

EXAMPLE PERSCAS EMAIL

Note: this applies to C2OIX, Admin OIX, and Outlook-generated casualty messages.

Doberman, CDR John C.

To: [CG CASUALTY DISTRO GROUP: "CG-PERSONNEL-CASUALTY-REPORT@uscg.mil"]
Cc: [CMD SHARED INBOX FOR UNITS IN CHAIN OF COMMAND UP TO DISTRICT] [OPERATIONAL
COMMANDER, IF APPLICABLE]
Subject: PERSONNEL CASUALTY REPORT - 01 AUG 2015 - BASE NATIONAL CAPITOL REGION

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PERSONNEL CASUALTY REPORT

1. POC

CDR John Doberman, XO, Base NCR, 555-123-4567
CWO Jane Dawson, DAO, Base NCR, 555-987-6543
LT Jimmy Andersen, CACO, SFLC, Baltimore, 555-876-5432
MKCS Jeremy Avery, CACO, AIRSTA Clearwater, 555-234-5678
CACO PENDING ASSIGNMENT, Station Sault St. Marie

(list rank and full name of parent unit POC, Decedent Affairs Officer with primary responsibility, and any assigned CACO(s) along with primary phone numbers for each)

2. CASUALTY INFO

A. WHO

ME2 Richard "Dick" M. Smootman, 1234567

(rank, full name, SSN [if dead or joint environment] or EMPLID [all other cases])

B. DUTY STATUS

Regular, Reserve, SELRES on orders at time of death

(component, active duty or reserve status [include type of Reservist, e.g. SELRES, IRR, EAD, ADT, IDT]; or Cadet/Midshipman, Dependent, Retiree, or Civilian Employee)

C. WHAT/TYPE OF CASUALTY

Dead

(Dead, DUSTWUN, Missing, Death Imminent or Terminal Illness, SI/VSI: SI [seriously ill/injured/wounded] severity of injury is permanent and life-altering [e.g. amputation or paralysis], or medical authority declares death is possible but not likely within 72 hours; VSI [very seriously ill/injured/wounded] medical authority declares death "more likely than not" within 72 hours; DUSTWUN [DUty Status, but Whereabouts Unknown] for involuntary absence; AWOL/UA/Deserter is NOT reportable as a casualty, unless uncertainty as to motive exists [e.g. missing and unsure whether voluntary or involuntary absence])

D. WHEN/WHERE/HOW

Discovered at 1715EDT alone in Station Washington, D.C. armory after duty hours with apparent self-inflicted gunshot wound and discharged CG PDW. Declared deceased by medical authorities upon arrival to the scene.

(list pertinent circumstances & known cause; specify time zones; specify operational, on liberty/leave, etc; do not speculate where cause is unclear, but list reasonably known and factually-based details of death or injury/illness; until ruled by medical examiner as a suicide, use "apparent self-inflicted _____" [e.g. Gunshot Wound, Hanging, Overdose, etc.])

E. CURRENT LOCATION

Remains in custody of Joint Base Anacostia-Bolling Medical Examiner at JBAB clinic. Plan to release to Dignity Funeral Home in Baltimore, MD at PADD direction.

(hospital or medical treatment facility if SI/VSI; current custody or disposition of remains if dead; approximate last known location is Missing/DUSTWUN)

F. FULL NAME, RELATIONSHIP, AND KNOWN CONTACT INFO FOR NOK

Mrs. Jessica Smootman, spouse, lives in Baltimore, MD

Jamie Smootman, minor daughter, with spouse

Mr. Benjamin Smootman, father, address unknown

Mrs. Dina Smootman, mother, lives in Pinellas Park, FL

John Smootman, adult son from previous marriage, lives in Marquette, MI

(list each known NOK separately; based on PDR, 2020D, Direct Access Emergency Data Record, or unit records or coworker/supervisor information; always include spouse and children and parents; verify where time permits, but do not hold up release of report beyond time window to verify; in update messages, include changes, additions, or corrections)

G. NOTIFICATION OF NOK

CACO assigned for spouse and minor daughter; notification completed 2045EDT by LT Andersen and Chaplain Fred Barr.

CACO assigned for mother; notification underway by MKC Avery and LTJG Francine Jamison.

CACO assignment for son pending.

(list either plan for notification, current status if notifications are underway [including units, CACOs, and chaplains involved], or details of completed notification or no known NOK)

[***COMPLETE A-G ABOVE WITHIN 4 HOURS, AT A MINIMUM. COMPLETE ADDITIONAL ITEMS BELOW AS TIME PERMITS OR IN FUTURE UPDATES*****]**

H. STATUS OF INVESTIGATIONS

CGIS investigating crime scene ATT. CO of Station Washington, D.C. to convene Line of Duty investigation. No other pending investigations.

(Line of Duty, MISHAP, Administrative Investigation, Criminal, etc; LOD will always be "PENDING" until Final Action Authority signs memo with findings, unless case circumstances are obvious enough for unit commander to make a positive LOD determination [e.g. killed during a high-risk vessel security boarding, or died of cancer while in duty status], in which case "IN THE LINE OF DUTY" is appropriate; helpful to list convening authority, date ordered, and current status if applicable; N/A for civilian employees)

I. STATUS/DATE OF PDR REVIEW & VALIDATION

SPO and DAO reviewed PDR and all beneficiary paperwork at 1900EDT. Noted discrepancy with SGLV-8286: not signed by member and not certified by receiving Yeoman. 2020D notes that father's location or contact information is unknown.

(including BAH, Dependents and NOK, 2020D, Emergency Contact Info, SGLI/FSGLI, PADD and PERE assignments, SPO PDR Part IV; list known discrepancies or red flags, especially on benefits, elections, and designations; N/A for civilian employees)

J. BENEFICIARY(IES) FOR DEATH GRATUITY PAYMENT

Mrs. Jessica Smootman, spouse, 75%; Mrs. Dina Smootman, mother, 25%
(N/A for civilian employees)

K. LINE OF DUTY DETERMINATION OUTCOME

LOD Investigation Pending
(died of illness while in duty status: "YES, COMMANDING OFFICER DETERMINED DEATH TO BE IN THE LINE OF DUTY DUE TO ILLNESS WHILE IN A DUTY STATUS"; Reservist not in duty status, not travelling to or from duty: "NO, RESERVIST NOT IN DUTY STATUS"; all others need brief analysis by CO or AIM Ch 7 investigation, as situation warrants: "LOD INVESTIGATION PENDING/COMPLETE" with results; Dependents: either "SPONSOR IN DUTY STATUS" or "SPONSOR NOT IN DUTY STATUS"; N/A for civilian employees)

L. SGLI

Elected \$400K SGLI, beneficiary spouse. No FSGLI coverage. TSGLI N/A. Confirmed in Direct Access and on LES premiums for \$400K coverage paid.
(as applicable, coverage level/elections/beneficiary designation for SGLI, VGLI, FSGLI, or TSGLI; based on most recent SGLV-8286/8286A in PDR and confirmed in Direct Access; N/A for civilian employees)

M. UPPA

Mrs. Jessica Smootman, spouse
(beneficiary for Unpaid Pay & Allowances; N/A for dependents or civilian employees)

N. OTHER KNOWN MARRIAGES OR DEPENDENTS

Previously married (ex-spouse unknown), John Smootman son from that marriage along with one other step-daughter (unknown).
(previous marriages, prior or predeceased spouses, other children born to or fathered by deceased outside current marriage, etc.; because this affects Survivor Benefit Plan and can create complex situations in other benefits/memorial/funeral inclusions)

O. ID OF POTENTIAL THIRD PARTY CLAIMANTS

N/A
(such as driver of vehicle that hit and killed a Coastie, etc.)

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