

Parent Command Checklist for Tracking and Reporting of Preliminary Inquiries and Command Investigations in Death Cases

The following is an informal checklist for use by parent commands conducting inquiries and investigations into the circumstances surrounding the deaths of their Marines. This is intended to provide commands guidance on requirements, along with references, and some additional explanatory notes. This is not intended to encompass all requirements of the investigation process, but only that which involve the provision of information to HQMC and ultimately to the NOK.

-PRELIMINARY INQUIRY (PI) to be normally completed within 3 WORKING DAYS of command learning of incident (Ref: JAGMAN para. 0203.e)
Note: the only purpose of the preliminary inquiry is to determine if any further level of investigation is warranted (JAGMAN para. 0203.a). There are only 2 circumstances under which an investigation is not warranted, one is if the Marine died "...as a result of enemy fire..." or two, they "...died as a result of a previously known medical condition..." (JAGMAN para. 0234).

-If determination of PI is that a Command Investigation (CI) IS NOT REQUIRED, PROVIDE a SUPP PCR within 24 HOURS to include the following information (MARADMIN 592/07):

- DATE PRELIMINARY INQUIRY INITIATED
- DATE PRELIMINARY INQUIRY COMPLETED
- DETERMINATION THAT CI IS NOT REQUIRED AND JUSTIFICATION

Investigation tracking by HQMC(MRPC) would be complete once this SUPP PCR is delivered to the PNOK

-If determination of PI is that a Command Investigation (CI) IS REQUIRED, PROVIDE a SUPP PCR within 24 HOURS of initiation of Command Investigation (CI) to include the following information (MARADMIN 592/07):

- DATE PRELIMINARY INQUIRY INITIATED
- DATE PRELIMINARY INQUIRY COMPLETED
- DETERMINATION OF PI INDICATING THAT CI IS WARRANTED
- DATE CI INITIATED

** HQMC will forward all SUPP PCRs to the CACO for presentation to the NOK*

Note: As these SUPP PCRs will be provided to the NOK, refrain from using any reference to "suicide" or "self-inflicted" until such time as that is the official determination of an investigation. The PCR should contain only known verified facts. (Casualty Procedures Manual- MCO P3040.4e para. 8310)

-Generate NOTICE OF INVESTIGATION LETTER (NOI) within 14 DAYS of initiation of CI (Ref: MCO P3040.4E para. 8307). An example of this letter can be found on page 8-28, fig 8-2 of MCO P3040.4E.

- MAIL SIGNED ORIGINAL OF NOI LETTER TO CACO FOR PRESENTATION TO PNOK
- EMAIL OR FAX COPY OF NOI LETTER TO HQMC CASUALTY (MRPC)
- Maintain copy for your files

-Generate STATUS OF INVESTIGATION LETTER (SOI) within 30 DAYS of initial notification of death (Ref: MCO P3040.4E Para. 8308). An example of this letter can be found on page 8-29, fig 8-3 of MCO P3040.4E.

- MAIL SIGNED ORIGINAL OF SOI LETTER TO CACO FOR PRESENTATION TO PNOK
- EMAIL OR FAX COPY OF SOI LETTER TO HQMC CASUALTY (MRPC)
- Maintain copy for your files

□-**Generate additional SOI LETTERS at 30 DAY INTERVALS** until such time as the investigation and review are complete. THESE ARE SUBJECT TO THE SAME REQUIREMENTS AS THE ORIGINAL NOI AND SOI LETTERS.

□-**Upon completion and review of CI, forward a copy of the FINDINGS OF FACT (FOF) to HQMC (MRPC).**

Note: In the case of some limited investigations based on outside authorities, the command may have simply based their findings on the results of the outside investigation. In such cases, where FOF do not exist, the command endorsements or summary will suffice in lieu of the FOF .

**HQMC(MRPC) will verify that a copy of the JAG Investigation Request Form is on file for the investigation in question, and if the PNOK has requested a copy of the investigation, MRPC will contact the command to have them begin the investigation's redaction.*

□-**Once redaction is complete, mail redacted copy of CI to CACO for presentation to the PNOK.** Investigation tracking by HQMC (MRPC) is considered complete once receipt of the CI by the PNOK has been verified.

General Notes on Investigations

-All correspondence and updated CI info to the NOK shall be directed through the CACO for hand presentation to the NOK. This includes, but is not limited to the PCR's, NOI Letters, SOI Letters, and Investigation Results. This does not preclude the command from making any telephonic condolences once the initial notification has been made. (Ref: MCO P3040.4E, para. 8312.3)

-Timeline for conduct of investigations:

-CI should be completed within 20 days from the Date of Death. (MCO P3040.4E para. 8306 / JAGMAN para. 0233.c)

-Review of CI should be completed within an additional 20 days. (JAGMAN para. 0233.c)

-Extensions to this timeline may be granted by the Convening Authority but must be justified in the investigations Endorsements (JAGMAN 0233.c).

-HQMC Casualty (MRPC) requirements vs. MMSR-6 requirements.

Elements of some investigations may be required by both Casualty Section (MRPC) and MMSR-6 but it must be understood that these are two separate sections with separate reporting requirements. MMSR-6 deals specifically with the Line of Duty Determinations (LODD) for the purpose of determining Survivor Benefits. Casualty Section (MRPC) tracks investigations for the purpose of reporting to higher authorities and to insure that the NOK is being kept informed of the progress and results of the investigations. In some cases, a Limited Investigation only will be conducted for the purpose of making a LODD. In these cases, the LODD (and investigation if LODD is adverse) are sent to MMSR-6, and the FOF upon which the LODD was based is sent to MRPC.

-Limited Investigations have the same reporting requirements to HQMC (MRPC) as full Command Investigations.