



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
PSC BOX 8003
CHERRY POINT, NC 28533-0003

AirStaO 3040.3B
ADJ
9 Feb 07

AIR STATION ORDER 3040.3B

From: Commanding Officer, Marine Corps Air Station Cherry Point
To: Distribution List

Subj: CASUALTY PROCEDURES

Ref: (a) MCO P3040.4E
(b) MCO 5740.2F

1. To publish local procedures and responsibilities for administration of the Casualty Program for Marine Corps Air Station (MCAS) Cherry Point.

2. Cancellation. AirStaO 3040.3A.

3. Mission

a. When a reportable casualty occurs as defined by Chapter 3 of reference (a), the reporting unit to which the member was assigned will take full responsibility for ensuring all necessary action in both casualty reporting and casualty assistance is accurately completed in accordance with reference (a).

b. On occasions MCAS Cherry Point will be tasked by Headquarters, U.S. Marine Corps to make official notification for casualties not attached to a unit aboard MCAS Cherry Point. When notification of next of kin is required for personnel not attached to this Station, the assignment of a Casualty Assistance Calls Officer (CACO) will be tasked to the Commanding Officer, Headquarters and Headquarters Squadron or the Commanding Officer, Marine Transport Squadron One. This tasking will be made by the Station Adjutant during working hours or by the Command Duty Officer (CDO) during non-working hours.

4. Execution. Commanding Officers have the following responsibilities:

a. Ensure all casualties are reported and handled in strict compliance with reference (a).

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b. Ensure proper immediate phone liaison is made with Headquarters, U.S. Marine Corps (MRC) at (703) 784-9515 or (800) 847-1597 after normal working hours and also the Marine Corps Operations Center at (866) 476-2669 upon initial notification of a casualty within your command, no later than one hour after learning of the incident.

c. Ensure proper phone liaison is made to the Station Adjutant at (252) 466-2840/2540 during working hours or to the CDO at (252) 466-5236 during non-working hours upon initial notification of a casualty within your command.

d. Ensure that the Defense Casualty Information Processing System (DCIPS) Forward 4.0 is properly downloaded onto an appropriate amount (minimum of two - primary and alternate) of computers within your command.

e. Ensure all casualties are reported in the DCIPS Forward 4.0 as a Personnel Casualty Report (PCR) in accordance with reference (a).

f. Ensure there is always at least one mature, professional Officer and one Staff Noncommissioned Officer on hand trained in the duties and responsibilities of a CACO and ready to perform those duties and responsibilities as outlined in Chapter 4 of reference (a).

g. For clarification purposes, the PCR Report Number will be formatted as follows (MCC [022], unit alpha identifier ["A" for HQHQRON; "B" for VMR-1; "C" for CNATT; "D" for RSU], year [07, 08, 09, etc.], number of report [01, 02, 03, etc.]

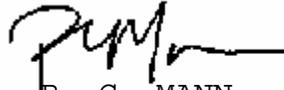
h. When required, in accordance with reference (b), the command also submits a Serious Incident Report (SIR) in addition to generation of a PCR.

5. Administration and Logistics. This Order is published electronically and can be accessed on-line via the MCAS Cherry Point website.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

b. Signal. This Order is effective the date signed.



R. C. MANN
By direction

DISTRIBUTION: A