



Personnel

CASUALTY SERVICES

AFI 36-3002, 26 August 1994, is supplemented as follows:

1.3.3.1. Military Affairs (HQ AETC/DPPP) will be an information addressee on all casualty messages. If normal communications are lost and the unit is unable to telephone or transmit message traffic through normal Defense Switched Network (DSN) lines, the unit will use command and control lines available in the installation command post to communicate with the HQ AETC Command Center. The HQ AETC Command Center will relay the information to HQ Air Force Personnel Center, Casualty Services Branch (HQ AFPC/DPWCS), and HQ AETC/DPPP for action.

1.3.4.4. Do this in writing.

1.3.5.4. (Added)(AETC) Provides a current on-call casualty standby roster to the installation command post, message center, and telephone operators. This roster includes procedures to contact the on-call standby representative (during and after duty hours) when an active duty military person (including other services and foreign military personnel attached to the installation) is declared a casualty.

1.3.6.3, Bullet 9. (Added)(AETC) Local Invitational Travel Order (ITO) Program requirements and procedures.

1.3.6.4. Send proposed base casualty services publications to HQ AETC/DPPP, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308, for coordination before forwarding to HQ AFPC/DPWCS.

1.3.6.5. Submit AF Form 1075, **Personal Affairs/GSU Roster**, annually on 1 October (negative responses required) or whenever a change occurs. Send one copy to HQ AETC/DPPP, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308.

1.3.6.6. Submit AF Form 1075 annually on 1 October (negative responses required) or whenever a change occurs. Send one copy to HQ AETC/DPPP, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308.

2.1.2.2. Telephone HQ AFPC/DPWCS before transmitting casualty report.

2.1.2.4. (Added)(AETC) Local casualty reporting procedures (RCS: DD FM&P(AR)1664, Report of Casualty) must include immediate (first duty hour after release of message) telephone notification to HQ AETC/DPPP when a casualty occurs involving any of the following:

OPR: HQ AETC/DPPP (SSgt D. Babos)

Certified by: HQ AETC/DPP (Col D. Schreier)

Pages: 2/Distribution: F; X:

AUL/LSD – 1

HQ AFIA/IMP – 1



2.1.2.4.1. Death of an active duty member assigned to AETC.

2.1.2.4.2. Death of a foreign military person at or near an AETC installation.

2.1.2.4.3. Death of a sister service military person at or near an AETC installation.

2.1.2.4.4. Death of an Air Force Reserves or Air National Guard member in a duty status (active duty, active duty for training, inactive duty for training, or performing authorized travel directly to or from such duty) and attached to an AETC unit.

2.1.2.5. (Added)(AETC) Provide the following information to HQ AETC/DPPP on casualties listed in paragraph 2.1.2.4 (Added)(AETC):

2.1.2.5.1. Name, grade, and organization of casualty. **NOTE:** Include the member's common name (such as Rick for Richard or Bill for William). Do not use call signs, derivatives of the member's last name, or nicknames (such as Ace or Viper).

2.1.2.5.2. Date, time, place, and circumstances surrounding casualty.

2.1.2.5.3. Marital status. Name and address of spouse (if applicable). If unmarried, the name and address of the primary next of kin.

2.1.2.5.4. Name and dates of birth of children (if applicable).

2.1.2.5.5. Any information that might help HQ AETC/DPPP determine whether to send a command condolence letter (marital discord, misconduct, pending punitive action, etc.).

2.1.2.5.6. Wing commander's recommendation or nonrecommendation to send a command condolence letter.

2.1.2.5.7. Beneficiaries for death benefits and amounts of the benefits.

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Director of Personnel