

## DETAILED INSPECTION CHECKLIST

FA	SC	STMT	TEXT
120			CASUALTY AFFAIRS Functional Area Manager: MFPC Point of Contact: MSgt M.L. Ryba/Capt J.J. Buban E-mail: <a href="mailto:Michael.ryba@usmc.mil">Michael.ryba@usmc.mil</a> / <a href="mailto:jessamy.buban@usmc.mil">jessamy.buban@usmc.mil</a> DSN 278-9512 (COML) (703) 784-9512 Date Last Revised: 28 September 2011
120	01		CASUALTY ASSISTANCE
120	01	001	Does the command have a Casualty Assistance Command Representative (CACR) appointed in writing? Reference MCO 3040.4, CHAP 1 PAR 2G, CHAP 2 PAR 3
120	01	002	Is the CACR maintaining Casualty Assistance Calls Officer (CACO) annual training status rosters of assigned SNCOs and Officers, and training rosters of casualty reporting personnel? Reference MCO 3040.4, CHAP 2 PAR 3A(5), CHAP 2 PAR 3A(6)
120	01	003	Does the CACR have a copy of MARCORCASASTPRO MCO 3040.4 either electronically or hard copy? Reference MCO 3040.4, CHAP 2 PAR 3A(4)
120	01	004	Is the CACR telephonically contacting the HQMC Casualty Section (MFPC) prior to the release of a Personnel Casualty Report (PCR)? Reference MCO 3040.4, CHAP 2 PAR 4A, CHAP 2 PAR 5A, CHAP 3 PAR 4A
120	01	005	Does the CACR provide the PCR to HQMC Casualty Section (MFPC) within the time requirement? Reference MCO 3040.4, CHAP 3 PAR 1A
120	01	006	Does the CACR have and use DCIPS Forward to generate PCRs on reportable casualties? Reference MCO 3040.4, CHAP 1 PAR 2S

- 120 01 007 Is the CACR familiar with death benefits payable to the survivors of deceased Marines, specifically: death gratuity, arrears of pay, life insurance, and burial and interment benefits?  
Reference  
MCO 3040.4, CHAP 4, CHAP 7, and FIGURE 7-1
- 120 01 008 Is the CACR familiar with and properly submitting both initial and supplemental PCR's regarding the circumstances under which a Marine is DUSTWUN, and the timelines associated with this status?  
Reference  
MCO 3040.4, CHAP 8, FIG 3-13
- 120 01 009 Is the CACR familiar with and properly submitting the required documents that must be faxed/mailed to the CMC (MFPC) in all death cases?  
Reference  
MCO 3040.4, CHAP 2, PAR 5E
- 120 01 010 Is the CACR familiar with and properly submitting PCR's of the type, status, and categories of casualties reported?  
Reference  
MCO 3040.4, CHAP 3, SECT 2, Fig 3-1
- 120 01 011 Is the CACR ensuring the requirements governing the maintenance, inventory, and shipping of a deceased Marine's personal effects are being followed?  
Reference  
MCO 3040.4, CHAP 8, SECT 2, PAR 5
- 120 01 012 Is the CACR familiar with and properly submitting multiple casualty reports?  
Reference  
MCO 3040.4, CHAP 3, SECT 2, PAR 2D
- 120 01 013 Is the CACR preparing supplemental reports as appropriate on the location and status of hospitalized Marines to the CMC (MFPC)?  
Reference  
MCO 3040.4, CHAP 3
- 120 01 014 Is the CACR familiar with and complying with the reference in regards to reporting and classifying Special Patient cases?  
Reference  
MCO 3040.4, CHAP 1, PAR 2III

- 120 01 015 Is the CACR familiar with and complying with the procedures in regards to limitations on government reimbursement for family member's travel to the burial of a deceased Marine?  
Reference  
MCO 3040.4, CHAP 7, SECT 2, PAR 28
- 120 01 016 Is the CACR familiar with and complying with the procedures in regards to the limitations on government reimbursement for family members' travel to the bedside of a seriously ill or injured Marine?  
Reference  
MCO 3040.4, CHAP 7, SECT 2, PAR 5, 6
- 120 01 017 Is the CACR ensuring that SRB or OQR documents on deceased Marines are being closed out and shipped to HQMC Casualty Section (MFPC)?  
Reference  
MCO 3040.4, CHAP 8, SECT 3, PAR 3
- 120 01 018 Is the command ensuring that all Marines designate a Person Authorized to Direct Disposition (PADD) of Human Remains on the Record of Emergency Data (RED)?  
Reference  
MCO 3040.4, CHAP 1, PAR 2UU
- 120 01 019 Is the command properly forwarding Medical and Dental records for deaths occurring in a theater of combat operations to the Dover Port Mortuary?  
Reference  
MCO 3040.4, CHAP 2, PAR 5J
- 120 01 020 Is the command aware of the telephonic notification process for Injured/Ill Marines?  
Reference  
MCO 3040.4, CHAP 4, SECT 2, PAR 2
- 120 01 021 Is the command issuing PCS travel orders to authorized family members of deceased Marines?  
Reference  
DFAS KC TAN 10-03, PAR 2 AND 3;  
MCO 3040.4, CHAP 7, SECT 2, PAR 24
- 120 01 022 Is the CACR ensuring proper casualty procedures are followed in the notification, condolence, and assistance call process?  
Reference  
MCO 3040.4, CHAP 4, SECT 2

- 120 01 023 Is the command archiving copies of PCR's for at least six years in conformance with the Freedom of Information (FOIA) requirements?  
Reference  
MCO 3040.4, CHAP 3, SECT 2 PAR 1; FOIA, 5 USC SECT 552
- 120 01 024 Is the command conducting preliminary investigations into the deaths and injuries/illnesses of Marines?  
Reference  
MARADMIN 592/07; MCO 3040.4, CHAP 2, PAR 4G, PAR 5L; JAGINST 5800.7
- 120 01 025 Is the command submitting supplemental PCR's upon the initiation and monthly status updates of command investigations until completion?  
Reference  
MARADMIN 592/07; MCO 3040.4, CHAP 3, SECT 2, PAR 2B
- 120 01 026 Is the command submitting a final PCR to HQMC Casualty (MFPC) within 24 hours after the completion of an investigation, and forwarding the findings to MFPC?  
Reference  
MARADMIN 592/07; MCO 3040.4, CHAP 3, SECT 2, PAR 3E(4)
- 120 01 027 Is the command distributing a Notice of Investigation Letter to the NOK?  
Reference  
MARADMIN 592/07
- 120 01 028 If necessary, is the command distributing a Status of Investigation Letter to the NOK?  
Reference  
MARADMIN 592/07
- 120 01 029 Is the command submitting injury and death investigation final summaries and endorsements to HQMC Casualty (MFPC) to ensure delivery to NOK?  
Reference  
MARADMIN 592/07
- 120 01 030 Is the command aware of current procedures for the completion and delivery of condolence letters to NOK?  
Reference  
MCO 3040.4, CHAP 8, SECT 4

- 120 01 031 Is the CACR aware of the process and limitations for issuance of Invitational Travel Orders (ITOs) to eligible family members to attend unit memorial services?  
Reference  
MARADMIN 500/10
- 120 01 032 Is the CACR ensuring assigned CACOs brief the unit commander on the status of the CACO report weekly?  
Reference MCO 3040.4, CHAP 4, SECT 1, PARA 3P
- 120 01 033 Is the CACR familiar with the process for the proper reporting of deceased dependents?  
Reference  
MCO 3040.4, CHAP 3, SECT 2, PARA 1A (Table 3-1)
- 120 01 034 Is the command tracking dropped from the rolls for deceased Marines?  
Reference  
MCO P1070.12K w/ CH 1 (IRAM) CHAP 4, Table 4-2