



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:

StaO 5360.1H
3DF3
17 JUN 2002

STATION ORDER 5360.1H

From: Commanding Officer

To: Distribution List

Subj: DECEDENT AFFAIRS

Ref: (a) NAVMEDCOMINST 5360.1

(b) ABO 5360.1E

(c) MCO P3040.4E

(d) BUPERSINST 1770.3

Encl: (1) Itinerary Notification Message

(2) Decedent Affairs Program Command and Control

1. Purpose. To establish local procedures for handling decedent affairs matters.

2. Cancellation. StaO 5360.1G.

3. Definitions. For the purpose of this Order, definitions are as follows:

a. Decedent Affairs. All matters concerned with the recovery, identification, care, and disposition of remains of deceased persons for whom the Navy is responsible as defined in Chap 2-2 of reference (a).

b. Commanding Officer. The Commanding officers of units for Marine Corps and Naval personnel.

c. Casualties. Those persons declared missing or dead.

d. Cognizant Command. That unit to which the casualty is assigned. Per reference (b), Marine Corps Air Station (MCAS) Yuma shall assume cognizance of and take appropriate decedent affairs actions for those casualties of visiting units occurring within the geographical boundaries covered under the local care-of-the-dead contract.

4. Information. Decedent affairs are not entirely a medical department responsibility. Certain facets are the responsibility of other departments. For instance, notification of the Commandant of the Marine Corps, other interested commands, the Next of Kin (NOK), and at times, identification of the remains are always the responsibility of the cognizant command. The medical department's responsibilities are: notification of the deceased's command, arrangements for embalming, inspecting, dressing, cosmetizing, encasement of the remains and shipment to a place designated by the NOK. To facilitate the accomplishment of these responsibilities, the Officer-in-Charge, Branch Medical Clinic, will designate an E7 or above as the Decedent Affairs Officer (DAO). The clinic DAO will provide clarification and technical assistance to the designated Casualty Assistance Calls Officer (CACO) as necessary. Reference (c) and (d) provide the basis for procedures which each CACO is required to follow. The CACO is assigned by the cognizant unit Commanding Officer.

5. Action

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a. Any person having knowledge of a death will notify the Station Officer of the day (OOD).

b. The information will be immediately passed by the Station OOD and other cognizant officials to include, but not necessarily limited to:

- (1) Commanding Officer of the deceased.
- (2) Commanding Officer of MCAS Yuma.
- (3) Station Adjutant
- (4) Station Chaplain.
- (5) Branch Medical Clinic, MCAS Yuma, Chief of the Day who will notify the DAO.

c. Once the cognizant commanding officer receives notification of death, the following action will be taken by the assigned CACO:

- (1) Notify or arrange for notification of the NOK.
- (2) Make liaison with the DAO for assistance and required dialogue.
- (3) Make liaison with the Station Adjutant to initiate and submit a Personnel Casualty Report Message per references (c) and (d). As a minimum, notification shall include the following:
 - (a) CMC WASHINGTON, DC//MHP-10//.
 - (b) BUPERS WASHINGTON DC (NAVY PERSONNEL).
 - (c) BUMED WASHINGTON DC//33//.
 - (d) COGNIAANT MARINE CORPS DISTRICT IN WHICH THE NOK RESIDES.
 - (e) MEDDEN AFFAIRS GREAT LAKES IL.
 - (f) COMMANDS IN THE CHAIN OF COMMAND.
 - (g) MARFINCEN KANSAS CITY MO (NAVY).
 - (h) NAVDINCEN ST. LOUIS MO.
 - (i) NAVMEDATASERCEN BETHESDA MD.
 - (j) NAVJAG WASHINGTON DC//21//.
 - (k) FHTNC NORFOLK VA.
- (4) Make liaison with the CACO covering the geographical area in which the NOK resides.
- (5) Provide the DAO, by the most expeditious means possible, a copy of all outgoing casualty messages prepared and a copy of all incoming messages when distribution copies have been received.
- (6) Once the disposition of the remains from the NOK is received, immediately notify the DAO so that arrangements for transportation of the

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remains can be made. Include name, address, and telephone number of the mortuary or funeral home receiving the remains.

(7) After arrangements for transportation of the remains are made, submit an itinerary notification message in the format shown in enclosure (1). The DAO will provide you a rough draft of the message with the actual itinerary.

(8) Provide a complete Blue dress uniform or service uniform (only when the dress uniform cannot be obtained).

(9) When necessary, designate a member of the command who personally knows the deceased to assist in proper identification.

(10) Assign one officer or Staff Non-commissioned Officer (SNCO) to inspect the remains to determine if they are dressed properly for burial. Arrangements will be made with the DAO to coordinate this inspection with the medical inspection.

(11) Assign an escort to accompany the remains to the place designated by the NOK and to provide assistance to the NOK as outlined in reference (c) and (d).

(12) Utilizing the appropriation data provided by the DAO, issue travel orders for the escorts with original orders to the (SATO) office to pick up his airline ticket and Government Transportation Request (GTR) for the transportation of remains.

d. Once the Decedent Affairs Officer is aware of the casualty, he/she will contact the local CACO, obtain as much information as possible, and provide whatever assistance is necessary. In addition, he/she will:

(1) Contact Medical/Dental Affairs at the numbers listed in enclosure (2) and obtain a one-time contract with a local mortuary and appropriation data for mortuary services, transportation, travel expenses, clothing, and supplies.

(2) Make liaison with the local mortuary and arrange for the receipt of remains and provide all necessary information about the decedent to prepare a Certificate of Death.

(3) Upon receipt of the Statement of Disposition of Remains, MMSO/NMA Form 5360/1, obtained from the NOK by the hometown CACO, contact the local mortuary and arrange for the preparation, inspection, dressing, casketing, and transportation of remains.

(4) Contact the local CACO and provide appropriation data and travel itinerary of the decedent so that the CACO may purchase the uniform and arrange for the Escort's transportation.

(5) Insure all necessary forms are completed to reimburse both the local and receiving mortuaries for services rendered. Deliver all hand-carried documents to the escort prior to departure.

(6) Provide a National Ensign for delivery to the NOK by the escort. The National Ensign is usually enclosed in the casket prior to transporting the remains.

6. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

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7. Concurrence. The Commanding Officers of MAG-13, MACS-1, MWSS-371, CSSD-16, VMFT-401, and MAWTS-1, concur in and make this Directive applicable to their respective commands.


J. J. COONEY

DISTRIBUTION: B

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ITINERARY NOTIFICATION MESSAGE

MCAS YUMA AZ//CO//
CMC WASHINGTON DC//MHP-10//
BUMED WASHINGTON DC//33//
FORTH MCD PHILADELPHIA PA
INFO MEDDED AFFAIRS GREAT LAKE IL
CG MARFORPAC
CG SECOND MARDIV
NAVHOSP CAMP PENDLETON CA
MARFINCEN KANSAS CITY MO
NAVMEDATASERV CEN BETHESDA MD
NAVJAG WASHINGTON DC//21//
FHTNC NORFOLK VA

UNCLAS//N05360//

SUBJ: SHIPMENT OF REMAINS

REMAINS (DECEASED RATE/RANK, NAME AND SSN) ACCOMPANIED BY ESCORT (ESCORT'S RATE/RANK, NAME). SCHEDULED DEPART (PLACE AND DATE) ON AIRLINE'S FLT NO AT (TIME). DUE TO ARRIVE (AIRPORT STATE AND CITY) AT TIME AND (DATE). (WHETHER REMAINS ARE VIEWABLE OR NOT). WHETHER DEATH WAS DUE TO CONTAGIOUS DISEASE.) CASKET PROTECTED BY LIGHTWEIGHT SHIPPING CONTAINER. SUGGEST FUNERAL ARRANGEMENTS BE MADE AFTER ARRIVAL TO ALLOW FOR UNFORESEEN DELAYS WHICH MIGHT OCCUR ENROUTE.

Enclosure (1)

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DECEDENT AFFAIRS PROGRAM COMMAND AND CONTROL

1. Medical/Dental Affairs, Great Lakes, IL (MEDDEN AFFAIRS GREAT LAKES IL) is central command and control of daily Decedent Affairs Program operations, casualty assistance call office, (CACO) liaison.

2. MEDDEN AFFAIRS GREAT LAKES IL mailing address:

Officer-in-Charge
Naval Officer of Medical/Dental affairs
Great Lakes, IL 60088-5200

Telephone Numbers:
Commercial: (708) 688-3950
DSN: 792-3950

PLA: MEDDEN AFFAIRS GREAT LAKES IL
UIC: 68903
AC: 4173-025

Enclosure (2)