3. **(RAMSTEIN)** Upon request of the commander, assist in notifying the NOK of a civilian NAF death, if the NOK does not already know about the death.

1.11.1.1.15.4. **(RAMSTEIN)** Inform the CAR if the civilian employee was dual status (retired military employed as a civilian).

1.11.1.1.15.5. **(RAMSTEIN)** Appoint an individual to advise and assist the NOK in making claims for benefits.

1.11.1.1.16. **(RAMSTEIN) Financial Services Officer (FSO) will:**

1.11.1.1.16.1. **(RAMSTEIN)** Provide the CAR with financial information on deceased AD Airmen and retired members, when requested.

1.11.1.1.17. **(RAMSTEIN) Office of Special Investigations (OSI) will:**

1.11.1.1.17.1. **(RAMSTEIN)** Report casualties to 86 AW/CP.

1.11.1.1.17.2. **(RAMSTEIN)** Conduct investigations on deaths or injuries that were not clearly caused by natural or accidental means to determine if the cause or circumstances behind the casualties were criminally related.

1.11.1.1.17.3. **(RAMSTEIN)** Provide available, non-sensitive information and documentation to the CAR for accomplishment of reporting requirements when requested.

1.11.1.1.17.4. **(RAMSTEIN)** The CAR does not have access to Military Personnel Data System (MilPDS) Military Personnel Data System or Personnel Records Display Application (PRDA) to retrieve documents on members assigned to AFOSI; therefore OSI will provide the CAR with the appropriate personnel documents.

1.11.1.1.18. **(RAMSTEIN) In an emergency or major incident when an On-Scene Commander has been tasked to conduct a search or investigation, forward information received through established channels, to the CAR to be included in reports IAW AFI 36-3002.** This may or may not involve multiple casualties but includes military, retired, dependent, civilian and contractors in a Deceased, DUSTWUN, Missing, VSI, SI, and NSI status.

1.11.1.1.19. **(RAMSTEIN) Traffic Management Office (TMO) will:**

1.11.1.1.19.1. **(RAMSTEIN)** Ensure issuance of travel documents to NOK when necessary.

1.11.1.1.19.2. **(RAMSTEIN)** Assist the SCO with NOK travel arrangements, shipment of household goods and privately owned vehicles.

1.11.1.1.20. **(RAMSTEIN) Air National Guard and Air Force Reserve units will:**

1.11.1.1.20.1. **(RAMSTEIN)** Report personnel declared casualties while serving on AD or Inactive Duty Training (IDT) to 86 AW/CP.

1.11.1.1.20.2. **(RAMSTEIN)** Report all casualties occurring while personnel are proceeding directly to or from AD or IDT to 86 AW/CP.

1.11.1.1.20.3. **(RAMSTEIN)** Provide administrative support to perform casualty reporting, notification and assistance upon request of the CAR. Provide the CAR with the necessary documentation (e.g., vRED, Servicemembers Group Life Insurance (SGLI), DD Form 4, Air Force Casualty Information, Career Data Brief, Awards & Decorations Ribbon document, and

Security Questionnaire document if no DD Form 4) to prepare casualty message since the CAR does not have access to the personnel records of ANG and USAFR members.

1.11.1.1.20.4. **(RAMSTEIN)** Accomplish necessary casualty reporting, notification and assistance for a casualty not on AD or IDT and not enroute to or from such duty, in accordance with AFI 36-3002. 86 AW/CP has stand-by names and phone numbers necessary for casualty coverage during after duty hours.

1.11.1.2.1. **(RAMSTEIN) Prompt and effective reporting of casualties as listed in Table 1.1.** 1.11.1.2.1.1 **(RAMSTEIN)** The CAR or casualty standby team will notify AFPC/DPFCS, Casualty Services Branch, immediately upon learning of a possible casualty and submit the appropriate DCIPS report.

1.11.1.2.1.2. **(RAMSTEIN)** Information required includes, but is not limited to, name, grade, SSN, unit, date, time and location where casualty occurred, circumstances, and source of information.

1.11.1.2.1.3. **(RAMSTEIN)** The CAR will designate a meeting place and time for the notification team to assemble. The member's commander is designated the Notification Officer and will make dignified, humane and personal notification to NOK residing in the area when the member is declared deceased, DUSTWUN or missing. The Notification Team is made up of the Notification Officer, Chaplain and, if available, a medical attendant.

1.11.1.2.2. **(RAMSTEIN) Notifying the NOK.**

1.11.1.2.2.1. **(RAMSTEIN)** In all cases the Notification Officer is a Field Grade Officer (FGO). When the member's commander is not available, the Group Commander will designate the Notification Officer. The CAR has procedures in place to notify those NOK residing in the area when the member is stationed at another base.

1.11.1.2.2.2. **(RAMSTEIN)** When members are placed in VSI, SI, and depending on circumstances, NSI (when injured during hostile action or terrorist activity), the member, the attending physician, MTF commander, member's commander, or designated representative notifies the NOK by telephone.

1.11.1.2.3. **(RAMSTEIN) Providing assistance to the NOK.**

1.11.1.2.3.1. **(RAMSTEIN)** The CAR will make contact with the NOK of a deceased AD Airman within 24 hours of learning of the casualty to arrange a time and place to discuss benefits and complete claims.

1.11.1.2.3.2. **(RAMSTEIN)** The CAR will be in contact with the FAR, and they will work together for the benefit and welfare of the surviving NOK.

1.11.1.2.4. **(RAMSTEIN) Handling calls or requests from the NOK and from government agencies.**

1.11.1.2.4.1. **(RAMSTEIN)** Calls or requests from the NOK and from government agencies are handled by the CAR (in conjunction with AFPC/DPFCS), Squadron Leadership, FAR, FLO, and/or SCO.

1.11.1.2.5. **(RAMSTEIN) Handling calls from the general public and the news media (refer to the installation PA office).**

1.11.1.2.5.1. **(RAMSTEIN)** Calls from the general public and the news media are referred to 86 AW/PA.

1.11.1.2.6. **(RAMSTEIN) Reaching the FSS casualty standby representatives during off-duty hours.**

1.11.1.2.6.1. **(RAMSTEIN)** During off-duty hours, in the event of a casualty, the 86 AW/CP is instructed to contact the standby casualty cell phone, the Alternate CAR's personal cell phone, primary home phone, 786 FSS/CD or 786 FSS/CC, in that order, until the 86 AW/CP reaches a casualty representative.

1.11.1.2.7. **(RAMSTEIN) Procedures for obtaining information from MTF and civilian hospitals during on-duty and off-duty hours on personnel classified as deceased, VSI, SI, NSI or responding to situations involving multiple casualties.**

1.11.1.2.7.1. **(RAMSTEIN)** If a situation occurs where the number of casualties exceeds the capabilities of the personnel assigned CAR duties (i.e., aircraft accidents or natural disasters), personnel assigned to the CAST may be called upon to provide assistance. If additional assistance is required, it will be coordinated through the Command Post or On-Scene Commander.

1.11.1.2.7.1.1. **(RAMSTEIN)** The CAR will:

1.11.1.2.7.1.1.1. **(RAMSTEIN)** Establish contact with the On-Scene Commander or Command Post.

1.11.1.2.7.1.1.2. **(RAMSTEIN)** Follow normal casualty reporting requirements whenever possible.

1.11.1.2.7.1.1.3. **(RAMSTEIN)** Request 786 FSS/CC to initiate CAST assistance when necessary.

1.11.1.2.7.1.1.4. **(RAMSTEIN)** Initiate a recall of CAST members.

1.11.1.2.7.1.1.5. **(RAMSTEIN)** Coordinate the above actions with the 786 FSS/CC.

1.11.1.2.7.1.2. **(RAMSTEIN)** The On-Scene Commander will:

1.11.1.2.7.1.2.1. **(RAMSTEIN)** Report all casualty information to the CAR directly or through 86 AW/CP.

1.11.1.2.7.1.3. **(RAMSTEIN)** The 86 AW/CP will:

1.11.1.2.7.1.3.1. **(RAMSTEIN)** Relay information from the On-Scene Commander and other agencies to the CAR.

1.11.1.2.7.1.4. **(RAMSTEIN)** The MTF will:

1.11.1.2.7.1.4.1. **(RAMSTEIN)** Ensure all casualty information is provided to the CAR by the timeliest method available. Contact is made with the MTF Emergency Room or Patient Administration for obtaining information from MTF and civilian hospitals.

1.11.1.2.7.1.5. **(RAMSTEIN)** The Mortuary Affairs Office will:

1.11.1.2.7.1.5.1. **(RAMSTEIN)** Report all deaths to the CAR.

1.11.1.2.7.1.6. **(RAMSTEIN)** The Public Affairs Office will:

1.11.1.2.7.1.6.1. (RAMSTEIN) Coordinate the release of casualty information with the On-Scene Commander and the CAR.

RICHARD G. MOORE, JR., Brigadier General, USAF
Commander

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

AFI 36-3002, *Casualty Services*, 20 June 2017, and implements Air Force Policy Directive (AFPD) 36-30, *Military Entitlements*, and Department of Defense Instruction (DoDI) 1300.18, *Personnel Casualty Matters, Policies, and Procedures*.

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015.

AFI 33-360, *Publications and Forms Management Program*, 1 December 2015.

AFI 34-501, *Mortuary Affairs Program*, 18 August 2015.

AFI 36-2608, *Military Personnel Records System*, 26 October 2015.

AFI 36-2910, *Line of Duty (Misconduct) Determination*, 8 October 2015.

AFI 36-809, *Civilian Survivor Assistance*, 15 April 2015.

AFMAN 33-363, *Management of Records*, 1 March 2008.

Department of Defense Instruction (DoDI) 1300.18, *Military Personnel Casualty Matters, Policies, and Procedures*, 8 January 2008.

Department of Defense Regulation (DoDR) 5400/AF Supplement, *Freedom of Information Act Program*, 1 September 1998.

86 Airlift Wing *Comprehensive Emergency Plan 10-2*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 3545, *Incident Report*

DD Form 2064, *Certificate of Death Overseas*

Acronyms and Abbreviations

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

AD—Active Duty

CAR—Casualty Affairs Representative

CC—Commander

CP—Command Post

EFMT—Emergency Family Member Travel

FAR—Family Assistance Representative

FSS—Force Support Squadron

GS—General Schedule

IDT—Inactive Duty Training

LRMC—Landstuhl Regional Medical Center

MDG—Medical Group

MPS—Military Personnel Section

NAF—Non-Appropriated Funds

PRDA—Personnel Records Display Application

RDS—Records Disposition Schedule

SCO—Summary Courts Officer

SFS—Security Forces Squadron

TMO—Traffic Management Office

USAFE—United States Air Forces Europe

WG—Wage Grade

Terms

Publication—An officially produced, published and distributed document issued for compliance, implementation, and or information.

Summary Courts Officer (SCO)—A commissioned officer appointed by the installation commander to handle the personal property and effects of deceased AD personnel.