

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

DIRECTIVE
Number 30-25

1 June 2004

PERSONNEL

HQ USEUCOM Casualty Reporting Procedures

1. **Summary.** This Directive establishes policies and procedures that standardize casualty reporting procedures for all staff personnel assigned to Headquarters, United States European Command (HQ USEUCOM).
2. **Applicability:** All personnel, both military and civilian, to include Department of Defense civilians, contractors, and command-sponsored family members, assigned to HQ USEUCOM.
3. **Suggested Improvements.** The proponent for this Directive is the Office of the Headquarters Commandant. Suggested improvements should be forwarded to HQ, USEUCOM, ATTN: ECCS-HC, Unit 30400, APO AE 09131-0400.
4. **References:**
 - a. DODI 1300.18, Military Personnel Casualty Matters, Policies and Procedures
 - b. AR 600-8-1, Army Casualty Operations/Assistance/Insurance
 - c. AF Instruction 36-3002, Casualty Services
 - d. NAVPERS 15607C, Casualty Assistance Calls Officer Handbook
 - e. MCO P3040.4E, Marine Corps Casualty Procedures Manual (MARCORCASPROC MAN)
 - f. CONDTINST M1770.1C, Coast Guard Decedent Affairs Guide
 - g. HQ USEUCOM Joint Operations Checklist 3-10, Death of a Service Member/Civil Servant/Related Family Member, dtd. 19 April 2004

5. General:

a. Each Directorate/Special Staff Office shall adhere to the provisions of this memorandum and ensure full compliance with appropriate Department of Defense and Service-related regulations.

b. As used herein, a casualty is defined as an individual assigned or attached to HQ USEUCOM (military, civilian, or command sponsored dependent), who is seriously ill, very seriously ill, wounded or injured, becomes physically absent and unaccountable, whose reporting status becomes duty status whereabouts unknown (DUSTWUN), or becomes deceased.

c. The procedures set forth in this memorandum are designed to supplement existing Service regulations and will not change, modify, or replace any existing component casualty operations regulation(s).

d. Handlers and recipients of personnel data associated with casualty reporting will closely safeguard the information to prevent inadvertent public release of the information contravention of privacy regulations. Public release of casualty information will under no circumstances occur prior to the official notification of the next of kin.

6. Responsibilities:

a. ECCS-HC (Headquarters Commandant) has overall responsibility for coordination with the Service involved with the Casualty Assistance Program at HQ USEUCOM and will:

(1) Notify/contact the Assistant Chief of Staff (ACOS).

(2) Notify/contact the Joint Operations Center Executive Officer (JOC XO); DSN (314) 430-5067/5065, Commercial: +49-711-680-5067/5065.

(3) Notify/contact the appropriate component casualty operations center.

(4) Notify/contact the 6th ASG.

b. The Assistant Chief of Staff (ACoS) will contact the Chief of Staff (CoS). The Headquarters Commandant will contact the CoS when the ACoS is incommunicado.

c. The EUCOM Plans and Operations Center JOC XO will immediately perform notification in accordance with JOC Checklist 3-10.

d. The 6th ASG (i.e. – PMO, TRICARE, Troop Medical Clinic, and/or Emergency Action Center), upon being notified of a casualty from any outside agency, will:

(1) Notify/contact the Headquarters Commandant.

(2) Notify/contact the EPOC JOC XO.

(3) In the event the casualty is a member of a tenant unit, notify the tenant unit's commander.

e. Casualties of personnel assigned to HQ USEUCOM and stationed in communities other than Stuttgart and Garmisch (i.e. – Offices of Defense Cooperation, etc.) will be reported directly to the EPOC JOC XO, who will in turn immediately perform notification in accordance with JOC Checklist 3-10.

7. **Procedures.**

a. Any person with knowledge of a casualty will report the information to the Headquarters Commandant (ECCS-HC).

(1) During duty hours (Monday through Friday, 0730 – 1630 hours), contact DSN (314) 430-4021; commercial: 0711-680-4021.

(2) During non-duty hours, to include holidays, training holidays, and weekends, contact the Commandant's Office Staff Duty Cell Phone, 0171-306-3322.

b. The Headquarters Commandant will immediately notify/contact the appropriate Service point of contact below, as well as the appropriate HQ USEUCOM Senior Service representative, to report any HQ USEUCOM military or civilian casualty.

(1) United States Army (USA): United States Army Europe (USAREUR) Casualty Office; 24 hours per day, 7 days per week; Commercial, 06202-80-7800/6145, or DSN (314) 379-7800/6145/9473/9472.

(2) United States Air Force (USAF): Contact the United States Air Force Europe (USAFE) Command Post; 24 hours per day, 7 days per week; Commercial, 06371-47-8200 or DSN (314) 480-8200.

(3) United States Navy (USN): Customer Service Desk (CSD), Patch Barracks, Building 2307, Room 415; during duty hours, DSN (314) 430-8208/7278; after duty hours, contact the Staff Duty, commercial cell, 0160-908-72154 or 0175-108-5347.

(4) United States Marine Corps (USMC): Marine Forces, Europe (MARFOREUR); during duty hours, commercial 011-49-413-2391/2393, or DSN 431-2391/393; after duty hours, contact the Command Duty Officer, commercial cell, 0171-133-71008.

(5) United States Coast Guard (USCG): Atlantic Area and 5th District Command Duty Officer; 24 hours per day, 7 days per week; U.S. commercial, (757) 398-6231, or DSN (312) 564-3700. If unable to reach the Atlantic Area and 5th District Command Duty Officer, contact the Coast Guard Headquarters Duty Officer; U.S. commercial, (202) 267-2100.

c. The Chief of Staff will determine the process for notifying the Combatant Commander and Deputy Combatant Commander, if applicable.

FOR THE COMMANDER:

/S/
JOHN B. SYLVESTER
LTG, USA
Chief of Staff

OFFICIAL:

WILLIAM L. KISER
Chief, Support Services

DISTRIBUTION:

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Information Flow for EUCOM Casualty

