



# Department of Defense **INSTRUCTION**

**NUMBER 1300.18**

January 8, 2008

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USD(P&R)

**SUBJECT:** Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures

- References:**
- (a) DoD Instruction 1300.18, "Military Personnel Casualty Matters, Policies, and Procedures," December 18, 2000 (hereby canceled)
  - (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 17, 2006
  - (c) Section 546 of Public Law 108-136, "National Defense Authorization Act for Fiscal Year 2004," November 24, 2003
  - (d) Section 562 of Public Law 109-163, "National Defense Authorization Act for Fiscal Year 2006," January 6, 2006
  - (e) through (bb), see Enclosure 1

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues Reference (a), under a new title, under the authority of Reference (b), to assign responsibilities and establish uniform personnel policies and procedures for reporting, recording, notifying, and assisting the next of kin (NOK) whenever DoD casualties are sustained.

1.2. Establishes the DoD Casualty Advisory Board (CAB).

1.3. Establishes a central DoD repository for casualty information.

1.4. Provides uniform official casualty terms and definitions.

1.5. Establishes uniform guidelines for obtaining and maintaining emergency notification information.

1.6. Implements References (c); (d); section 566 of Public Law 109-364, the John Warner National Defense Authorization Act for Fiscal Year 2007 (Reference (e)); and section 1072 of Public Law 102-484, the National Defense Authorization Act for Fiscal Year 1993 (Reference (f)).

## 2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter collectively referred to as the “DoD Components”). The terms “Military Services,” “military personnel,” “Service members,” and “military members,” as used herein, refer to the Army, Marine Corps, Navy, Air Force, and the Coast Guard when operating as a Service within the Department of the Navy.

2.2. Encompasses reporting, notification, and assistance procedures to the NOK of deceased, duty status - whereabouts unknown (DUSTWUN), excused absence – whereabouts unknown (EAWUN), missing, ill, or injured personnel.

2.3. Establishes uniform procedures for reporting, recording, notifying, and assisting the NOK of DoD civilian personnel, eligible contractors, and other designated or covered personnel. (Enclosure 6.)

2.4. Establishes Record of Emergency Data (RED) or DD Form 93 preparation, maintenance, and minimum audit requirements. (Enclosure 7.)

2.5. Specific information on casualties incurred by personnel supporting classified assignments may be exempt from this policy and will not be immediately reported in the Defense Casualty Information Processing System (DCIPS). In this event, information will be declassified as rapidly as possible and reported in DCIPS to ensure accurate reporting and accounting of all personnel without putting sensitive operations at risk.

3. DEFINITIONS. Terms used in this Instruction are defined in Enclosure 2 or Joint Publication 1-02 (Reference (g)).

## 4. POLICY

It is DoD policy that:

4.1. Casualty procedures shall be uniform across the Military Departments except to the extent necessary to reflect the traditional practices or customs of a particular Military Department.

4.2. When a casualty occurs, the Component concerned will promptly notify the primary NOK (PNOK) in a dignified, professional, and understanding manner. Additionally, in those cases in which the individual is declared deceased, DUSTWUN, EAWUN, or missing, the

appropriate DoD Component shall appoint a casualty assistance officer to advise and assist the PNOK. Assistance officers will also be assigned to the parents of married Service members, who are considered the secondary NOK, of deceased, DUSTWUN, or missing military personnel when applicable. Each Military Service has its own title for casualty assistance officers: Army – Casualty Assistance Officer (CAO); Marine Corps and Navy – Casualty Assistance Calls Officer (CACO), and Air Force – Casualty Assistance Representative (CAR), Family Liaison Officer (FLO), and Mortuary Officer. For purposes of this Instruction, the term casualty assistance officer will be used.

4.2.1. In the case of serious illness or injury of a Service member or civilian employee in a combat zone, consistent with the expressed desires of the member, the NOK will be notified as expeditiously as possible regarding the illness or injury, including information on the condition and location at which the member is receiving treatment.

4.2.2. The NOK will be provided regular updates on the member's location and condition until considered no longer necessary.

4.3. The remains of deceased personnel will be recovered, identified, and returned to their families as expeditiously as possible while maintaining the dignity, respect, and care of the deceased as well as protecting the safety of the living.

4.4. The remains of deceased members will be continuously escorted by a uniformed member of appropriate grade and/or a special escort if approved by the appropriate Military Service or DoD Component concerned from the preparing mortuary to the funeral home location requested by person authorized to direct disposition of human remains (PADD). When remains are being returned to the United States from outside the continental United States (OCONUS) (to include Alaska and Hawaii) by military air or military-contract air, the aircraft commander will serve as the official escort until arrival at the continental United States (CONUS) port mortuary for final processing. If remains are processed at an OCONUS location and are ready for transport to the destination identified by the PADD, an escort, other than the aircraft commander, will be provided from the preparing mortuary to the final destination.

4.5. DoD Components shall record and report, to the extent possible, a full and accurate accounting of deceased or missing personnel and all reportable ill or injured personnel.

4.6. No casualty information on deceased military personnel may be released to the media or the general public until 24 hours after notifying the NOK regarding the casualty status of the member consistent with Reference (c). The 24-hour clock will start over each time the NOK are notified of a change in casualty status. Casualty information on ill or injured Service members may not be released without the consent of the individual, unless section 552a of title 5, United States Code (U.S.C.), "The Privacy Act of 1974" (Reference (h)), otherwise authorizes release.

4.6.1. In the event of a multiple loss incident, the start time for the 24-hour period will commence upon the notification of the last family member. Coordination between the Services is required for single incident, multi-Service losses.

4.6.2. In cases of Service members who have been unaccounted for from past conflicts, public release will not occur until 24 hours after the family accepts the member's identification, or 24 hours after the family has been notified that the Armed Forces Identification Review Board has upheld the identification.

4.6.3. In cases where Service members have been reported DUSTWUN or missing under potentially hostile situations, casualty information will not be released to the media or the general public until 72 hours after the NOK has been notified or the combatant commander clears the information for release. Next of kin will be requested not to make the status of their loved one public until notified by their assistance officer. This delay is requested to allow the combatant commander the opportunity to ensure that operational security will not be compromised because of a premature release of the casualty information that could negatively influence the chances of a successful recovery.

4.6.4. Casualty information on DoD civilians will only be released to the media or the general public by the NOK. Casualty information on DoD contractor employees will only be released to the media or the general public by the NOK or by their employer.

4.7. There will be no arrival ceremonies for, or any media coverage of, deceased personnel returning to or departing from the Port Mortuary, including interim stops, enroute to the point of final destination in the transfer of remains, without written approval of Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)). See also section 1082 of Public Law 108-375 (Reference (i)).

4.8. Family member access to Dover Air Force Base will be supported consistent with established procedural guidance. Specifically, the Armed Forces will provide a reasonable level of support to the NOK or their designated representative, consistent with available resources and on a not-to-interfere basis with mission operations. This guidance applies to the families of military members, DoD civilians, contractors, and others whose remains are processed at Dover Air Force Base. There is no entitlement to funding for travel or other expenses associated with this support.

4.9. The PNOK, or the adult parent or guardian when the PNOK is a minor, and the parents, who are considered secondary NOK, of deceased Service members shall be kept informed on matters relating to DoD death investigations. At a minimum, they shall be provided general information about the death investigation(s) to be conducted that is sufficient to assist them in understanding the comprehensive nature of the investigation(s), and the likely period of time that may be necessary to complete the investigation(s). Additionally, they shall be informed whether or not all or part of the completed investigation(s) will be releasable, if such releasability can be ascertained. Once the death investigation(s) are complete, the PNOK, or the adult parent or guardian, and the parents shall be informed of releasable investigative results prior to any public release. Upon request, the Service concerned shall provide a fully qualified representative to answer any questions about the investigation report(s) from the PNOK, or the adult parent or guardian, and the parents of the Service member as appropriate, either in person or through telephonic communication. This policy also applies to the PNOK, or adult parent or guardian when the PNOK is a minor, of DoD civilian casualties.

## 5. RESPONSIBILITIES

5.1. The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), shall:

5.1.1. Be the focal point for interfacing and coordinating casualty matters among the Military Services, other Federal Agencies (e.g., Department of Veterans Affairs, Social Security Administration), non-profit organizations, and family support groups.

5.1.2. Appoint a chairperson to the DoD CAB. (See paragraph 6.4.)

5.1.3. Provide policy guidance to the Military Services and other agencies on casualty reporting, recording, notification, and assistance to the NOK, and legislation affecting casualty matters.

5.1.4. Develop, in consultation with the Secretary of Homeland Security, casualty reporting and assistance policies with respect to the Coast Guard.

5.1.5. Develop core standards for the assignment, training, and duties of casualty assistance officers.

5.1.6. Develop a common feedback mechanism for casualty assistance officers and the PNOK.

5.1.7. Develop and maintain a standard DoD Survivor's Guide that will be provided to the PNOK.

5.1.8. Respond to special requests for information from other agencies and the general public regarding DoD policy on casualty notifications, casualty assistance to the NOK, and individual casualty recording and reporting.

5.2. The Director, Defense Human Resources Activity (DHRA), under the PDUSD(P&R), shall:

5.2.1. Operate and maintain the official DoD repository of the names of all active duty deaths and other reportable casualties as deemed necessary.

5.2.2. Provide technical guidance to the DoD Components concerning recording and reporting of casualty information.

5.2.3. Notify the Military Services of changes in casualty reporting requirements.

5.2.4. Prescribe corrective action to the DoD Components to ensure consistency of reporting.

5.2.5. Prepare reports of names and aggregated casualty statistics for use by the Department of Defense, and, as required, for use by the President, Congress, other Federal agencies, and the general public. This responsibility includes performing DoD special studies and providing casualty information in support of military memorials.

5.2.6. During times of war or contingency operations, reconcile casualty reporting with the OASD(PA), the Office of the Chairman of the Joint Chiefs of Staff, and other organizations collecting data on casualties.

5.2.7. Provide representation to the CAB.

5.2.8. Serve as the final DoD review authority for adding names, referred by the Military Services, to the Wall of the Vietnam Veterans Memorial. (See paragraph 6.5.)

5.3. The Assistant Secretary of Defense for Health Affairs, under the USD(P&R), shall:

5.3.1. Develop procedures in conjunction with the Military Departments to ensure appropriate CAO identification and verification so that CAOs requesting information from medical treatment facilities on casualty condition and location can obtain and relay such information, if families so desire.

5.3.2. Provide the Secretaries of the Military Departments, or their designated points of contact, with condition and location information on Service members who are seriously ill or injured. Such information is considered essential and "need to know." (See also section 724 of Reference (i).)

5.4. The Heads of the DoD Components shall:

5.4.1. Participate in casualty notification and assistance when requested to do so by the Military Services. The requesting Military Service shall provide funds for travel and transportation expenses required for executing notification and assistance visits.

5.4.2. Provide for casualty notification and assistance to those assigned or attached civilian personnel that do not fall under the authority of a Secretary of a Military Department.

5.4.3. Liaison with the designated Military Service reflected in Enclosure 6 to process civilian casualty reports when required.

5.4.5. Complete the casualty report contained in Enclosure 6 and submit the report to the Designated Military Service Casualty Headquarters for further reporting into DCIPS within 24 hours of learning of the casualty.

5.4.6. Coordinate any necessary mortuary affairs services with the designated Military Service mortuary affairs office. (See Enclosure 6.)

5.4.7. Provide casualty assistance as required. (See Enclosure 6.)

5.5. The Director, Defense Finance and Accounting Service, under the Under Secretary of Defense Comptroller/DoD Chief Financial Officer, shall:

5.5.1. Identify a single payroll office point of contact in support of each respective Service level casualty office.

5.5.2. Provide a document to each recipient of funds which explains the purpose and amounts of all monies being paid to them as survivors or beneficiary of a casualty.

5.6. The Secretaries of the Military Departments shall:

5.6.1. Maintain a casualty office for each Military Service as the focal point on all casualty matters.

5.6.2. Maintain an organizational capability to provide for casualty reporting, recording, notification, and assistance. (See also Enclosure 6 for DoD Component civilian casualty requirements.)

5.6.3. Require all installation, base, station, or post Commanders to have a mass disaster or mass casualty response plan.

5.6.4. Establish internal controls as specified in DoD Instruction 5010.40 (Reference (j)) to ensure the accuracy of casualty information.

5.6.5. Require Service regulations pertaining to performance evaluations be revised to require evaluation or reporting officials to comment on a member's assignment as a casualty assistance officer.

5.6.6. Certify the accuracy and validity of casualty information.

5.6.7. Submit electronic casualty information to the Defense Manpower Data Center (DMDC).

5.6.8. Ensure requests for casualty information are responded to in a timely and appropriate manner.

5.6.9. Subject to the availability of legal staff resources, consistent with section 1044 of title 10, U.S.C. (Reference (k)), provide legal assistance, including tax assistance, on an expedited, prioritized basis to the executor, personal representative, administrator, or legally recognized estate representative for matters relating to the settlement of estates of Service members who die on active duty or as a result of an injury or disability that resulted in retirement from active duty. When uncertainty exists about the status of those listed in this paragraph, or when otherwise appropriate, legal assistance shall be provided to the primary NOK to the same degree as noted in this paragraph.

5.6.10. Provide representation to the CAB from each Military Service.

5.6.11. Require each Military Service to publish implementing instructions that include, at a minimum:

5.6.11.1. Instructions on the preparation, retention, and internal controls to satisfy minimum audit requirements for the RED (Enclosure 7).

5.6.11.2. Instructions on the reporting of joint Service casualties.

5.6.11.3. Instructions on reporting and accounting for hostile missing personnel according to DoD Instruction 2310.5 (Reference (l)). See paragraph 6.2. for reporting and accounting for non-hostile missing personnel.

5.6.11.4. The establishment of centralized short-term and long-term case-management procedures for casualty assistance, including rapid access by survivors and casualty assistance officers to expert case managers and counselors.

5.6.11.5. The information reflected in paragraph 4.9 and that as required by Reference (f), within a reasonable period of time after family members of the Service member are notified of the member's death, but not more than 30 days after the date of notification, the Military Service concerned shall:

5.6.11.5.1. Ensure in any case in which the cause or circumstances surrounding the death are under investigation, family members are informed of that fact, of the names of the DoD agencies conducting the investigation, and the existence of any reports by such agencies that have been or will be issued as a result of the investigations.

5.6.11.5.2. Ensure that family members, if they so desire, are provided a copy of any completed investigative report and any other completed fatality reports that are available at the time family members are provided the information to the extent such reports may be furnished consistent with sections 552 and 552a of Reference (h).

5.6.11.6. That when the remains of a deceased Service member are being returned home by air transport, that casualty assistance officers keep family members informed on date, time, and location of their arrival. Casualty assistance officers will accompany the family members who elect to travel to the airport at their own expense to observe the arrival and transfer of remains as appropriate. There is no entitlement for funding family member travel for this purpose.

5.6.11.7. That prior to assignment as a casualty assistance officer, personnel will receive appropriate training that includes at a minimum the training described in paragraph 5.6.11.8.2. and that the accomplishment of such training has been documented.

5.6.11.8. Core standards of assignment, training, reporting, and duties for personnel assigned casualty assistance responsibilities:

5.6.11.8.1. Assignment:

5.6.11.8.1.1. Only personnel in the grades of E6, GS-7 or NSPS equivalent, or above may be assigned.

5.6.11.8.1.2. The following cannot be assigned as a casualty assistance officer: a relative or a close personal friend of the deceased; or anyone scheduled for deployment, reassignment, retirement, or release from active duty within the next 6 months.

5.6.11.8.1.3. Assignment as a casualty assistance officer or representative is considered their primary duty.

5.6.11.8.1.4. The process, including notification to survivors and NOK, for turning over casualty assistance responsibilities when the current casualty assistance officer departs and assistance is still required or ongoing.

5.6.11.8.2. Training for casualty assistance officers that includes:

5.6.11.8.2.1. An overview on benefits and forms preparation. Casualty assistance officers are not benefits experts. They should be provided sufficient knowledge to know who at the Service headquarters level or appropriate Federal Agency to contact to obtain factual guidance and answers on benefits-related questions.

5.6.11.8.2.2. Grief and trauma awareness.

5.6.11.8.2.3. Privacy Act.

5.6.11.8.2.4. Public affairs as it pertains to compliance with established policy on the release of casualty information to the media or the general public, referral of inquiries to trained Public Affairs officials, and how to obtain public affairs support for family members upon request.

5.6.11.8.2.5. Points of contact for support from Service, Military Departments, the Department of Defense, other Federal Agency, or non-profit organizations.

5.6.11.8.2.6. Training from the Joint Forces Command and its Joint Personnel Recovery Agency, Fort Belvoir, VA, for casualty assistance personnel assigned to family members of Service members in a known captive status. These personnel should receive additional training on the psychological aspects of captivity, captivity support, the recovery process, debriefing, decompression, and reintegration.

5.6.11.8.3. Reporting. The timely completion of the Casualty Assistance Officer Feedback Report.

5.6.11.8.4. Duties of the casualty assistance officer:

5.6.11.8.4.1. Deliver the DoD Survivor's Guide.

5.6.11.8.4.2. Provide a business card with 24/7 contact numbers.

5.6.11.8.4.3. Assist eligible family members in obtaining new identification cards.

5.6.11.8.4.4. Provide the PNOK and parents with current information on ongoing investigations (if applicable) and the process for obtaining a copy of such investigations; the process for obtaining a copy of any autopsies (if conducted); the current status on the return of personal effects; and facilitate obtaining additional copies of the Report of Casualty (DD Form 1300), if requested.

5.6.11.8.4.5. Provide eligible family members information on legal assistance provided by military attorneys.

5.6.11.8.4.6. Provide eligible family members and/or beneficiaries with information on the availability of financial counseling with respect to disposition of death gratuity and insurance proceeds.

5.6.11.8.4.7. Assist the PNOK until all benefits have been applied for and received and until all requests for fatality reports or investigations have been obtained as required by Reference (f), or until the PNOK has determined that assistance is no longer needed. When assistance is no longer needed, the PNOK will be provided a contact number and mailing address that they can call or write anytime in the future for additional assistance or to provide comments on the quality of the assistance provided.

5.6.11.8.4.8. If the Service member's funeral is within the local area, attend the funeral service if allowed by the family. If the funeral service is not within the local area, coordinate for an assistance officer near the funeral location to provide assistance as necessary and notify the family accordingly.

5.6.12. Provide funds for travel and incidental expenses related to casualty notification and assistance visits.

5.6.13. Require the Military Service casualty office to liaison with the designated DoD Component reflected in Enclosure 6 to process civilian casualty reports when required.

5.6.14. Participate in casualty notification and assistance when requested to do so by the DoD Components. The requesting Component shall provide funds for travel and transportation expenses required for executing notification and assistance visits.

5.7. The Inspectors General of the Military Departments shall:

5.7.1. Conduct inspections of the casualty assistance programs to ensure compliance with the policies, procedures, and standards of this Instruction.

5.7.2. Upon completion of such inspections, forward a copy of the casualty assistance program inspection report to the USD(P&R) (ATTN: MWRP) and a courtesy copy to the DoD Inspector General (ATTN: Inspections and Evaluations).

5.8. The Chairman of the Joint Chiefs of Staff shall:

5.8.1. Be the focal point for all joint operational procedures and develop procedures on casualty reporting during hostile situations.

5.8.2. Develop implementation and planning guidance for the Military Services and the Combatant Commands to ensure uniform handling of personnel casualty operations.

5.8.3. Coordinate any unclassified release of aggregated casualty statistics with the DHRA.

5.8.4. Ensure the Military Services and Combatant Commanders implement procedures on theater entry requirements in accordance with the provisions of DoD Directive 1400.31 and DoD Instructions 1400.32 and 3020.37 (References (m), (n), and (o)).

5.8.5. Provide DHRA information on deactivation of combat designated areas.

5.8.6. Provide representation to the CAB.

5.9. The Deputy Assistant Secretary of Defense for Prisoner of War/Missing Personnel Affairs, under the Under Secretary of Defense for Policy (USD(P)), shall:

5.9.1. In accordance with the provisions of Reference (l), exercise centralized management of prisoner of war/missing in action (POW/MIA) affairs for any member of the Armed Forces on active duty or Reserve component performing official duties, a U.S. citizen civilian or employee of the Department of Defense, and any other person determined to be a covered person by the USD(P) who becomes involuntarily absent as a result of a hostile action, or under circumstances suggesting that the involuntary absence is a result of a hostile action, and whose status is undetermined or who is unaccounted for.

5.9.2. Coordinate with the DoD Components on all matters that concern missing persons.

5.9.3. Forward all correspondence and new case related information through the appropriate Service casualty office for notification of the PNOK, other members of the immediate family according to Reference (l), or any other previously designated person identified by the Service member according to section 655 of Reference (k).

5.9.4. In accordance with the provisions of DoD Instruction 2310.4 (Reference (p)), provide policy oversight for all DoD repatriation activities.

5.9.5. In accordance with the provisions of DoD Directive 5110.10 (Reference (q)), serve as the primary DoD representative and point of contact with other Federal Departments and agencies, foreign governments, and non-governmental organizations on all matters related to personnel recovery and personnel accounting pursuant to sections 1501 through 1513 of Reference (k).

5.10. The Assistant Secretary of Defense for Public Affairs (ASD(PA)) shall:

5.10.1. Coordinate any unclassified release of aggregated casualty statistics with the DHRA or defer reporting to DHRA.

5.10.2. During times of war or contingency operations, ensure that guidance given to Public Affairs offices is consistent with definitions and procedures in this Instruction and with guidance to the Services provided by DHRA.

5.10.3. During times of war or contingency operations, reconcile press releases of names with official casualty names maintained by DHRA.

5.11. The Assistant Secretary of Defense for Reserve Affairs (ASD(RA)) shall provide an advisor to the CAB.

## 6. PROCEDURES

### 6.1. Casualty Reporting, Recording, Notification, and Assistance

#### 6.1.1. Casualty Reporting

6.1.1.1. Casualty reports will be submitted electronically and without delay to the Service Headquarters Casualty Office within 12 hours of a command, detachment, or unit learning of the casualty.

6.1.1.1.1. Service regulations will identify applicable reporting units and casualty report format.

6.1.1.1.2. Casualty reports will be unclassified to the maximum extent possible. In the event a casualty report must be classified or contains classified information, the information must be reported via secure means and to properly cleared personnel.

6.1.1.1.3. Initial casualty reports will be transmitted with an IMMEDIATE precedence and are exempt from MINIMIZE.

6.1.1.2. DCIPS. DCIPS is the Department's functional information system for casualty and mortuary affairs business information processes and is the system of record for the

"Report of Casualty" DD Form 1300 and other documents and reports. The DCIPS Configuration Control Board (CCB) governs changes within this system.

6.1.1.3. In addition to any reporting requirements that may be unique to each Military Service concerned, standard casualty reports are submitted electronically to DHRA's DMDC via DCIPS.

6.1.1.4. Casualty reports, and the preparation of the DD Form 1300, are required for:

6.1.1.4.1. All deceased or missing military personnel.

6.1.1.4.2. All deceased or missing DoD civilian employees and DoD contractors, OCONUS, who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field and for all continental United States (CONUS) casualties as a result of hostile action.

6.1.1.4.3. All deceased 120-day disability retired members.

6.1.1.4.4. All deceased or missing personnel identified as Designated or Covered Persons by USD(P) according to Reference (I).

6.1.1.4.5. All deceased personnel who were attending a Military Service Academy.

6.1.1.5. Casualty reports are required for all active duty military personnel whose status is listed as seriously ill or injured (SI) or very seriously ill or injured (VSI). The preparation of the DD Form 1300 is not required.

6.1.1.6. Casualty reports are required for all DoD civilian personnel, including DoD contractors, OCONUS, who are listed as SI or VSI as a result of hostile or non-hostile action or while accompanying armed forces in the field. The preparation of the DD Form 1300 is not required.

6.1.1.7. Casualty reports are required for all military personnel listed as DUSTWUN and all DoD civilian employees and DoD contractor personnel listed as EAWUN. The preparation of the DD Form 1300 is not required.

6.1.1.8. Casualty reports are required for all personnel, including military and DoD civilians and DoD contractors, who are wounded in action. The preparation of the DD Form 1300 is not required.

6.1.1.9. At the Services' or DoD Component's discretion, casualty reports and the preparation of DD Form 1300s are optional for:

6.1.1.9.1. All DoD civilians and contractors in a travel status.

6.1.1.9.2. All military, civilian, and contractor dependents.

6.1.1.9.3. All retired personnel or dependents of retired personnel who die while properly admitted under chapter 55 of Reference (k) to a medical facility of the armed forces located in the United States.

6.1.1.9.4. All personnel on the Delayed Entry Program.

6.1.1.9.5. All personnel going through Reserve Officer Training Corps.

6.1.1.9.6. All 120-day discharge or Release from Active Duty personnel.

6.1.1.9.7. All Reserve or National Guard personnel who die while in an inactive status.

6.1.1.10. Special Reporting. DHRA's DMDC maintains aggregate information on selected military operations and incidences. When aggregation is required, DHRA's DMDC will notify the Services and assign a special code for the Services to include on the electronic records made available to DHRA's DMDC. When a special code has been assigned, DHRA's DMDC may also require information on those injured in combat or in terrorist acts, non-hostile injuries occurring in a combat-designated area, and accidents for incidences where there are multiple casualties. This reporting may be non-DCIPS and may be done electronically or verbally and consists of aggregate counts or abbreviated records by name as specified by DHRA's DMDC.

## 6.1.2. Casualty Recording

6.1.2.1. DCIPS is an electronic system used in the collection and management of casualty data and produces the DD Form 1300 and other documents and reports.

6.1.2.1.1. The DD Form 1300 (Enclosure 3) is prepared to officially record the death, or missing status, of personnel listed in paragraph 6.1.1. Government agencies use the completed DD Form 1300 as the basis for paying benefits, collecting casualty data, and closing out personnel files. A copy of this form may be provided to persons, organizations, or agencies not connected with the Government for settling claims that require proof of death. Information on a completed DD Form 1300 for a deceased person that pertains to living persons, and those completed DD Form 1300s for missing persons, are protected pursuant to section 552(a) of Reference (h). Instructions for completing the DD Form 1300 are found at Enclosure 4. Examples of completed DD Form 1300s are at Enclosure 5.

6.1.2.1.2. Each Military Service or DoD Component, at its option, may use the DD Form 1300 to record the deaths or missing status of other military members, civilians, military dependents, defense contractors, and civilian dependents under its purview.

6.1.2.2. Department of Defense Worldwide Casualty System (DCAS). DHRA's DMDC maintains the DCAS containing personal and casualty specific data on all active duty military deaths for the Korean War, Vietnam Conflict, and worldwide casualties since fiscal year

1980. The system is used to meet the responsibilities defined in paragraph 5.2.5. Input to the DCAS system is made available through DCIPS, which provides key information on each casualty. File input formats and code specification requirements will be maintained by DHRA's DMDC and changes will periodically be presented to the DCIPS CCB for approval and incorporation within DCIPS. The baseline standards for DCAS will come from either approved data entities in the Defense Data Dictionary System, data entities from an approved DoD-wide system, or from other coding specifically unique to casualty processing. Standards will be tailored to meet specific requirements of DCAS. For example, the inclusion of countries no longer in existence with start/stop dates is required in DCAS for historical purposes but is not part of a DoD standard.

6.1.2.3. Post-Conflict Documentation Requirements and Processing Summary. After consultation with the Joint Staff, the Military Services, and others as applicable, DHRA will provide Service casualty offices:

6.1.2.3.1. Pertinent details of new war/conflict or operation/incident reporting procedures upon startup;

6.1.2.3.2. Stop date indicating when a war/conflict or operation/incident ends;

6.1.2.3.3. Date after which only case-by-case exceptions will be made to war/conflict or operation/incident casualty reports;

6.1.2.3.4. Any military operation/incident that involves combat must account for personnel falling within the following categories:

6.1.2.3.4.1. Died/wounded in a defined combat zone (e.g., contingency area);

6.1.2.3.4.2. Died from wounds sustained in a defined combat zone;

6.1.2.3.4.3. Died/wounded while on a combat/combat support mission to/from a defined combat zone;

6.1.2.3.4.4. Died from physical injuries, other than wounds, occurring in a defined combat zone, provided that death occurred within 120 days of the incident;

6.1.2.3.4.5. Died from a diagnosed illness while in a defined combat zone or outside the combat zone provided that death occurred within 120 days of the diagnosis;

6.1.2.3.4.6. Died/wounded in the aftermath of a combat/combat support mission incident.

6.1.2.3.5. For Vietnam Conflict reporting purposes only, any death/wounding in South Vietnam between November 1, 1955, and December 31, 1960, will be reported as though a combat zone had been designated for that period;

6.1.2.3.6. If a Military Service becomes aware of a case that might qualify after exception processing begins, it will review the case against the established criteria. If the Service determines that the case does not meet the criteria, the Service will inform the requestor of their decision with an appropriate explanation. If the Service determines a criterion was met, it will process the action in the normal manner. In addition, the Service will prepare supporting documentation for DHRA as described in paragraphs 6.1.2.3.6.1. through 6.1.2.3.6.5. DHRA will perform, and/or facilitate, a second-level DoD review, ensuring that the documentation supports an update to the DCAS, the primary source for DoD reporting of Military Service casualties incurred during military operations. DHRA will notify the Service that the action has been accepted for processing or is deficient in some manner. Any deficiency will be explained to the Service. The Service will not notify the requestor of any action until the DoD review has been completed. The Service concerned will provide DHRA the following documentation when the Service determination is to process a case:

6.1.2.3.6.1. Letter signed by the Service Casualty Advisory Board representative explaining the rationale for its determination;

6.1.2.3.6.2. Supporting documentation leading to the explanation;

6.1.2.3.6.3. Death certificate; and

6.1.2.3.6.4. DD Form 1300;

6.1.2.3.6.5. If wounding, injury, or illness was the basis for consideration, the Service will provide a signed opinion letter from a medical authority establishing the relationship between the initial event in a defined combat zone and the cause of death. Additionally, a signed endorsement letter of the opinion from the Office of the Surgeon General for the Service is required.

6.1.2.3.7. DHRA will provide information about changes to its database to appropriate sources such as the Department of the Interior and groups responsible for memorials.

### 6.1.3. Casualty Notification

#### 6.1.3.1. Initial Notification

6.1.3.1.1. Military Decedent. At a minimum, the spouse, children not residing with the spouse, parents, the PADD, or other beneficiaries receiving survivor benefits or entitlements will be notified.

6.1.3.1.2. DoD Civilian Decedent (includes Departments of the Army, Navy, and Air Force). When a reportable DoD civilian casualty occurs, the respective Military Service or DoD Component will make personal notification to the emergency point of contact reflected on the DD Form 93 or the electronic civil service equivalent of the DD Form 93. Thereafter, the Military Service or DoD Component will facilitate the follow-on assistance with the appropriate civilian personnel or human resources office for survivor benefits or entitlements.

6.1.3.1.3. DoD Contractor Decedents. When a reportable DoD contractor casualty occurs, the respective Military Service or DoD Component will notify the appropriate contracting agency who will be responsible for notifying the contractor's NOK.

6.1.3.1.4. Notification Team. Notification(s) will be conducted by a minimum of a two-person uniformed detail and, when possible, one member will be a chaplain. Chaplain assistance from another branch of Military Service is allowed. Care-team members, Family Readiness Group members, or other support group members will not be part of the initial notification visit. Such members are considered part of the general public and will not be provided access to casualty information according to paragraph 4.6. Following the initial notification, upon request from the person who receives the initial notification, a friend, relative or a person from a Family Readiness Group or Care Team or other support group may be called by the notification team to provide immediate support services.

6.1.3.1.5. Times of Notification. Personal notifications will be accomplished within 12 hours of the Military Service headquarters receipt of the casualty report unless circumstances beyond the Service's control prevent such notifications. Hours of notification are local times 0500 – 2400, except under unusual circumstances as authorized in applicable Service regulations. The intent is to notify the NOK while at home, not while on the job.

6.1.3.1.6. Desires of the Member. The desires of the member, expressed in the RED or expressed by the member at the time of the casualty, concerning whom not to notify shall be honored unless, in the judgment of the member's commander or Service Component for civilian personnel, official notification by the Military Service should be made.

6.1.3.1.7. DUSTWUN, EAWUN, Missing, and Deceased Cases. Within the guidance of subparagraph 6.1.3.1.5., initial notification(s) shall be made in person to the PNOK and to the parents, who are the secondary NOK, unless unusual circumstances prevent such procedures, as expeditiously as possible. Notification to secondary NOK is not applicable to civilian personnel. All facts and circumstances on the casualty incident, known at the time of the initial notification, shall be provided to the PNOK. Whenever someone other than the member's commander or designated Service representative makes initial notification, an official notification confirmation to the PNOK and secondary NOK shall be made. For deceased casualties, the casualty representative should advise the PNOK to defer making any decisions until briefed on entitlements and benefits. The purpose of this contact is to establish a time to meet with the PNOK that considers the needs of the family and honors the family's period of mourning.

6.1.3.1.8. Illness or Injury Cases. Within the guidance of paragraph 6.1.3.1.5., in cases involving SI or VSI casualties, initial notification(s) to the PNOK by a representative of the DoD Component concerned will be conducted by telephone. If telephonic notification is not possible, initial notifications will be in person. Whenever a casualty occurs as the result of a hostile action or terrorist activity and the casualty is classified as "not seriously injured" (NSI), official notification to the PNOK by the DoD Component concerned will be made upon the member's request. The member will be encouraged to notify their PNOK.

#### 6.1.3.2. Follow-on Notification

6.1.3.2.1. DUSTWUN, EAWUN, or Missing Cases. In all cases involving DUSTWUN, EAWUN, or missing casualties, the PNOK will be kept informed until actual status or fate is determined.

6.1.3.2.2. Illness or Injury Cases. For SI or VSI casualties, the DoD Component concerned shall keep the PNOK informed of the member's medical progress within the guidance of paragraph 6.1.3.1.

#### 6.1.3.3. Other Concerned Individuals

6.1.3.3.1. Beneficiaries. All persons reflected in the Service member's records as a beneficiary or recipient of death benefits or Federal program insurance proceeds will be notified in accordance with individual Service directives.

6.1.3.3.2. Non-family Members. There may be interested persons other than the primary or secondary NOK who may be affected or show considerable interest in a casualty (e.g., other members of the unit, close personal friends, boyfriends, girlfriends, and fiancés). While it is not possible, because of the Privacy Act of 1974 (Reference (h)), to provide these individuals with the complete details of the loss or allow access to personal effects, common sense and sensitivity should be used with regard for their feelings and concerns.

#### 6.1.4. Casualty Assistance

6.1.4.1. DUSTWUN, EAWUN, Missing, or Deceased Cases. In all cases involving DUSTWUN, EAWUN, missing, or deceased casualties, the DoD Component concerned shall appoint a casualty assistance officer who will initiate contact with the PNOK within 24 hours following initial notification. Within the guidelines established by each DoD Component, the casualty assistance officer may be the notification officer. The casualty assistance officer, to the extent the PNOK desires, shall provide guidance and assistance for such matters as pay, allowances and benefits, veteran benefits, social security benefits, and income tax refunds or exclusions whenever section 692 of title 26, U.S.C. (Reference (r)) applies to the particular case. Assistance to civilian personnel will be coordinated through the designated civilian personnel office or civilian benefits center. The casualty assistance officer shall provide points of contact or information regarding autopsy reports, all known reports of inquiry or investigations, as applicable, and other governmental or non-DoD agencies that may be involved in a particular case. The casualty assistance officer shall maintain contact with the PNOK to keep them informed until all matters relating to the case have been answered and all entitlements and benefits are received. The member's commander should provide an appropriate letter of sympathy or condolence to the PNOK, spouse or parents as appropriate, not later than 5 days after the initial notification, unless circumstances dictate otherwise. If the PNOK is a minor, the letter should be addressed to the minor in care of the guardian or legal representative.

6.1.4.2. Illness or Injury Cases. In those military VSI or SI cases in which a competent medical authority requests the presence of NOK at bedside, the casualty office of the Military Service concerned shall be the final approval authority and shall assist in arranging appropriate Government-funded invitational travel in accordance with paragraph U5246 of the Joint Federal Travel Regulations (Reference (s)). In those civilian cases when an employee on temporary duty travel becomes ill or injured, transportation expenses, but not *per diem*, are allowed for an attendant or escort provided the attending physician certifies that it is medically necessary for the employee to be accompanied by an attendant or escort in accordance with paragraph C6454 of the Joint Travel Regulations (Reference (t)).

6.1.4.2.1. When the Service issues Invitational Travel Authorizations, more commonly known as Invitational Travel Orders, for family members to travel to be at the bedside of an ill or injured Service member, the appropriate Service will offer the family arrival assistance.

6.1.4.2.2. Upon request from the family, the Service will ensure that the family is met at their point of arrival (e.g., airport, train, or bus station) in the geographical area where the member is hospitalized, and escorted or provided directions to the hospital or military treatment facility. Additional assistance may be provided in securing lodging at or near the hospital or military treatment facility.

6.1.4.3. Release of Information to the PNOK and Parents. In all casualty cases, the PNOK and parents shall be provided information on the circumstances surrounding the incident as best known to the DoD Component concerned. In the event a casualty occurs during a classified operation, all information of an unclassified nature shall be provided. Every effort shall be made to declassify information. If the PNOK is a minor, all information will be provided to the guardian or legal representative.

6.1.4.4. Disposition of Remains. Only one person at a time can be the PADD. (See paragraph E2.41.)

6.1.4.5. Disposition of Personal Effects. Only the custody of the personal effects is transferred from the Service concerned to the person eligible to receive effects (PERE). Any question of title or ownership must be determined by agreement among the interested parties or, if necessary, the civil courts in the State of the domicile of the deceased or missing person. (See paragraph E2.42.)

## 6.2. DUSTWUN or EAWUN Designation

6.2.1. In those circumstances when the reason for a member's absence is uncertain and it is possible that the member is a casualty whose absence is involuntary, but there is not sufficient evidence to determine immediately that the member is missing or deceased, the member should be designated DUSTWUN or EAWUN. This procedure is particularly useful when hostilities prevent the immediate determination of a member's actual status, or when search and rescue efforts are ongoing.

6.2.2. The commander's preliminary assessment of a member's actual status, required by Reference (l) should, whenever practicable, be made within 10 days. That is usually sufficient time to conduct an investigation, or conduct search and rescue efforts, to ascertain a member's actual status. The recovery of remains is not a prerequisite to determining or declaring a casualty deceased.

6.2.2.1. If it is determined that a member is not absent involuntarily, but rather is absent voluntarily, the commander should designate the member as having been absent-without-leave/unauthorized absence (AWOL/UA) during the DUSTWUN or EAWUN period.

6.2.2.2. If it is determined that a member has died, the commander should designate or recommend the member as having been in a missing status during the DUSTWUN or EAWUN period according to individual Service regulations, ending on the date the commander received evidence of the member's death or made a presumptive finding of death based on information obtained during the preliminary investigation. If it is determined that a member has died while voluntarily absent, however, the commander should designate the member as having been AWOL/UA, ending on the date of the member's death.

6.2.2.3. If it is determined that a member is involuntarily absent not as a result of hostile action, the commander should designate or recommend the member as having been in a missing status during the DUSTWUN or EAWUN period according to individual Service regulations.

6.2.2.4. If it is determined that a member is absent as a result of hostile action, and that Reference (l) applies, the commander may only recommend a missing status and the Secretary concerned or their designee must make the determination of actual status.

6.2.3. A member's pay and allowances entitlements during a DUSTWUN designation period are determined in accordance with the applicable provisions of title 37, U.S.C. (Reference (u)) and are dependent upon the member's actual status during that period.

6.2.4. A civilian member's pay and allowances entitlements during an EAWUN designation period are determined in accordance with the applicable provisions of Reference (h) and are dependent upon the member's actual status during that period.

### 6.3. Application of the Freedom of Information Act (FOIA) and Policy Guidance Concerning Release of Information

6.3.1. FOIA Requests. Under the provisions of the FOIA (section 552 of Reference (h)), any person may request records by writing to the FOIA Office of the DoD Component owning the records. FOIA requests for casualty records should be submitted to the FOIA Office of the respective Military Service or DoD Component. While a FOIA request from the Primary NOK is not necessary, other requesters, to include immediate family members, must submit a request. Information requested must be released unless it is exempt under one or more of the nine exemptions of the Act. The two exemptions that apply most often to casualty information are the national security exemption and the personal privacy exemption (sections 552(b)(1) and

552(b)(6) of Reference (h)). The DoD FOIA Program, DoD 5400.07-R (Reference (v)) provides guidance on the application of the exemptions. The use of the personal privacy exemption may be merited to protect the privacy of living persons in the record or the PNOK and/or family members of the deceased. Use Reference (v) for guidance.

6.3.2. Releasable Information in DUSTWUN, EAWUN or Missing Cases. The amount of information releasable to the general public on these members is limited to basic biographical information such as name, date of loss, country of loss, and current status. Exceptions include a legal guardian appointed by a court who has given written consent for release of information to a third party and FOIA requests where disclosure of the records concerned does not constitute a clearly unwarranted invasion of personal privacy.

6.3.3. Releasable Information in Deceased Cases. Death of a member does not mean that there are no privacy interests to be considered in deciding whether to release information. Although deceased persons no longer have privacy interests to be protected, some casualty information may be withheld if a determination is made that release of the information would invade the privacy of a living person. This includes personal information on the PNOK or others. It also includes information pertaining to the deceased if disclosure would result in an invasion of the family's privacy. Examples of items of a personal nature about family members or others that should be protected include residential addresses and telephone numbers, social security numbers, age and date of birth. Examples of items about a deceased person that should be protected are autopsy reports containing detailed descriptions of the procedures and vivid descriptions, photographs, or videotapes of human remains. The PNOK and/or family members may obtain their deceased Service member's records. Requests for records of deceased civilian employees will be submitted to the appropriate civilian personnel office for appropriate action. However, all requests shall be processed in accordance with References (h) and (v) to protect the privacy of other living person(s).

#### 6.4. DoD Casualty Advisory Board (CAB)

6.4.1. This Instruction establishes the DoD CAB as a permanent board. The CAB is responsible for developing and recommending broad policy guidance, for proposing goals for the Military Services to ensure uniform policy regarding the care of military members and their families, and to ensure accurate reporting and accounting for the status of military members and applicable civilian personnel. The Board shall recommend policy during joint operations to ensure uniform and equitable treatment of all military members and their families and to ensure uniform procedures are used. Mortuary affairs issues are under the purview of the Central Joint Mortuary Affairs Board covered in DoD Directive 1300.22 (Reference (w)).

6.4.2. The CAB shall be composed of two members representing each of the Military Services as appointed by the Assistant Secretary, or their designee, of the Military Department responsible for military personnel policy. A copy of the member appointment letters will be forwarded to the Deputy Under Secretary of Defense for Military Community and Family Policy DUSD(MC&FP) Attn: Casualty Affairs. Depending on individual Service organization, members would include, at a minimum, those who are responsible for casualty reporting, family notification, casualty assistance, and mortuary assistance. The Chairman of the Joint Chiefs of

Staff shall also designate a member. A member of the DHRA, DMDC, shall serve as a technical advisor to the board. A member of the ASD(PA) and the ASD(RA) will serve as advisors to the Board. The PDUSD(P&R) shall designate a member from that OSD component as the Chairperson of the CAB. The DUSD)(MC&FP), or that official's designee, shall be a member.

6.4.3. The Board shall perform the following functions regarding casualty matters:

6.4.3.1. Recommend policy changes to be coordinated within the Military Services and approved by the PDUSD(P&R).

6.4.3.2. Recommend uniform operational procedures to be coordinated within the Military Services and approved by the Chairman of the Joint Chiefs of Staff.

6.4.3.3. Recommend basic roles and responsibilities to be considered and approved by the Chairman of the Joint Chiefs of Staff for joint operations.

6.4.3.4. Recommend and review policies regarding the release of casualty information and statistics to the media and the general public.

6.4.3.5. Review major disaster and contingency responses to casualty incidents to ensure adequacy of existing policies and procedures.

6.4.3.6. Be the focal point with other Federal Agencies, Veterans Service Organizations, and non-profits to improve the support and assistance to surviving family members.

6.4.4. The Chairperson of the CAB shall:

6.4.4.1. Notify the CAB membership no later than 60-days prior to a scheduled meeting.

6.4.4.2. Designate the Service who hosts the CAB meeting to provide a recorder and prepare CAB minutes in specified format.

6.4.4.3. Prepare CAB minutes within 30 working-days following a meeting and forward a copy such minutes to the Assistant Secretaries of the Military Departments and their designees, the Director of the Joint Staff, ASD(PA), ASD(RA), and other leadership as appropriate.

6.4.4.4. Coordinate any policy change recommendations.

6.4.4.5. Coordinate with the Military Services on all invited guests to the CAB who have expertise or services that may provide additional support to Service members and their families.

6.4.5. CAB meetings shall be held tri-annually or as directed by the Chairperson. The respective Military Services shall fund travel and per diem expenses associated with board meetings. A quorum exists only if each Military Service has a representative present.

#### 6.5. Vietnam Veterans Memorial Wall Applications

6.5.1. All requests to add names to the Vietnam Veterans Memorial Wall will be forwarded to the Director, DHRA, for final decision. Family members or other interested parties will be advised that the request has been forwarded for decision and an update will be provided when a decision has been made.

6.5.2. Each request will be endorsed with a Service recommendation (a) to add the member's name on the Wall or (b) that the name not be added because the deceased veteran does not meet the established criteria. In order for a Service member to have his or her name added to the Wall, one of the following criteria must be satisfied: A Service member must have:

6.5.2.1. Died in Vietnam between November 1, 1955, and December 31, 1960; or

6.5.2.2. Died in the defined combat zone on or after January 1, 1961; or

6.5.2.3. Died as a result of wounds (combat or hostile related) sustained in the combat zone; or

6.5.2.4. Died while participating in, or providing direct support to, a combat mission immediately en route to or returning from a target within the defined combat zone.

6.5.3. For clarification purposes on the above criteria, there is no requirement that the Service member was killed in action or that the cause of death was combat related.

### 7. INFORMATION REQUIREMENTS

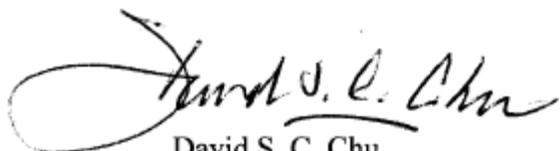
7.1. The reporting requirements described in paragraph 6.1.2. have been assigned Report Control Symbol DD-P&R(AR) 1664 in accordance with DoD 8910.1-M (Reference (x)).

7.2. The Record of Emergency Data Form (DD Form 93) (RED) will be prepared for all personnel enlisted or commissioned in the Armed Forces, Enclosure 7. Detailed preparation instructions are contained in Enclosure 8. Examples are provided in Enclosure 9.

7.3. Additional information requirements, unless exempt, shall be developed, approved, and licensed, consistent with Reference (x) and DoD Directive 8320.2 (Reference (y)).

8. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "David S. C. Chu". The signature is fluid and cursive, with a large loop at the beginning.

David S. C. Chu  
Under Secretary of Defense for  
Personnel and Readiness

Enclosures - 9

- E1. References, continued
- E2. Definitions
- E3. Sample Report of Casualty (DD Form 1300)
- E4. Instructions for Completing the Report of Casualty (DD Form 1300)
- E5. Examples of Completed DD Form 1300
- E6. Civilian Casualty Reporting, Recording, Notification and Assistance by DoD Components
- E7. General Instructions for the Use and Preparation of the Record of Emergency Data (DD Form 93)
- E8. Detailed Instructions for Completing the Record of Emergency Data (DD Form 93)
- E9. Example of Completed Record of Emergency Data (DD Form 93)

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Section 566 of Public Law 109-364, "John Warner National Defense Authorization Act for Fiscal Year 2007," October 17, 2006
- (f) Section 1072 of Public Law 102-484, "National Defense Authorization Act for Fiscal Year 1993," October 23, 1992
- (g) Joint Publication 1-02, "DoD Dictionary of Military and Associated Terms," as amended
- (h) Sections 552, 552a, 5561-5570, of title 5, United States Code
- (i) Sections 724 and 1082 of Public Law 108-375, "Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005," October 28, 2004
- (j) DoD Instruction 5010.40, "Managers Internal Control (MIC) Program Procedures," January 4, 2006
- (k) Sections 101(d), 655, 1044, 1482(c), 1501-1513 and chapter 55 of title 10, United States Code
- (l) DoD Instruction 2310.5 "Accounting for Missing Persons" January 31, 2000
- (m) DoD Directive 1400.31 "DoD Civilian Work Force Contingency and Emergency Planning and Execution" April 28, 1995
- (n) DoD Instruction 1400.32 "DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures" April 24, 1995
- (o) DoD Instruction 3020.37 "Continuation of Essential DoD Contractor Services During Crises" November 6, 1990
- (p) DoD Instruction 2310.4 "Repatriation of Prisoners of War (POW), Hostages, Peacetime Government Detainees and Other Missing or Isolated Personnel" November 21, 2000
- (q) DoD Directive 5110.10, "Defense Prisoner of War/Missing Personnel Office (DPMO)" September 21, 2005
- (r) Section 692 of title 26, United States Code
- (s) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," June 1, 2006
- (t) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," August 1, 2007
- (u) Sections 551-559 of title 37, United States Code
- (v) DoD 5400.07-R, "DoD Freedom of Information Act (FOIA) Program," September 4, 1998
- (w) DoD Directive 1300.22 "Mortuary Affairs Policy" February 3, 2000
- (x) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (y) DoD Directive 8320.02, "Data Sharing in a Net-Centric Department of Defense," December 2, 2004
- (z) Sections 316, 502-505 of title 32, United States Code
- (aa) Section 1302(d) of title 38, United States Code
- (bb) DoD Directive 5100.3 "Support of the Headquarters of Combatant and Subordinate Joint Commands," November 15, 1999

E2. ENCLOSURE 2

DEFINITIONS

The definitions used herein apply solely to this Instruction and may vary from definitions established in Reference (g).

E2.1. Active Duty (AD). Full-time duty in the active Military Service of the United States. This includes members of the Reserve Components serving on active duty for full-time training duty, but does not include full-time National Guard duty.

E2.2. Active Service. Service on active duty or full-time National Guard duty.

E2.3. Active Duty for Training (ADT). A tour of AD which is used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. The member is under orders that provide for return to non-active status when the period of active duty for training is completed. This includes annual training, special tours of ADT, school tours, and initial duty for training performed by nonprior service enlistees.

E2.4. Armed Conflict. Conflict between nations or other contestants entailing the physical destruction of, or injury to, one another's Armed Forces. Armed conflict exists when the lives or safety of members of the armed services of a nation, belligerent power, coalition, or faction are endangered as a direct result of the use of physical force.

E2.5. Body Recovered. The remains of a deceased person recovered by and/or returned to U.S. authority.

E2.6. Casualty. Any person who is lost to the organization by having been declared dead, duty status – whereabouts unknown (DUSTWUN), excused absence-whereabouts unknown (EAWUN), missing, ill, or injured.

E2.7. Casualty Assistance. A commitment to provide authorized and necessary assistance to eligible family members of deceased, DUSTWUN, EAWUN, missing, ill, or injured personnel. Assistance may include, but is not limited to: transportation assistance; applying for and receiving benefits and entitlements; obtaining copies of records, reports and investigations; legal assistance; receipt of personal effects; mortuary and funeral honors assistance; relocation assistance, including shipment of household goods; liaison with other Federal agencies; information and referral, including emotional and spiritual support, and other assistance as requested.

E2.8. Casualty Assistance Officer or Representative. The title of the person assigned by the Service or DoD Component concerned to provide assistance to the families of ill, injured, DUSTWUN, EAWUN, missing, or deceased members.

E2.9. Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status.

E2.10. Casualty Report. The initial report to the Service headquarters of a member casualty. This report contains background information on the casualty incident and is used for casualty notification to the PNOK. The report forms the basis for the preparation of the "Report of Casualty" or DD Form 1300.

E2.11. Casualty Status

E2.11.1. A term used to classify a casualty for reporting purposes. There are six casualty statuses: (1) deceased; (2) duty status – whereabouts unknown (DUSTWUN) for military, or excused absence – whereabouts unknown (EAWUN) for civilians; (3) missing; (4) very seriously ill or injured (VSI); (5) seriously ill or injured (SI); and (6) not seriously ill or injured (NSI).

E2.11.2. At the DoD Component's discretion, an additional casualty status of Special Patient (SPECPAT) or Special Category (SPECAT) may be used. This status is for those members whose illness or injury is not otherwise reportable such as SI or VSI but involves: personnel diagnosed with a psychotic condition requiring hospitalization; attempted suicide and suicide gestures verified by a medical authority, or other medical conditions that may require extensive medical treatment or hospitalization.

E2.12. Casualty Type. A term used to identify a casualty for reporting purposes as either a hostile casualty or a non-hostile casualty.

E2.13. Circumstance of Casualty. An occurrence that causes a casualty or directly sets off a series of actions leading to a casualty.

E2.14. Civilian. A person who is not a member of the armed forces, including a member of the general public, U.S. and non-U.S., a defense contractor, a DoD civilian employee, non-DoD Federal employees, or military dependents.

E2.15. Classification of Casualty

E2.15.1. Air Casualty. A casualty resulting from the intent for flight of an aircraft; i.e., manned vehicles that are supported in flight by buoyancy or dynamic action. The intent for flight begins when an aircraft engine is started for commencing flight and continues until the aircraft comes to rest with the engine(s), propeller(s), or rotors stopped and brakes set or wheel chocks in place. The aircraft's engine is considered started when the intentional attempt is made to set the engine in motion. For amphibian aircraft landing on water, intent for flight continues until all normal flight operations have ended. It ceases when the engine(s) have been stopped and the aircraft has been either moored or taken in tow. For non-engine powered aircraft (e.g., balloons, non-powered gliders), intent for flight begins with any intentional operations for commencing flight and ends when said operations cease and the aircraft is properly moored, chocked, or the like.

E2.15.2. Sea Casualty. A casualty occurring in water areas in conjunction with the operation of seagoing vessels. The term includes casualties aboard seagoing vessels while underway, casualties aboard seagoing vessels while in port that result in death aboard ship, and ground crew aboard ship that are killed in an aircraft crash.

E2.15.3. Ground Casualty. A casualty other than an air or sea casualty.

E2.16. Contractor. An individual or employee of a private business who contracts to furnish supplies or perform work at a certain price or rate.

E2.17. Covered Person. Refers to those persons for whom a determination of status must be made under the provisions of Reference (l).

E2.18. Date of Casualty Incident. The date the Service member enters a casualty status. For members declared DUSTWUN or persons declared missing, the date of casualty is the date declared DUSTWUN or missing. For members declared missing who were initially declared DUSTWUN, the date of casualty is the date declared DUSTWUN unless there is evidence to indicate a more current date. For persons reported VSI, SI, or NSI, the date of casualty is the date the illness or injury occurred, if known, or the date the person is so classified as ill or injured by competent medical authority.

E2.19. Date of Death. The date a person died based upon actual knowledge of when the death occurred, receipt of conclusive evidence, or a presumptive finding of death. For persons that suffer irreversible brain death, the law differs among States and countries concerning when a person is legally considered deceased. The date of death in these cases is the date determined by competent medical authority based upon either declaring the person brain dead or removal from life support systems, whichever the local law dictates. For persons declared missing and subsequently deceased, the date of death is dependent upon either receipt of conclusive evidence of death or a presumptive finding of death. The date of death based upon receipt of conclusive evidence is the date determined by competent medical authority or by the Military Department Secretary or his or her appointed designee. The date of death based upon a presumptive finding of death is the date the Military Department Secretary or his or her appointed designee signs the change in casualty status from missing to deceased.

E2.20. Deceased. A casualty status applicable to a person who is either known to have died, determined to have died on the basis of conclusive evidence, or declared to be dead on the basis of a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased.

E2.21. Defense Casualty Information Processing System (DCIPS). DCIPS is the Department's functional information system for casualty and mortuary business information processes. DCIPS is a single standard system supporting uniform procedures, accounting and accurate reporting of casualties, ensuring support of family members, benefits tracking, coordinating mortuary affairs, and the return of personal effects and human remains. DCIPS functional requirements are approved by the DCIPS CCB.

E2.22. Department of Defense Casualty. Any person reflected in the personnel categories under paragraph 6.1.1. or meeting the definition of casualty.

E2.23. Designated Person or Previously Designated Person. A person or persons, if any, other than that person's PNOK or immediate family, to whom information on the whereabouts and status of the member shall be provided if such whereabouts are investigated under chapter 76, sections 1501-1513 of Reference (k). See also section 655 of Reference (k).

E2.24. Died of Wounds Received in Action. A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who dies of wounds or other injuries received in action after having reached a medical treatment facility.

E2.25. Duty Status. A status in which the military member was serving under section 101(d) of Reference (k), or sections 316, 502, 503, 504, or 505 of title 32, U.S.C. (Reference (z)) at the time the member becomes a casualty. Duty status is used as a basis for determining eligibility for survivor benefits and entitlements.

E2.26. Duty Status - Whereabouts Unknown (DUSTWUN). A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

E2.27. Escort

E2.27.1. Military Escort. A uniformed member of appropriate grade who accompanies the remains of a deceased member from the servicing mortuary to the place of burial or interment.

E2.27.2. Special Escort. A military member, a family member, or a friend of the family specifically requested by the PADD to escort the deceased member's remains.

E2.27.3. Aircraft Commander. When remains are being returned to the United States from OCONUS (to include Alaska and Hawaii) by military air or military-contract air, the aircraft commander will serve as the official escort until arrival at the CONUS port mortuary for final processing. If remains are processed at an OCONUS location and are ready for transport to the destination identified by the PADD, an escort, other than the aircraft commander, will be provided from the preparing mortuary to the final destination.

E2.28. Excused Absence – Whereabouts Unknown (EAWUN). An administrative status, applicable only to civilian personnel, that is used when the responsible commander suspects the employee may be a casualty, whose absence is involuntary, but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

E2.29. Friendly Fire. In casualty reporting, a casualty circumstance applicable to persons killed in action or wounded in action mistakenly or accidentally by friendly forces actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force.

E2.30. Full-time National Guard Duty. Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or Air National Guard of the United States in the member's status as a member of the National Guard of a State or Territory, the Commonwealth of Puerto Rico, or the District of Columbia under sections 316, 502, 503, 504, or 505 of Reference (z), for which a member is entitled to pay from the United States or for which a member has waived pay from the United States.

E2.31. Home of Record. A term unique to the military used to determine a member's pay, allowances, and other entitlements under various Federal statutes. In general, it is synonymous with the concept of "domicile" at the time when it is initially recorded, and yet unlike "domicile," it does not have the flexibility of change during the continuation of an uninterrupted tour of military service. The place recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of duty.

E2.32. Hostile Casualty. A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted by a friendly force while the individual is in an AWOL, deserter, or dropped-from-rolls status or is voluntarily absent without authority from a place of duty.

E2.33. Inactive Duty Training (IDT). Authorized training performed by a member of a Reserve Component not on AD or ADT and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve Component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses.

E2.34. Invitational Travel Authorization. Invitational travel is the term applied to authorize travel of individuals. The more commonly referred to name is Invitational Travel Orders. Refer also to the current version of Reference (s).

E2.35. Killed in Action (KIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility.

E2.36. Mass Casualty. Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistical support capabilities.

E2.37. Missing. A casualty status for which the United States Code provides statutory guidance concerning missing members of the Military Services. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status. A person declared missing is categorized as follows:

E2.37.1. Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.

E2.37.2. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force, compelling it to surrender.

E2.37.3. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country. See also Prisoner of War (POW).

E2.37.4. Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

E2.37.5. Interned. The casualty is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

E2.37.6. Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

E2.37.7. Missing in Action (MIA). The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

E2.38. Non-hostile Casualty. A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties.

E2.39. Not Seriously Ill or Injured (NSI). The casualty status of a person whose illness or injury requires medical attention, may or may not require hospitalization, and medical authority classifies as less severe than SI.

E2.40. Official Combat Area or Zone. A combat area or zone that has been officially designated by Presidential or Congressional authority.

E2.41. Person Authorized to Direct Disposition of Human Remains (PADD). A person, usually the PNOK (see E2.44), who is authorized to direct disposition of human remains. For disposing of human remains, under the authority of Reference (1), the Secretary of the Military Department concerned is deemed to have such standing if no other such person is available. Service members will identify a PADD on their DD Form 93. (See instructions at Enclosure 7.) Absent

the identification of a PADD by the Service member, then the PADD is recognized in the following order:

E2.41.1. Surviving spouse. The legal spouse is one who was married to the deceased as prescribed by civil law, was not divorced from the deceased and has not remarried at the time disposition of remains is to be made. The latter might apply in the case of a Service member who has been declared deceased, body not recovered at the time of the casualty incident, and whose remains are later recovered and identified. If the spouse has remarried at the time disposition is to be made, the right of disposition will go to the next person in order of priority, and the remarried spouse will take priority under paragraph E2.41.8.

E2.41.2. Children who have reached the age of majority in order of seniority (age).

E2.41.3. Parents in order of seniority (age) unless legal custody was granted to another person by reason of court decree or statutory provision. Step-parents, who have not adopted the Service member, serve in *loco parentis* and are not considered parents for PADD purposes.

E2.41.4. Blood or adoptive relative of the individual who was granted legal custody of the Service member by reason of a court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the individual had reached the age of majority at the time of death.

E2.41.5. Brothers or sisters of legal age in order of seniority (age). When the deceased person has full siblings, half-siblings, or step-siblings, the order of precedence is the full siblings then the half-siblings. Step-siblings are not eligible to direct disposition of remains. Adopted siblings are treated the same as full siblings when adopted by both of the deceased person's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased person's biological parents.

E2.41.6. Grandparents in order of seniority (age).

E2.41.7. Other adult blood relatives in order of relationship to the individual under the laws of the deceased's domicile. When two individuals are of equal relationship, priority will be determined by age.

E2.41.8. Remarried surviving spouse. The remarried surviving spouse is one who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter might apply in the case of a Service member who is declared deceased, body not recovered, and whose remains are later recovered and identified.

E2.41.9. Persons standing in *loco parentis*. *Loco parentis* means any person(s) or institution who acted in place of the member's parent(s) for a period of not less than 1 year at any time before the member joined the military. Seniority in age will control when the persons are of equal relationship.

E2.41.10. Legal representative of the estate may make disposition of remains when all efforts to identify or locate a person in categories (1) through (9) are unsuccessful. The legal representative must be properly appointed by a civil court having jurisdiction of the decedent's estate.

E2.41.11. When all known persons in categories (1) through (10) relinquish disposition authority or cannot be identified or located, then disposition of the remains will be made by the administrative determination of the Secretary of the Military Department concerned or their designee.

E2.42. Person Eligible to Receive Effects (PERE). The person eligible to receive the personal effects of a deceased military member or civilian employee. (See also paragraph E2.41.) PEREs are recognized in the following order:

E2.42.1. Legal representative of the member's estate. To qualify as a legal representative, an individual must present duly certified copies of letters testamentary, letters of administration, or other evidence of final qualification, issued by a proper court of competent jurisdiction.

E2.42.2. Un-remarried surviving spouse.

E2.42.3. Children in order of seniority (age).

E2.42.4. Parents in order of seniority (age).

E2.42.5. Siblings in order of seniority (age).

E2.42.6. Other blood relative. When two individuals are of equal relationship, priority will be determined by age.

E2.42.7. A person standing in *loco parentis*.

E2.42.8. A person named as a beneficiary in the will.

E2.43. Posthumous Promotion. Promotion to a higher grade following a casualty's death; however, this promotion is not for pay purposes.

E2.44. Presumptive Finding of Death. A declaration by the Military Department Secretary or designee of the Military Service concerned, based upon a recommendation by a board or other official body that a person who was placed in a missing casualty status is dead.

E2.45. Primary Next of Kin (PNOK). The person most closely related to the casualty is considered PNOK for casualty notification and assistance purposes. The unremarried surviving spouse is PNOK. The term "surviving spouse" does not include one who obtained a divorce from the decedent (at any time). See also paragraph E2.41. Other NOK and interested parties are recognized in the following order:

E2.45.1. Natural and adopted children in order of seniority (age). The age of majority is 18 years. Their surviving parent or legal guardian shall exercise the rights of minor children.

E2.45.2. Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

E2.45.3. Blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision.

E2.45.4. Brothers or sisters of legal age in order of seniority (age).

E2.45.5. Grandparents in order of seniority (age).

E2.45.6. Other relatives of legal age in order of relationship to the individual according to civil laws. Seniority (age) controls when persons are of equal degree of relationship.

E2.45.7. Persons standing in *loco parentis* to the decedent. Seniority in age will control when the persons are of equal relationship.

E2.45.8. The remarried surviving spouse. The term remarried surviving spouse does not include one who obtained a divorce from the decedent (at any time) or who remarried before a finding of death pursuant to Reference (u).

E2.46. Prisoner of War (POW). POW is not a casualty status for reporting purposes. For reporting purposes, the casualty status and category would be missing-captured. POW is the international legal status of military and certain other personnel captured during an armed conflict between two countries and that status entitles those captured to humanitarian treatment under the Third Geneva Convention, "Geneva Convention Relative to the Treatment of Prisoners of War." The international status of POW is automatic when personnel "have fallen into the power of the enemy." There is no action required by any country in the conflict to have that status applied to their personnel and for their personnel to be entitled to the humanitarian protections of the Geneva Convention.

E2.47. Record of Emergency Data (RED) (DD Form 93). A form used to designate beneficiaries for certain benefits and designate the PADD in the event of the Service member's death. It is a guide for the disposition of that member's pay and allowances if captured, missing, or interred. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death.

E2.48. Report of Casualty. The DD Form 1300. (See paragraph 6.1.2.1.)

E2.49. Returned to Military Control (RMC). The status of a person whose casualty status of DUSTWUN or missing has been changed due to the person's return or recovery by U.S. military authority.

E2.50. Seriously Ill or Injured (SI). The casualty status of a person whose illness or injury requires medical attention, and medical authority declares that death is possible, but not likely within 72 hours, and/or the severity is such that it is permanent and life-altering.

E2.51. Service Occupation Codes. The identification by Military Services of occupation specialty codes for officers and enlisted personnel.

E2.52. Terrorism. The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

E2.53. Unaccounted For. An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are killed in action and whose bodies are not recovered (KIA/BNR).

E2.54. Very Seriously Ill or Injured (VSI). The casualty status of a person whose illness or injury is such that medical authority declares it more likely than not that death will occur within 72 hours.

E2.55. Wounded in Action (WIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be categorized as SI, VSI, or NSI.

E3. ENCLOSURE 3

SAMPLE REPORT OF CASUALTY (DD FORM 1300)

<b>REPORT OF CASUALTY</b>		REPORT CONTROL SYMBOL DD-P&R(AR)1664		
1. REPORT TYPE			2. DATE PREPARED	
<b>3. SERVICE IDENTIFICATION</b>				
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NO.	c. RANK	d. PAY GRADE
e. OCCUPATIONAL CODE/RATING				
f. COMPONENT	g. BRANCH	h. ORGANIZATION		
<b>4. CASUALTY INFORMATION</b>				
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY	e. PLACE OF CASUALTY
f. CIRCUMSTANCES				
g. DUTY STATUS				h. BODY RECOVERED
<b>5. BACKGROUND INFORMATION</b>				
a. DATE OF BIRTH	b. PLACE OF BIRTH	c. COUNTRY OF CITIZENSHIP		
d. RACE				
e. ETHNICITY				f. SEX
g. RELIGIOUS PREFERENCE				
<b>6. ACTIVE DUTY INFORMATION</b>				
a. PLACE OF ENTRY	b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY		
<b>7. INTERESTED PERSONS/REMARKS</b> (Name, Address, and Relationship) (Continue on separate sheet, if necessary)				
<p>FOOTNOTES: 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.</p>				
<b>8. REPORTING INFORMATION</b>				
a. COMMAND AGENCY				b. DATE RECEIVED
9. DISTRIBUTION		10. SIGNATURE ELEMENT		
NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.				
DD FORM 1300, MAR 2004		PREVIOUS EDITION MAY BE USED.		Reset

SAMPLE

E4. ENCLOSURE 4INSTRUCTIONS FOR COMPLETING THE REPORT OF CASUALTY (DD FORM 1300)

Complete all applicable items. For uniformity, the instructions should be correlated with the definitions contained in this Instruction.

<u>Item</u>	<u>Instructions</u>
1 REPORT TYPE	Enter Initial, Interim, Final, Corrected Final, or Cancellation.
2 DATE PREPARED	Enter as day, month, and year. EXAMPLE: 12 Jan 2003
<b>3 SERVICE INFORMATION</b>	
3a NAME	Enter last name, first and middle names, and suffix, if any. EXAMPLE: Smith, Joseph Doe, Jr.
3b SOCIAL SECURITY NUMBER	Self-explanatory. EXAMPLE: 221-26-6657.
3c RANK	Enter the abbreviation for the military rank. EXAMPLES: COL, SGT, CW2. If a member is posthumously promoted, enter a comment in item 7 with the remark, "Item 3c: posthumously promoted to Staff Sergeant, Chief Warrant Officer-3, Captain" followed by appropriate posthumous promotion authority information.
3d PAY GRADE	Self-explanatory. If section 1302(d) of Reference (aa) applies, enter the pay grade at the time of the casualty. Enter a comment in item 7 with the remark, Item 3d continued: Section 1302(d) of title 38 U.S.C. (Reference (aa) applies, followed by the higher pay grade. Pursuant to section 1302(d) of Reference (aa), dependency and indemnity compensation is based on the highest grade held satisfactorily for 6 or more months.
3e OCCUPATION CODE/RATING	Enter Service Occupation Code or Rating. (See definition in Enclosure 2.)
3f COMPONENT	Enter either Regular, Reserve, Guard, or Temporary. The term Temporary applies to members of the Uniformed Services, other than the Military Services, when operating with elements of the Department of Defense.

## 3g BRANCH

Enter the abbreviation for the branch of Military Service as one of the following:

- a. USAF - United States Air Force
- b. USA - United States Army
- c. USN - United States Navy
- d. USMC - United States Marine Corps
- e. USCG - United States Coast Guard

## 3h ORGANIZATION

Enter unit of assignment and location.

EXAMPLE: 644th Tactical Fighter Squadron,  
Cannon AFB, NM.

**4 CASUALTY INFORMATION**

Use the chart below when completing blocks 4a (TYPE), 4b (STATUS), and 4c (CATEGORY). Only these combinations are authorized. Definitions are contained in Enclosure 2. The word Pending can only be used on Initial or Interim reports.

4a	4b	4c
<b>Type</b>	<b>Status</b>	<b>Category</b>
HOSTILE	DECEASED	DIED OF WOUNDS
HOSTILE	DECEASED	KILLED IN ACTION
HOSTILE	DECEASED	TERRORIST
HOSTILE	DECEASED	WHILE CAPTURED
HOSTILE	DECEASED	WHILE MIA
HOSTILE	MISSING	BELEAGUERED
HOSTILE	MISSING	BESIEGED
HOSTILE	MISSING	CAPTURED
HOSTILE	MISSING	DETAINED
HOSTILE	MISSING	INTERNED
HOSTILE	MISSING	MISSING IN ACTION
HOSTILE	MISSING	TERRORIST
HOSTILE	RET MIL CONTROL	FROM BELEAGUERED
HOSTILE	RET MIL CONTROL	FROM BESIEGED
HOSTILE	RET MIL CONTROL	FROM CAPTURED
HOSTILE	RET MIL CONTROL	FROM DETAINED
HOSTILE	RET MIL CONTROL	FROM INTERNED
HOSTILE	RET MIL CONTROL	FROM MIA
HOSTILE	RET MIL CONTROL	FROM TERRORIST
HOSTILE	DUSTWUN	PENDING
HOSTILE	EAWUN	PENDING
NON-HOSTILE	DECEASED	ACCIDENT
NON-HOSTILE	DECEASED	HOMICIDE
NON-HOSTILE	DECEASED	ILLNESS
NON-HOSTILE	DECEASED	PENDING

NON-HOSTILE	DECEASED	SELF-INFLICTED
NON-HOSTILE	DECEASED	UNDETERMINED
NON-HOSTILE	MISSING	DETAINED
NON-HOSTILE	MISSING	PENDING
NON-HOSTILE	RET MIL CONTROL	FROM MISSING
NON-HOSTILE	DUSTWUN	PENDING
NON-HOSTILE	EAWUN	PENDING
PENDING	DECEASED	PENDING

## 4d DATE OF CASUALTY

Enter as day, month, and year. EXAMPLE: 15 Feb 1999.

In those cases where remains are found, the date of death will be determined by the AFME. If the date of death cannot be determined, enter the date the remains were found. In item 7, enter the remark, "Item 4d continued: Date of death cannot be determined."

## 4e PLACE OF CASUALTY

The place of casualty approximates where the casualty was either pronounced dead on arrival, dead at the scene, or declared missing based on the casualty's last known location. Enter the name of city or town followed by the State, District of Columbia, or Territory, if the United States, or the country, if not the United States. For casualties that occur over, on, or beneath a body of water, enter the name of the body of water. Include with the name of the body of water the geographic coordinates or the approximate location relative to the nearest landmass. If the place of casualty is classified, enter "Classified Location."

## 4f CIRCUMSTANCES

Provide information about what the person was doing at the time of death and what occurred that caused the death. For example, "While driving his automobile, he was struck by an oncoming vehicle." Layman terms are generally used.

The words "Determination Pending" may be used on an initial or interim report where insufficient information is known to be able to provide circumstance information. It may also be prefaced with what circumstances are not in dispute such as "Gunshot wound to the head" or "Remains found at the bottom of a 70 foot cliff after hiking." Any speculation should be avoided.

If a death certificate is issued, the exact wording from it may be used in circumstances followed by "(PDC)" which means per death certificate. However, if the death certificate does not provide details of the circumstances, these must be included as well. For example, if DD 2064 states "blast injuries" more information such as "IED exploded when HMMWV ran over it" is required.

4g DUTY STATUS

Enter either Active Duty, Active Duty for Training, or Inactive Duty Training. For members whose duty status is Active Duty for Training or Inactive Duty Training, indicate approval authority and inclusive dates of duty. If the member was in an AWOL or desertion status, include with the duty status and indicate the local date the AWOL or desertion began. EXAMPLE: Active Duty for Training/AWOL - 19 Jan 1998. At the Military Services' option, include with the duty status whether the member was on-duty, off-duty, on-leave, in-patient, and so forth. EXAMPLE: Active Duty/On-Duty. If the DD Form 1300 (Enclosure 3) is used to record the death of separated, discharged, or retired members, enter the effective date of separation, discharge, or retirement. For retired members, the effective date is either the date retired for disability reasons or the date retired for years of military service. EXAMPLES: Retired effective 5 Jan 1990 with a physical disability; Retired effective 1 Jan 1990 for years of military service.

4h BODY RECOVERED

For deceased casualties, enter Yes or No, as applicable.

**5 BACKGROUND INFORMATION**

5a DATE OF BIRTH

Enter as day, month, and year. EXAMPLE: 26 May 1941.

5b PLACE OF BIRTH

Enter the name of the city or town, if known, followed by the State, District of Columbia, or Territory, if the United States, or country, if not the United States.

5c COUNTRY OF CITIZENSHIP

Self-explanatory.

5d RACE

Enter (one or more, as more than one race can be selected) American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, or Decline to Respond as applicable.

- 5e ETHNICITY Enter the appropriate ethnic group (Hispanic or Latino, Not Hispanic or Latino, Decline to Respond, etc.), as applicable.,
- 5f SEX Enter either Male or Female.
- 5g RELIGIOUS PREFERENCE Self-explanatory. If no preference recorded, enter "No Preference."

## 6 ACTIVE DUTY INFORMATION

6a PLACE OF ENTRY Optional entry at Military Services' discretion. Enter the name of the city or town, if known, followed by the State, District of Columbia, or Territory, if the United States, or the country, if not the United States. The Place of Entry corresponds to the location where the member was accepted into the military service in his or her current status. As such, it remains constant throughout the member's career unless a member separates and has a definite break in military service greater than one day.

6b DATE OF ENTRY Optional entry at Military Services' discretion. Enter as day, month, and year, the date associated with when the Place of Entry (item 6a) occurred. EXAMPLE: 6 Jun 1965.

6c HOME OF RECORD Enter the name of the city or town followed by the State, District of Columbia, or Territory, if the United States, or the country, if not the United States. (See definition in Enclosure 2.)

7 INTERESTED PERSONS/  
REMARKS Self-explanatory. Identify entries with footnotes, if applicable. Do not use footnotes 2 or 3, if the member is reported as missing. If there is a change to any information, enter the remark, "Item (indicate number) changed." Enter appropriate remarks as necessary to include the following:

- a. If an item is changed or corrected, enter "Item(s) (indicate item number) changed" followed by any appropriate additional information.
- b. If an item is continued due to space limitations, enter "Item (indicate item number) continued:" followed by the additional information.

c. On copies for the Office of Servicemember's Group Life Insurance and the Department of Veterans Affairs (VA), ensure the member's elections, method of payment, and beneficiary designations are entered.

d. If the circumstances surrounding the death or missing status of a member meet the conditions listed in Section 692 of 26 U.S.C. (Reference (r)), enter "Internal Revenue Code, title 26, United States Code, Chapter 1, Section 692 applies."

e. If there are indications of foul play by a beneficiary in the circumstances of the insured's death, so state and identify which beneficiary.

f. If a member is posthumously promoted, enter "Item 3c changed" followed by the posthumous promotion authority information.

g. If the status of a missing member is changed to deceased based upon receipt of conclusive evidence or a presumptive finding of death, enter "Items 4b and 4c changed" followed by appropriate approval authority information.

h. In those cases where remains are found and the date of death cannot be determined, enter the remark, "Item 4d continued: Date of death cannot be determined."

i. If a missing member has been RET MIL CONTROL, enter "Items 4b and 4c continued: RET MIL CONTROL" followed by the local date of return.

## **8 REPORTING INFORMATION**

### **8a COMMAND AGENCY**

Enter unit designation and location of the command agency reporting the casualty to the Military Service preparing the DD Form 1300 (Enclosure 3). **EXAMPLE:** 410 CSG/DPMAP, Travis AFB, CA.

### **8b DATE RECEIVED**

Enter as day, month, and year, the date the report was received by the Military Service preparing the DD Form 1300 (Enclosure 3). **EXAMPLE:** 18 Jan 1989.

### **9 DISTRIBUTION**

Optional entry at Military Services' discretion.

10 SIGNATURE ELEMENT

Enter signature element of a certifying official.

## E5. ENCLOSURE 5

EXAMPLES OF COMPLETED DD FORMS 1300Example of a Hostile Casualty, Killed in Action, with Posthumous Promotion

REPORT OF CASUALTY		REPORT CONTROL SYMBOL DD-P&R(AR)1664		
1. REPORT TYPE Final		2. DATE PREPARED 02 Feb 2005		
3. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle and Suffix) Smith, Barbara Jean		b. SOCIAL SECURITY NO. 123-45-6789	c. RANK SSG	d. PAY GRADE E-5
e. OCCUPATIONAL CODE/ RATING 42A20				
f. COMPONENT Regular	g. BRANCH USA	h. ORGANIZATION HQ Company, 1st Battalion, 9th Cavalry, (32nd Abu Div) Fort Hood, TX 76554		
4. CASUALTY INFORMATION				
a. TYPE Hostile	b. STATUS Deceased	c. CATEGORY Killed in Action	d. DATE OF CASUALTY 24 Jan 2005	e. PLACE OF CASUALTY Khaldiyah, Iraq
f. CIRCUMSTANCES Hostile Action - Killed in an explosion when the vehicle she was riding in was struck by an improvised explosive device (IED)				
g. DUTY STATUS Active - On Duty				h. BODY RECOVERED Yes
<b>S A M P L E</b>				
5. BACKGROUND INFORMATION				
a. DATE OF BIRTH 17 Feb 1980	b. PLACE OF BIRTH Berlin, NH	c. COUNTRY OF CITIZENSHIP United States		
d. RACE White				
e. ETHNICITY None				f. SEX Female
g. RELIGIOUS PREFERENCE No Religious Preference				
6. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY Kansas City, MO	b. DATE OF ENTRY 29 Sep 1998	c. HOME OF RECORD AT TIME OF ENTRY Kansas City, MO		
7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary) James C. Smith, 1234 Ruskin Way, Kansas City, MO 64128-3123 (Husband 1,2,3 / SGLI - 100%) Jimmy D. Smith, address same as above (son) Robert Dean Smith, 2468 Water Way, Kansas City, MO 64126-3123 (Father) Judy R. Brown, 4515 Platte Ave., Topeka, KS 66609-2864 (Mother)  Sergeant Barbara J. Smith was posthumously promoted to the grade of Staff Sergeant, E-6 as of 24 January 2005, under the provisions of Public Law 680, 77th Congress, as amended. Pay grade shown in item 3d is that of E-5 since additional pay is not involved.				
FOOTNOTES: 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.				
8. REPORTING INFORMATION				
a. COMMAND AGENCY CDR, 3d AHRCOM, Kuwait, APO AE 09304				b. DATE RECEIVED 24 Jan 2005
9. DISTRIBUTION DRU HOO		10. SIGNATURE ELEMENT BY ORDER OF THE SECRETARY OF THE ARMY		
NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.				
DD FORM 1300, MAR 2004		PREVIOUS EDITION MAY BE USED.		Reset

Example of a Hostile Casualty Initially Reported as Missing-Detained and Subsequently Reported as Returned to Military Control

REPORT OF CASUALTY		HEADQUARTERS, U.S. MARINE CORPS 3280 Russell Road Quantico, VA 22134-5103		REPORT CONTROL SYMBOL DD-P&R(AR)1664	
1. REPORT TYPE Final			2. DATE PREPARED 28 Feb 2005		
3. SERVICE IDENTIFICATION					
a. NAME (Last, First, Middle and Suffix) Castle, Gerald Joseph Jr.		b. SOCIAL SECURITY NO. 555-55-5555	c. RANK SSgt	d. PAY GRADE E-6	e. OCCUPATIONAL CODE/RATING 0369
f. COMPONENT Regular	g. BRANCH USMC	h. ORGANIZATION Detachment B, U.S. Embassy, Cairo, Egypt			
4. CASUALTY INFORMATION					
a. TYPE Hostile	b. STATUS Returned to Military	c. CATEGORY From Detained	d. DATE OF CASUALTY 17 Feb 2005	e. PLACE OF CASUALTY Cairo, Egypt	
f. CIRCUMSTANCES Terrorist Activity: SSgt Castle was forcefully removed from his assigned place of duty at the U.S. Embassy, Cairo, Egypt by an unknown number of terrorist personnel.					
g. DUTY STATUS Active Duty/On Duty					h. BODY RECOVERED N/A
5. BACKGROUND INFORMATION					
a. DATE OF BIRTH 11 Sep 1980	b. PLACE OF BIRTH LaPorte, IN	c. COUNTRY OF CITIZENSHIP United States			
d. RACE White					
e. ETHNICITY None					f. SEX Male
g. RELIGIOUS PREFERENCE No Religious Preference					
6. ACTIVE DUTY INFORMATION					
a. PLACE OF ENTRY MEPS Chicago, IL	b. DATE OF ENTRY 01 Feb 2000	c. HOME OF RECORD AT TIME OF ENTRY Chicago, IL			
7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary) Wanda Castle, 123 Cherry Street, Stafford, VA 22554 (Wife)(1) James A. Castle, 2040 State Highway 1, Chicago, IL 66666 (Father) Mary B. Castle, 2040 State Highway 1, Chicago, IL 66666 (Mother)  Internal Revenue Code, Title 26, United States Code, Chapter 1, Section 692 applies. Items 4b and 4c cont'd: Returned to Military Control (28 Feb 2005). Member remained in a Missing status from 17 Feb 2005 to 28 Feb 2005.					
FOOTNOTES: 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.					
8. REPORTING INFORMATION					
a. COMMAND AGENCY Casualty Msg dtd 17 Feb 2005				b. DATE RECEIVED 17 Feb 2005	
9. DISTRIBUTION		10. SIGNATURE ELEMENT G.L. Castle  Head, Casualty Section By direction of the Commandant of the Marine Corps			
NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.					
DD FORM 1300, MAR 2004			PREVIOUS EDITION MAY BE USED.		

SAMPLE

E6. ENCLOSURE 6CIVILIAN CASUALTY REPORTING, RECORDING, NOTIFICATION, AND ASSISTANCE  
BY DOD COMPONENTSE6.1. GENERAL

E6.1.1. Background. Policies and procedures associated with casualty reporting and assistance requirements for civilian personnel, eligible contractors, and other designated or covered personnel that fall under the authority of a Secretary of a Military Department are well documented throughout this Instruction and individual Service regulations. This Enclosure will provide further guidance on the reporting, recording, and assistance requirements for those civilian personnel that are assigned to DoD Components other than the Military Departments including the Combatant Commands, Defense Agencies and Defense Field Activities. Casualty reporting and assistance requirements for civilian personnel will mirror the requirements for military personnel as closely as possible.

E6.1.2. Coordination

E6.1.2.1. DoD Components, other than the Military Departments, generally do not have a formalized casualty reporting system because of the low numbers of civilian casualties. To ensure that each Component is provided the necessary assistance so that all DoD reportable casualties are recorded, the following table reflects the DoD Component and the Military Service that will provide the administrative assistance to record the casualty in the Departments DCIPS program. Administrative support for Combatant and subordinate Joint Commands is as directed in Reference (bb). The DoD Component will be responsible for making the notification to the proper family member and providing the necessary follow-on casualty assistance.

<b>DoD Component</b>	<b>Designated Military Service</b>
Defense Policy Board Advisory Committee Office of Net Assessment Office of Inspector General Defense Criminal Investigative Service European Command (EUCOM) Southern Command (SOUTHCOM) Joint Special Operations Command U.S. Forces, Korea Defense Commissary Agency Defense Contract Audit Agency Defense Contract Management Agency Defense Legal Services Agency Defense Logistics Agency Defense Security Cooperation Agency Defense Security Service Defense Threat Reduction Agency Pentagon Force Protection Agency	<p><b>United States Army</b></p> <p>Army Human Resources Command ATTN: AHRC-PEC 200 Stoval Street Alexandria, VA 22332</p> <p><u>Casualty Reporting and Assistance</u></p> <p>(800) 626-3317</p> <p><u>Mortuary Affairs Support</u></p> <p>(703) 325-5305</p>

<p>Defense Prisoner of War/Missing Personnel Affairs  Department of Defense Education Activity  Department of Defense Dependents Schools  Washington Headquarters Services</p>	
<p>Office of the Secretary of Defense  Joint Chiefs of Staff  Defense Advanced Research Projects Agency  Defense Finance and Accounting Service  American Forces Information Service  Office of Economic Adjustment</p>	<p style="text-align: center;"><b>United States Marine Corps</b></p> <p>Headquarters, United States Marine Corps  Attn: MRPC  3280 Russell Road  Quantico, VA 22134</p> <p><u>Casualty Reporting and Assistance</u></p> <p>(703) 784-9512 or 800-847-1597</p> <p><u>Mortuary Affairs Support</u></p> <p>(888) 647-6676</p>
<p>United States Naval Observatory  Joint Forces Command (JFCOM)  Pacific Command (PACOM) except -  U.S. Forces, Korea  National Reconnaissance Office  National Geospatial-Intelligence Agency  Tricare Management Activity</p>	<p style="text-align: center;"><b>United States Navy</b></p> <p>Navy Personnel Command (PERS-62)  5720 Integrity Drive  Millington, TN 38055-6200</p> <p><u>Casualty Reporting and Assistance</u></p> <p>(800) 368-3202</p> <p><u>Mortuary Affairs Support</u></p> <p>(888) 647-6676</p>
<p>Central Command (CENTCOM)  Special Operations Command (SOCOM) except  Joint Special Operations Command  Northern Command (NORTHCOM)  Strategic Command (STRATCOM)  Transportation Command (TRANSCOM)  U.S. Element, North American Air Defense  Command  Defense Information Systems Agency  Defense Intelligence Agency  Missile Defense Agency  National Security Agency  DoD Human Resources Activity  National Communications System</p>	<p style="text-align: center;"><b>United States Air Force</b></p> <p>HQ Air Force Personnel Center  (AFPC/DPFCS)  550 C Street West  Suite 14  Randolph AFB, TX 78150-4716</p> <p><u>Casualty Reporting and Assistance</u></p> <p>(800) 433-0048</p> <p><u>Mortuary Affairs Support</u></p> <p>(800) 531-5803</p>

E6.1.2.2. DoD Components and the designated Military Service will liaison in advance to ensure a smooth flow of information and assistance when required.

## E6.2. PROCEDURES

### E6.2.1. Casualty Reporting

E6.2.1.1. Casualty reports will be submitted without delay to the appropriate Military Service Headquarters Casualty Office within 24 hours of a Component learning of the casualty. Immediately report the information by telephone to the appropriate Military Service Casualty Headquarters and then submit the casualty report.

E6.2.1.2. Components will complete the casualty report contained in this Enclosure and submit the report electronically or by facsimile and confirm receipt. The designated Military Service will review the report and then input the necessary information into DCIPS.

E6.2.1.3. Casualty reports will be unclassified to the maximum extent possible. In the event a casualty report must be classified or contains classified information, the information must be reported via secure means and to properly cleared personnel. A secure e-mail address may be obtained from the designated Military Service.

E6.2.1.4. Preparation of the DD Form 1300 when required or when requested as an option, will be prepared by the designated Military Service and provided to the DoD Component for signature and delivery to the primary NOK.

E6.2.1.5. Casualty reports are required for:

E6.2.1.5.1. All deceased or missing DoD civilian personnel, including DoD contractors, OCONUS, who are casualties as a result of hostile or non-hostile action or while accompanying Armed Forces in the field and for all CONUS casualties as a result of hostile action.

E6.2.1.5.2. All deceased or missing personnel identified as Designated or Covered Persons by USD(P) according to Reference (1).

E6.2.1.5.3. All DoD civilian personnel, including DoD contractors, OCONUS, who are listed as SI or VSI as a result of hostile or non-hostile action or while accompanying armed forces in the field.

E6.2.1.5.4. All DoD civilian and DoD contractor personnel listed as EAWUN.

E6.2.1.5.5. All DoD civilians and DoD contractors who are wounded in action.

E6.2.1.5.6. At the Components' discretion, casualty reports are optional for:

E6.2.1.5.6.1. All DoD civilians and contractors in a travel status.

E6.2.1.5.6.2. All civilian and contractor dependents.

E6.2.2. Casualty Recording. Refer to paragraph 6.1.2.

E6.2.3. Casualty Notification

E6.2.3.1. Initial Notification

E6.2.3.1.1. At a minimum, the Component concerned will notify the PNOK, spouse, or other designated emergency point of contact (POC) (hereafter collectively referred to as "designated POC") identified in the employees personnel file or emergency contact record.

E6.2.3.1.2. Times of Notification. Personal notifications will be accomplished within 12 hours of the Component headquarters notification of the casualty unless circumstances beyond the Component's control prevent such notifications. Hours of notification are local times 0500 – 2400, except under unusual circumstances as authorized in applicable Component regulations. The intent is to notify the proper individual while at home, not while on the job.

E6.2.3.1.3. Desires of the Member. The desires of the member, expressed in the RED, Civilian Personnel Management System (CPMS) or other personnel files, or expressed by the member at the time of the casualty concerning whom not to notify, shall be honored unless, in the judgment of the Component commander, official notification should be made.

E6.2.3.1.4. EAWUN, Missing, and Deceased Cases. Within the guidance of subparagraph E6.2.3.1.1., initial notification(s) shall be made in person to the designated POC unless unusual circumstances prevent such procedures, as expeditiously as possible. Notification to secondary NOK is not applicable to civilian personnel. Notification(s) will be conducted by a minimum of a two-person detail and, when possible, one member will be a chaplain. All facts and circumstances on the casualty incident, known at the time of the initial notification, shall be provided. Whenever someone other than the member's commander or designated Component representative makes initial notification, an official notification confirmation shall be made. For deceased casualties, the casualty representative should advise the designated POC to defer making any decisions until briefed on entitlements and benefits. The purpose of this contact is to establish a time to meet with the designated POC that considers the needs of the family and honors the family's period of mourning.

E6.2.3.1.5. Illness or Injury Cases. Within the guidance of paragraph 6.1.3.1.3., in cases involving SI or VSI casualties, initial notification(s) to the designated POC by a representative of the DoD Component concerned will be conducted by telephone. If telephonic notification is not possible, initial notifications will be in person. Whenever a casualty occurs as the result of a hostile action or terrorist activity and the casualty is classified as "not seriously injured" (NSI), official notification to the designated POC by the DoD Component concerned will be made upon the member's request. The member will be encouraged to notify their PNOK.

E6.2.3.1.6. Follow-on Notification

E6.2.3.1.6.1. EAWUN or Missing Cases. In all cases involving EAWUN or missing casualties, the designated POC will be kept informed until actual status or fate is determined.

E6.2.3.1.6.2. Illness or Injury Cases. For SI or VSI casualties, the DoD Component concerned shall keep the designated POC informed of the member's medical progress within the guidance of paragraph 6.1.3.1.

E6.2.3.1.7. Other Concerned Individuals

E6.2.3.1.7.1. Beneficiaries. All persons reflected in the member's records as a beneficiary or recipient of death benefits or Federal program insurance proceeds will be notified in accordance with individual Component directives or appropriate civilian personnel policies.

E6.2.3.1.7.2. Non-family Members. There may be interested persons other than the primary or secondary next-of-kin or designated POC who may be affected or show considerable interest in a casualty (e.g., other members of the Component, close personal friends, boyfriends, girlfriends, and fiancés). While it is not possible, because of the Privacy Act of 1974, Reference (h), to provide these individuals with the complete details of the loss, common sense and sensitivity should be used with regard for their feelings and concerns.

E6.2.3.2. Military Service Support. When requested by a DoD Component, the Military Services will participate in casualty notification and assistance. The requesting Component shall provide funds for travel and transportation expenses required for executing notification and assistance visits.

E6.2.4. Casualty Assistance

E6.2.4.1. EAWUN, Missing, or Deceased Cases. In all cases involving EAWUN, missing, or deceased casualties, the DoD Component concerned shall appoint a casualty assistance officer who will initiate contact with the designated POC within 24 hours following initial notification. Within the guidelines established by each DoD Component, the casualty assistance officer may be the notification officer. Assistance to civilian personnel will be coordinated through the designated civilian personnel office or civilian benefits center. The casualty assistance officer shall provide points of contact or information regarding autopsy reports, all known reports of inquiry or investigations, as applicable, and other governmental or non-DoD agencies that may be involved in a particular case. The casualty assistance officer shall maintain contact with the PNOK to keep them informed until all matters relating to the case have been answered and all entitlements and benefits are received. The member's Component commander should provide an appropriate letter of sympathy or condolence to the designated POC, spouse or parents as appropriate, not later than 5 days after the initial notification, unless circumstances dictate otherwise. If the PNOK is a minor, the letter should be addressed to the minor in care of the guardian or legal representative.

E6.2.4.2. Release of Information to the PNOK or Designated POC. In all casualty cases, the PNOK or designated POC shall be provided information on the circumstances surrounding the incident as best known to the DoD Component concerned. In the event a casualty occurs

during a classified operation, all information of an unclassified nature shall be provided. Every effort shall be made to declassify information. If the PNOK is a minor, all information will be provided to the guardian or legal representative.

DoD Component Civilian Casualty Report

FROM: (DoD Component)

TO: (Designated Military Service Casualty Office)

SUBJECT: PERSONNEL CASUALTY REPORT

ELEMENTS:	SAMPLE
1. CASUALTY TYPE	See Enclosure 4, item 4a
2. CASUALTY STATUS	See Enclosure 4, item 4b
3. CASUALTY CATEGORY	See Enclosure 4, item 4c
4. SSN	See Enclosure 4, item 3b
5. NAME – LAST, FIRST, MIDDLE, AND SUFFIX, IF ANY	See Enclosure 4, item 3a
6. DOD COMPONENT	See Table under paragraph E6.1.2.2.
7. TIME AND DATE OF INCIDENT	2:30 p.m. local, 15 Jan 2007
8. INCIDENT CITY, STATE, AND COUNTRY IF NOT U.S.	Kansas City, MO or Bagdad, Iraq
9. HOSPITAL NAME	Research Medical Center
10. HOSPITAL LOCATION	Kansas City, MO
11. DATE AND TIME OF DEATH	See Enclosure 4, item 4d
12. PLACE OF DEATH (CITY, STATE, COUNTRY)	See Enclosure 4, item 4e
13. CIRCUMSTANCES	See Enclosure 4, item 4f
14. REMARKS	See Enclosure 4, item 7
15. DOD COMPONENT POINT OF CONTACT WITH TELEPHONE NUMBER(S), FACSIMILE NUMBER AND E-MAIL ADDRESS.	Ms. Wanda Brown, Coml: (703) 454-7756, DSN 445-7756, Fax: (703) 454-6784, e-mail: Wanda.Brown@NGA.mil

## E7. ENCLOSURE 7

### GENERAL INSTRUCTIONS FOR USE AND PREPARATION OF THE RECORD OF EMERGENCY DATA (DD FORM 93)

E7.1. General. The DD Form 93, when completed, for military personnel is an official record of the beneficiaries designated to receive death gratuity and pay allowances. For civilian personnel, the purpose of the form is emergency notification only in the event the member becomes a casualty. For both military and civilian personnel, it contains the name and address of the person(s) to be notified in the event of sickness, emergency, or death.

#### E7.2. Use

##### E7.2.1. Mandatory:

E7.2.1.1. For all applicants, officer and enlisted, accessing in the Armed Forces.

E7.2.1.2. For all Active, National Guard, and Reserve Component personnel.

E7.2.1.3. For all DoD civilians prior to admission to a possible theater of operations or deployment with the Armed Forces (References (n) and (o)).

E7.2.1.4. For all civilian contractors prior to admission to a possible theater of operations or deployment with the Armed Forces (References (n) and (o)).

E7.2.1.5. For all OCONUS-based DoD civilian employees.

E7.2.1.6. For all other civilians accompanying military units in the field or on deployment (e.g., embedded media).

E7.2.1.7. For all CONUS-based or non-deploying DoD civilian employees.

#### E7.3. Procedures

E7.3.1. The DD Form 93 will be electronically produced and may be electronically signed. If electronically signed, a witness signature (block 16) is not required. If conditions preclude the use of electronic systems, the form may be typewritten or handwritten in ballpoint pen with black or blue-black ink as a temporary measure.

E7.3.2. When not electronically signed, all signatures will be in black or blue-black ink.

E7.3.3. At the first duty assignment following basic training, to include Service schools, the Military Service concerned will enter the DD Form 93 data into the Service electronic personnel system database and have the member verify its accuracy.

#### E7.4. Preparation

E7.4.1. Detailed instructions on the preparation of the paper version of the DD Form 93 are contained on the reverse of the form and will be used at all accession locations. (See Enclosure 8.)

E7.4.2. Appropriate Service Directives will be promulgated to provide supplemental instructions for the completion of the electronic version of the DD Form 93. Electronic versions will, at a minimum, contain the information required on the paper version.

E7.4.3. The Continuation/Remarks block of the DD Form 93 offers the greatest amount of flexibility for the member to record other important information not otherwise requested but considered extremely useful in the casualty notification and assistance process. Besides continuing information from other blocks on the form, the member may desire to include additional information such as: NOK language barriers, location or existence of a Will or other family member contact numbers. If a paper version of the DD Form 93 is used and there is insufficient space to record information, attach a supplemental page on standard bond paper with the additional information.

E7.4.4. The Military component concerned will develop procedures for the preparation and recording of the DD Form 93 for personnel listed in paragraph E7.2.

E7.4.5. The Military Service considered most appropriate will ensure the preparation of the DD Form 93 for all non-Departmental civilians, employees, or contractors. Examples: Embedded media serving with the Army – Army responsibility; DoD employee on temporary duty with the Navy – Navy responsibility.

#### E7.5. Validation Requirements

E7.5.1. Those individuals identified in paragraph E7.2.1. are solely responsible for the accuracy of the information recorded on the DD Form 93.

E7.5.2. The Military Services will ensure that each Service member, civilian employee, or contractor as appropriate, verifies the accuracy of the data on the DD Form 93, at a minimum, on the following occasions:

E7.5.2.1. During the initial enlistment or employment review.

E7.5.2.2. Upon reporting to a new duty station.

E7.5.2.3. When ordered to periods of temporary duty in excess of 30 days.

E7.5.2.4. Prior to all deployments, regardless of length.

E7.5.2.5. Prior to departure on permanent change of station orders.

E7.5.2.6. Annually.

E8. ENCLOSURE 8

**DETAILED INSTRUCTIONS FOR COMPLETING THE RECORD OF EMERGENCY DATA FORM (DD FORM 93)**

RECORD OF EMERGENCY DATA			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).  <b>PRINCIPAL PURPOSES:</b> This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.  <b>ROUTINE USES:</b> None.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</p>			
<p style="text-align: center;"><b>INSTRUCTIONS TO SERVICE MEMBER</b></p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancée), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.</p>		<p style="text-align: center;"><b>INSTRUCTIONS TO CIVILIANS</b></p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. <b>This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.</b> It does not have a legal impact on other forms you may have completed with the DoD or your employer.</p>	
<p><b>IMPORTANT:</b> This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</p>			
<b>SECTION 1 - EMERGENCY CONTACT INFORMATION</b>			
1. NAME (Last, First, Middle Initial)		2. SSN	
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR			b. REPORTING UNIT CODE/DUTY STATION
4a. SPOUSE NAME (If applicable) (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
<input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED			
5. CHILDREN		c. DATE OF BIRTH (YYYYMMDD)	
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	d. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
S A M P L E			
6a. FATHER NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
7a. MOTHER NAME (Last, First, Middle Initial)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
8a. DO NOT NOTIFY DUE TO ILL HEALTH		b. NOTIFY INSTEAD	
9a. DESIGNATED PERSON(S) (Military only)		b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER	
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)			

DETAILED INSTRUCTIONS FOR COMPLETING THE  
RECORD OF EMERGENCY DATA FORM (DD FORM 93)

SECTION 2 - BENEFITS RELATED INFORMATION			
11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i>	b. RELATIONSHIP	c. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP		b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	
14. CONTINUATION/REMARKS  <p align="center">S A M P L E</p>			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>	16. SIGNATURE OF WITNESS <i>(Include rank, rate, or grade as appropriate)</i>	17. DATE SIGNED <i>(YYYYMMDD)</i>	

## DETAILED INSTRUCTIONS FOR COMPLETING THE RECORD OF EMERGENCY DATA FORM (DD FORM 93)

### INSTRUCTIONS FOR PREPARING DD FORM 93

*(See appropriate Service Directives for supplemental instructions for completion of this form at other than MEPS)*

All entries explained below are for electronic or typewriter completion, except those specifically noted. If a computer or typewriter is not available, print in black or blue-black ink insuring a legible image on all copies. Include "Jr.," "Sr.," "III" or similar designation for each name, if applicable. When an address is entered, include the appropriate ZIP Code. If the member cannot provide a current address, indicate "unknown" in the appropriate item. Addresses shown as P.O. Box Numbers or RFD numbers should indicate in Item 14, "Continuations/Remarks", a street address or general guidance to reach the place of residence. In addition, the notation "See Item 14" should be included in the item pertaining to the particular next of kin or when the space for a particular item is insufficient. If the address for the person in the item has been shown in a preceding item, it is unnecessary to repeat the address; however, the name must be entered. Those items that are considered not applicable to civilians will be left blank.

ITEM 1. Enter full last name, first name, and middle initial.

ITEM 2. Enter social security number (SSN).

ITEM 3a. Service. **Military:** Mark X in appropriate block. **Civilian:** Mark two blocks as appropriate. Examples: an Army civilian would mark Army and either Civilian or Contractor; a DoD civilian, without affiliation to one of the Military Services, would mark DoD and then either Civilian or Contractor as appropriate.

ITEM 3b. Reporting Unit Code/Duty Station. See Service Directives.

ITEM 4a. Spouse Name. Enter last name (if different from Item 1), first name and middle initial on the line provided. If single, divorced, or widowed, mark appropriate block.

ITEM 4b. Address and Telephone Number. Enter the "actual" address and telephone number, not the mailing address. Include civilian title or military rank and service if applicable. If one of the blocks in 4a is marked, leave blank.

ITEM 5a-d. Children. Enter last name (only if different from Item 1) first name and middle initial, relationship, and date of birth of all children. If none, so state. Include illegitimate children if acknowledged by member or paternity/maternity has been judicially decreed. Relationship examples: son, daughter, stepson or daughter, adopted son or daughter or ward. Date of birth example: 19950704. For children not living with the member's current spouse, include address and name and relationship of person with whom residing in item 5d.

ITEM 6a. Father Name. Last name, first name and middle initial.

ITEM 6b. Address and Telephone Number of Father. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural father is listed, indicate relationship.

ITEM 7a. Mother Name. Last name, first name and middle initial.

ITEM 7b. Address and Telephone Number of Mother. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural mother is listed, indicate relationship.

ITEM 8. Persons Not to be Notified Due to Ill Health.

- a. List relationship, e.g., "Mother," of person(s) listed in Items 4, 5, 6, or 7 who are not to be notified of a casualty due to ill health. If more than one child, specify, e.g., "daughter Susan." Otherwise, enter "None".
- b. List relationship, e.g., "Father" or name and address of person(s) to be notified in lieu of person(s) listed in item 8a. If "None" is entered in Item 8a, leave blank.

ITEM 9a. This item will be used to record the name of the person or persons, if any, other than the member's primary next of kin or immediate family, to whom information on the whereabouts and status of the member shall be provided if the member is placed in a missing status. Reference 10 USC, Section 655. **NOT APPLICABLE to civilians.**

ITEM 9b. Address and telephone number of Designated Person(s). **NOT APPLICABLE to civilians.**

ITEM 10. Contracting Agency and Telephone Number (**Contractors only**). **NOT APPLICABLE to military personnel.** Civilian contractors will provide the name of the contracting agency and its telephone number. Example: KYZ Electric, (703) 555-5689. The telephone number should be to the company or corporation's personnel or human resources office.

ITEM 11a. Beneficiary(ies) for Death Gratuity (**Military only**). Enter first name(s), middle initial, and last name(s) of the person(s) to receive death gratuity pay. A member may designate one or more persons to receive all or a portion of the death gratuity pay. The designation of a person to receive a portion of the amount shall indicate the percentage of the amount, to be specified only in 10 percent increments, that the person may receive. If the member does not wish to designate a beneficiary for the payment of death gratuity, enter "None," or if the full amount is not designated, the payment or balance will be paid as follows:

- (1) To the surviving spouse of the person, if any;
- (2) To any surviving children of the person and the descendants of any deceased children by representation;
- (3) To the surviving parents or the survivor of them;
- (4) To the duly appointed executor or administrator of the estate of the person;
- (5) If there are none of the above, to other next of kin of the person entitled under the laws of domicile of the person at the time of the person's death.

The member should make specific designations, as it expedites payment.

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DETAILED INSTRUCTIONS FOR COMPLETING THE  
RECORD OF EMERGENCY DATA FORM (DD FORM 93)

INSTRUCTIONS FOR PREPARING DD FORM 93

(Continued)

ITEM 11a. (Continued) Seek legal advice if naming a minor child as a beneficiary. If a member has a spouse but designates a person other than the spouse to receive all or a portion of the death gratuity pay, the Service concerned is required to provide notice of the designation to the spouse. **NOT APPLICABLE to civilians.**

Item 11b. Relationship. **NOT APPLICABLE to civilians.**

ITEM 11c. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 11d. Show the percentage to be paid to each person. Enter 10%, 20%, 30%, up to 100% as appropriate. The sum shares must equal 100 percent. If no percent is indicated and more than one person is named, the money is paid in equal shares to the persons named. **NOT APPLICABLE to civilians.**

ITEM 12a. Beneficiary(ies) for Unpaid Pay/Advance **(Military only)**. Enter first name(s), middle initial, last name(s) and relationship of person to receive unpaid pay and allowances at the time of death. The member may indicate anyone to receive this payment. If the member designated two or more beneficiaries, state the percentage to be paid each in item 10c. If the member does not wish to designate a beneficiary, enter "By Law." The member is urged to designate a beneficiary for unpaid pay and allowances as payment will be made to the person in order of precedence by law (10 USC 2271) in the absence of a designation. Seek legal advice if naming a minor child as beneficiary. **NOT APPLICABLE to civilians.**

ITEM 12b. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 12c. If the member designated two or more beneficiaries, state the percentage to be paid each in this section. The sum shares must equal 100 percent. **NOT APPLICABLE to civilians.**

ITEM 13a. Enter the name and relationship of the Person Authorized to Direct Disposition (PADD) of your remains should you become a casualty. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relatives of the decedent. If neither of these three can be found, a person standing in loco parentis may be named. **NOT APPLICABLE to civilians.**

ITEM 13b. Address and telephone number of PADD. **NOT APPLICABLE to civilians.**

ITEM 14. Continuations/Remarks. Use this item for remarks or continuation of other items, if necessary. Prefix entry with the number of the item being continued; for example, 5/John J./son/ 19851220/321 Pecan Drive, Schertz TX 78151. Also use this item to list name, address, and relationship of other persons the member desires to be notified. Other dependents may also be listed. This block offers the greatest amount of flexibility for the member to record other important information not otherwise requested but considered extremely useful in the casualty notification and assistance process. Besides continuing information from other blocks on this form, the member may desire to include additional information such as: NOK language barriers, location or existence of a Will, additional private insurance information, other family member contact numbers, etc. If additional space is required, attach a supplemental sheet of standard bond paper with the information.

ITEM 15. Signature of Service Member/Civilian. Check and verify all entries and sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade if applicable. May be electronically signed (see DoD Instruction 1300.18 for guidelines).

ITEM 16. Signature of Witness. Have a witness (disinterested person) sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade as appropriate. A witness signature is not required for electronic versions of the DD Form 93 (see DoD Instruction 1300.18).

ITEM 17. Date the member or civilian signs the form. This item is an ink entry and must be completed on all copies.

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E9. ENCLOSURE 9

EXAMPLE OF COMPLETED RECORD OF EMERGENCY DATA (DD FORM 93)

RECORD OF EMERGENCY DATA			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 5 USC 552, 10 USC 655, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN).  <b>PRINCIPAL PURPOSES:</b> This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable.  <b>ROUTINE USES:</b> None.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</p>			
<p style="text-align: center;"><b>INSTRUCTIONS TO SERVICE MEMBER</b></p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancé), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.</p>		<p style="text-align: center;"><b>INSTRUCTIONS TO CIVILIANS</b></p> <p>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. <b>This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death.</b> It does not have a legal impact on other forms you may have completed with the DoD or your employer.</p>	
<p><b>IMPORTANT:</b> This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</p>			
SECTION 1 - EMERGENCY CONTACT INFORMATION			
<p><b>1. NAME</b> (Last, First, Middle Initial) WARD, Mark L.</p>		<p><b>2. SSN</b> 111-11-1111</p>	
<p><b>3a. SERVICE/CIVILIAN CATEGORY</b>  <input type="checkbox"/> ARMY   <input type="checkbox"/> NAVY   <input checked="" type="checkbox"/> MARINE CORPS   <input type="checkbox"/> AIR FORCE   <input type="checkbox"/> DoD   <input type="checkbox"/> CIVILIAN   <input type="checkbox"/> CONTRACTOR</p>			<p><b>b. REPORTING UNIT CODE/DUTY STATION</b> 151</p>
<p><b>4a. SPOUSE NAME</b> (If applicable) (Last, First, Middle Initial) Patricia A.   <input type="checkbox"/> SINGLE   <input type="checkbox"/> DIVORCED   <input type="checkbox"/> WIDOWED</p>		<p><b>b. ADDRESS</b> (Include ZIP Code) AND TELEPHONE NUMBER 126 Clover Leaf Blvd. Lake Ridge, VA 23134 (703) 743-1212</p>	
<p><b>5. CHILDREN</b></p>		<p><b>b. RELATIONSHIP</b></p>	
<p><b>a. NAME</b> (Last, First, Middle Initial)</p>		<p><b>c. DATE OF BIRTH</b> (YYYYMMDD)</p>	
<p>Pratte, Kelly J.</p>		<p>Daughter 19740720</p>	
<p>DeGuzman, Debbie J.</p>		<p>Daughter 19761031</p>	
<p><b>6a. FATHER NAME</b> (Last, First, Middle Initial) WARD, Luther R. Jr.</p>		<p><b>b. ADDRESS</b> (Include ZIP Code) AND TELEPHONE NUMBER 674 Apple Way Warsaw, MO 28542 (660) 498-3412</p>	
<p><b>7a. MOTHER NAME</b> (Last, First, Middle Initial) WARD, Audrey J.</p>		<p><b>b. ADDRESS</b> (Include ZIP Code) AND TELEPHONE NUMBER Deceased</p>	
<p><b>8a. DO NOT NOTIFY DUE TO ILL HEALTH</b> None</p>		<p><b>b. NOTIFY INSTEAD</b></p>	
<p><b>9a. DESIGNATED PERSON(S)</b> (Military only) Alan D. Lovelace Sr.</p>		<p><b>b. ADDRESS</b> (Include ZIP Code) AND TELEPHONE NUMBER 11136 Hightower Kansas City, MO 64134 (816) 446-5635</p>	
<p><b>10. CONTRACTING AGENCY AND TELEPHONE NUMBER</b> (Contractors only)</p>			

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**EXAMPLE OF COMPLETED RECORD OF EMERGENCY DATA (DD FORM 93)**

SECTION 2 - BENEFITS RELATED INFORMATION			
<b>11a. BENEFICIARY(IES) FOR DEATH GRATUITY</b> <i>(Military only)</i>	<b>b. RELATIONSHIP</b>	<b>c. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER</b>	<b>d. PERCENTAGE</b>
Patricia A. Ward	Spouse	126 Clover Leaf Blvd., Lake Ridge, VA 23134 (703) 743-1212	70%
Kelly J. Pratte	Daughter	5643 Highwater Way, Greenville, NC 54323 (252) 614-3425	10%
Debbie J. Deguzman	Daughter	345 South Western, Denver, CO 80012 (303) 884-5634	10%
Lisa J. Smith	Friend	4545 Peachtree Lane, Agusta, GA 45334 (324) 987-9988	10%
<b>12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES</b> <i>(Military only)</i> NAME AND RELATIONSHIP		<b>b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER</b>	<b>c. PERCENTAGE</b>
Patricia A. Ward (Spouse)		126 Clover Leaf Blvd. Lake Ridge, VA 23134 (703) 743-1212	100
<b>13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD)</b> <i>(Military only)</i> NAME AND RELATIONSHIP		<b>b. ADDRESS (Include ZIP Code) AND TELEPHONE NUMBER</b>	
Patricia A. Ward (Spouse)		126 Clover Leaf Blvd. Lake Ridge, VA 23134 (703) 743-1212	
<b>14. CONTINUATION/REMARKS</b>			
<p>I have a Will in the safety deposit box at Navy Federal in Springfield, VA.</p> <p>I have a life insurance policy through USA A</p> <p style="text-align: center; font-size: 2em; font-weight: bold; letter-spacing: 0.5em;">S A M P L E</p> <p>Notify my sister's (death only) - Claudia Poindexter, 343 4th St. SW. Platte, MO 34897 and Gail Ward, 666 Pine Box Rd., Smithville, MO 56345 (803) 857-7846</p>			
<b>15. SIGNATURE OF SERVICE MEMBER/CIVILIAN</b> <i>(Include rank, rate, or grade if applicable)</i>		<b>16. SIGNATURE OF WITNESS</b> <i>(Include rank, rate, or grade as appropriate)</i>	<b>17. DATE SIGNED</b> <i>(YYYYMMDD)</i>
electronically signed			