



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

WgO 3040.5G
ADJ
24 APR 2013

WING ORDER 3040.5G

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR 2D MARINE AIRCRAFT WING
(2D MAW) CASUALTY REPORTING

Ref: (a) MCO 3040.4
(b) MCO 3504.2

Encl: (1) Casualty Notification Matrix
(2) Sample 8 Day Brief
(3) Personnel Casualty Report/Operations Event/Incident
Report/Serious Incident Report Checklist

1. Situation. To publish guidance and instructions for the conduct of casualty reporting within 2d MAW.

2. Cancellation. WgO 3040.5F.

3. Mission. Per references (a) and (b), casualty reporting and serious incident reporting are time sensitive and must be accomplished as soon as possible after receipt of verified information. Accuracy of all reported data is essential. The circumstances surrounding casualties and/or the casualties themselves sometimes fit the criteria for Serious Incident Reporting (SIR) as outlined in reference (a), therefore reference (b) will be referred to concerning appropriate action required.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commander's Intent. This headquarters, as well as higher headquarters, monitors casualty information found in Defense Casualty Information Processing System Forward (DCIPS Forward) 8.0. DCIPS Forward 8.0 is the electronic casualty reporting system mandated by the Department of Defense in Marine Administrative Message 152/12 and will be utilized by all 2d MAW units to record all casualties pertaining to Marine Corps and

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distribution is unlimited.

24 APR 2013

Navy personnel; and certain categories of other reportable persons. Therefore, all PCRs will be sent to the appropriate casualty PCR United States Marine Corps (USMC) inbox. This inbox is located on the Global Address Listing (GAL) in Microsoft Outlook.

(2) Concept of Operations

(a) Deceased Marines. Send the PCR to "Casualty PCR USMC - Deceased - casualtypcr.usmc.deceased@usmc.mil."

(b) Injured, Ill, or Wounded in Action Marines. Send the PCR to "Casualty PCR USMC - INJ_ILL_WIA - casualtypcr.usmc.iiw@usmc.mil."

(c) If the PCR is for Sailors, Soldiers, and Airmen. Utilize "Casualty PCR USN_USA_USAF - Deceased - casualtypcr.anaf.deceased@usmc.mil" or "Casualty PCR USA_USN_USAF - INJ_ILL_WIA - casualtypcr.anaf.iiw@usmc.mil," as appropriate.

(d) Ensure to courtesy copy the following organizational/functional mail boxes located in the GAL:

1. "2MAWCP 2DMAW CASUALTY OMB - 2DMAWCASUALTY@USMC.MIL," "CDO.2MAWCP - CDO.2MAWCP@USMC.MIL,"
2. "2DMAW DSS OMB - 2DMAW.DSS.OMB@USMC.MIL,"
3. "II MEF CG COC - IIMEFCGCOC.FCT@USMC.MIL,"
4. "SMB MARFORCOM CASUALTY - SMBMARFORCOMCASUALTY@USMC.MIL," and "SMB MARFORCOM COC - SMBMARFORCOMCOC@USMC.MIL."

(e) Additionally, units that need to complete a SIR due to the nature of the incident will release a message per reference (b).

b. Casualty Reporting Responsibility. Each casualty's reporting unit is responsible for immediately submitting a voice report to the Marine Corps Operations Center (MCOC) at 1 (866) HQMC-NOW and Commandant of the Marine Corps (CMC) U. S. Marine Corps Family Readiness Division (MFPC) at (800) 847-1597 when a reportable casualty occurs and follow up with a PCR. This report is due within one hour. Concurrently, each casualty's reporting unit commander will make a voice report to the group

commander who will provide a voice report to the Commanding General, 2d MAW. Additionally, Squadron/Group Duty Officers will immediately notify 2d MAW Command Duty Officer for appropriate notification to higher headquarters. NOTE: Headquarters Marine Corps (HQMC) MFPC only requires a PCR to be completed when an official medical diagnosis is made that the Marine did make an actual suicide attempt. However, a PCR still needs to be released for suicide ideations or gestures. This PCR is not required by HQMC MFPC, but is required for the Command Center at the Pentagon (703) 659-5454, send it via email to: MarineCorpsOperationsCenterWatchTeam@usmc.mil.

c. PCR. The PCR is the primary source for information required to inform the primary and secondary next of kin (PNOK/SNOK) of a casualty's status. NOTE: Supplemental PCRs are due every seven days for ill/injured personnel or when a casualty departs/arrives at a medical treatment facility. For death cases the requirement is that commands are to submit a supplemental report every 30 days until the completed investigation has been approved, or earlier for any significant information. Duty Status Whereabouts Unknown cases require daily Supplemental PCRs.

d. Assignment of Casualty Assistance Calls Officers (CACOs). The assignment of a unit to provide a CACO is dependent on the location of the PNOK and SNOK. If the PNOK or SNOK resides in the same geographical area as the casualty reporting unit, the reporting unit will assign a CACO. The CACO will be a staff noncommissioned officer, warrant officer, or commissioned officer and should be of equal or higher grade than the casualty. If the PNOK or SNOK does not reside in the same geographical area as the reporting unit, HQMC Personnel and Family Readiness Division (MFPC) will locate and task the closest Marine Corps activity to assign a CACO.

e. CACO Responsibilities. Detailed instructions of CACO responsibilities are found in reference (a).

f. Casualty Notification. For Very Seriously Ill (VSI) Seriously Ill or Injured (SI) cases the PNOK will be notified telephonically by HQMC MFPC. For death cases the PNOK and SNOK will always be notified personally by an assigned CACO. The SNOK is notified after the PNOK, unless the PNOK cannot be immediately found. In imminent death situations, the attending physician may call the PNOK directly; however, personal notification will still be made. One other individual, chaplain, medical officer, corpsman, or local law enforcement

24 APR 2013

personnel will accompany the CACO to give the Next Of Kin (NOK) another point of contact and to provide moral support or assistance in the event the family member becomes ill or aggressive. Chaplains should be routinely integrated into casualty assistance matters.

g. Condolence Letters. Per reference (a), condolence letters will be prepared and mailed to the NOK. Therefore, condolence letters will be prepared by the casualty's Commanding Officer within five working days for deceased Marines and 10 working days for missing Marines. All condolence letters will be reviewed by the 2d MAW Adjutant prior to release. A sample condolence letter can be found in chapter eight of reference (a).

h. Release of Information to News Media. In no case will information be released to the news media or other third parties prior to notification of NOK. All matters pertaining to news release will be coordinated with the Public Affairs Officer.

i. Eight Day Briefs. When required to conduct an eight day brief, utilize the sample brief provided in enclosure (2).

j. Tasks

(1) 2d MAW Adjutant. Provide guidance to subordinate commands on all manners pertaining to casualty affairs.

(2) Group and Squadron Commanding Officers

(a) Appoint in writing a CACO and an alternate to carry out these duties. Personnel assigned such duties will thoroughly familiarize themselves with reference (a). Will be responsible for submitting PCRs and will ensure supplemental reports are provided upon a change of status. At a minimum, weekly updates will be provided for all casualties whose medical condition is listed as SI or worse.

(b) For tracking purposes units will identify themselves with a field report number in DCIPS FWD. An example field report number would be, 1420105307001. Each fragment aids in identifying the unit, 142 is the monitored command code, 01053 is the reporting unit code, 07 is the year, and 001 is the number of reports for that calendar year.

(3) Public Affairs Officer. Coordinate public affairs guidance and responses to media queries.

24 APR 2013

(4) Staff Judge Advocate. Provide investigatory support and legal services as required.

(5) Command Duty Officer

(a) Notify the Commanding General, Chief of Staff, and other staff officers as required about casualty related matters during your tour of duty.

(b) Monitor casualty related information in "CDO.2MAWCP" organizational mailbox and SIR message traffic.

5. Administration and Logistics. Recommendations for changes to this Order are invited and should be submitted to the 2d MAW Adjutant via the chain of command.

6. Command and Signal. This Order is effective the date signed.



P. D. BUCK
Chief of Staff

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WGO 3040 5G
24 APR 2015

CASUALTY NOTIFICATION MATRIX

CASUALTY TYPE	NOTIFICATION	ACTION	REMARKS
Not Seriously Injured - (e.g. Grade I concussion w/out loss of consciousness)	N/A	2d MAW calls MFPC as soon after injury as possible with basic information. Allow injured member to make contact w/ PNOK as time permits.	Routine casualty report tracking. Only report in mass casualty incidents, upon evacuation from a combat theater of operations, or upon a hostile incident.
SI - Seriously Injured (e.g. gunshot wound where life is not threatened)	HQMC MFPC makes notification to PNOK and SNOK via telephone.	2d MAW calls MFPC as soon after injury as possible with basic information.	HQMC MFPC notifies PNOK and SNOK by telephone between 0500 and 2400. NOK will be provided with a 24 hour toll free number to call for updates.
VSI - Very Seriously Injured (e.g. wounds from which life is threatened or death is imminent)	HQMC MFPC makes notification to PNOK and SNOK via telephone. NOK may be issued invitational travel orders by MRPC to be at bedside.	2d MAW calls MFPC as soon after injury as possible with basic information.	HQMC MFPC notifies PNOK and SNOK by telephone between 0500 and 2400. NOK will be provided with a 24 hour toll free number to call for updates. Families of VSI patients will be contacted twice daily with updates; MFPC will assign CACO team as necessary.
Killed in action/Deceased - (Deceased only applies when death does not occur as a result of hostile action)	HQMC MFPC coordinates notification to PNOK and SNOK face to face.	2d MAW calls MFPC as soon after death occurs as possible with basic information.	HQMC MFPC will assign CACO team based on proximity to PNOK and SNOK. When possible HQMC MFPC will assign CACO to parent command.

SAMPLE 8 DAY BRIEF

W90 3040 55
24 APR 2015

**VMAQ-1, MAG-14,
2d MAW**

Vehicle Accident

5 June 2011

ENCLOSURE (2)

Incident Overview

Who

Hardcharger M./Cpl/22/0111
VMAQ-1, MAG-14, 2d MAW, Cherry Point NC

What

Multiple vehicle accident resulting in death; Cpl
Hardcharger was riding in the passenger seat of the
vehicle at the time of the accident.

When

20110605 /1742

Where

South Bound on HWY 77, near Camp Creek, West
Virginia

Profile of SNM

WgO 3040.5G
24 APR 2013

Personal Background Information

MARITAL STATUS

Married

LOCATION OF DEPENDENTS

DEPENDENTS:

Name

Moto E. Hardcharger

RESIDENCE

On Base; 4346 Leatherneck St

RELIGION

HOBBIES & INTERESTS

Christian – Non Denomonalional
Tattoo's, Rock Music, Call of Duty,
Playing Poker

VALID DRIVER'S LICENSE

Yes/NY

DRUGS OR ALCOHOL

None involved

BAC LEVEL

N/A

PERSONAL ISSUES

None

Profile of SNM

WGO 3040.5G
24 APR 2013

Military Background Information

DATE ENTERED MARINE CORPS	05-30-2007
DATE OF RANK	06-01-2010
DATE JOINED UNIT	10-27-2007
OIC	2ndLt Rah
SNCOIC	SSgt Marine Corps
MENTOR	Sgt Mentor
DUTY STATUS	Off duty / on liberty / out-of-bounds
DUTIES	Administrative Clerk
WORK SCHEDULE	Varies based on unit requirements
ENLISTMENT WAIVERS	No
NJP/COURT MARTIAL HISTORY	None
DRIVER IMPROVEMENT	Yes; 05-10-2011
PREVIOUS DUTY STATIONS	Student PA SCOL, departed 10-26-2007
RECENT/PENDING DEPLOYMENT	OEF 10-1 20100307-20100928
LAST SAFETY BRIEF	06-04-2011

Summary of Events

- Incident Summary: Cpl Hardcharger received a liberty brief from 2ndLt Rah after returning from Fleet Week at 2000 on 3 June 2011. Some time after, Cpl Hardcharger, Mrs. Hardcharger, and Cpl Blank drove to Belpre Ohio in Cpl Hardcharger's vehicle to attend a wedding. At around 0800 Saturday they arrived in Ohio, attended the wedding that evening, and went to sleep early Sunday morning. At around 1200 Sunday 5 June 2011, Cpl Hardcharger, Mrs. Hardcharger, and Cpl Blank went swimming with friends. At approximately 1400 they began the drive back to the Cherry Point, NC area.

Summary of Events

- Incident Summary: On the evening of 5 June 2011 at approximately 1742 Mrs. Hardcharger was driving south bound on HWY 77, near Camp Creek, WV with her husband Cpl Hardcharger riding in the passenger seat and Cpl Blank riding in the rear passenger seat. While merging into the passing lane in order to pass a slower moving vehicle, Mrs. Hardcharger clipped the front right section of a vehicle in the passing lane. This caused her vehicle to begin rolling over several times before coming to a rest on its right side in the median.

Summary of Events

- Incident Summary: Cpl Hardcharger was pronounced deceased on-site by WV State Trooper who was the first dispatched responder to arrive on scene. Cpl Hardcharger was identified by his wife, drivers license, and military identification card. A Line of Duty investigation is currently being conducted by Capt Motivator.
- Belpre, OH is a nine hour drive from Cherry Point, NC. Neither Cpl Hardcharger nor Cpl Blank requested or told anyone that they would be traveling out-of-bounds over the weekend.

Overview of Incident Scene and Surrounding Area (as appropriate)

WgO 3040.5G
24 APR 2013



Press Interest

- At this time there has not been any media coverage.

Family and CACO Issues

- The SNOK was notified at 0900 on 6 June 2011 by SSgt Bulldog, I&I Buffalo NY at the parent's residence in Houghton, NY.

CG Comments/ Lessons Learned

- The command will continue to give thorough safety briefs for weekend and holiday liberty periods at all levels. The command will hold Marines accountable when they violate the out-of-bounds liberty policy. All leaders will be reminded that they are required to know their Marines plans for liberty prior to releasing them.

PERSONAL CASUALTY REPORT/OPERATION EVENT/INCIDENT REPORT/
SERIOUS INCIDENT REPORT CHECKLIST

1. Determine what type of report to submit; a PCR, Operation Event/Incident Report (OPREP-3) SIR, or both if the casualty has attracted high United States Marine Corps/Media interest. Use enclosures (1) and (2) of reference (b) to help you make your decision.

a. PCR: Immediately upon learning of a reportable casualty, the casualty's reporting unit will submit a voice report to MCOC at 1 (866) 476-2669 and CMC MFPC at 1 (800) 847-1597. The reporting unit will then submit a PCR no later than one hour after learning of the casualty.

b. OPREP-3 SIR: No later than 15 minutes of being aware of incident or event, the reporting unit will contact the MCOC at 1-866-476-2669. The initial voice report will include as much information as possible. In no case will the voice report be delayed past 15 minutes to obtain additional information. Minimum information required in the voice report is date, time, location, unit/installation/personnel involved, and a general description of the event or incident. The reporting unit will then submit an OPREP-3 SIR message within one hour of any incident or event.

2. Ensure you notify your chain of command of the PCR/SIR.

Note for Wing CDO: After hours the Wing CDO will notify the II Marine Expeditionary Force CDO upon learning of a SIR or PCR via a voice report to DSN: 751-9788 or commercial (910) 451-9788.

3. Next prepare the PCR, SIR, or both if required.

a. Create the initial PCR as a hasty report in DCIPS Forward 8.0. This will ensure a timely submission of the minimum requirement for the PCR, then you can follow up with a supplemental report which gives you more time to collect the rest of the important information you will need to provide. DCIPS Forward 8.0 is available at the www.hqmc.usmc.mil website under the casualty section.

b. SIR will be reported via the automated message handling system using the sample SIR message in reference (b).

4. Finally, in all death cases ensure the following documents are faxed to CMC MFPC at (703) 784-4134:

24 APR 2013

a. A copy of the Marine's latest signed Record of Emergency Data (RED). As this is the only document used by CMC MFPC to determine the appropriate beneficiary of certain death benefits, e.g., death gratuity and pay arrears, it is vital the signed RED be provided.

b. A copy of the Marine's latest signed Servicemembers' Group Life Insurance Election and Certificate SGLV 8286 and SGLV 8285, Request for Insurance, if applicable.

c. A copy of the Marine's Department of Defense form (DD) 1966/1, Record of Military Processing - Armed Forces of the United States, if enlisted after Jan 1989 or DD Forms 1966/1 and 1966/2 if enlisted prior to January 1989; or a copy of the Marines Navy Marine Corps form (NAVMC) 763A, United States Marine Corps Appointment Acceptance and Record (if commissioned or a warrant officer).

d. A copy of the Marine's DD form 4/1 Record of Enlistment/Reenlistment contract.

e. A copy of the Marine's NAVMC 00003 (leave papers), permanent change of station orders, or temporary additional duty orders in all cases involving Marines who die while in a leave, permanent change of station, or temporary additional duty status.

f. A copy of the Marine's most recent NAVMAC 118 (3), chronological record page.