

MILPERSMAN 1770-260

CIVILIAN EMPLOYEE CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

Responsible Office	OPNAV (N135C)	Phone:	DSN	882-2501	
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References	(a) DoD Instruction 1300.18 of 8 Jan 08
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1. **Purpose.** Per reference (a), this article outlines procedures for casualty reporting, notification, and assistance for Department of Defense (DoD) civilian and contractor personnel.

2. **Reporting Casualties to Navy Leadership**

a. The commander of the employing DoD component shall submit a Personnel Casualty Report (PCR) utilizing MILPERSMAN 1770-030 for the following casualty cases involving DoD civilians and contractors:

(1) **Outside the Continental United States (OCONUS):**

(a) Casualty occurred as a result of hostile or non-hostile action, or while accompanying Armed Forces in the field, e.g., deceased, missing, or seriously ill (SI), very seriously ill (VSI), or injured;

(b) Excused Absence Whereabouts Unknown (EAWUN);

(c) Wounded in action; or

(d) Casualty occurred while in a travel status.

(2) **Continental United States (CONUS) :**

(a) Casualty occurred as a result of hostile actions;

(b) EAWUN; or

(c) Casualty occurred while in a travel status.

Note: Except as specified above, a PCR is not required for CONUS death, SI, or VSI.

3. **Reporting Deaths to the Department of the Navy (DON), Human Resources Office (HRO)**.

To ensure that DON HRO is notified of all Navy civilian deaths and that administrative and personnel actions can be taken, the commander of the employing activity shall follow the guidance at:

<http://www.public.navy.mil/donhr/Benefits/death/Pages/Default.aspx>

4. **Notification of Next of Kin (NOK)**

a. **DoD Civilian Personnel:**

(1) **Death, Missing, or EAWUN.**

(a) The commander of the employing DoD component shall ensure notification is made to the primary NOK, spouse, or other designated emergency point of contact identified in the employees personnel file. Notification shall be made within 12 hours of receipt of casualty information. Hours of notification are 0500 - 2400. If there is undue delay in notification, immediately contact the Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) at 1-800-368-3202.

(b) If the NOK resides within commuting distance of the employing activity, a minimum of a two-person detail from that activity will make notification in person. When the NOK resides outside commuting distance of the employing DoD component, the respective regional casualty assistance calls or funeral honors support coordinator will assign a casualty assistance calls officer from a Navy activity located in the vicinity of the NOK's residence to make personal notification.

(2) **SI or VSI.** The commander of the employing DoD component shall ensure notification is made to the primary NOK,

spouse, or other designated emergency point of contact identified in the employees personnel file. Notification will be made by telephone. If telephonic notification is not possible, initial notification will be in person.

b. **DoD Contractor Personnel.** When a reportable DoD contractor casualty occurs, the commander of the employing activity will notify the contracting agency. The contracting agent is responsible for notifying the contractor's NOK.

5. **Assistance to Family Members**

a. **DoD Civilian.** For all casualties involving **deceased, missing, or EAUWUN**, the commander of the employing activity shall appoint a casualty assistance officer to assist the primary NOK or other designated point of contact within 24 hours of initial notification. The assistance officer shall coordinate all actions through the local servicing HRO. Additionally, the assistance officer shall notify the DON HRO Civilian Benefits Center at 1-888-320-2917.

b. **DoD Contractor.** Commanders shall refer NOK to the appropriate employing contracting agency.

6. **Letter of Condolence for Deceased, Missing, or EAWUN.** Per reference (a), commanders shall provide an appropriate letter of sympathy or condolence (to the NOK or as appropriate) no later than 5 days after initial notification.