



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
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IN REPLY REFER TO:
I MEFO 3040.3
Adj
DEC 4 2017

I MARINE EXPEDITIONARY FORCE ORDER 3040.3

From: Commanding General, I Marine Expeditionary Force
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE CASUALTY ASSISTANCE CALLS OFFICER
PROCEDURES PROGRAM

Ref: (a) MCO 3040.4, MARCORCASASTPRO
(b) MARADMIN 058/04
(c) MARADMIN 074/04

Encl: (1) CACO PROCECURES PROGRAM

1. Situation. The Casualty Assistance Calls Officer (CACO) Procedures Program is a no-fail mission and requires an extra level of scrutiny and attention to detail. This Order provides policy and guidance for I Marine Expeditionary Force (I MEF) Commanders, administrative personnel, and watch standers to assist in the efficient performance of duties relating to the Casualty Assistance Program which include: casualty reporting, tracking, notification and assistance, as well as all administrative requirements as outlined in the references.

2. Mission. Publish guidance for the I MEF and subordinate commands regarding casualty situations as outlined in this Order.

3. Execution

a. Commander's Intent. Ensure CACO duties are executed per the references and procedures set forth in this Order.

b. Concept of Operations. This Order should be used in conjunction with references and other current regulations and directives to ensure compliance with policies and procedures established by the Commanding General (CG), I MEF and higher headquarters. Deviations from the procedures outlined herein or questions pertaining to casualty matters must be referred to the I MEF Adjutant (ADJ) Office.

c. Tasks

(1) I MEF Major Subordinate Commands. Assign CACO watch standers and create a CACO watch bill as directed in enclosure (1) and in accordance with the references.

(2) I MEF Information Group (I MIG). Serve as main coordinator of all I MEF Command Element (CE) and deployed Marine Expeditionary Units (MEU) casualty-related matters. Personnel assigned to the I MEF CE may be assigned as a CACO watch stander by I MIG. I MIG will create a CACO watch bill as directed in enclosure (1).

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(3) I MEF MEUs. At E-194, during the MEU's composite and subsequent deployment, the MEU CO and I MIG CO/XO will coordinate CACO responsibilities and formally validate which organization will own the MEU CACO tasks (i.e. assign CACO, HQMC notification, etc.) for the designated duration, via AMHS message traffic (MEU initiated). Additionally, at E-14, the MEU CO and I MIG CO/XO, in support of the MEU deployment, will again coordinate CACO responsibilities and formalize via AMHS message traffic (MEU initiated).

(4) I MEF Adjutant

(a) With the Assistant Chief of Staff, G-1, provide oversight for all casualty-related matters.

(b) Provide guidance regarding other casualty-related matters such as decedent affairs, funeral support, Communications Strategy, investigative support, Freedom of Information Act requests, and other actions as required.

(c) The currency, accuracy, and completeness of publication and distribution of this Order and changes are the responsibility of the I MEF Adjutant.

d. Coordinating Instructions

(1) All assigned CACO watch standers will complete the required annual training for CACOs. The training is available online via the Marine Corps Community Services website: usmc-mccs.org/services/benefits/casualty-assistance/#CACO

(2) The procedures contained within are applicable to active duty and certain categories of inactive Marines and civilians.

4. Administration and Logistics

a. All commanders review this Order in its entirety.

b. Recommendations for changes to this Order should be submitted to the I MEF Adjutant via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to I MEF and its subordinate units.

b. Signal. Reviewed and approved the date signed.


LEWIS A. CRAPAROTTA

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IntroductionPurpose

1. This Order provides guidance and outlines policy for the I MEF Commanders, administrative personnel, and watch standers to assist in the efficient performance of duties relating to the CACO which include: casualty reporting, tracking, notification and assistance, as well as all administrative requirements as outlined in the references.
2. The objectives of the I MEF CACO Procedures Program are as follows:
 - a. Report deceased, duty status whereabouts unknown (DUSTWUN), missing, ill or injured Marines and certain categories of other personnel.
 - b. Notify the next of kin (NOK) of reportable casualties.
 - c. Track the status of injured or ill Marines.
 - d. Furnish assistance to family members of a Marine following illness or injury, death, capture or entry into a missing status with regards to benefits, claims and other matters relating to personal affairs.

Scope. Provisions of this Order are binding upon all personnel in matters pertaining to casualty reporting, tracking, notification and assistance as well as all administrative requirements and military honors support.

Application and Scope. This Order does not relieve commanders of the responsibilities for reports or related actions required by other regulations, directives or orders.

Chapter 1

Command Responsibilities

1000. General. This Headquarters monitors casualty information submitted through Defense Casualty Information Processing System (DCIPS) as an information addressee. Under certain situations, however, this Headquarters may prepare casualty messages, be required to conduct casualty notification, or other casualty-related actions. Specific casualty circumstances and responsibilities are outlined in this Order.

1001. I MEF. The CG, I MEF is responsible for the overall policies, procedures and management of the I MEF Casualty Procedures Program to include the following:

1. Casualty reporting, notification, and assistance for all Marines and Sailors and their families who serve within I MEF.
2. Tracking the status of all I MEF Marines and Sailors who are transferred between medical facilities worldwide. This information must be continuously monitored to ensure up to date information is received and supplemental Personnel Casualty Reports (PCRs) are submitted. Appropriate coordination with the Marine Liaison and/or hospital officials is paramount to ensure timely reporting of changes in a casualty's status.
3. Ensure that watch standers within the Command Operations Center (COC) are trained in their duties with regard to command notification and casualty reporting.

1002. Subordinate Commanders. Execution of the I MEF CACO Procedures Program requires the support of all echelons within the MEF. The CGs of 1st Marine Division (1st MarDiv), 1st Marine Logistics Group (1st MLG), 3d Marine Aircraft Wing (3d MAW), and their subordinate units as well as the Commanding Officers (CO) of I Marine Expeditionary Force Information Group (I MIG), 11th Marine Expeditionary Unit (MEU), 13th MEU, and 15th MEU will be tasked to report casualties, provide NOK notification, and other assistance as required below.

1. Develop standing operating procedures (SOP) for casualty reporting, notification, and assistance; and, when tasked or directed by HQMC (MFPC), make notification and provide casualty assistance as required.
2. Upon learning of a reportable casualty from within your command, prepare, and submit a PCR utilizing the DCIPS program within one hour as outlined in Chapter Two of this Order.
3. When tasked with making NOK notification, ensure that it is made as expeditiously as possible passing only known facts and details of the incident.
4. When assigning a Casualty Assistance Calls Officer (CACO), brief them on all duties and responsibilities and provide them with a copy of the CACO Handbook, which is available on the Headquarters Marine Corps Casualty Section webpage.

5. Track casualties from within your command utilizing the Injured and Ill Webpage. Notify the I MEF ADJ of any status changes. Commanders will ensure personnel responsible for the tracking of casualties thoroughly familiarize themselves with the contents of this Order as well as the references. A review of duty officer turnovers and Unit/Command internal control procedures should be accomplished to ensure compliance.

6. When requested by NOK, funeral directors, or tasked by higher Headquarters, provide military funeral honors support at interment or memorial services per the NAVMC 2691, Drill and Ceremonies Manual.

1003. Combat Committed Organizations

1. Initial casualty reporting by commands in combat areas is the responsibility of the commander of the battalion, squadron, regiment, group, or Marine Air-Ground Task Force. Supplemental PCRs are the responsibility of the parent command to the unit from which the Marine is assigned. If the SOP of the Combatant Commander is different than those indicated herein, coordination between the Combatant Commander and the affected unit commander must be made to ensure that supplemental PCRs are submitted in a timely manner.

2. The responsibility for establishing internal casualty reporting plans and processing procedures to support operations and contingency plans rests with the commander. Such plans should provide prompt and efficient reporting. The emphasis, as outlined in the reference is timely and accurate vice complete information for the initial report. When submitting PCRs with casualty type, "hostile," commanders must ensure that the initial PCR states whether or not the commander is recommending awarding of the Purple Heart Medal. Subsequent reports can give more details as they become apparent.

3. NOK notification for commands inherent to I MEF or individual augments to commands external to I MEF that are forward deployed in combat situations is the responsibility of the parent command from which the Marine is assigned provided that the NOK resides within the local area. For example: Cpl Rogers, an infantryman assigned to 3/1, 11th MEU deployed to Iraq is wounded by enemy forces. The CO of 11th MEU would release the initial PCR and the CG, 1st MarDiv (or his designated representative) would make NOK notification and release any supplemental PCRs as appropriate.

4. Supplemental casualty reporting is the responsibility of the parent command to the unit from which the Marine is assigned, not attached. It is that command's responsibility to track the status and release supplemental PCR's as appropriate until the final PCR is released.

CHAPTER 2

Casualty Reporting

2000. General. When a reportable casualty occurs, it is the responsibility of the casualty's command to notify those involved in the notification and assistance process. Policies and procedures must be closely adhered to in order for families and all concerned to be provided accurate and timely information regarding all casualty incidents.

1. Actions. Commands must immediately submit a voice report to the Marine Corps Operations Center (MCOC), the Commandant of the Marine Corps (CMC) (MFPC), Commander, Marine Forces Pacific, and the I MEF Command Duty Officer (CDO) when a reportable casualty occurs. They will then follow with a PCR. The PCR is the primary source of casualty information and is required to be transmitted immediately upon knowledge of an incident even if all information required for the report is not known at that time. The PCR will be processed by all I MEF commands utilizing the DCIPS for all commands, whether in garrison or forward deployed.

2. Timeliness. When required, report a casualty incident as soon as possible but not later than one hour after learning of the incident.

3. Accuracy. It is vital that all information reported is complete and verified. Close liaison must be maintained between all concerned organizations and agencies to ensure accuracy. The information reported in the PCR may be provided to the NOK therefore it is imperative to eliminate all personal conjecture and unconfirmed information.

2001. Casualty Types. When a casualty occurs, the casualty's command will determine whether the casualty was hostile or non-hostile. Additionally, the command will determine the casualty's category based on the definitions below and in reference (a).

1. Deceased. The casualty's command will determine death based on the receipt of conclusive evidence. The recovery of remains is not a prerequisite to determining or declaring a casualty deceased.

2. Duty Status Whereabouts Unknown (DUSTWUN). The casualty's command will place the casualty into a temporary casualty status and category of DUSTWUN to investigate the circumstances surrounding casualties that are not present or appear to be missing, and whose status initially is so uncertain that the commander must gather the facts to make a proper status determination. For specific administrative requirements associated with DUSTWUN, see chapter 8 of reference (a).

3. Missing. Commanders do not have the authority to declare a casualty missing or place a casualty in a missing status or category. For specific administrative requirements associated with a missing status, see chapter eight of reference (a).

4. Ill or Injured. The casualty's command will place the casualty in the proper status and category based upon the determination by competent medical authority. The categories of ill or injured are:

a. Not Seriously Ill or Injured (NSI). A casualty who may or may not require hospitalization but can communicate with NOK. Used only when reporting multiple or hostile incidents.

b. Incapacitating Illness or Injury (III). A casualty who requires hospitalization but medical authority does not classify as SI or VSI, and the illness or injury precludes the casualty from communicating with NOK.

c. Seriously Ill or Injured (SI). The casualty is classified by medical authority to be of such severity that there is cause for immediate concern, but there is no immediate danger to life.

d. Very Seriously Ill or Injured (VSI). The casualty is classified by medical authority to be of such a severity that life is imminently endangered.

e. Special Patient (SpecPat). The category of a casualty when it does not fall into one of the above categories but involves:

(1) Incurable or terminal diseases.

(2) Diagnosed psychotic conditions requiring hospitalization.

(3) Injuries such as loss of sight or a limb, paralysis, or permanent and unsightly disfigurement of a portion of the body exposed to public view.

(4) Attempted suicide verified by medical authority. Suicide ideations are not reportable.

2003. Methods of Reporting

1. Voice Report. The casualty's reporting unit will contact the MCOC, CMC (MFPC), and the I MEF CDO immediately upon learning a reportable casualty has occurred.

2. PCR Message

a. The casualty's reporting unit is primarily responsible for the initial submission of the PCR immediately upon learning and verification of a reportable casualty.

b. For units that are deployed, the casualty's parent command is responsible to report supplemental PCRs as required. Information on the updated status of a casualty can be obtained through the hospital's liaison section and the Injured and Ill Tracking System. Coordination between reporting unit and parent command needs to exist so that there is no duplication of effort in reporting additional information on supplemental PCRs.

2004. Personnel Casualty Report. The PCR is used to report casualty information and is used by the CACO to inform the casualty's NOK of the details surrounding the incident. The report is administrative in nature and should be sent in an unclassified manner containing only accurate and verified information.

1. Submission. When a person becomes a reportable casualty, a PCR is submitted in the proper format utilizing the DCIPS program.

2. Incomplete Information. If all required information is not known, submit what is known and indicate in the remarks section that a supplemental report will follow.

3. Multiple Casualty PCR. In addition to and preceding the submission of an individual PCR, when an incident occurs involving five or more individuals, a multiple casualty PCR is required regardless of the condition of the individuals being reported. The submission of a multiple casualty PCR does not rescind the requirement to submit individual PCRs on all of the casualties.

4. Supplemental PCR. A supplemental PCR will be prepared and submitted when information on the original PCR is incomplete, inaccurate or changes. A supplemental PCR will be submitted at weekly intervals until the casualty's category has been downgraded below SI.

5. Final Report. A supplemental PCR indicating that it is a final report is required when the casualty has been downgraded below when DUSTWUN or missing casualties are returned to military control. The last sentence of the remarks column will state: "This is a final report." The initial report can be a final report if the casualty is treated and returned to duty.

6. Preparation Instructions for the PCR. Detailed instructions for the preparation and submission of PCRs utilizing the DCIPS are outlined in reference (b).

CHAPTER 3

Casualty Assistance

3000. General. The establishment and administration of an effective casualty assistance program is vital to ensure the timely and accurate notification to NOK in the case of a reportable casualty. All casualty assistance calls will be made in such a manner to promote the best interests of the Marine, the Marine's family, and the Marine Corps.

3001. Determining Next of Kin

1. Primary NOK (PNOK). The person most closely related to the casualty is considered the PNOK for purposes of notification and assistance. If the casualty is married, then the person's spouse is considered the PNOK. A detailed description of other NOK and interested parties is detailed in reference (a).

2. Secondary NOK (SNOK). If the casualty is married, the parents and children are considered SNOK. A detailed description of other NOK and interested parties is detailed in reference (a). NOTE: Parents will be notified as either PNOK or SNOK. Both parents will be notified regardless of marital status or location.

3002. Assigning a CACO. The CACO is the individual appointed to represent the CMC to the NOK and will conduct all calls. Sympathy, courtesy, precise information, and service are the cornerstone on which the Casualty Assistance Program is built, which is a sacred obligation of the Marine Corps.

1. In cases where the PNOK or SNOK reside in the same geographical area as the casualty's reporting unit, that unit will assign a CACO and provide CMC that individual's information.

2. In cases where the PNOK or SNOK do not reside in the same geographical location as the reporting unit and the casualty is deceased, CMC will assign a CACO from the nearest Marine Corps installation or activity.

3. Only officers, warrant officers, or staff noncommissioned officers should be assigned as CACOs. When possible, the CACO should be of equal rank or higher than the casualty.

4. Detailed instructions for duties and responsibilities of a CACO can be found in reference (a) and in the CACO handbook, which can be downloaded from the Marine Corps Casualty Section webpage.

3003. Notification Calls. The primary mission of a notification call is to inform the NOK of the incident and circumstances surrounding the incident. Notification calls will be made in an expeditious, professional, and dignified manner with consideration for the casualty's family. For commands that are forward deployed, NOK notification is the responsibility of the parent command to which the casualty is assigned, not the unit to which attached.

1. Manner of Notification. Notification will be made on reportable casualties. Commanders may make notification to individuals not covered as the commander deems appropriate.

a. Deceased, DUSTWUN, and Missing. The PNOK and SNOK, as defined in reference (a), will be notified in person.

b. VSI, SI, III, NSI and SpecPat. The PNOK, as defined in reference (a), will only be notified telephonically by CMC (MFPC) and not by the commander of the unit. Under no circumstances will notification be made to an answering machine.

2. Times of Notification. All required notifications should be conducted within eight hours of learning of a casualty incident. Hours of notification are from 0500-2400, unless directed by CMC (MFPC) or deemed appropriate by the commander.

3. Form for Notification. Personal notification will be conducted in Service "A" uniform with barracks cover.

4. PNOK will always be notified first unless they cannot be located at which time the SNOK will be notified.

5. Additional information concerning personal notification procedures is outlined in reference (a).

CHAPTER 4

General Administrative Requirements

4000. Record of Emergency Data (RED). The RED is the primary source of information used to locate family members and identify beneficiaries of deceased, DUSTWUN, missing, ill, and injured Marines. It is the commander's responsibility to ensure that the information contained in the RED is both up to date and accurate.

4001. Media Interest and Release of Information

1. Release of public information to news media regarding military personnel and/or other personnel who are in a casualty status will be in accordance with the instructions contained in MCO P5211.2 and through the command Communications Strategy Office.

2. Because of the sensitivity of the subject matter in cases of death, close coordination must be made with the officer responsible for the release of public information. The command's Public Affairs Officer (PAO) will ensure that the information released to the press is essentially the same as that which is released to the NOK and will be limited to information that is known to be true.

3. It is imperative that the release of ANY information to the press is held until 24 hours after the NOK has been notified.

4. Any request for release of information to outside agencies about casualty status or NOK information will be forwarded to the Unit Communications Strategy Office. Strict adherence to the Privacy Act is essential.

4002. Hospital Liaison Responsibilities. MCO 6320.2 details the responsibilities of the commands to provide hospital liaisons to designated military treatment facilities (MTF). Hospital liaison sections will ensure each casualty's reporting unit is kept abreast of the status of any casualty admitted to an MTF. Close coordination with the hospital liaison is essential in tracking the status of I MEF personnel that are located at various MTF's worldwide.

4003. Death Cases. In addition to the initial voice report and preparation and submission of the PCR; the following applicable documents must be transmitted to the CMC (MFPC) immediately upon learning of a Marine's death:

1. A copy of the Marine's latest SIGNED RED. This is the only document used by CMC to determine the appropriate beneficiary of certain death benefits; it must be faxed as soon as possible.

2. A copy of the latest SIGNED SGLV 8286, Service Members Group Life Insurance Election and Certificate.

3. A copy of the Marine's DD form 1966/1, Record of Military Processing-Armed Forces of the United States, if enlisted after Jan 1989; or DD Forms 1966/1 and 1966/2 if enlisted prior to Jan 1989; or a copy of the Marine's NAVMC 763A, United States Appointment Acceptance and Record, if the casualty is a commissioned or Warrant Officer.

4. A copy of any leave papers, Temporary Active Duty (TAD) Orders, Primary Change of Station/Assignment (PCS/A) orders or any other orders for a Marine who dies en-route to, or while on TAD/PCS.

5. Commanders must ensure that the deceased Marine's record book is closed and forwarded to CMC (MFPC) immediately. A copy should be kept on file to answer any questions generated by family members.

6. Health and dental records will be express mailed to the Dover Port Mortuary at 116 26th Street, DOVER AFB, DE 19902-5121. These records are required to make positive identification.

7. Mail for deceased Marines will not be forwarded or returned to sender until next of kin notification is completed.

4004. Condolence Letters. Condolence letters will be prepared by HQMC, in cases involving the below casualties, per reference (a):

1. Active Marines. At the discretion of Commanding Officers, a condolence letter may be written to the PNOK as well as the SNOK (in cases where the casualty is married). The letter will be submitted within five working days (10 for combat committed units) of the Marine's death or notification of death. In consonance with reference (a), if the Marine is in a TAD status, it is the responsibility of the commander from the parent unit, not attached unit, to prepare and submit the condolence letter. If the Commanding Officer decides not to send a condolence letter, the CMC (MFPC) will personally send a condolence letter to the assigned CACO for personal hand delivery to the PNOK and/or SNOK.

2. Missing Marines. The same procedures apply as above. Additionally, the commander may include information about any investigation being conducted and follow on information will be provided by CMC (MFPC).

3. Preparation and Processing

a. Letters will be written in simple language, show a warm personal interest, describe basic circumstances surrounding the death, and extend condolences. A sample condolence letter is attached at Appendix C.

b. Circumstances should be related factually, as previously reported in the PCR, chronologically, sympathetically, and tactfully. UNDER NO CIRCUMSTANCES WILL INNACCURATE OR UNSUBSTANTIATED INFORMATION REGARDING THE CIRCUMSTANCES SURROUNDING THE DEATH BE PROVIDED.

c. When appropriate, complimentary remarks about the Marine's character, personality or work ethic should be included.

d. The letter may contain information about the collection and disposition of personal effects (except in the case of missing Marines).

e. All condolence letters will be reviewed by the first General Officer in the chain of command prior to being released for mailing. A copy of the condolence letter will be forwarded to CMC (MFPC) for inclusion into their records.

APPENDIX A

List of Frequently Called Numbers

1. In most casualty situations, it is necessary to confirm information, make liaison with other commands and make coordination with other agencies throughout the Marine Corps and Department of Defense (DoD). Appendix B to reference (a) has a detailed list of DoD agencies with phone numbers and addresses.

2. The following are phone numbers for various command duty officers within I MEF:

<u>UNIT</u>	<u>DSN</u>	<u>COMM</u>
HQMC	278-9512	703-784-9512
MCOC	225-7366	1-877-HQMC-NOW
I MEF COC:	312-3047	760-725-3047
1ST MARDIV CDO:	365-5201	760-725-5201
3D MAW CDO:	267-5145	858-577-5147
I MIG OOD:	361-2693	760-763-2693
MCB CAMPEN CDO:	365-5061	760-725-5061
I MEF ADJUTANT:	365-9249	760-725-9249
1ST MARDIV ADJUTANT:	365-3622	760-725-7913
3D MAW ADJUTANT:	267-7301	858-577-2692
I MIG ADJUTANT:	361-2692	760-763-2692
MCB CAMPEN ADJUTANT:	361-7606	760-763-7606

APPENDIX B

List of Email Addresses for Use Within DCIPS

1. Email addresses have been established and tested for all message addressees. A distribution list has been established to assist reporting units. The distribution list name is: "CASUALTY PCR."
2. For casualties that occur within the MARCENT Area of operations, include the MarCent distribution list as well. The distribution list name is: "CASUALTY PCR (MarCent)."
3. Each command assigned to I MEF has created a Casualty Organizational mailbox for ease of use. Each of those is provided below:

I MEF COC:	swo.imef.fct@usmc.mil
1ST MARDIV:	imardiv.cdo.fct@usmc.mil
3D MAW:	smb.3maw.casualty@usmc.mil
I MIG OOD:	imhg.cdo.fct@usmc.mil
MCB CAMPEN SWO:	mcimcbcpencgcorr@usmc.mil
I MEF ADJ:	imef_g1@usmc.mil
1ST MARDIV ADJ:	imardiv_casoc@usmc.mil
3D MAW:	smb.3maw.casualty@usmc.mil
I MIG:	imhg.cdo.fct@usmc.mil
MCB CAPEN ADJ:	mcimcbcpencgcorr@usmc.mil

APPENDIX C

Sample Command Condolence Letter

LETTERHEAD

3040
CO
Date

Mr. and Mrs. Marine Parent
1776 Knife Hand Drive
Anywhere, US. 38383

Dear Mr. and Mrs. Marine Parent,

It is difficult for me to express the deep sorrow the Marines in Company A feel over the recent death of your son, Corporal Steve A. Marine, U. S. Marine Corps, on Mar 21, 2004.

Steve was in a liberty status and returning to base early Sunday morning. He was driving his privately owned vehicle on the Interstate-5. Approximately 10 miles from Oceanside, the automobile left the highway striking an embankment. He was immediately taken to Scripps Memorial Hospital in San Diego where he was pronounced dead upon arrival. As you are aware, his death was determined to be from multiple internal injuries.

Although Steve had only recently checked in to his unit, he had acquired many friends due to his outgoing nature and pleasant disposition. He had a sincere interest and willingness to learn. In sum, he was a highly motivated Marine and a pleasure to be around.

I realize that words can do little to console you at this time, but I hope that the knowledge that your son will be missed by this entire unit will provide you with some measure of comfort. Chaplain Horn conducted a memorial service yesterday and the entire Division turned out to pay their respects.

I have all of Steve's personal belongings collected, inventoried and placed in safekeeping. These will be shipped to you in the very near future.

If you feel that I can be of assistance to you in any way, please do not hesitate to contact me at 760-725-9449.

Sincerely yours,

Captain I. M. Marine
Immediate Commanding Officer

APPENDIX D
CACO WATCHBILL (Example)

	LtCol	Maj	Capt - 1stLt	CWO5 - WO	E-9	E-8	E-7	E-6
1-15 Oct	G-3	MIG	G-7	G-4	IG	G-6	G-2	E-6 MIG
16-31 Oct	G-7	G-8	G-4	G-1	G-6	G-7	MIG	G-2
1-15 Nov	G-4	G-7	G-6	G-8	G-4	MIG	G-6	G-7
16-31 Nov	G-6	G-3	PAO	G-4	G-3	G-2	MIG	G-4
1-15 Dec	SJA	G-3	MIG	G-6	G-1	G-3	G-7	G-2
16-31 Dec	G-4	G-7	G-2	MIG	G-6	G-4	G-3	G-7
1-15 Jan	PAO	G-4	G-7	G-2	G-7	G-6	G-6	G-4
16-31 Jan	G-1	G-3	G-4	G-6	G-4	MIG	G-7	G-2
1-15 Feb	G-4	G-3	MIG	G-2	G-6	MIG	G-4	G-7
16-31 Feb	G-3	G-1	PAO	G-4	G-6	G-8	G-4	G-2
1-15 Mar	G-4	G-7	MIG	G-6	G-3	G-4	G-7	MIG
16-31 Mar	G-7	G-3	G-6	G-4	G-4	G-8	G-2	G-2
1-15 Apr	SJA	G-4	G-7	G-6	G-3	MIG	MIG	G-1
16-31 Apr	G-4	G-6	G-3	G-1	G-4	MIG	G-4	G-7
1-15 May	G-2	G-7	G-4	G-8	G-6	MIG	MIG	PAO
16-31 May	G-4	G-3	G-8	G-6	G-2	G-2	G-2	G-4
1-15 Jun	G-7	G-2	G-3	G-6	G-4	MIG	G-4	G-6
16-31 Jun	MIG	G-7	G-2	G-4	G-4	IG	G-4	G-7
1-15 Jul	G-4	G-8	G-6	G-2	MIG	G-3	G-8	MIG
16-31 Jul	PAO	G-3	G-8	G-4	SJA	G-7	PAO	G-1
1-15 Aug	G-3	G-4	MIG	G-2	G-2	G-6	G-7	MIG
16-31 Aug	G-1	G-6	G-4	MIG	G-4	G-1	G-6	G-7
1-15 Sep	G-2	MIG	G-7	G-4	G-1	G-4	G-3	PAO
16-31 Sep	G-6	G-7	G-35	G-4	G-6	G-2	MIG	MIG
								G-1

- This is an example of annotated sections responsible for assigning a CACO watch officer for a specific time period.
- Replace the annotated staff sections with a CACO name for the final CACO Watchbill.