



Department of Defense
INSTRUCTION
AD-A269 412



December 27, 1991
NUMBER 1300.18

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ASD(FM&P)

SUBJECT: Military Personnel Casualty Matters, Policies, and Procedures

- References:
- (a) DoD Instruction 1300.9, "Military Personnel Casualties Notification and Assistance to Next of Kin," March 23, 1973 (hereby canceled)
 - (b) DoD Instruction 7730.63, "Reports on Active Duty Military Personnel Casualties in Official Combat Areas and in Noncombat Areas," August 26, 1982 (hereby canceled)
 - (c) Joint Pub 1-02, "DoD Dictionary of Military and Associated Terms," December 1, 1989
 - (d) DoD Directive 5010.38, "Internal Management Control Program," April 14, 1987
 - (e) through (m), see enclosure 1

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A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a) to assign responsibilities and establish uniform personnel policies and procedures for notifying and assisting the next of kin (NOK) whenever casualties are sustained by active duty (AD) military personnel.
2. Incorporates the necessary requirements of reference (b) and prescribes uniform reporting requirements designed to provide responsible officials in the Office of the Secretary of Defense (OSD) with a central source of data for use in formulating and evaluating military personnel casualties.
3. Establishes a Military Services Policy Board responsible for developing and recommending broad policy guidance, and for proposing goals for the Military Services to ensure uniform policy regarding the care of military members and their families and to ensure accurate reporting and accounting for the status of military members regarding mission accomplishment.
4. Establishes uniform official casualty terms and definitions on the classification of casualties.

B. APPLICABILITY AND SCOPE

This Instruction:

1. Applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, and the Defense Agencies (hereafter referred to collectively as "DoD Components"). The terms "Military Services," "military personnel," and

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"military members," as used herein, refer to the Army, the Navy, the Air Force, the Marine Corps, and also to the Coast Guard when operating with elements of the Department of Defense.

2. Encompasses notification procedures to the NOK of deceased, duty status - whereabouts unknown (DUSTWUN), missing, ill, or injured military personnel; assistance procedures to the NOK of deceased, missing, ill, or injured military personnel; and the recording and reporting of military personnel declared deceased or missing. Similar provisions may be implemented by the Military Services for retired members and members of the Reserve components not on active duty (AD), active duty for training (ADT), or inactive duty training (IDT).

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2 or Joint Pub 1-02 (reference (c)).

D. POLICY

It is DoD policy:

1. That in the event a military member becomes a casualty, the NOK shall be notified as promptly as possible in a dignified, humane, professional, empathic, and understanding manner. Additionally, in those cases in which the military member is declared deceased or missing, the Military Services shall appoint a casualty assistance officer to advise and assist the immediate family in matters concerning NOK entitlements.

2. That the Military Services shall record and report, to the most realistic extent possible, a full and accurate accounting of the death or missing status of all AD military personnel.

3. That the dignity and privacy of the NOK and surviving family members will be protected and guarded. That no information concerning the military member will be released to individuals, agencies, the media, or the general public until the appropriate NOK have been notified by the Military Service concerned.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Be the focal point for interfacing and coordinating between the Military Services and the other Agencies of responsibility mentioned in this Instruction, and chair the Military Services Casualty Advisory Board.

b. Provide policy guidance to the Military Services on casualty notifications, casualty assistance to the NOK, and individual casualty recording and reporting, including advising the Military Services by memorandum of legislation affecting casualty matters.

c. Respond to special requests for information from other departments of government and from the general public regarding DoD policy on casualty notifications, casualty assistance to the NOK, and individual casualty recording and reporting.

2. The Director, Washington Headquarters Services, shall:

a. Provide technical guidance to the Military Services concerning the individual recording and reporting of casualty information, including the data specifications and method of transmission of such information to the Department of Defense.

b. Notify the Military Services by memorandum of the determination of terrorist activities, after consultation with the appropriate government agencies involved, and of the designation of official combat areas or zones by Presidential or congressional authority and the subsequent requirement for special casualty reports described in this Instruction.

c. Maintain and operate the Department of Defense Worldwide Casualty System and notify the Military Services by memorandum when coding requirements and data specifications are changed.

d. Review all DD Forms 1300, "Report of Casualty," for accuracy and prescribe corrective action to the Military Services.

e. Prepare consolidated casualty information reports for use by the Department of Defense, and, as required, for use by the President, the Congress, other Federal Agencies, and the general public. This responsibility includes performing DoD special studies and providing casualty information for military memorials.

3. The Chairman of the Joint Chiefs of Staff shall:

a. Be the focal point for all joint operational procedures and develop operational policy on casualty reporting during hostile situations.

b. Assign executive agency and administrative agency responsibilities in joint operational areas and appoint lead agencies in emergency, contingency, and mass casualty incidents involving personnel of more than one Military Service.

c. Develop implementation and planning guidance to the Military Services and the Unified and Specified Commands to ensure uniform handling of personnel casualty operations.

d. In time of crisis, provide the Directorate for Information Operations and Reports, Washington Headquarters Services (DIOR, WHS), with a daily personnel status report indicating, at a minimum, the number of military personnel casualties killed in action (KIA) or died of wounds received in

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action, missing in action (MIA), captured, wounded in action (WIA), duty status - whereabouts unknown (DUSTWUN), and nonhostile deaths, injuries, and missing, with the number of each category separately shown.

4. The Secretaries of the Military Departments shall:

- a. Maintain a military casualty office for each Military Service as the focal point on all casualty matters.
- b. Maintain an organizational capability to provide for casualty notification, casualty assistance, and individual casualty recording and reporting.
- c. Establish internal controls as specified in DoD Directive 5010.38 (reference (d)) to ensure the accuracy of casualty information.
- d. Certify the accuracy and validity of casualty information.
- e. Ensure that the casualty information is documented and provided to the DIOR, WHS, within the time constraints prescribed by that organization.
- f. Respond to special requests from all departments of government and from the general public regarding casualty notification, casualty assistance to the NOK, individual casualty recording, individual name listings, and casualty incidents whenever that information is maintained by the respective Military Service.
- g. Ensure that casualty information is not released to WHS until after the NOK have been notified.

5. The Heads of the DoD Components shall participate in casualty notification and assistance when requested to do so by the Military Services. The requesting Military Service shall provide funds for travel and incidental expenses required to execute casualty notification and assistance visits.

F. PROCEDURES

1. Casualty Notification and Assistance

a. Initial Notification

(1) Desires of the Military Member. The desires of the military member, expressed in the record of emergency data or expressed by the member at the time of the casualty concerning whom not to notify, shall be honored unless, in the judgment of the member's commander, official notification by the Military Service should be made.

(2) Deceased, Duty Status - Whereabouts Unknown (DUSTWUN), and Missing Cases. Within the guidance of the subparagraph F.1.a.(1), above, initial notification(s) shall be made in person to the primary NOK by a uniformed representative of the Military Service concerned, unless unusual circumstances prevent such procedures. Whenever a casualty occurs as the

result of either a hostile action or terrorist activity, initial notification(s) shall also be made in person to parents who are the secondary NOK by a uniformed representative of the Military Service concerned, unless unusual circumstances prevent such procedures. When appropriate, a military chaplain shall accompany the uniformed representative on all initial notifications. If required, chaplain assistance from another branch of Military Service may be requested to provide timely and proper pastoral care. All facts and circumstances on the casualty incident known at the time of the initial notification shall be provided to the NOK. Care should be taken to ensure that no information that might be offensive to the NOK, such as burial details and monetary provisions in a death case, be included in the initial notification. Whenever the initial notification is made by someone other than the member's commander or designated representative, an official notification confirmation to the NOK shall be made by telegraphic or written communication.

(3) Illness or Injury Cases. Within the guidance of subparagraph F.1.a.(1), above, in cases involving "very seriously ill or injured" (VSI), "seriously ill or injured" (SI), or "incapacitating illness or injury" (III) casualties, initial notification(s) in person to the primary NOK by a uniformed representative of the Military Service concerned is encouraged; otherwise, telegraphic or telephonic communication shall be used. Whenever a casualty occurs as the result of a hostile action or terrorist activity and the casualty is classified as "not seriously injured" (NSI), official notification to the NOK by the Military Service concerned need be made only if the member expressly requests it. If an injury renders the member physically or mentally incapable of communicating with the NOK or involves serious disfigurement, major diminution of sight or hearing, or loss of a major extremity, initial notification(s) shall be made to the NOK.

b. Follow-on Notification and Casualty Assistance

(1) Deceased and Missing Cases. In all cases involving deceased or missing casualties, the Military Service concerned shall appoint a casualty assistance representative who will contact the NOK within 24 hours following initial notification. The purpose of this contact is to establish a time to meet with the NOK that considers the needs of the family and honors the family's period of mourning to the extent possible in the best interest of the family. The representative, to the extent the NOK desires, shall provide guidance and assistance for such matters as military pay, allowances and benefits, veteran benefits, social security benefits, and income tax refunds or exclusions whenever Section 692 of 26 U.S.C. (reference (e)) applies to the particular case. Individuals serving in a casualty assistance role must be trained properly to ensure that every aspect of a case is treated in a sensitive and timely manner. The representative shall provide points of contact or information regarding autopsy reports, reports of inquiry or investigation, as applicable, and other governmental or non-DoD Agencies that may be involved in a particular case. The representative shall maintain contact with the NOK to keep them informed regularly and currently on all matters relating to the case until the case has been resolved and all entitlements and benefits are received.

(2) DUSTWUN Cases. Duty Status - Whereabouts Unknown is a transitory casualty status. As such, the NOK will be kept informed of progress in determining the member's true status. Casualty assistance is not provided unless the member's true status is determined to be deceased or missing.

(3) Illness or Injury Cases. In all cases involving VSI, SI, or III casualties, the Military Service concerned shall keep the NOK informed regularly and currently of the member's medical progress within the guidance of subparagraph F.1.a.(1), above. In those VSI or SI cases in which competent medical authority requests the presence of NOK at bedside to aid in the member's physical recovery (not solely for compassionate reasons), the casualty office of the Military Service concerned shall be the final approval authority and shall assist in arranging appropriate Government-funded invitational travel.

(4) Release of Information to the NOK. In all casualty cases, the NOK shall be provided the circumstances surrounding the incident as best known to the Military Service concerned. In addition to preliminary information provided at the time of initial notification, as additional information becomes available the NOK shall be informed by the Military Service concerned. In cases involving a deceased or missing casualty, an appropriate letter of sympathy, condolence, or circumstance should be provided by the member's commander to the NOK not later than 5 days after the initial notification, unless circumstances surrounding the incident indicate discretion is more appropriate. In the event a casualty occurs during a classified operation, all information of an unclassified nature shall be provided. Every effort shall be made to declassify information, particularly in those incidents in which a member is declared deceased or missing.

2. The Use of the DUSTWUN Casualty Status

a. In those circumstances where it is suspected that a military member may be a casualty whose absence is involuntary, but there is not sufficient evidence to initially make a definitive determination of missing or deceased, the member should be declared DUSTWUN. This procedure is particularly useful during armed conflict when hostilities prevent an immediate capability to determine the member's true status or search and rescue efforts are on-going to determine the member's true status. Using this procedure precludes prematurely declaring a member missing which automatically invokes statutory provisions under Chapter 10 of 37 U.S.C. (reference (f)), commonly referred to as the Missing Persons Act. These provisions require that once a member is placed in a missing casualty status, the casualty status cannot be changed to deceased without the benefit of a formal review, even when conclusive evidence of death exists.

b. Normally, a military member is retained in a DUSTWUN casualty status for a maximum of ten days. This length of time is usually sufficient to conduct an investigation into the circumstances surrounding the member's absence so a definitive determination can be made. That determination may result in declaring the member either missing or deceased. In some cases, the investigation may conclude that the member's absence was voluntary rather than

involuntary, resulting in the revocation of the DUSTWUN casualty status and the placement of the member in an absent-without-leave (AWOL) status. This length of time also allows for search and rescue efforts which may result in the member's return to military control.

3. Application of the Freedom of Information Act (FOIA) and Policy Guidance Concerning Release of Information

a. The FOIA, Section 552(b) of 5 U.S.C. (reference (g)), has no bearing unless it has been formally invoked in writing to the respective Military Service, the OSD, or the Chairman of the Joint Chiefs of Staff. If the statute is invoked, information that does not qualify for exemption under one or more of the nine exemptions of the act must be released. The two exemptions that apply most often to casualty information are the national security exemption and the personal privacy exemption (Sections 552(b)(1) and 552(b)(6) of reference (g)). Reference (g) exemptions are permissive in nature, and their use should be based on a clear understanding of the damage that would result if the information were released. Invoking reference (g) does not affect the veracity of the information available for release or ensure release of all information.

b. Deceased Cases. Demise of the record subject does not mean that privacy protective features of reference (g) no longer apply. Although deceased members have no rights, the records of these personnel might contain information relative to their NOK and/or others. The use of the personal privacy exemption of reference (g) may be merited to protect the privacy of all living persons mentioned in the record in whole or part when the requester is not the NOK and/or family member of the deceased. Examples of items of a personal nature that should be protected are residence addresses and telephone numbers, social security numbers, age and date of birth, and any other information of a personal nature that might violate the right to privacy of any living person(s). Release of information from a deceased member's record should be in accordance with reference (g). NOK and/or family members may obtain their deceased member's records; however, processing the release of those records should be in accordance with reference (g) to protect the privacy of other living person(s). A reference (g) request from the NOK is not necessary.

c. DUSTWUN or Missing or Unaccounted For Cases. The amount of information releasable to the general public on these members is limited to basic biographical information such as name, date of loss, country of loss, and current status. Exceptions include a legal guardian appointed by a court who has given written consent for release of information to a third party, and reference (g) requests where disclosure of the records concerned does not constitute a clearly unwarranted invasion of personal privacy. In determining what information must be disclosed under reference (g), a balancing test weighing the public interest in disclosure against the potential invasion of personal privacy should be conducted. In applying the balancing test, the privacy sensibilities of family members should be considered as a clear and present factor that weighs against the public release of information. While

it is recognized that the individual's NOK may have a more compelling case for disclosure than would other third parties, each such request must be evaluated on its own merits.

4. Military Services Casualty Advisory Board

a. This Instruction establishes the Military Services Casualty Advisory Board as a permanent board responsible for developing and recommending broad policy guidance, for proposing goals for the Military Services to ensure uniform policy regarding the care of military members and their families, and to ensure accurate reporting and accounting for the status of military members regarding mission accomplishment. The board shall recommend policy on joint operations to ensure uniform and equitable treatment of all military members and their families and to ensure uniform procedures are used.

b. The board shall be composed of two members representing each of the Military Services as appointed by the Assistant Secretary of the Military Service responsible for military personnel policy. Membership should normally be designated by position. The Chairman of the Joint Chiefs of Staff shall also designate a member. A member of the DIOR, WHS, shall serve as a technical advisor to the board. A member of the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) will serve as an advisor to the Board. The ASD(FM&P) shall designate a member from that agency as chair of the board. The Director, Family Policy, Support and Services, ODASD(PSF&E), shall be a member. The junior member of the board, as designated by the ASD(FM&P), shall act as the recording secretary and prepare and publish meeting minutes and board recommendations.

c. The board shall perform the following functions regarding military casualty matters:

(1) Recommend broad policy to be coordinated within the Military Services and approved by the ASD(FM&P).

(2) Recommend uniform operational procedures to be coordinated within the Military Services and approved by the Chairman of the Joint Chiefs of Staff.

(3) Recommend basic responsibilities and executive agency roles to be considered and approved by the Chairman of the Joint Chiefs of Staff for joint operations.

(4) Recommend and review policies regarding the release of casualty information and statistics to the media.

(5) Review major disaster and contingency responses to casualty incidents to ensure adequacy of existing policies and procedures.

d. Meetings shall be held quarterly or as directed by the Chair. Travel and per diem expenses associated with board meetings shall be funded by

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the respective offices or Military Services to which the participating personnel are assigned. Each Military Service shall be represented at business sessions to comprise a quorum.

5. Casualty Recording Requirements

a. The "Report of Casualty," DD Form 1300 (enclosure 3), is used to provide an official record of the death or missing status of a military member. Government Agencies use completed DD Form 1300 as the basis for paying benefits, collecting casualty data, and closing out active personnel files. A copy of this form may be provided to persons, organizations, or agencies not connected with the Government for settling claims that require proof of death. Information on a completed DD Form 1300 for a deceased person that pertains to living persons and those completed DD Forms 1300 for missing persons are protected under Section 552(a) of 5 U.S.C. (reference (g)).

b. At the Military Services' option, enclosure 3 may be used to record the deaths of separated, discharged, or retired military members, and members of the Reserve components not serving on AD, ADT, or IDT to include those whose death is the proximate result of a service illness or injury.

c. The use of enclosure 3 as a source document for collecting casualty data is critical to the automated data information maintained by the Military Services and maintained by the WHS for the DoD Worldwide Casualty System. As such, it is essential that the instructions for completing the DD Form 1300 (enclosure 4) are followed to ensure uniform recording among the Military Services compatible with automated databases. Examples of completed DD Forms 1300 are in enclosure 5.

d. When an official combat area or zone is designated or under special circumstances, the Military Services at the direction of the WHS shall record casualties occurring in each area or zone using the DD Form 2346, "Official Combat Area Individual Name Listing of Casualties" (enclosure 6) in addition to enclosure 3.

e. The Military Services shall procure, stock, and distribute all casualty forms necessary to meet their requirements.

6. Casualty Reporting Requirements

a. In addition to any reporting requirements that may be unique to each Military Service concerned, casualty reports from each of the Military Services are submitted to:

Washington Headquarters Services (WHS)
Directorate for Information Operations and Reports (DIOR)
1215 Jefferson Davis Highway, Suite 1204
Arlington, VA 22202-4302

b. Monthly Casualty Report. The Monthly Casualty Report consists of the following:

(1) An officially certified copy of a completed DD Form 1300 for each recorded casualty.

(2) An officially certified copy of a completed DD Form 1300 reflecting any changes, corrections, or deletions for a previously reported casualty.

(3) An automated data file containing an individual record for each completed DD Form 1300 submitted. This automated data file will be developed as specified in enclosure 7 and edited as specified in enclosure 8.

(4) A hard copy printout of the automated data file formatted in a line-by-line listing of each record with each data field of the record separated by a blank.

c. Monthly Casualty Report Submission Requirements. The Monthly Casualty Report is submitted within the first 15 days of the current month and reflects casualties and casualty changes, corrections, or deletions recorded during the previous month. The automated data file portion of the report may be submitted via telephone lines, magnetic tape, or floppy disk. A revised Monthly Casualty Report must be submitted when an official combat area or zone is retroactively designated and previously reported casualties change from nonhostile to hostile casualties.

d. Special Casualty Reports. Under special circumstances or when an official combat area or zone is designated, a special casualty report consisting of DD Form 2346 (enclosure 6) is required at the direction of the WHS for each circumstance, combat area, or zone. The information contained on these special casualty reports will be made accessible to the ASD(PA) on a daily or weekly basis, as required. This special casualty report may be computer-generated, if the format is previously approved by the WHS. In addition, the certified copies of completed DD Forms 1300 for each recorded casualty appearing on these reports shall be annotated in the remarks section to indicate the special circumstance, official combat area, or zone (e.g. "Operation Desert Storm") and forwarded to the WHS when completed. The submission of these annotated DD Forms 1300 will be in addition to the normal monthly requirements specified above. While there is no requirement to complete a DD Form 1300 for DUSTWUN casualties, these casualties shall be included and identified on the special casualty reports.

e. Special Casualty Reports Submission Requirements. The special casualty reports are submitted as follows:

(1) Weekly Report. The weekly report of enclosure 6 is to be submitted on Monday for casualties recorded through Saturday of the previous week. If the due date for this report is a holiday, provide the report on the first work day following the holiday. The weekly report of DD Form 2346 (enclosure 6) will contain information on casualties incurred the previous week, changes to previously reported casualties, and any other applicable casualties not previously reported.

(2) Daily Report. Under special circumstances, a daily telephonic or hardcopy report of enclosure 6 may be required. If required, the daily report for each non-holiday work day shall be submitted by 0900 hours, Eastern Standard Time, for casualties recorded since the previous daily report, changes to previously reported casualties, and any other applicable casualties not previously reported.

f. Special Casualty Report Editing Process. Casualties listed on a completed DD Form 2346 shall be checked against the applicable DD Forms 1300 after it has been completed and forwarded to WHS. It is expected that applicable DD Forms 1300 will not be completed for some period of time after the individual appears on a DD Form 2346. Discrepancies and omissions between the completed DD Forms 1300 and the completed DD Form 2346 shall be recorded and provided to the Military Service concerned for reconciliation and, if applicable, submission of corrections.

7. The Department of Defense Worldwide Casualty System

a. This DoD automated data processing system contains a record for each casualty recorded by the Military Services. Enclosure 7 contains the casualty data input format and code specifications used to create a record for the system. The edit criteria used to check the input data for each record, whenever an automated data file of completed DD Forms 1300 is submitted, is at enclosure 8.

b. Transaction Coding Requirements. The following transaction codes are used to add, delete, or change a record in the automated system:

(1) A transaction code of A (Add) is used to add a new record to the system. An add transaction must include a complete record.

(2) A transaction code of D (Delete) is used to remove an entire record from the system. A delete transaction must contain the Name of Casualty, Social Security Number, and Military Service Code with all other data fields left blank.

(3) A transaction code of C (Change) is used to change or correct a record in the system. A change transaction must contain the Name of Casualty, Social Security Number, and the changed data fields. All unchanged data fields should be left blank. To change the Name of Casualty or Social Security Number, delete the existing record and add a new corrected record.

c. System Editing Process. When the Monthly Casualty Report is received by the WHS, the records on the automation data file submitted by each Military Service are compared with completed DD Forms 1300. The following editing process is used:

(1) Records on the automated data file for which there is not a completed DD Forms 1300 are not processed.

(2) Each record with a completed DD Form 1300 is processed. The data in each record is validated against the information on the completed

DD Form 1300. If the data does not agree with the information on the completed DD Form 1300, the record is changed to make it agree.

(3) Each record with a completed DD Form 1300 is then checked against the system's edit criteria at enclosure 9 and is processed according to the following procedures:

(a) Records that pass all edits are updated to the system.

(b) Records that do not pass the edits are resolved, changed, and then updated to the system.

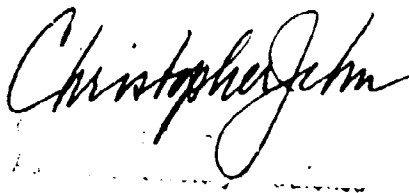
(4) A listing of the records changed and updated to the system, and a listing of the records without a completed DD Forms 1300 that were not updated to the system, are provided to each Military Service. The Military Services must promptly submit a completed DD Form 1300 for each record not updated to the system.

G. INFORMATION REQUIREMENTS

The reporting requirements described in paragraph F.6.b., above, are assigned Report Control Symbol DD-FM&P(AR)1664. The reporting requirements described in paragraph F.6.d., above, are assigned Report Control Symbol DD-FM&P(AR)1663. Additional information requirements, as may be necessary, shall be developed, approved, and licensed, consistent with DoD Directives 5000.11 and 7750.5 (references (h) and (i)).

H. EFFECTIVE DATE

This Instruction is effective immediately.



Enclosures - 9

1. References
2. Definitions
3. Report of Casualty (DD Form 1300)
4. Instructions for Completing the Report of Casualty, DD Form 1300
5. Examples of Completed DD Forms 1300
6. Official Combat Area Individual Name Listing of Casualties (DD Form 2346)
7. Casualty Data Input Format and Codes
8. Edit Criteria
9. Instructions for Completing the Official Combat Area Individual Name Listing of Casualties (DD Form 2346)

REFERENCES, continued

- (e) Title 26, United States Code
- (f) Title 37, United States Code
- (g) Title 5, United States Code
- (h) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (i) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986
- (j) Title 10, United States Code
- (k) Title 32, United States Code
- (l) DoD 5000.12-M, "DoD Manual for Standard Data Elements," July 1989, authorized by DoD Instruction 5000.12, April 27, 1965
- (m) Title 38, United States Code

DEFINITIONS

The definitions used herein apply solely to this directive and may vary from definitions established in Joint Pub 1-02, "Department of Defense Dictionary of Military and Associated Terms," (reference (c)).

1. Active Duty (AD). Full-time duty in the active military services of the United States. A general term applied to all active military service with the active force without regard to duration or purpose. The term "active duty" also applies to Reserve Officer Training Corps (ROTC) applicants, cadets, and midshipmen participating in practical military training; service academy cadets and midshipmen; and members of the Reserve components serving on AD, ADT, or IDT.

2. Active Duty for Training (ADT). A tour of AD that is used for training members of the Reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. The tour of duty is under orders that provide for return to nonactive duty status when the period of ADT is completed. It includes annual training, special tours of ADT, school tours, and the initial tour performed by non-prior military service enlistees.

3. Armed Conflict. Conflict between nations or other contestants entailing the physical destruction of, or injury to, one another's armed forces. Armed conflict exists when the lives or safety of members of the armed services of a nation, belligerent power, coalition, or faction are endangered as a direct result of the use of physical force.

4. Body Recovered. The remains of a deceased casualty have been recovered by U.S. military authority.

5. Casualty. Any person who is lost to the organization by having been declared dead, DUSTWUN, missing, ill, or injured.

6. Casualty Category. A term used to specifically classify a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include killed in action (KIA), died of wounds received in action (DWRIA), beleaguered, besieged, captured, detained, interned, missing, in action (MIA), and wounded in action (WIA).

7. Casualty Status. A term used to classify a casualty for reporting purposes. There are seven casualty statuses: Deceased, DUSTWUN, Missing, Very Seriously Ill or Injured (VSI), Seriously Ill or Injured (SI), Incapacitating Illness or Injury (III), and Not Seriously Injured (NSI).

8. Casualty Type. A term used to identify a casualty for reporting purposes as either a hostile casualty or a nonhostile casualty.

9. Circumstance of Casualty. A major occurrence that causes a casualty or directly sets off a series of actions leading to a casualty.

10. Classification of Casualty

a. Air Casualty. A casualty resulting from the intent for flight of an aircraft; i.e., manned vehicles that are supported in flight by buoyancy or dynamic action. The intent for flight begins when an aircraft engine is started for commencing flight and continues until the aircraft comes to rest with the engine(s), propeller(s), or rotors stopped and brakes set or wheel chocks in place. The aircraft's engine is considered started when the intentional attempt is made to set the engine in motion. For amphibian aircraft landing on water, intent for flight continues until all normal flight operations have ended. It ceases when the engine(s) have been stopped and the aircraft has been either moored or taken in tow. For non-engine powered aircraft; e.g., balloons, nonpowered gliders, etc., intent for flight begins with any intentional operations for commencing flight and ends when said operations cease and the aircraft is properly moored, chocked, or the like.

b. Sea Casualty. A casualty occurring in water areas in conjunction with the operation of seagoing vessels. The term includes casualties aboard seagoing vessels while underway, casualties aboard seagoing vessels while in port that result in death aboard ship, and ground crew aboard ship that are killed in an aircraft crash.

c. Ground Casualty. A casualty other than an air or sea casualty.

11. Date of Casualty. For deceased persons, the date of casualty is the date of death. For members declared DUSTWUN or persons declared missing, the date of casualty is the date declared DUSTWUN or missing. For members declared missing who were initially declared DUSTWUN, the date of casualty is the date declared DUSTWUN unless there is evidence to indicate a more current date. For persons reported VSI, SI, III, or NSI, the date of casualty is the date the illness or injury occurred, if known, or the date the person is so classified as ill or injured by competent medical authority.

12. Date of Death. The date of death is either the date a person died based upon actual knowledge of when the death occurred, the date a person is determined to have died based upon receipt of conclusive evidence, or the date a person is declared to be dead based upon a presumptive finding of death. For persons that suffer irreversible brain death, the law differs among states and countries concerning when a person is legally considered deceased. The date of death in these cases is the date determined by competent medical authority based upon either declaring the person brain dead or removal from life support systems, whichever the local law dictates. For members initially declared DUSTWUN and subsequently deceased, the date of death is the date the member was declared DUSTWUN, unless the receipt of conclusive evidence establishes a later date. For persons declared missing and subsequently deceased, the date of death is dependent upon either receipt of conclusive evidence of death or a presumptive finding of death. The date of death based upon receipt of conclusive evidence is the date determined by competent medical authority or by the Military Service Secretary or his appointed designee. The date of death based upon a presumptive finding of death is the date the Military Service Secretary or his appointed designee signs the change in casualty status from missing to deceased.

13. Deceased. A casualty status applicable to a person who is either known to have died, determined to have died based upon receipt of conclusive evidence, or declared to be dead base upon a presumption finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased.
14. Died of Wounds Received in Action (DWRIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who dies of wounds or other injuries received in action after having reached a medical treatment facility.
15. Duty Status. A status in which the military member was serving under 10 U.S.C. (reference (j)) or 32 U.S.C. (reference (k)) at the time the member becomes a casualty. Duty status is used as a basis for determining eligibility for survivor benefits and entitlements. A member's duty status is reported as AD, ADT, or IDT.
16. Duty Status - Whereabouts Unknown (DUSTWUN). A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the member may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased.
17. Full-time National Guard Duty. Training or other duty, other than inactive duty, performed by a member of the National Guard of the United States in the member's status as a member of the National Guard of a State or Territory, the Commonwealth of Puerto Rico, or the District of Columbia under sections 316, 502, 503, 504, or 505 of 32 U.S.C. (reference (k)), for which a member is entitled to pay from the United States or for which a member has waived pay from the United States. For the purposes of this Instruction, full-time National Guard duty is considered AD.
18. Home of Record. A term unique to the military used to determine a member's pay, allowances, and other entitlements under various Federal statutes. In general, it is synonymous with the concept of "domicile" at the time when it is initially recorded, and yet unlike "domicile," it does not have the flexibility of change during the continuation of an uninterrupted tour of military service. The place recorded as the home of the individual when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of duty. As such, the home of record remains constant throughout the member's career unless a member separates and has a definite break in military service greater than one day.
19. Hostile Casualty. A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and except in unusual cases, wounds or death inflicted

by a friendly force while the individual is in an absent-without-leave (AWOL), deserter, or dropped-from-rolls status or is voluntary absent from a place of duty.

20. Inactive Duty Training (IDT). Authorized training performed by a member of a Reserve component not on AD or ADT and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses.

21. Incapacitating Illness or Injury (III). The casualty status of a person whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill or injured or seriously ill or injured and the illness or injury makes the person physically or mentally unable to communicate with the NOK.

22. Killed in Action (KIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility.

23. Mass Casualty. Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that far exceeds local logistical support capabilities.

24. Missing. A casualty status applicable to a person who is not at his or her duty location due to apparent involuntary reasons and whose location may or may not be known. Chapter 10 of 37 U.S.C. (reference (f)) provides statutory guidance concerning missing members of the Military Services. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status. A person declared missing is further categorized as follows:

a. Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.

b. Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender.

c. Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.

d. Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.

e. Interned. The casualty is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.

f. Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

g. Missing in Action (MIA). The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

25. Next of Kin (NOK). The person most closely related to the casualty is considered primary NOK for disposition of remains, personal effects, and the release of records to secondary NOK and third parties. The unremarried surviving spouse is primary NOK. The term surviving spouse does not include one who obtained a divorce from the decedent (at any time). Other NOK and interested parties are recognized in the following order:

a. Natural and adopted children in order of seniority. The age of majority is 18 years. The rights of minor children, with the exception of disposition of remains, shall be exercised by their surviving parent or legal guardian. (Minor children are not entitled to make disposition of remains.)

b. Parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision.

c. The remarried surviving spouse. The term remarried surviving spouse does not include one who obtained a divorce from the decedent (at any time) or who remarried before a finding of death pursuant to 37 U.S.C. (reference (f)).

d. Blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision.

e. Brothers or sisters of legal age in order of seniority.

f. Grandparents in order of seniority.

g. Other relatives of legal age in order of relationship to the individual according to civil laws. Seniority controls when persons are of equal degree of relationship.

h. Persons standing in loco parentis to the decedent. Seniority in age will control when the persons are equal relationship. (For disposing of remains, the Secretary of the Military Department concerned may be deemed to have such standing if no other such person is available.)

26. Nonhostile Casualty. A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are nonhostile casualties.

27. Not Seriously Injured (NSI). The casualty status of a person whose injury may or may not require hospitalization, medical authority does not classify as VSI, SI, or III, and the person can communicate with the NOK.

28. Official Combat Area or Zone. A combat area or zone that has been officially designated by Presidential or congressional authority.
29. Posthumous Promotion. Promotion to a higher grade following a casualty's death; however, this promotion is not for pay purposes.
30. Presumptive Finding of Death. A declaration by the Military Service Secretary or designee of the Military Service concerned, based upon a recommendation by a board or other official body that a person who was placed in a missing casualty status is dead.
31. Returned to Military Control (RMC). The status of a person whose casualty status of DUSTWUN or missing has been changed due to the person's return or recovery by U.S. military authority.
32. Seriously Ill or Injured (SI). The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.
33. Service Occupation Codes. The identification by Military Services of occupation specialty codes for officers and enlisted personnel.
- a. Army:
- (1) Commissioned Officer - A three-digit special skill identifier (SSI).
 - (2) Warrant Officer - A four-character military occupational specialty (MOS) code.
 - (3) Enlisted - A five-character MOS code.
- b. Navy:
- (1) Officer - A four digit Navy officer designator.
 - (2) Enlisted - A two to five-character rating designation.
- c. Marine Corps:
- (1) Officer - A four-digit MOS code.
 - (2) Enlisted - A four-digit MOS code.
- d. Air Force:
- (1) Officer - A four-digit Air Force specialty code (AFSC) plus a suffix or prefix, if appropriate.
 - (2) Enlisted - a five-digit AFSC.

34. Terrorism. The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty.

35. Unaccounted For. An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are killed in action/body not recovered (KIA/BNR).

36. Very Seriously Ill or Injured (VSI). The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered.

37. Wounded in Action (WIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be VSI, SI, III, or NSI.

REPORT OF CASUALTY		(Each DoD Component address to be overprinted here)		REPORT CONTROL SYMBOL
1. REPORT NUMBER		2. REPORT TYPE		3. DATE PREPARED
4. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NUMBER	c. GRADE / RANK / RATE	d. OCCUPATION CODE
e. COMPONENT	f. BRANCH	g. ORGANIZATION		
5. CASUALTY INFORMATION				
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY	e. PLACE OF CASUALTY
f. CAUSE AND CIRCUMSTANCES				
g. DUTY STATUS			h. FLIGHT STATUS	i. BODY RECOVERED
6. BACKGROUND INFORMATION				
a. DATE OF BIRTH	b. PLACE OF BIRTH	c. COUNTRY OF CITIZENSHIP		
d. RACE	e. ETHNIC GROUP	f. SEX	g. RELIGIOUS PREFERENCE	
7. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY	b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY		
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION	f. RECORD OF EMERGENCY DATA FORM DATE		
8. PAY INFORMATION				
a. PAY GRADE	b. BASIC PAY	c. INCENTIVE / ADDITIONAL PAY (State type)		
9. INTERESTED PERSONS (Name, Address, and Relationship)				
P				
10. REMARKS (Continue on separate sheet, if necessary)				
L				
FOOTNOTES FOR ITEMS 9 AND 10				
1. Adult next of kin				
2. Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data				
3. Beneficiary for unpaid pay and allowances - as designated on record of emergency data				
11. REPORTING INFORMATION				
a. COMMAND AGENCY		b. DATE RECEIVED	c. REPORT OR VA TO FOLLOW	
12. DISTRIBUTION		13. SIGNATURE ELEMENT		
		E		

INSTRUCTIONS FOR COMPLETING THE REPORT OF CASUALTY, DD FORM 1300

Complete all applicable items. For uniformity, the instructions should be correlated with the definitions contained in this Instruction and the casualty data codes at enclosure 7. The use of an asterisk (*) or plus sign (+) as indicated in the instructions and as illustrated in the DD Form 1300 examples (enclosure 5) is optional.

<u>Item</u>	<u>Instructions</u>
1 REPORT NUMBER	Optional entry at Military Services' discretion.
2 REPORT TYPE	Enter whether Initial, Interim, Final, Corrected Final, or Cancellation.
3 DATE PREPARED	Enter as day, month, and year. EXAMPLE: 12 JAN 89.
4a NAME	Enter last name, first and middle names, and suffix, if any. EXAMPLE: Smith, Joseph Doe, Jr.
4b SOCIAL SECURITY NUMBER	Self-explanatory. EXAMPLE: 221266657.
4c GRADE/RANK/RATE	Enter the military title or the abbreviation (grade/rank/rate code) for the military title. EXAMPLES: Colonel, Sergeant, LCP (Lance Corporal), LCDR (Lieutenant Commander). If a member is posthumously promoted, enter the new military title and in item 10 enter the remark, "Item 4c changed," followed by appropriate posthumous promotion authority information.
4d OCCUPATION CODE	Enter Service Occupation Code. (See definition in enclosure 2.)
4e COMPONENT	Enter either Regular, Reserve, National Guard, or Temporary. The term Temporary applies to members of the Uniformed Services, other than the Military Services, when operating with elements of the Department of Defense.
4f BRANCH	Enter the abbreviation for the branch of military service as one of the following: a. USAF - United States Air Force b. USA - United States Army c. USN - United States Navy d. USMC - United States Marine Corps e. USCG - United States Coast Guard
4g ORGANIZATION	Enter unit of assignment and location. EXAMPLE: 644th Tactical Fighter Squadron, Cannon AFB, NM.

- 5a TYPE Enter the casualty type as either Hostile or Nonhostile.
(See definitions in enclosure 2.)
- 5b STATUS Enter the casualty status as either Deceased or Missing.
(See definitions in enclosure 2.)
- 5c CATEGORY Enter, if applicable, one of the following casualty categories. Otherwise, enter "None."
- a. KIA - killed in action. Applies to a hostile casualty deceased as the result of hostile action.
(See definition in enclosure 2.)
 - b. DWRIA - died of wounds received in action. Applies to a hostile casualty deceased as the result of hostile action. (See definition in enclosure 2.)
 - c. Beleaguered. Applies to a hostile casualty missing as the result of hostile action or terrorist activity. (See definition in enclosure 2.)
 - d. Besieged. Applies to a hostile casualty missing as the result of hostile action or terrorist activity.
(See definition in enclosure 2.)
 - e. Captured. Applies to a hostile casualty missing as the result of hostile action or terrorist activity.
(See definition in enclosure 2.)
 - f. Detained. Applies to a hostile casualty missing as the result of hostile action or terrorist activity and to a nonhostile casualty missing. (See definition in enclosure 2.)
 - g. Interned. Applies to a nonhostile casualty missing.
(See definition in enclosure 2.)
 - h. Missing. Applies to a nonhostile casualty missing and a hostile casualty missing as the result of terrorist activity. (See definition in enclosure 2.)
 - i. MIA - missing in action. Applies to a hostile casualty missing as the result of hostile action.
(See definition in enclosure 2.)
- 5d DATE OF CASUALTY Enter as day, month, and year. EXAMPLE: 15 FEB 90.
In those cases where a set of remains are found and the date of death is yet to be determined or cannot be determined, enter the date the remains were found followed by an asterisk. In item 10, enter the remark, "*Item 5d continued: Date remains found - date of death to be determined or can not be determined," as applicable.
- 5e PLACE OF CASUALTY The place of casualty approximates where the casualty was either pronounced dead on arrival, dead at the scene, or declared missing based on the casualty's last known location. Enter the name of city or town followed by the State, District of Columbia, or territory, if the United States, or the country, if not the United States. For casualties that occur over, on, or beneath a body of

water, enter the name of the body of water, if contained in DoD 5000.12-M (reference (1)). Include with the name of the body of water the geographic coordinates or the approximate location relative to the nearest land mass. If the place of casualty is classified, enter "Classified Location."

5f CAUSE AND
CIRCUMSTANCES

Summarize the cause and circumstances. For deceased casualties, preface the remarks with one of the following terms that best describes the manner of death: Hostile Action (combat hostile casualty), Terrorist Activity (terrorist hostile casualty), Accident (nonhostile casualty), Illness (nonhostile casualty), Homicide (nonhostile casualty), Self-inflicted (nonhostile suicide casualty), or Determination Pending (nonhostile casualty). The term "Determination Pending" is used whenever an Initial or Interim report is issued awaiting the results of an investigation, such as, an apparent self-inflicted gun shot wound. If a death certificate is issued, include the cause as specified, per death certificate (PDC). For missing casualties, preface the remarks with the term "Hostile Action" or "Terrorist Activity" (hostile casualties) or "Missing" (nonhostile casualties). If the cause and circumstances surrounding a deceased nonhostile casualty can not be determined, enter the term "Undetermined" instead of the above instructions.

5g DUTY STATUS

Enter either Active Duty, Active Duty for Training or Inactive Duty Training. For members whose duty status is Active Duty for Training or Inactive Duty Training, indicate approval authority and inclusive dates of duty. If the member was in an AWOL or desertion status, include with the duty status and indicate the local date the AWOL or desertion began. EXAMPLE: Active Duty for Training/AWOL - 19 JAN 98. At the Military Services' option, include with the duty status whether the member was on-duty, off-duty, on-leave, in-patient, and so forth. EXAMPLE: Active Duty/On-Duty. If the DD Form 1300 (enclosure 3) is used to record the death of separated, discharged, or retired members, enter the effective date of separation, discharge, or retirement. For retired members, the effective date is either the date retired for disability reasons or the date retired for years of military service. EXAMPLES: Retired effective 5 JAN 90 with a physical disability; Retired effective 1 JAN 90 for years of military service.

5h FLIGHT STATUS

If the casualty is an Air Casualty (see definition in enclosure 2), enter either Passenger or Aircrew. Otherwise, enter "Not Applicable".

5i BODY RECOVERED For deceased casualties, enter Yes or No, as applicable.

6a DATE OF BIRTH Enter as day, month, and year. EXAMPLE: 26 MAY 41.

6b PLACE OF BIRTH Enter the name of the city or town, if known, followed by the State, District of Columbia, or territory, if the United States, or country, if not the United States.

6c COUNTRY OF CITIZENSHIP Self-explanatory. Optional entry at Military Services' discretion.

6d RACE Enter American Indian, Asian and/or Mongoloid, Negroid or African, Caucasoid, Other, or Unknown, as applicable, according to DoD 5000.12-M (reference (1)).

6e ETHNIC GROUP Enter the appropriate ethnic group (Mexican, Puerto Rican, Aleutian, Filipino, etc.), as applicable, according to reference (1).

6f SEX Enter either Male or Female.

6g RELIGIOUS PREFERENCE Self-explanatory. If no preference recorded, enter "No Preference."

7a PLACE OF ENTRY Optional entry at military services' discretion. Enter the name of the city or town, if known, followed by the State, District of Columbia, or territory, if the United States, or the country, if not the United States. The Place of Entry corresponds to the location where the member was accepted into the military service in his or her current status. As such, it remains constant throughout the member's career unless a member separates and has a definite break in military service greater than one day.

7b DATE OF ENTRY Optional entry at military services' discretion. Enter as day, month, and year, the date associated with when the Place of Entry (item 7a) occurred. EXAMPLE: 06 JUN 65.

7c HOME OF RECORD Enter the name of the city or town followed by the State, District of Columbia, or territory, if the United States, or the country, if not the United States. (See definition in enclosure 2.)

7d DATE TOUR COMMENCED Enter as day, month, and year. Report only for casualties occurring in an official combat area or zone. If the member is serving on an extension of a normal tour, enter a "X" after the date. EXAMPLE: 19 JAN 89X.

7e PRIOR SERVICE INFORMATION Optional entry at Military Services' discretion. Prior Military Service refers to a member having served in a

different branch of Military Service or having a definite break in military service greater than 1 day. If used, enter any prior military service numbers and the branch of Military Service.

7f RECORD OF
EMERGENCY DATA
FORM DATE

Enter as day, month, and year, the date the DD Form 93, "Record of Emergency Data," was signed by the member.
EXAMPLE: 19 JUN 88

8a PAY GRADE

Self-explanatory. If Section 402(d) of 38 U.S.C. (reference (m)) applies, enter the pay grade at the time of the casualty followed by an asterisk and in item 10 enter the remark, "*Item 8a continued: Title 38 U.S.C. Sec. 402(d) applies," followed by the higher pay grade. Per Section 402(d) of reference (m), dependency and indemnity compensation is based on the highest grade held satisfactorily for 6 or more months.

8b BASIC PAY

Self-explanatory. Optional entry at Military Services' discretion.

8c INCENTIVE/
ADDITIONAL PAY

Self-explanatory. Optional entry at Military Services' discretion.

9 INTERESTED
PERSONS

Self-explanatory. Identify entries with footnotes, if applicable. Don't use footnotes 2 or 3, if the member is reported as missing. If there is a change to any information, preface the change with a plus sign (+) and in Item 10 enter the remark, "Item 9 changed as indicated by +".

10 REMARKS

Enter appropriate remarks as necessary to include the following:

a. If an item is changed or corrected, enter "Item(s) (indicate item number) changed." followed by any appropriate additional information.

b. If an item is continued due to space limitations, enter an asterisk following the information contained in the item and enter "*Item (indicate item number) continued:" followed by the additional information.

c. On copies for the Office of Serviceman's Group Life Insurance and the Department of Veterans Affairs (VA), ensure the member's elections, method of payment, and beneficiary designations are entered.

d. If the circumstances surrounding the death or missing status of a member meet the conditions listed in Section

e. If there are ~~two or more~~ ^{two or more} beneficiaries, state the circumstances of the insured's death, so state and identify which beneficiary.

f. If a member is posthumously promoted, enter "Item 4c changed." followed by the posthumous promotion authority information.

g. If the status of a missing member is changed to deceased based upon receipt of conclusive evidence or a presumptive finding of death, enter "Items 5b and 5c changed." followed by appropriate approval authority information.

h. If a set of remains are found and the date of death is yet to be determined or can not be determined, asterisk item 5d and enter "*Item 5d continued: Date remains found-date of death to be determined or can not be determined", as applicable.

i. If a missing member has been returned to military control, asterisk item 5b and 5c and enter "*Items 5b and 5c continued: Returned to Military Control" followed by the local date of return.

- 11a COMMAND AGENCY Enter unit designation and location of the command agency reporting the casualty to the Military Service preparing the DD Form 1300 (enclosure 3). EXAMPLE: 410 CSG/DPMAP, Travis AFB, CA.
- 11b DATE RECEIVED Enter as day, month, and year, the date the report was received by the Military Service preparing the DD Form 1300 (enclosure 3). EXAMPLE: 18 JAN 89.
- 11c REPORT FOR VA
TO FOLLOW Enter Yes or No.
- 12 DISTRIBUTION Optional entry at Military Services' discretion.
- 13 SIGNATURE
ELEMENT Enter signature element of certifying official.

REPORT OF CASUALTY		(Each DoD Component address to be overprinted here)		REPORT CONTROL SYMBOL
1. REPORT NUMBER A-008		2. REPORT TYPE Final		3. DATE PREPARED 28 JUN 89
4. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle, and Suffix) Doe, Johnathan Henry Jr.		b. SOCIAL SECURITY NUMBER 123459876	c. GRADE/RANK/RATE PV1	d. OCCUPATION CODE 41E10
e. COMPONENT Regular	f. BRANCH USA	g. ORGANIZATION COC, 1st Bn, 56th ADA, Ft. Bliss, TX		
5. CASUALTY INFORMATION				
a. TYPE Nonhostile	b. STATUS Deceased	c. CATEGORY None	d. DATE OF CASUALTY 07 JUN 89	e. PLACE OF CASUALTY Albany, NY
f. CAUSE AND CIRCUMSTANCES Self-inflicted: Strangulation by hanging (PDC)				
g. DUTY STATUS Active Duty/Civil Confinement from 02 MAY 89 until time*			h. FLIGHT STATUS Not Applicable	i. BODY RECOVERED Yes
6. BACKGROUND INFORMATION				
a. DATE OF BIRTH 27 MAY 70	b. PLACE OF BIRTH Glen Falls, NY		c. COUNTRY OF CITIZENSHIP US	
d. RACE White	e. ETHNIC GROUP None	f. SEX Male	g. RELIGIOUS PREFERENCE No Preference	
7. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY New York, NY		b. DATE OF ENTRY 23 MAY 89*	c. HOME OF RECORD AT TIME OF ENTRY Glen Falls, NY	
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION		f. RECORD OF EMERGENCY DATA FORM DATE 18 APR 89	
8. PAY INFORMATION				
a. PAY GRADE E-1	b. BASIC PAY \$646.20	c. INCENTIVE / ADDITIONAL PAY (State type) None		
9. INTERESTED PERSONS (Name, Address, and Relationship)				
Mary A. Doe, 2 Belle Ave., Glen Falls, NY 12801			Mother (1,3)	
Jonathan H. Doe, Sr., (+) 15 Harris Block, Apt A, Hudson Falls, NY 12889			Father	
10. REMARKS (Continue on separate sheet, if necessary)				
*Item 5g continued: of his death on 07 JUN 89.				
*Item 7b continued: Soldier initially entered active duty on 18 APR 89; however, due to confinement, date of entry on active duty was adjusted to compensate for the 37 days lost time. Item 9 changed as indicated by (+).				
FOOTNOTES FOR ITEMS 9 AND 10				
1. Adult next of kin				
2. Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data.				
3. Beneficiary for unpaid pay and allowances - as designated on record of emergency data.				
11. REPORTING INFORMATION				
a. COMMAND AGENCY Cdr, AD Arty Cen, Ft. Bliss, TX			b. DATE RECEIVED 08 JUN 89	c. REPORT OR VA TO FOLLOW No
12. DISTRIBUTION Drum Bliss		13. SIGNATURE ELEMENT 		

EXAMPLE OF A NONHOSTILE CASUALTY INITIALLY PLACED IN A DUTY STATUS WHEREABOUTS UNKNOWN AND SUBSEQUENTLY REPORTED AS MISSING

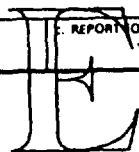
REPORT OF CASUALTY		(Each DoD Component address to be overprinted here)		REPORT CONTROL SYMBOL
1. REPORT NUMBER		2. REPORT TYPE Initial		3. DATE PREPARED 1 MAY 90
4. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle and Suffix) Gonzales, Jaime (NNN)		b. SOCIAL SECURITY NUMBER 234567890	c. GRADE/RANK/RATE Captain	d. OCCUPATION CODE 1115N
e. COMPONENT Regular	f. BRANCH USAF	g. ORGANIZATION 3rd Tactical Fighter Squadron, APO 96274		
5. CASUALTY INFORMATION				
a. TYPE Nonhostile	b. STATUS Missing	c. CATEGORY Missing	d. DATE OF CASUALTY 22 APR 90*	e. PLACE OF CASUALTY Pacific Ocean Approximately*
f. CAUSE AND CIRCUMSTANCES Missing: During a routine training mission, Captain Gonzales' aircraft suddenly descended and crashed. Parachute was sighted. Member was last seen getting aboard his life raft.				
g. DUTY STATUS Active Duty/On Duty			h. FLIGHT STATUS Aircrew	i. BODY RECOVERED
6. BACKGROUND INFORMATION				
a. DATE OF BIRTH 10 OCT 63	b. PLACE OF BIRTH San Juan, Puerto Rico		c. COUNTRY OF CITIZENSHIP	
d. RACE White	e. ETHNIC GROUP Puerto Rican	f. SEX Male	g. RELIGIOUS PREFERENCE Roman Catholic Church	
7. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY Dover, DE		b. DATE OF ENTRY 12 FEB 86	c. HOME OF RECORD AT TIME OF ENTRY Dover, DE	
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION 234567890, JUN 85, USMC		f. RECORD OF EMERGENCY DATA FORM DATE 1 JUN 88	
8. PAY INFORMATION				
a. PAY GRADE O-3	b. BASIC PAY	c. INCENTIVE/ADDITIONAL PAY (State type)		
9. INTERESTED PERSONS (Name, Address, and Relationship)				
Mr. John A. Gonzales		2066 2nd Avenue East, Dover, DE 19901		Father (1)
Mrs. Mary J. Gonzales		Same		Mother (3)
10. REMARKS (Continue on separate sheet, if necessary)				
*Item 5d continued: Member was placed in a Duty Status Whereabout Unknown status from 22 APR 90 until 29 APR 90. On 30 APR 90, his status was changed to Missing with further categorization of Missing, as defined by Title 37, United States Code, Chapter 10, Section 551. The effective date of his missing status is 22 APR 90.				
*Item 5e continued: 15 nautical miles East of Luzon, Republic of the Philippines.				
FOOTNOTES FOR ITEMS 9 AND 10				
1 Adult next of kin				
2 Beneficiary for gratuity pay in event there is no surviving spouse or child, as designated on record of emergency data				
3 Beneficiary for unpaid pay and allowances, as designated on record of emergency data				
11. REPORTING INFORMATION				
a. COMMAND AGENCY 3 MSSQ/MSPAP, Clark AB, RP			b. DATE RECEIVED 30 APR 90	c. REPORT OR VA TO FOLLOW No
12. DISTRIBUTION		13. SIGNATURE ELEMENT		

**EXAMPLE OF A HOSTILE TERRORIST CASUALTY INITIALLY REPORTED AS MISSING AND SUBSEQUENTLY
RETURNED TO MILITARY CONTROL**

REPORT OF CASUALTY		(Each DoD Component address to be overprinted here)		REPORT CONTROL SYMBOL
1. REPORT NUMBER 120-90		2. REPORT TYPE Fina		3. DATE PREPARED 13 APR 90
4. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle and Suffix) Dugan, Edmund Charles		b. SOCIAL SECURITY NUMBER 567890123	c. GRADE/RANK/RATE CWO-3	d. OCCUPATION CODE 1310
e. COMPONENT Regular	f. BRANCH USMC	g. ORGANIZATION 8TH ENGR SPT BN 2DFSSG CAMP LEJEUNE, NC		
5. CASUALTY INFORMATION				
a. TYPE Hostile	b. STATUS Missing*	c. CATEGORY Detained*	d. DATE OF CASUALTY 1 APR 90	e. PLACE OF CASUALTY Beirut, Lebanon
f. CAUSE AND CIRCUMSTANCES Terrorist Activity: Hijacking of TWA Flight 748 in flight from Athens, Greece to Frankfurt, Germany. Upon landing at Beirut International Airport, Lebanon, member was taken to an undisclosed location by the Islamic Jihad.				
g. DUTY STATUS Active Duty/On Leave			h. FLIGHT STATUS Not Applicable	i. BODY RECOVERED
6. BACKGROUND INFORMATION				
a. DATE OF BIRTH 11 OCT 46	b. PLACE OF BIRTH Toto, Guam		c. COUNTRY OF CITIZENSHIP	
d. RACE Asian/Pacific Is.	e. ETHNIC GROUP Other Pacific Island Descent	f. SEX Male	g. RELIGIOUS PREFERENCE Protestant	
7. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY Parris Island, SC	b. DATE OF ENTRY 1 MAR 88	c. HOME OF RECORD AT TIME OF ENTRY Toto, Guam		
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION USN6303471, JUN 64-JUN 67/USN	f. RECORD OF EMERGENCY DATA FORM DATE 26 FEB 89		
8. PAY INFORMATION				
a. PAY GRADE WO-3	b. BASIC PAY \$2202.90	c. INCENTIVE/ADDITIONAL PAY (State type)		
9. INTERESTED PERSONS (Name, Address, and Relationship)				
Mrs. Judith F. Dugan		709 Ridgescreek, Severn, MD 21144	Wife	
Bobby C. Dugan		Same	Son	
Mr. John R. Dugan		4003 Elm Street, Bloomsburg, PA 17816	Father	
Mrs. Katherine Dugan		Same	Mother	
10. REMARKS (Continue on separate sheet, if necessary)				
Internal Revenue Code, Title 26, United States Code, Chapter 1, Section 692 applies. *Items 5b and 5c continued: Returned to Military Control-12 APR 90. Member remained in a missing status from 1 APR 90 until 12 APR 90.				
FOOTNOTES FOR ITEMS 9 AND 10 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.				
11. REPORTING INFORMATION				
a. COMMAND AGENCY CC SECOND FSSG, Camp Lejeune, NC			b. DATE RECEIVED 2 APR 90	c. REPORT FOR VA TO FOLLOW No
12. DISTRIBUTION		13. SIGNATURE ELEMENT		

REPORT OF CASUALTY		(Each DoD Component address to be overprinted here)		REPORT CONTROL SYMBOL
1. REPORT NUMBER		2. REPORT TYPE Corrected Final		3. DATE PREPARED 15 APR 90
4. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle and Suffix) Nichols, Arthur David		b. SOCIAL SECURITY NUMBER 456789012	c. GRADE/RANK/RATE Major	d. OCCUPATION CODE 1115N
e. COMPONENT National Guard		f. BRANCH USAF	g. ORGANIZATION 96th Tactical Fighter Wing(ANG), APO AE 09094	
5. CASUALTY INFORMATION				
a. TYPE Hostile	b. STATUS Deceased	c. CATEGORY KIA	d. DATE OF CASUALTY 09 APR 90	e. PLACE OF CASUALTY Persian Gulf
f. CAUSE AND CIRCUMSTANCES Hostile Action: Military aircraft (F16A Pilot). During a bombing run against a hostile fortification, the aircraft was observed hit by a surface-to-air missile. The aircraft exploded in midair with no parachute sighted.				
g. DUTY STATUS Active Duty/On Duty. Active Guard Reserve, Title 32*			h. FLIGHT STATUS Aircrew	i. BODY RECOVERED No
6. BACKGROUND INFORMATION				
a. DATE OF BIRTH 01 NOV 54	b. PLACE OF BIRTH Charleston, SC		c. COUNTRY OF CITIZENSHIP	
d. RACE Black	e. ETHNIC GROUP Hispanic	f. SEX Male	g. RELIGIOUS PREFERENCE Southern Baptist	
7. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY USAF Academy CO		b. DATE OF ENTRY 01 MAY 77	c. HOME OF RECORD AT TIME OF ENTRY Charleston, SC	
d. DATE TOUR COMMENCED 01 MAR 90X	e. PRIOR SERVICE INFORMATION		f. RECORD OF EMERGENCY DATA FORM DATE 11 AUG 89	
8. PAY INFORMATION				
a. PAY GRADE O-3	b. BASIC PAY	c. INCENTIVE/ADDITIONAL PAY (State type)		
9. INTERESTED PERSONS (Name, Address, and Relationship)				
Mrs. Joyce L. Nichols		405 Birchwood Lane, Charleston, SC 29407		Wife
Timothy D. Nichols		Same		Son
Mrs. Dorothy M. Nichols		3115 Grover Court, Charleston, SC 29407		Mother
10. REMARKS (Continue on separate sheet, if necessary)				
<p>*Item 5g continued: U.S.C. 502(f) Per Special Order AAD-81, 96th Mission Support Sq, Iowa Air National Guard, dated 01 APR 86 from 01 APR 86 to 02 APR 90, extended to 02 APR 94.</p> <p>Internal Revenue Code, Title 26 United States Code, Chapter 1, Section 692, applies.</p> <p>Item 4c changed; under the provisions of Section 1521, Title 10 USC, Captain Nichols was posthumously promoted to the grade of major, effective 09 APR 90, by Department of the Air Force Special Order AB-0045, dated 15 APR 90. This promotion is subject to the provisions of Section 1523 which states that no increased pay or gratuities may be derived from such action.</p> <p>SGLI: By Law Lump Sum \$50,000</p>				
FOOTNOTES FOR ITEMS 9 AND 10				
1. Adult next of kin.				
2. Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data.				
3. Beneficiary for unpaid pay and allowances - as designated on record of emergency data.				
11. REPORTING INFORMATION				
a. COMMAND AGENCY 48MMSO/SSPAP RAF LAKENHEATH, ENGLAND			b. DATE RECEIVED 10 APR 90	c. REPORT FOR VA TO FOLLOW Yes
12. DISTRIBUTION		13. SIGNATURE ELEMENT		

PLACED IN A DUTY STATUS-WHEREABOUTS UNKNOWN, SUBSEQUENTLY

1. REPORT NUMBER		2. REPORT TYPE		3. DATE PREPARED	
4. SERVICE IDENTIFICATION					
a. NAME (Last, First, Middle, and Suffix)		b. SOCIAL SECURITY NUMBER	c. GRADE/RANK/RATE	d. OCCUPATION CODE	
Edison, Thomas (NMI), Jr.		890123456	Major	M1555B	
e. COMPONENT	f. BRANCH	g. ORGANIZATION			
Regular	USAF	1st Tactical Fighter Wing, Langley AFB, VA			
5. CASUALTY INFORMATION					
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY	e. PLACE OF CASUALTY	
Hostile	Missing*	Captured*	25 JAN 91*	Iraq	
f. CAUSE AND CIRCUMSTANCES					
Hostile Action: Military Aircraft (F-15E) Weapon Systems Officer. During a combat mission over enemy territory, member was number six in a six ship formation. After all six aircraft delivered their ordnance, a radio check was performed and number six failed to check in.					
g. DUTY STATUS			h. FLIGHT STATUS	i. BODY RECOVERED	
Active Duty/On Duty			Aircrew		
6. BACKGROUND INFORMATION					
a. DATE OF BIRTH	b. PLACE OF BIRTH		c. COUNTRY OF CITIZENSHIP		
15 JUN 57	Scranton, PA				
d. RACE	e. ETHNIC GROUP	f. SEX	g. RELIGIOUS PREFERENCE		
White	None	Male	Roman Catholic Church		
7. ACTIVE DUTY INFORMATION					
a. PLACE OF ENTRY		b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY		
USAF Academy CO		30 MAY 80	New Brunswick, NJ		
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION		f. RECORD OF EMERGENCY DATA FORM DATE		
2 AUG 90X			15 JUL 90		
8. PAY INFORMATION					
a. PAY GRADE	b. BASIC PAY	c. INCENTIVE/ADDITIONAL PAY (State type)			
O-4					
9. INTERESTED PERSONS (Name, Address, and Relationship)					
Mrs. Joanna E. Edison		211 Needle Pine Dr, Hampton Roads VA 25732		Wife	
Neon B. Edison		Same		Daughter	
Bright L. Edison		Same		Daughter	
Mr. Thomas (NMI) Edison		5222 Lightbulb Dr, Arkon, OH 44347		Father(3)	
10. REMARKS (Continue on separate sheet, if necessary)					
*Item 5d continued: Member was placed in a Duty Status-Whereabout Unknown status from 20 JAN 91 to 25 JAN 91. On 25 JAN 91, his status was changed to Missing with further categorization of Captured, as defined by Title 37, United States Code, Chapter 10, Section 551. The effective date of his missing status is 25 JAN 91.					
Internal Revenue Code, Title 26, United States Code, Chapter 1 Section 692, applies.					
*Items 5b and 5c continued: Returned to Military Control-4 MAR 91. Member remained in a missing status from 25 JAN 91 until 4 MAR 91.					
FOOTNOTES FOR ITEMS 9 AND 10					
1. Adult next of kin.					
2. Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data.					
3. Beneficiary for unpaid pay and allowances - as designated on record of emergency data.					
11. REPORTING INFORMATION					
a. COMMAND AGENCY			b. DATE RECEIVED	c. REPORT OR VA TO FOLLOW	
11FW/PERSCO Deployed			25 JAN 91	Yes	
12. DISTRIBUTION		13. SIGNATURE ELEMENT			
					

Dec 27, 91

FORMAT AND CODES

This enclosure provides the casualty data input format and the code specifications for the Department of Defense Worldwide Casualty System. The code specifications include the data codes, definitions and data standard reference numbers, the code size and type, and data source location on the DD Form 1300 (enclosure 3) for each field in the 104 character record. The code types are numeric (N), alpha (A), and alphanumeric (AN). Where applicable, the DoD data standard codes, as specified in DoD 5000.12-M (reference (1)), are used and their associated reference numbers are provided.

FIELD ITEM	CODE, DEFINITION AND DATA STANDARD REFERENCE NUMBERS	CODE SIZE AND TYPE	RECORD POSITION	SOURCE DD 1300
1.	<u>Transaction Code</u> (N/A)	1A	1	N/A
	A - Add a record (Provide all data fields) D - Delete existing record (Provide name of casualty, SSN and military service) C - Change fields within an existing record (Provide name of casualty, SSN, and changed data. To change name of casualty or SSN delete the record and add it back)			
2.	<u>Report Type Code</u> (N/A)	1A	2	Item 2
	I - Initial Report M - Interim Report F - Final Report C - Corrected Final Report D - Cancelled Report			
3.	<u>Name of Casualty</u> (NA-RG) (Provide last, first, middle names, and suffix including blanks and punctuation)	27A	3-29	Item 4a
4.	<u>Social Security Number</u> (SO-CA) (Provide without hyphens)	9N	30-38	Item 4b
5.	<u>Grade/Rank/Rate Code</u> (N/A) (See Attachment 1 for a list of acceptable codes)	10AN	39-48	Item 4c
6.	<u>Occupation Code</u> (N/A) (Provide as entered on form)	5AN	49-53	Item 4d

7. Military Service Code (DE-NM) 1A

P - Coast Guard

8. Casualty Type Code (N/A) 1A 55 Item 5a

H - Hostile (combat and terrorist casualties)

N - Nonhostile (all other casualties)

9. Casualty Status/RMC Code (N/A) 1A 56

D - Dead

Item 5b

M - Missing

Item 5b

R - Returned to Military Control (RMC)

Item 10

10. Casualty Category Code (N/A) 1A 57 Item 5c

K - Killed in Action (KIA)

D - Died of Wounds Received in Action (DWR-A)

G - Missing in Action (MIA)

M - Missing

B - Beleaguered or Besieged

C - Captured

T - Detained

I - Interned

N - None

11. Date of Casualty/RMC Date (DA-FA) 6N 58-63 Item 5d
(YYMMDD)

12. Place of Casualty Code (ST-GA), 2AN 64-65 Item 5e
(CO-XV) or (WA-SA)
(Provide State, country, or
body of water. If classified
location, use a place code of 98)

13. Casualty Manner Code (N/A) 1A 66 Item 5f

B - Hostile Action (hostile death or missing)

T - Terrorist Activity (hostile death or missing)

A - Accident (nonhostile death)

I - Illness (nonhostile death)

H - Homicide (nonhostile death)

S - Self-inflicted (nonhostile death)

P - Determination Pending (nonhostile death)

M - Missing (nonhostile missing)

U - Undetermined (nonhostile death)

14. Duty Status Code (N/A) 1A 67 Item 5g
A - Active Duty (AD)
T - Active Duty for Training (ADT)
I - Inactive Duty for Training (IDT)
15. Body Status Code (N/A) 1A 68 Item 5i
Y - Body Recovered
N - Body Not Recovered
16. Date of Birth (DA-FA) 6N 69-74 Item 6a
(YYMMDD)
17. Race Code (RA-BA) 1A 75 Item 6d
R - Red (American Indian)
M - Yellow (Asian/Mongoloid)
N - Black (Negroid or African)
C - White (Caucasoid)
X - Other
Z - Unknown
18. Ethnic Group Code (ET-MY) 1AN 76 Item 6e
6 - Mexican
4 - Puerto Rican
9 - Cuban
S - Latinamer
1 - Other Hispanic Descent
8 - Aleut
7 - Eskimo
2 - U.S./Canadian Indians
G - Chinese
J - Japanese
K - Korean
D - Indian
5 - Filipino
V - Vietnamese
3 - Other Asian
E - Melanesian
W - Micronesian
L - Polynesian
Q - Other Pacific Island Descent
X - Other
Y - None
Z - Unknown
19. Sex Code (SE-XA) 1A 77 Item 6f
M - Male
F - Female

20. Religious Preference (RE-LA) 2AN 78-79 Item 6g
 (See Attachment 2 for a list of valid codes)
21. Home of Record Code
- | | | |
|--------------------------|-----|-----------------|
| City (N/A) | 27A | 80-106 Item 7c |
| State (ST-GA) or (CO-XV) | 2AN | 107-108 Item 7c |
- (Provide State or country, if not U.S.)
22. Pay Grade Code (PA-SN) 3AN 109-111 Item 8a
- 001 thru 011 - Officers
 W01 thru W04 - Warrant Officers
 E01 thru E09 - Enlisted
 C00 - Cadets or Midshipmen
 (Limited to U.S. Military Academy, U.S. Naval Academy, and U.S. Air Force Academy)

Attachments - 2

1. Military Titles and Grades
2. Religious Preference Codes

MILITARY TITLES AND GRADES

The following table provides military titles, grade/rank/rate codes, and pay grades used by the Military Services and the Department of Defense Worldwide Casualty System. The grade/rank/rate codes are used to complete item 4c on the DD Form 1300 (enclosure 3) and item 5, grade/rank/rate codes, in the input format for the Department of Defense Worldwide Casualty System.

<u>TITLE</u>	<u>GRADE/RANK/RATE CODE</u>	<u>PAY GRADE*</u>
<u>AIR FORCE</u>		
Second Lieutenant	2LT	001
First Lieutenant	1LT	002
Captain	CPT	003
Major	MAJ	004
Lieutenant Colonel	LTC	005
Colonel	COL	006
Brigadier General	BG	007
Major General	MG	008
Lieutenant General	LTG	009
General	GEN	010-011
Airman Basic	AB	E01
Airman	AMN	E02
Airman First Class	A1C	E03
Senior Airman	SRA	E04
Sergeant	SGT	E04
Staff Sergeant	SSG	E05
Technical Sergeant	TSG	E06
Master Sergeant	MSG	E07
Senior Master Sergeant	SMS	E08
Chief Master Sergeant	CMS	E09
U.S. Air Force Academy Cadet, Freshman, 4th Class	C4C	C00
U.S. Air Force Academy Cadet, Sophomore, 3rd Class	C3C	C00
U.S. Air Force Academy Cadet, Junior, 2nd Class	C2C	C00
U.S. Air Force Academy Cadet, Senior, 1st Class	C1C	C00
ROTC Cadet, Freshman	C4C	E01
ROTC Cadet, Sophomore	C3C	E02
ROTC Cadet, Junior	C2C	E03
ROTC Cadet, Senior	C1C	E03
Officer Candidate (AFA Prep School)	COC	E01-E09
Officer Training School	OT	E05-E09

ARMY

Second Lieutenant	2LT	001
First Lieutenant	1LT	002
Captain	CPT	003
Major	MAJ	004
Lieutenant Colonel	LTC	005
Colonel	COL	006
Brigadier General	BG	007
Major General	MG	008
Lieutenant General	LTG	009
General	GEN	010-011
Warrant Officer 1	WO1	W01
Chief Warrant Officer 2	CW2	W02
Chief Warrant Officer 3	CW3	W03
Chief Warrant Officer 4	CW4	W04
Private First Class	PV1	E01
Private Second Class	PV2	E02
Private	PFC	E03
Corporal	CPL	E04
Specialist	SPC	E04
Sergeant	SGT	E05
Staff Sergeant	SSG	E06
Sergeant First Class	SFC	E07
First Sergeant	1SG	E08
Master Sergeant	MSG	E08
Sergeant Major	SGM	E09
Command Sergeant Major	CSM	E09
Sergeant Major of the Army	SMA	E09
U.S. Military Academy Cadet, Freshman, 4th Class	C4C	C00
U.S. Military Academy Cadet, Sophomore, 3rd Class	C3C	C00
U.S. Military Academy Cadet, Junior, 2nd Class	C2C	C00
U.S. Military Academy Cadet, Senior, 1st Class	C1C	C00
ROTC Cadet	CAD	E05

MARINE CORPS

Second Lieutenant	2NDLT	001
First Lieutenant	1STLT	002
Captain	CAPT	003
Major	MAJ	004
Lieutenant Colonel	LTCOL	005

<u>TITLE</u>	<u>GRADE/RANK/RATE CODE</u>	<u>PAY GRADE*</u>
Colonel	COL	006
Brigadier General	BGEN	007
Major General	MAJGEN	008
Lieutenant General	LTGEN	009
Warrant Officer	WO	W01
Chief Warrant Officer	CWO2	W02
Chief Warrant Officer	CWO3	W03
Chief Warrant Officer	CWO4	W04
Private	PVT	E01
Private First Class	PFC	E02
Lance Corporal	LCPL	E03
Corporal	CPL	E04
Sergeant	SGT	E05
Staff Sergeant	SSGT	E06
Gunnery Sergeant	GYSGT	E07
First Sergeant	1STSGT	E08
Master Sergeant	MSGT	E08
Master Gunnery Sergeant	MGYSGT	E09
Sergeant Major	SGTMAJ	E09
Officer Candidate	PLC	E05

NAVY

Ensign	ENS	001
Lieutenant junior grade	LTJG	002
Lieutenant	LT	003
Lieutenant Commander	LCDR	004
Commander	CDR	005
Captain	CAPT	006
Rear Admiral (lower half)	RADM	007
Rear Admiral (upper half)	RADM	008
Vice Admiral	VADM	009
Admiral	ADM	010-011
Warrant Officer	W01	W01
Chief Warrant Officer	CWO2	W02
Chief Warrant Officer	CWO3	W03
Chief Warrant Officer	CWO4	W04
Airman Apprentice	AA	E02
Aviation Boatswain's Mate	AB**	E03-E09
Air Traffic Control r	AC**	E03-E09
Aviation Machinist's Mate	AD**	E03-E08
Aviation Electrician's Mate	AE**	E03-E09
Aircraft Maintenceman	AF**	E09
Aerographer's Mate	AG**	E03-E09

TITLE	GRADE/RANK/RATE CODE	PAY GRADE*
Aviation Storekeeper	AK**	E03-E09
Aviation Structural Mechanic	AM**	E03-E08
Airman	AN	E03
Aviation Ordnanceman	AO**	E03-E09
Aviation Fire Control Technician	AQ**	E03-E08
Airman Recruit	AR	E01
Aviation Support Equipment Technician	AS**	E03-E09
Aviation Electronics Technician	AT**	E03-E09
Avionics Technician	AV**	E09
Aviation ASW Operator	AW**	E03-E09
Aviation ASW Technician	AX**	E03-E08
Aviation Maintenance Administration	AZ**	E03-E09
Boatswain's Mate	BM**	E09-E03
Boilerman	BT**	E03-E09
Builder	BU**	E03-E08
Constructionman Apprentice	CA	E02
Construction Electrician	CE**	E03-E08
Construction Mechanic	CM**	E03-E08
Constructionman	CN	E03
Constructionman Recruit	CR	E01
Cryptologic Technician	CT**	E03-E09
Constructionman	CU	E09
Damage Controlman	DC**	E03-E09
Disbursing Clerk	DK**	E09-E03
Illustrator Draftsman	DM**	E03-E09
Data Processing Technician	DP**	E03-E09
Data System Technician	DS**	E04-E09
Dentalman	DN	E03
Dental Technician	DT**	E04-E09
Engineering Aid	EA**	E03-E08
Electrician's Mate	EM**	E03-E09
Engineman	EN**	E03-E09
Equipment Operator	EO**	E03-E08
Equipmentman	EQCM	E09
Electronic Technician	ET**	E03-E09
Electronic Warfare Technician	EW**	E03-E09
Fireman Apprentice	FA	E02
Fire Controlman	FC**	E03-E09
Fireman	FN	E03
Fireman Recruit	FR	E01
Fire Control Technician	FT**	E03-E09
Gunner's Mate	GM**	E03-E09
Gas Turbine Systems Technician	GS**	E03-E09
Hospital Corpsman	HM**	E03-E09
Hull Maintenance Technician	HT**	E03-E09
Interior Comm Electrician	IC**	E03-E08
Instrumentman	IM**	E03-E09
Intelligence Specialist	IS**	E03-E09
Journalist	JO**	E03-E09

TITLE	GRADE/RANK/RATE CODE	PAY GRADE*
Lithographer	LI**	E03-E09
Legalman	LN**	E05-E09
Master-At Arms	MA**	E04-E09
Molder	ML**	E03-E09
Machinist's Mate	MM**	E03-E09
Mineman	MN	E03
Machinery Repairman	MR**	E03-E09
Mess Management Specialist	MS**	E03-E09
Missile Technician	MT**	E03-E07
Musician	MU**	E03-E09
Navy Counselor	NC**	E06-E09
Opticalman	OM**	E03-E09
Operations Specialist	OS**	E03-E09
Ocean Systems Technician	OT**	E08-E09
Postal Clerk	PC**	E03-E09
Photographer's Mate	PH**	E03-E09
Patternmaker	PM**	E03-E07
Personnelman	PN**	E03-E09
Aircrew Survival Equipmentman	PR**	E03-E09
Quartermaster	QM**	E03-E09
Radioman	RM**	E03-E09
Religious Programs	RP**	E03-E09
Seaman Apprentice	SA	E02
Ship's Serviceman	SH**	E03-E09
Storekeeper	SK**	E03-E09
Signalman	SM**	E03-E09
Seaman	SN	E03
Seaman Recruit	SR	E01
Sonar Technician	ST**	E03-E09
Steelworker	SW**	E03-E08
Torpedoman's Mate	TM**	E03-E09
Utilities Constructionman	UC**	E09
Utilitiesman	UT**	E03-E08
Weapons Technician	WT**	E03-E09
Yeoman	YN**	E03-E09
Aviation Officer Candidate	AOC	E05
Naval Aviation Cadet	NAVCAD	E04-E05
Officer Candidate	OCUI	E05
Officer Candidate Nuclear Power	OCPO2C	E05
Officer Candidate Seaman Nuclear Power	OCPO3	E04
Officer Candidate Seaman	OCSN	E03
Aviation Reserve Officer Candidate	AVROC	E03-E05
U.S. Naval Academy Midshipman, Freshman, 4th Class	C4C	C00
U.S. Naval Academy Midshipman, Sophomore, 3rd Class	C3C	C00
U.S. Naval Academy Midshipman, Junior, 2nd Class	C2C	C00

<u>TITLE</u>	<u>GRADE/RANK/RATE CODE</u>	<u>PAY GRADE*</u>
U.S. Naval Academy Midshipman, Senior, 1st Class	C1C	C00
Midshipman	MIDN	E01-E03

* The pay grade corresponds to the grade/rank/rate code except for the condition when an individual is posthumously promoted. In that situation, the grade/rank/rate code will be one grade higher than the pay grade.

** The asterisk indicates additional character(s) in the grade/rank/rate code used by the Navy to specify the job and occupation of the enlistee. The complete grade/rank/rate code will be completed on Navy's DD Form 1300 (enclosure 3).

RELIGIOUS PREFERENCE CODES

The following table provides a list of religious preferences and an unique two position code. As an aid to users of this table, religious preferences with a common name are grouped by the common name (e.g. Baptist, Brethren, etc.). Although the same religious preference may appear in multiple religious categories, the religious code is the same.

<u>RELIGIOUS PREFERENCE</u>	<u>CODE</u>
NO PREFERENCE RECORDED	00
NO RELIGIOUS PREFERENCE	01
BAPTIST	
AMERICAN BAPTIST ASSOCIATION	CA
AMERICAN BAPTIST CHURCHES	06
AMERICAN BAPTIST CHURCHES IN THE USA	CI
AMERICAN BAPTIST CONVENTION	CH
BAPTIST BIBLE FELLOWSHIP	BB
BAPTIST GENERAL CONFERENCE	DD
BAPTIST MISSIONARY ASSOCIATION OF AMERICA	CD
CONSERVATIVE BAPTIST ASSOCIATION OF AMERICA	JF
GENERAL ASSOCIATION OF REGULAR BAPTIST CHURCHES	CG
INDEPENDENT BAPTIST BIBLE MISSION	07
INDEPENDENT BAPTIST CHURCHES	BE
NATIONAL BAPTIST CONVENTION OF AMERICA	DP
NATIONAL BAPTIST CONVENTION, USA, INC.	DQ
NORTH AMERICAN BAPTIST CONFERENCE	DR
PROGRESSIVE NATIONAL BAPTIST CONVENTION, INC	DT
SEVENTH DAY BAPTIST GENERAL CONFERENCE	DW
SOUTHERN BAPTIST CONVENTION	08
SOUTHWIDE BAPTIST FELLOWSHIP	BC
UKRAINIAN EVANGELICAL BAPTIST CONFERENCE	AJ
WORLD BAPTIST FELLOWSHIP	CJ
BAPTIST CHURCHES, OTHER	10
BRETHREN	
BRETHREN CHURCH	12
BRETHREN IN CHRIST FELLOWSHIP	BC
CHURCH OF THE UNITED BRETHREN IN CHRIST	JD
FELLOWSHIP OF GRACE BRETHREN CHURCHES	EJ
GENERAL CONFERENCE OF THE BRETHREN CHURCH	JS
PLYMOUTH BRETHREN	EK

CHURCH(S)

ADVENT CHRISTIAN CHURCH	DA
AFRICAN METHODIST EPISCOPAL CHURCH	DB
AFRICAN METHODIST EPISCOPAL ZION CHURCH	DC
AMERICAN LUTHERAN CHURCH, THE	GB
ANGLICAN ORTHODOX CHURCH, THE	BA
ASSOCIATE REFORMED PRESBYTERIAN CHURCH	LA
BIBLE PRESBYTERIAN CHURCH	BH
BIBLE PROTESTANT CHURCH	AB
BRETHREN CHURCH	12
CENTRAL BIBLE CHURCH	JT
CHRISTIAN CHURCH	24
CHRISTIAN METHODIST EPISCOPAL CHURCH	DE
CHRISTIAN REFORMED CHURCH	DF
CHURCH OF CHRIST	18
CHURCH OF GOD	20
CHURCH OF GOD (ANDERSON, IN)	DG
CHURCH OF GOD (CLEVELAND, IN)	JC
CHURCH OF GOD GENERAL CONFERENCE	DV
CHURCH OF GOD IN CHRIST	19
CHURCH OF GOD IN NORTH AMERICA	DH
CHURCH OF GOD OF PROPHECY	ED
CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS (LDS)	38
CHURCH OF THE NAZARENE	50
CHURCH OF THE UNITED BRETHREN IN CHRIST	JD
CONGREGATIONAL METHODIST CHURCH	AC
CUMBERLAND PRESBYTERIAN CHURCH	LB
EVANGELICAL CHURCH ALLIANCE, THE	47
EVANGELICAL CHURCH OF NORTH AMERICA	45
EVANGELICAL CONGREGATIONAL CHURCH	DJ
EVANGELICAL COVENANT CHURCH IN AMERICA	46
EVANGELICAL FREE CHURCH OF AMERICA	JJ
EVANGELICAL METHODIST CHURCH	JL
EVANGELICAL METHODIST CHURCH OF ICA	AD
FREE METHODIST CHURCH OF NORTH AMERICA	NB
FUNDAMENTAL METHODIST CHURCH, INC.	AE
GENERAL CONFERENCE OF THE BRETHREN CHURCH	JS
INTERNATIONAL CHURCH OF THE FOURSQUARE GOSPEL	JM
LUTHERAN CHURCH - MISSOURI SYNOD	GC
LUTHERAN CHURCH IN AMERICA	GA
METHODIST PROTESTANT CHURCH	AK
MISSIONARY CHURCH ASSOCIATION	JX
MISSIONARY CHURCH, THE	JR
MORAVIAN CHURCH	DM
ORTHODOX PRESBYTERIAN CHURCH, THE	LE
PENTECOSTAL CHURCH OF GOD OF AMERICA, INC	JP
PENTECOSTAL HOLINESS CHURCH	JQ
PRESBYTERIAN CHURCH IN AMERICA	LH
PRESBYTERIAN CHURCH IN THE UNITED STATES	LC
PRIMITIVE METHODIST CHURCH, THE	NC
PRIMITIVE METHODIST CHURCH, USA	DS
PROTESTANT EPISCOPAL CHURCH	26

PRESBYTERIAN COUNCIL FOR CHAPLAINS AND MILITARY PERSONNEL	LJ
REFORMED PRESBYTERIAN CHURCH, EVANGELICAL SYNOD	LF
UNITED PRESBYTERIAN CHURCH IN THE USA	LG
UNITED PRESBYTERIAN CHURCH, EVANGELICAL SYNOD	LD
OTHER	
ASSEMBLIES OF GOD	04
ASSOCIATED GOSPEL CHURCHES, THE	BO
ATHEIST	75
BUDDHISM	14
CONSERVATIVE JUDAISM	FB
EASTERN ORTHODOX CHURCHES	53
ELIM FELLOWSHIP	JH
ELIM MISSIONARY ASSEMBLIES	JV
FULL GOSPEL PENTECOSTAL ASSOCIATION, THE	55
GENERAL COMMISSION ON CHAPLAINS AND ARMED FORCES PERSONNEL	DO
GRACE GOSPEL FELLOWSHIP	05
HINDU	49
INDEPENDENT DENOMINATIONAL ENDORSING AGENCIES	EO
JEHOVAH'S WITNESSES	34
JUDAISM	36
MUSLIM	48
NATIONAL ASSOCIATION OF EVANGELICALS	JO
ORTHODOX JUDAISM	FC
PROTESTANT - NO DENOMINATIONAL PREFERENCE	72
REFORM JUDAISM	FA
SALVATION ARMY, THE	64
SEVENTH-DAY ADVENTISTS	02
TIOGA RIVER CHRISTIAN CONFERENCE	AH
UNITARIAN UNIVERSALIST ASSOCIATION	66
OTHER RELIGIONS	74
UNKNOWN	99

EDIT CRITERIA

A. General Procedures

1. This enclosure provides the edit criteria used to check the input data for the Department of Defense Worldwide Casualty System, herein referred to as the System.

2. The edit program processes the input data and performs the following operations on each record before updating the System:

- a. Checks all input data against the edit criteria.
- b. Documents all errors and aborts the records in error.
- c. Produces a data errors report.

3. The records that pass the edit criteria and agree with the information on the associated DD Form 1300, Report of Casualty, are updated to the System.

B. Code Checking Criteria

1. The transaction code instructs the System to add, delete, or change a record in the System. The edit program checks for the following unacceptable conditions:

- a. For an add transaction code of "A," the edit program checks for a duplicate Social Security Number (SSN) in the System. If a duplicate SSN is found, the record is aborted.
- b. For a delete transaction code of "D," the edit program checks the Name of Casualty, SSN, and Military Service Code. If the SSN is not found in the System or the Name of Casualty, SSN, or Military Service Code do not match what is in the System, the record is aborted.
- c. For a change transaction code of "C," the edit program checks the Name of Casualty and SSN. If the Name of Casualty and SSN are not found in the System, the record is aborted.

2. If the codes do not match the codes or formats specified in enclosure 8, the record is aborted. The following coded fields are checked:

Transaction
Report Type
Grade/Rank/Rate (see enclosure 7, attachment 1)
Military Service
Casualty Type
Casualty Status/Return to Military Control
Casualty Categories
Casualty Manner
Duty Status
Body Status

Race
Ethnic Group
Sex
Pay Grade

3. The Place of Casualty Code and Home of Record Code are compared to the geographic location codes in DoD 5000.12-M (reference (1)). The location codes are prescribed by data standard references (WA-SA), (ST-GA), and (CO-XV). The following procedure is followed:

a. Accept a "98" code for a classified place.

b. Compare the location code provided to the codes specified in the data standard references and, if the code does not agree, abort the record.

4. The following table provides the only valid casualty code combinations for the following data fields: Casualty Manner Code, Casualty Status Code, and Casualty Type Code.

MANNER	STATUS	TYPE
B (hostile action)	D or M	H (hostile)
T (terrorist activity)	D or M	H
A (accident)	D (dead)	N (nonhostile)
I (illness)	D	N
H (homicide)	D	N
S (self-inflicted)	D	N
P (determination pending)	D	N
M (missing)	M (missing)	N
U (undetermined)	D	N

C. Data Checking Criteria

1. Name of Casualty is checked and if the name contains numeric data, the record is aborted. All punctuation, such as ".", "-", and/or ",", are deleted and replaced with a blank.

2. The date data fields, year (YY), month (MM), and day (DD), are checked and if a date is not within acceptable ranges, the record is aborted.

a. Acceptable ranges for the Date of Casualty field are:

(1) The date (YYMMDD) is less than the computer system calendar date.

(2) MM equals one of the following 01 through 12.

(3) For MM = 02 (February), the DD is less than or equal to 29.
For MM = 04, 06, 09, or 11 (April, June, September, or November respectively),

the DD is less than or equal to 30. For MM - 01, 03, 05, 07, 08, 10, or 12 (January, March, May, July, August, October, or December respectively), the DD is less than or equal to 31.

b. Acceptable ranges for the Date of Birth field are:

(1) The date (YYMMDD) is less than the computer system calendar date.

(2) Birth YY is less than the calendar YY of the computer system calendar date minus 16.

(3) MM equals one of the following 01 through 12.

(4) For MM - 02 (February), the DD is less than or equal to 29. For MM - 04, 06, 09, or 11 (April, June, September, or November respectively), the DD is less than or equal to 30. For MM - 01, 03, 05, 07, 08, 10, or 12 (January, March, May, July, August, October, or December respectively), the DD is less than or equal to 31.

3. Social Security Number (SSN) is checked and if either of the following conditions exist the record is aborted:

a. SSN is not a nine digit number without hyphens, or

b. The System already contains a record with the same SSN, except for a delete or change transaction code.

INSTRUCTIONS FOR COMPLETING THE OFFICIAL COMBAT AREA INDIVIDUAL NAME
LISTING OF CASUALTIES. DD FORM 2346

Complete all applicable items. For uniformity, the instructions should be correlated with the definitions contained in this Instruction.

<u>Item</u>	<u>Instructions</u>
1a FROM (PERIOD COVERED)	Enter as day, month, and year. EXAMPLE: 23 MAR 92. Enter the beginning date for the period covered by this report. For weekly reports, this should be the date for the previous Sunday. For daily reports, this should be the date of the report.
1b TO (PERIOD COVERED)	Enter as day, month, and year. EXAMPLE: 03 JUN 93. Enter the ending date for the period covered by this report. For weekly reports, this should be the date of the previous Saturday. For daily reports, this should be blank.
2 BRANCH OF MILITARY SERVICE	Enter Army, Navy, Marine Corps, or Air Force to identify the reporting Service.
3 NAME OF OFFICIAL COMBAT AREA/ZONE	Enter the name used to identify the special circumstance, combat area, or zone applicable to the list of casualties contained on the report.
4a DATE OF CASUALTY	Self-explanatory. Enter as day, month, and year. EXAMPLE: 05 FEB 92.
4b NAME	Enter last, first, middle initial, and suffix, if any. EXAMPLE: Smith, Joseph D., Jr.
4c GRADE/RANK/RATE	Enter the military title or the abbreviation (grade/rank/rate code) for the military title. EXAMPLES: Colonel, Sergeant, LCP (Lance Corporal), LCDR (Lieutenant Commander).
4d SOCIAL SECURITY NUMBER	Self-explanatory. EXAMPLE: 123546789.
4e DATE OF BIRTH	Enter as day, month, and year. EXAMPLE: 04 JUL 68.
4f GROUP CODE	Enter, as applicable, one of the Group Codes, listed at the bottom of the form, which identifies the casualty group associated with the individual service member listed.

4g HOME OF RECORD

Enter the name of the city or town followed by the State, District of Columbia, or territory, if the United States, or the country, if not the United States. (See definition in enclosure 2.)

4h UNIT

Enter unit of assignment and location. EXAMPLE:
644th Tactical Fighter Squadron, Cannon AFB, NM. If classified, enter the word "Classified". If only the location is classified, enter unit of assignment and the word "Deployed". Classified information is not to be entered on this form.