



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 3040.1A
B 013
27 APR 2001

MARINE CORPS BASE ORDER 3040.1A

From: Commanding General
To: Distribution List

Subj: CASUALTY REPORTING

Ref: (a) MCO P3040.4D
(b) NAVMEDCOMINST 5360.1 (NOTAL)
(c) JAGINST 5800.7C (NOTAL)
(d) MCBO P5800.2 (NOTAL)
(e) DFAS-KC 7220.31-R
(f) MCBO 5740.1A
(g) DoDINST 1300.18

Encl: (1) Casualty Information Report (CIR)
(2) Casualty Action Checklist
(3) Sample Personnel Casualty Reports (PCR's)

1. Purpose. To publish instructions for reporting and handling of active duty, retired, and reserve military casualties and reporting deaths of active duty family members, and civilian government employees.

2. Cancellation. MCBO 3040.1.

3. Summary of Revision. This revision contains a significant number of changes and should be reviewed in its entirety.

4. Information

a. References (a) and (b) contain instructions for reporting all types of casualties involving military personnel, family members, and civilian government employees. References (c) and (d) provide instructions on conducting investigations. Reference (e) provides instructions for closing out pay records for deceased personnel. Strict adherence to those instructions and this Order are mandatory. A message report of death or injury must be released as soon as possible after receipt of all known facts on which to base a report. The 24-hour delay of notification of next of kin (NOK) referred to herein is not intended to imply that any delay is acceptable after receiving reliable information.

b. The Base Adjutant is assigned the overall responsibility for properly implementing casualty reporting procedures. This is not

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intended to restrict organizational commanders in their handling and control of casualties, but rather to maintain an overall cognizance by the CG MCB, for complete and concise reporting and record keeping procedures.

c. For casualty reporting purposes, this Order will address only actions required for reporting casualties resulting from death or serious injury/illness, as defined in Chapter 1 of reference (a).

d. The Command Duty Officer (CDO) will be guided by reference (f) when receiving notice of a serious incident. The CDO will ensure the HQMC Command Center, the C/S, MCB and MCCDC, and the Security Bn duty officer are notified by telephone of the incident. The CO of the parent command the SNM is assigned to, is responsible for preparing and releasing the written Serious Incident Report (SIR) message.

e. If informed of a casualty involving personnel assigned to this Command, the Adjutant (during normal working hours) or CDO (after normal working hours) will immediately notify the parent command by telephone. It is the responsibility of the parent command to prepare and submit the Personnel Casualty Report (PCR), and assign a casualty assistance calls officer (CACO) for the deceased's family.

f. If a call from HQMC Casualty Branch is received for casualty of a Marine who is not assigned to MCCDC or MCB, but whose family is in the local area, then the G-1, MCB will assign a CACO for the case. If the call is received after hours, the CDO will call the supernumerary and the supernumerary will be assigned as the CACO and conduct the NOK notification with the duty Chaplain.

g. If the death of a retired Marine is reported, the Adjutant/CDO will immediately notify CMC (MHP-10) by telephone (703) 784-9512 or (800) 847-1597 during normal working hours and (703) 695-7366 after hours. The Adjutant will followup the telephone call with a PCR during next regular working hours.

h. Marines assigned as CACOs should immediately call CMC (MHP-10), the Casualty Branch, for assistance and guidance in the performance of their responsibilities. The Casualty Branch is on duty 24 hours a day, 7 days a week. During normal working hours call (703) 784-9512 or (800) 847-1597. After normal working hours call (703) 695-7366 and ask for the Casualty Assistance Duty Officer. The most recent edition of the CACO procedures is located on the CDOs hard drive and should be read as soon as possible upon being assigned as CACO.

5. Action. When a Marine, other servicemember, foreign service member, American Red Cross member, Public Health servicemember, or civilian employee, who is a member of this Command or a tenant activity becomes a casualty, as defined in reference (a), the following will be accomplished:

a. In Case of Death

(1) The individual's CO (or supervisor in the case of a civilian employee) will immediately report the casualty, using enclosure (1), to the Base Adjutant during working hours (784-2151) or to the CDO after working hours (784-2707).

(2) The Adjutant/CDO will immediately notify the following:

(a) C/S, MCB.

(b) Aide-De-Camp to the CG MCB.

(c) Provost Marshal.

(d) Organizational commander (duty officer), as appropriate.

(e) Chaplain (duty chaplain).

(f) Public Affairs Officer (PAO) (duty watch).

(g) Decedent/Patient Affairs Officer, Naval Medical Clinic (NMCL) .

(h) Head, Civilian Human Resources Office-Quantico (in case of civilian employees only).

(i) CO, Security Bn.

(3) Commanders will utilize enclosures (1) and (2) as a checklist/guide, completing all applicable sections promptly.

(4) If the death is reported during normal working hours, the individual's battalion commander will prepare the PCR and forward it to the Base Adjutant for release.

(5) After normal working hours, the individual's battalion commander will prepare the PCR and deliver it to the CDO, who will authorize its release. The CDO will deliver the message to the Communications Center and receive a Date-Time Group. **The PCR will not be released until all known facts on which to base a report are received.**

(6) Deaths occurring at the NMCL will be reported to the Base Adjutant/CDO by the Decedent Affairs Officer, NMCL, for internal and external reporting.

(7) Deaths or injuries involving foreign nationals will be handled per paragraph 1003.9 of reference (a).

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(8) Deaths or injuries involving other services, members of the American Red Cross, and the Public Health Service will be submitted per paragraph 1003.8 of reference (a).

(9) Deaths or injuries involving civilian personnel, family members, reserves, and other special categories will be submitted per paragraph 1003.6 of reference (a).

(10) Enclosure (3) contains sample PCR's for nonhostile injuries and nonhostile deaths.

b. In Case of Injury/Illness

(1) Reference (g) requires reporting the casualty when:

(a) An attending physician/authority determines the condition to be serious, very serious, critical, or grave; this includes casualties on any "list" of serious or worse;

(b) Sustaining a severe injury such as loss of sight or limb, paralysis, or permanent and unsightly disfigurement of a portion of the body exposed to public view;

(c) Suffering from an incurable, terminal disease. Acquired Immune Deficiency Syndrome (AIDS) is not classified as a terminal disease and should only be reported if condition is as stated in paragraph 5b(1)(a);

(d) Having a diagnosed psychotic condition that requires hospitalization; or

(e) Having made a suicide attempt (not a gesture). Verification by an attending physician is required.

(2) The individual's CO will notify the appropriate authorities (during working hours), as per paragraph 5a(1) above, after confirming illness/injury.

(3) The Decedent Affairs Officer, NMCL, will assist in obtaining pertinent information on the individual's condition from local hospitals when necessary.

c. Notification of NOK

(1) If NOK Resides in Immediate Vicinity. The individual's CO will make personal notification. The commander may direct a subordinate officer who is closely acquainted with the individual to make the initial notification, but the commander will either accompany the notification officer, or follow as soon as possible thereafter. In the case of death, a chaplain of the same faith as the deceased

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will accompany the notification officer, if possible. For the purpose of this Order, the immediate vicinity is defined as a 75 mile radius.

(2) In some cases the CG may desire to make the initial condolence call. Therefore, notify the Aide-De-Camp, in order to determine the wishes of the CG.

(3) If the injured individual is physically capable of notifying the NOK telephonically, the CO should ensure this process is used.

(4) If NOK Resides Outside of Immediate Vicinity. The Base Adjutant/CD0 will request casualty notification assistance, per chapter 2 of reference (a).

d. Casualty Assistance Calls Officer (CACO). The CO of the casualty will assign a CACO to assist in performing the required functions necessitated by a casualty. The NOK and other persons listed on the Record of Emergency Data, unless otherwise specified, will be officially notified prior to the PAO releasing the casualty's name. The CO will provide the name and telephone number of the CACO to the Base Adjutant.

e. Condolence Letters. The individual's CO will prepare and release the condolence letter within 48 hours of the incident per paragraph 1007 of reference (a). A copy will be forwarded to the Base Adjutant for retention.

f. Release of Information. The PAO is the sole authority for release of any information to the news media. The NOK and others listed on the Record of Emergency Data will be officially notified prior to the PAO releasing the casualty's name.

g. Investigations. Death or injury investigations are the responsibility of the casualty's CO and will be conducted per reference (c). These investigations will be submitted to the CG (B 052) within 10 working days. A copy will be provided to the Base Adjutant (B 013).

h. Mass Casualties. Mass casualty procedures are contained in paragraph 1001.7 of reference (a).


E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET

CASUALTY INFORMATION REPORT (CIR)

1. NAME _____ GRADE _____ SSN _____
2. ORGANIZATION _____
3. TYPE CASUALTY _____
4. CIRCUMSTANCES _____
(DATE) (TIME) (LOCATION)

5. CONDITION _____ PROGNOSIS _____
6. PRESENT LOCATION _____
7. POSITIVE IDENTIFICATION MADE BY _____
8. PRIMARY NOK _____
9. SECONDARY NOK _____
10. LAST RITES GIVEN BY _____
11. PRIMARY NOK NOTIFIED _____ YES _____ NO (IF RESIDING IN VICINITY)
NOTIFIED BY _____ DATE/TIME _____
12. SECONDARY NOK NOTIFIED _____ YES _____ NO (IF RESIDING IN VICINITY)
NOTIFIED BY _____ DATE/TIME _____
13. OTHER PERSONS INVOLVED (NAME/STATUS/LOCATION) _____

14. CHARGES PENDING _____
15. REPORTED By (NAME/CAPACITY/TP NR) _____
16. MAILED TO CMC (MHP-10) _____
17. CACO (NAME/GRADE/PHONE#) _____

ENCLOSURE (1)

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CASUALTY ACTION CHECKLIST

1. CO's Actions in Death Cases

- a. Immediately telephone the Base Adjutant during working hours or the Command Duty Officer (CDO) during nonworking hours with the information required by enclosure (1).
- b. During normal working hours prepare the Personal Casualty Report (PCR) and forward to the Base Adjutant for release. During nonworking hours prepare the PCR and forward it to the CDO.
- c. Ensure positive ID is made as soon as possible. Inform the Base Adjutant/CDO when accomplished. The Health Care Advisor will assist if desired.
- d. Assign a Casualty Assistance Calls Officer (CACO). The CACO will complete the requirements contained in chapter 2 of MCO P3040.4D.
- e. Notify the next of kin (NOK) if residing in local area and notify the Base Adjutant/CDO of time and date of notification. **Do this only after positive ID is made.** (See paragraph 5c(1) of the basic Order)
- f. Obtain a complete dress uniform. Everything except shoes is required. Procedures are contained in Figure 2-1 of MCO P3040.4D.
- g. Provide name of body escort to the Base Adjutant within 24 hours and make liaison with the Decedent Affairs Officer, Naval Medical Clinic (NMCL), regarding escort brief. Assist escort in preparing report of escort duties, and forward the report to the Base Adjutant within 5 days of termination of escort duties. Assignment of escorts will be per paragraph 3005 of MCO P3040.4D.
- h. In the case of death of an active duty Marine, forward a copy of the PCR to the Disbursing Officer, Comptroller Division.
- i. If applicable, per paragraph 2004.2 of MCO P3040.4D, forward a completed DD Form 397, Claim Certification and Voucher for Death Gratuity Payment, to the Disbursing Officer, Comptroller Division. Personally deliver the death gratuity check to the payee and complete the DD Form 397, per chapter 4 of DFAS-KC 7220.31-R. After payment, and upon completion of DD Form 397, return the original DD Form 397 to the Disbursing Officer, Comptroller Division.

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j. Prepare and release a condolence letter within 48 hours and forward a copy to the Base Adjutant for retention. Ensure a copy is enclosed in the OQR/SRB prior to forwarding closed out records to the CMC (MHP-10).

k. Close out the OQR/SRB of the deceased and forward to the CMC (MHP-10) within 2 working days.

1. Inventory personal effects/household goods per paragraphs 2004.8 and 3006 of MCO P3040.4D.

m. Coordinate local memorial services and related matters with the Chaplain, as required.

n. Conduct an investigation per MCO P3040.4 and MCBO P5800.2, and submit the report to the CG MCB (B 052), as required within 10 working days.

2. MCB Staff Actions in Death Cases

a. The Base Adjutant/CD0 will immediately notify those personnel indicated in paragraph 5a(2) of this Order.

b. The Chaplain or a designated representative of the same faith as the deceased, in so far as possible, will accompany the casualty notification officer on the initial condolence call.

c. The Chaplain will assist commanders in the preparation and conduct of local memorial services.

d. The AC/S, G-3, will coordinate local military funeral honors.

e. The Decedent Affairs Officer, NMCL, in conjunction with the cognizant organizational commander, will arrange for the body escort. The Health Care Advisor will conduct the escort brief prior to the escort's departure.

f. The Decedent Affairs Officer, NMCL, will arrange for the transportation of remains and notify the funeral director, NOK, and appropriate military activity heads of the itinerary of the remains.

g. The Decedent Affairs Officer,, NMCL, will forward the health records of the deceased to the Chief, Bureau of Medicine and Surgery.

h. The AC/S, G-1, will issue escort orders.

ENCLOSURE (2)

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i. The Disbursing Officer, Comptroller Division, when authorized, and upon receipt of the DD Form 397, will prepare the death gratuity payment by check.

j. The Disbursing Officer, Comptroller Division, will file all documents which affect the Marine's pay, and a copy of the PCR, in the Marine's Personal Financial Record (PFR), and forward the PFR to the Marine Corps Finance Center per DFAS-KC 7220.31-R;

k. The Staff Judge Advocate (SJA) will monitor, process, and forward reports of investigation submitted by commanders in all cases involving death.

3. SJA's Actions in Cases Involving Serious Injury/Illness. Monitor, process, and forward reports of investigation by organizational commanders in all cases involving serious injury, per JAGINST 5800.7.

ENCLOSURE (2)

MCBO 3040.1A
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SAMPLE PERSONNEL CASUALTY REPORTS (PCR'S)

NONBATTLE DEATH
REF: MCO P3040.4

01 02 1013452 APR 92 RR uuuu 1011630

ADMIN

CG MCB QUANTICO VA//ADJ//

CMC WASHINGTON DC//MHP-10//

BUMED WASHINGTON DC//33//

FOURTH MCD PHILADELPHIA PA

INFO NATNAVMEDCEN BETHESDA MD

NAVMEDCLINIC QUANTICO VA

DFAS-KANSAS CITY CENTER KANSAS CITY MO//DMS//

NATNAVMEDCEN BETHESDA MD

NAVJAG ALEXANDRIA VA

FHTNC NORFOLK VA

ARMED FORCES INSTITUTE OF PATHOLOGY WASHINGTON DC//AFIP-CME//

UNCLAS //NO3040//

MSGID/GENADMIN/CG MCB QUANTICO VA/ADJ//

SUBJ/PCR MC-3040-02//

RMKS/NONBATTLE DEATH

1. LCPL JOHN E. DOE SSN/MOS/USMC/M
2. NBD
3. HEAD TRAUMA
4. 0245, 13 MAR 1992, QUANTICO VA 22134
5. SAME AS 4.
6. VEHICLE STRUCK BY TRAIN
7. HQSVCBNM, MCB, MCCDC, QUANTICO VA 22134

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ENCLOSURE (3)

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02 02 101345A APR 92 RR

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1011630

8. NAVMEDCLINIC, QUANTICO VA

9. DOE, JAMES, R. 123 MAIN ST, PITTSBURGH PA 12345, FATHER

10. NA

11. NA

12. 890406

13. \$800.00/NA/NA

14. CATHOLIC

15. MUC/NDSM/EX-RIFLE BADGE

16. 920312

17. JAMES R. DOE/FATHER

18. SAME AS 17

19. YES

20. 920312/BY LAW/NA

21. YES

22. SINGLE

23. 720313/PITTSBURGH PA

24. WHITE

25. 890408/MEPS PITTSBURGH PA

26. PITTSBURGH PA

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ENCLOSURE (3)

NONBATTLE INJURIES
REF: MCO P3040.4

01 01 1013452 APR 92 RR uuuu 1011630

ADMIN

CG MCB QUANTICO VA//ADJ//
CMC WASHINGTON DC/MHP-10//
BUMED WASHINGTON DC//33/33
FOURTH MCD PHILADELPHIA PA

INFO NATNAVMEDCEN BETHESDA MD
NAVMEDCLINIC QUANTICO VA

(NAVAL HOSPITAL WHERE MARINE IS HOSPITALIZED, IF APPLICABLE)

UNCLAS //NO3040//

MSGID/GENADMIN/CG MCB QUANTICO VA/ADJ//

SUBJ/PCR MC-3040-02//

RMKS/NONBATTLE INJURY

1. LCPL JANE E. DOE SSN/MOS/USMC/F
2. NBI
3. FRACTURED LEFT LEG/HEAD INJURIES
4. CONDITION: SERIOUS. PROGNOSIS: GOOD.
5. 0001, 920101, BKS 2006, MCB QUANTICO, VA 22134
6. SMN FELL OUT THIRD FLOOR WINDOW OF BARRACKS
7. HQSVCBN, MCB, MCCDC, QUANTICO, VA 22134
8. NAVMEDCLINIC, QUANTICO, VA
9. DOE, JAMES, R. 123 MAIN ST, PITTSBURGH, PA 12345, FATHER
10. NA
11. PNOK ILL. REQUIRES PRESENCE OF PHYSICIAN DURING NOTIFICATION.

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ENCLOSURE (3)