

## MILPERSMAN 1770-030

### PERSONNEL CASUALTY REPORT PROCEDURES

<b>Responsible Office</b>	NAVPERSCOM (PERS-00C)	Phone: TOLL FREE WITHIN U.S.	(800) 368-3202 (901) 874-2501 901) 874-6654
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<b>References</b>	(a) DoD Instruction 1300.18 of 8 January 2008 (b) OPNAVINST F3100.6K (c) JAGINST 5800.7G
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1. **Casualty Reporting.** A personnel casualty report (PCR) will be submitted to Navy Personnel Command (NAVPERSCOM) Navy Casualty Assistance Office (PERS-00C), using the Defense Casualty Information Processing System (DCIPS), as soon as practicable after learning of a casualty, preferably within 4 hours (see paragraph 6). Reporting requirements and other detailed information can be found in reference (a) and are summarized in this article.

a. **DCIPS.** Casualties will be reported via DCIPS using the DCIPS casualty reporting (DCIPS-CR) function. Any person with a common access card may access DCIPS-CR through one of the following uniform resource locators (URLS):  
<https://dcsa.hrc.army.mil/pcr>, <https://dcsb.hrc.army.mil/pcr>,  
<https://dcsc.hrc.army.mil/pcr> or <https://dcsd.hrc.army.mil/pcr>.  
Use the DCIPS-CR link in the upper left corner of the Web page. A comprehensive user's guide can be found on the Navy Casualty Web page on the MyNavy HR Web site:  
<https://www.mynavyhr.navy.mil/Support-Services/Casualty/>.

b. **Additional Documents.** If the command holds the below documents, include them in the report to assist with prompt notification and benefits processing.

(1) [DD 93](#) Record of Emergency Data and

(2) Hardcopy [SGLV 8286](#) Servicemembers' Group Life Insurance Election and Certificate, obtained from (Service Members' Group Life Insurance (SGLI) Online Enrollment System (SOES)).

c. **Copies.** Due to system constraints, only the member who submits the PCR in DCIPS will have direct access to the report, unless otherwise authorized as described in paragraph 8. Commands are encouraged to have the member's print the report and retain for reference. Use of the spreadsheet tool (see paragraph 2) will enable the saving of data to be used in follow-up reports.

d. **Bandwidth Limitations.** Should a reportable casualty occur during a time of limited or no bandwidth, the command will submit a voice report of the casualty concurrent with the appropriate report, per reference (b), to their immediate superior in command (ISIC) or operational commander. Commanders will subsequently enter the report into DCIPS.

e. **Emergency E-mail Procedure.** As an emergency capability, commands may send an encrypted e-mail with pertinent reporting information to: [casualty\\_cdo.fct@navy.mil](mailto:casualty_cdo.fct@navy.mil) (underscore between casualty and cdo). Report will include reporting command information and required fields identified on page 5 of the DCIPS reporting guide. Commands may attach necessary documents to the encrypted e-mail.

f. **Additional Reporting.** Submission of a PCR does not satisfy the operational reporting requirements specified in reference (b), therefore, additional operational or situational reports may be required.

2. **Multiple Casualty Reporting.** An event that causes injury or death to multiple personnel can present reporting challenges. Commands that experience such an event must work quickly to ascertain and pass on to PERS-00C as much accurate information as possible about injured or deceased members. Commands will use the "Multi-Casualty Spreadsheet", available for download in

DCIPS. Refer to the user's guide or follow the quick instructions below:

a. **Process**. Download the spreadsheet, which becomes available after contact information is entered, under the "downloads" tab. Download the form. This enables reporting of multiple casualties for the same incident and creates a document that can be updated and re-uploaded into DCIPS.

b. **Duty Status - Whereabouts Unknown (DUSTWUN)**. Full names and accurate status of casualties are priority; for suspected casualties or unaccounted for individuals, use the DUSTWUN status (see [MILPERSMAN 1770-020](#)). Additional information is important but should not delay submission. PERS-00C and NAVPERSCOM Crisis Action Team are resourced to help identify next of kin quickly in the event of such a disaster. Updated information can be submitted using the same procedures.

3. **Reportable Casualties**. The following casualties and situations will be reported via PCR:

a. **Active Duty or Reserve Sailor**. Death of an active duty or Reserve Sailor in an active or inactive duty training status, to include U.S. Naval Academy midshipmen;

b. **Civilian Employee**. Death of a Department of War (DoW) civilian employee or DoW contractor as a result of hostile or non-hostile action outside the continental United States (CONUS) or the result of hostile action within continental United States (CONUS);

c. **Dependent**. Death of a dependent of an active duty Sailor;

d. **Official Travel**. Death of a DOD civilian while on official travel orders;

e. **Discharge or Retirement**. Death of a Sailor who dies within 120 days following discharge or retirement;

f. **Officer in Training**. Death of a Navy Reserve Officer Training Corps Midshipman while attending field or at sea training;

g. **Injured or Ill**. Injured or ill persons that meet the following criteria:

(1) Very seriously wounded, very seriously ill, or very seriously injured. Per reference (a), this status is used when medical authority declares that death is more likely than not to occur within 72 hours.

(2) Seriously wounded, seriously ill, or seriously injured. Per reference (a), this status is used when medical authority declares that death is possible, but not likely to occur within 72 hours, or that the severity is such that the condition is permanent or life-altering. Illnesses or injuries that are considered long term, and may require extended hospitalization, will also be reported.

(3) Not seriously wounded, ill, or injured will be reported for injuries or illnesses that occur in-theater.

h. **DUSTWUN or Suspected Missing.** DUSTWUN or suspected missing (report as DUSTWUN) active duty personnel or DoW civilians (see [MILPERSMAN 1770-020](#) for follow-on requirements).

i. **Other Services.** Commands may report death or injury of other Military Services personnel through the same method described in paragraph 5. Commands will indicate the Military or Uniformed Service of the member in the remarks section of the report. PERS-00C will channel the report to the proper Service and ensure the command receives confirmation of the report.

**Note: For Reserve Sailors not on active duty, refer to [MILPERSMAN 1770-040](#).**

4. **Responsibility.** The commanding officer or the ISIC of a Sailor who suffers a casualty is responsible for submitting the PCR. Other circumstances:

a. **Parent Command.** If a Sailor becomes a casualty while away from his or her parent command, the local Navy activity first apprised of the circumstances will verify the casualty, notify the Sailor's command (if known), and submit the PCR.

b. **Sailor in Transit.** Due to additional required actions, the detaching command is responsible for the casualty reporting of a Sailor who has detached its command and who is in transit between commands.

**Note:** Detaching and gaining commands are encouraged to communicate throughout the process. While the detaching command is responsible for reporting the casualty, reference (c) requires the gaining command to complete the line of duty investigation for that casualty.

5. **Reporting Time Frame.** Per reference (a), commands should strive to submit initial PCRs within 4 hours, but not longer than 12 hours. Telephonic reports and or other official messages required by reference (b) do not satisfy the requirement to submit a PCR.

**Note:** Do not delay sending the initial PCR because all details of the casualty are not known. Submit supplemental reports as necessary.

6. **Supplemental Reporting.** Submit a supplemental PCR for:

a. **Updated Information.** To update, add to, or correct any information reported in the initial PCR; or

b. **Condition Status Change.** Status to report a change in status of a wounded, ill, or injured Sailor (e.g., Sailor's condition upgraded from very seriously injured to seriously injured ; Sailor discharged from medical treatment facility).

7. **Reporting Dependent Deaths.** A PCR is required for each dependent death, regardless of location and whether the sponsor is on active duty or in the Reserve. The PCR must be submitted by the sponsor's command (not the sponsor of the deceased dependent), and should include basic details if available. Compliance with the time requirements delineated in paragraph 4 is not mandatory, however, timely reporting of a dependent death will facilitate follow-on actions, including initiation of the Family Servicemembers' Group Life Insurance (FSGLI) claim process. Following the submission of the PCR, see [MILPERSMAN 1741-030](#) for further guidance.

8. **Access to Casualty Reports.** Commands such as military treatment facilities that require regular access to reported casualty information in order to provide updates, must navigate to the DCIPS landing page and select the "Register for a DCIPS Account" button. Users will upload a completed [DD 2875](#) System Authorization Access Request (SAAR) into the DCIPS portal. Upon access approval, a role will be assigned for the individual to submit or update PCRs. Individuals who are granted access to DCIPS are required to access the database once every 30 days to prevent system lockout.

**Note: This does not apply to most commands. Access to DCIPS is not required to submit PCRs.**