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FM CNO WASHINGTON DC//N1//
TO NAVADMIN
BT

UNCLAS //N01770//
NAVADMIN 229/04

MSGID/GENADMIN/CNO WASHINGTON DC/N1/-/OCT//

SUBJ/IMPROVING PERSONNEL CASUALTY REPORTING PROCEDURES//

GENTEXT/REMARKS/1. TIMELY AND ACCURATE REPORTING OF PERSONNEL CASUALTIES IS ESSENTIAL TO PROVIDING SUPPORT AND COMFORT TO THE FAMILIES OF SAILORS AND FAMILIES KILLED, WOUNDED, OR INJURED. WE MUST SUPPORT OUR SAILORS WHEN THEY NEED US THE MOST; THEREFORE CHANGES HAVE BEEN MADE TO THE CASUALTY REPORTING PROCESS THAT WILL STREAMLINE PROCEDURES AND ENSURE VITAL INFORMATION IS PROVIDED DURING A TIME OF LOSS. MEETING THIS RESPONSIBILITY IS CENTRAL TO OUR COVENANT WITH SAILORS AND OUR NAVY FAMILY.

2. WORKING IN CONJUNCTION WITH THE OTHER SERVICES, JOINT COMMANDS, AND BUMED, AREAS FOR IMPROVEMENT HAVE BEEN IDENTIFIED AND CHANGED. THESE IMPROVMENTS WILL ACCELERATE NOTIFICATION TO FAMILIES, SPEED THE MOVEMENT OF FAMILIES TO THE BEDSIDE OF ILL OR INJURED SAILORS, AND DELIVER AUTHORIZED AND NECESSARY FINANCIAL SUPPORT.

3. TO MAKE THE NOTIFICATION TIMELIER, THE PERSONNEL CASUALTY REPORT FORMAT IS MODIFIED EFFECTIVE IMMEDIATELY. SPECIFICALLY, PARAGRAPHS JULIET THROUGH NOVEMBER ARE NO LONGER REQUIRED FOR SUBMISSION. AN INITIAL PERSONNEL CASUALTY REPORT NEED NOT BE COMPLETE BUT MUST INCLUDE, AT A MINIMUM, THE MEMBER'S NAME, SSN, RANK/RATE, CASUALTY STATUS, CAUSE, AND CIRCUMSTANCES. IF KNOWN, ALSO INCLUDE NEXT OF KIN INFORMATION AND WHETHER OR NOT THEY HAVE BEEN NOTIFIED. SUPPLEMENTAL REPORTS SHOULD BE SUBMITTED AS NECESSARY. KEY IS THE PROMPT ENGAGEMENT OF THE CASUALTY ASSISTANCE NETWORK; THEREFORE, TELEPHONIC REPORTS ARE ENCOURAGED.

4. WHILE A TELEPHONE CALL TO THE COMNAVPERSCOM DUTY OFFICE WILL ALERT THEM TO THE CASUALTY AND ENGAGE THE CASUALTY ASSISTANCE CALL NETWORK, THE PERSONNEL CASUALTY REPORT IS STILL REQUIRED WITHIN FOUR HOURS OF LEARNING OF THE EVENT. A CLASSIFIED SITREP DOES NOT REPLACE THE PERSONNEL CASUALTY REPORT. A PERSONNEL CASUALTY REPORT MUST BE SUBMITTED VIA UNCLASSIFIED MEANS.

5. PERSONNEL CASUALTY REPORT SUBMISSION VIA MESSAGE TRAFFIC IS NOT REQUIRED. A PERSONNEL CASUALTY REPORT THAT IS SIGNED BY A COGNIZANT COMMAND OFFICIAL CAN BE ELECTRONICALLY SCANNED AND SUBMITTED VIA E-MAIL TO MILL_NAVYCASUALTY@NAVY.MIL. THIS MAILBOX WILL AUTOMATICALLY DISTRIBUTE THE PERSONNEL CASUALTY REPORT TO THE ALL OFFICES INVOLVED IN THE CASUALTY PROCESS INCLUDING REGIONAL CASUALTY COORDINATORS. BE SURE TO INCLUDE YOUR CHAIN OF COMMAND AS COPY TO ADDEES ON THE E-MAIL. ADDITIONALLY, INCLUDE THE FULL NAME, RANK, TITLE, AND TELEPHONE NUMBER OF THE APPROVING OFFICIAL.

6. FOR ALL CASUALTIES, FAX A COPY OF THE MEMBERS RECORD OF EMERGENCY DATA (NAVPERS 1070/602) AND SERVICEMEMBERS' GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLV 8286) TO PERS-62 AT 901-874-6654 OR DSN 882-6654. AFTER HOURS, FAX DOCUMENTS TO THE COMNAVPERSCOM DUTY OFFICE AT 901-874-2652 OR DSN 882-2652. FAXING OF THESE DOCUMENTS CAN AND SHOULD PRECEED SUBMISSION OF THE PERSONNEL CASUALTY REPORT.

7. ADDITIONAL USEFUL INFORMATION FOR COMMANDS:

A. RECENTLY ENACTED LEGISLATION ELIMINATED THE INEQUITY BETWEEN AN ACTIVE DUTY DEATH AND A MEDICALLY RETIRED DEATH. A SIGNIFICANT ASPECT OF THE LAW IS THE REQUIREMENT FOR A COMMAND TO SUBMIT A LINE

OF DUTY DETERMINATION TO THE GENERAL COURTS-MARTIAL CONVENING AUTHORITY (SEE NAVADMIN 065/03). THE LINE OF DUTY DETERMINATION IS REQUIRED IN ORDER TO PAY BENEFITS TO ELIGIBLE SURVIVORS. A LINE OF DUTY DETERMINATION IS NOT PREDICATED ON A JAG INVESTIGATION.

B. CONDUCT REGULAR REVIEWS/UPDATES OF RECORDS OF EMERGENCY DATA. IT IS STRONGLY RECOMMENDED THAT COMMANDS INSTITUTE A PROCESS TO REVIEW, ON A YEARLY BASIS, THE RECORDS OF ALL SERVICEMEMBERS. STRICT ADHERENCE TO UPDATING CHANGES IN MARITAL STATUS IS NECESSARY TO ASSIST IN THE TIMELY NOTIFICATION OF APPROPRIATE FAMILY MEMBERS IN THE EVENT OF AN EMERGENCY.

C. ALL FAMILY COVERAGE (FSGLI) BENEFIT CLAIMS MUST BE SUBMITTED TO PERS-623 FOR VERIFICATION AND CERTIFICATION. DO NOT SUBMIT CLAIMS DIRECTLY TO THE OFFICE OF SERVICEMEMBERS' GROUP LIFE INSURANCE. IT WILL NOT EXPEDITE THE PROCESS AND WILL IN FACT SLOW DOWN THE ISSUANCE OF THE FINAL PAYMENT OF INSURANCE PROCEEDS. THE CLAIM FOR FAMILY COVERAGE DEATH BENEFITS (SGLV 8283A) AND A DEATH CERTIFICATE MUST BE PROVIDED TO PERS-623 TO COMMENCE THE CLAIMS PROCESS.

8. DESIGNATING A MINOR CHILD AS A BENEFICIARY CAN HAVE NEGATIVE, UNFORSEEN CONSEQUENCES. THE FOLLOWING QUOTED INFORMATION IS PROVIDED TO INFORM SAILORS OF THIS POTENTIALLY TROUBLESOME ISSUE: "DESIGNATING A MINOR CHILD AS A BENEFICIARY FOR SERVICEMEMBERS' GROUP LIFE INSURANCE, DEATH GRATUITY, OR UNPAID PAY AND ALLOWANCES CAN HAVE NEGATIVE, UNFORSEEN CONSEQUENCES. WHILE A MINOR CHILD CAN BE DESIGNATED AS A BENEFICIARY, WITHOUT A TRUSTEE DESIGNATION IT MAY TAKE MONTHS FOR A CHILD TO RECEIVE BENEFITS. THE GUARDIAN OF A MINOR CHILD OR MINOR CHILDREN MUST PETITION A STATE COURT TO BE RECOGNIZED AS THE GUARDIAN OR CONSERVATOR OF THE CHILD OR CHILDREN AND/OR THEIR ESTATE. THIS IS NECESSARY EVEN WHEN THE CHILD RESIDES WITH THE BIOLOGICAL PARENT. ADDITIONALLY, A BOND MAY BE REQUIRED TO BE PRESENTED TO A COURT. ESTABLISHING A TRUST FOR A CHILD HELPS TO SMOOTH THE PROCESS AND ENSURE TIMELY PAYMENT OF BENEFITS. CONSULT YOUR NAVY LEGAL SERVICE OFFICE TO LEARN MORE ABOUT ESTABLISHING A TRUST FOR MINOR CHILDREN."

9. POC: MR. M. P. WARDLAW, (901) 874-4396/DSN 882 OR EMAIL: MICHAEL.WARDLAW@NAVY.MIL.

10. RELEASED BY VADM G. L. HOEWING, N1.//
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