ASO 3040.1D
ADJ
15 JUL 2025

AIR STATION ORDER 3040.1D

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: PERSONNEL CASUALTY REPORT (PCR) AND SERIOUS INCIDENT
       REPORT (SIR) NOTIFICATION PROCEDURES

Ref: (a) MCO 3040.4
       (b) MCO 3504.2A
       (c) MCIEAST-MCB CAMLEJO 3040.1E
       (d) MARADMIN 186/25

Encl: (1) PCR and SIR Mandatory Distribution Lists
       (2) Defense Casualty Information Processing System (DCIPS)
           Personnel Casualty Reports (PCR) Creation and Submission

1. Situation. The references and enclosures outline requirements and systems for reporting personnel casualties and serious incidents.

2. Cancellation. ASO 3040.1C.

3. Mission. To ensure proper reporting of PCR and operations event/incident report (OPREP-3) SIR notifications aboard Marine Corps Air Station (MCAS) New River, per the references and enclosures.

4. Execution

   a. Commander's Intent and Concept of Operations

      (1) Commander's Intent. To ensure accurate and timely reporting of casualties and serious incidents in accordance with the references.

      (2) Concept of Operations

         (a) This Order shall be used in conjunction with the references to ensure proper execution of PCRs and SIRs.

         (b) PCRs and SIRs shall be prepared at the lowest level capable (e.g. squadron, group, etc.) and shall be addressed per the enclosure.

   b. Tasks

      (1) Tenant Commanding Officers

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

(a) Establish a Casualty Affairs program and assign a Casualty Assistance Command Representative (CACR) in accordance with reference (a).

(b) Notify the HQMC Casualty Section (MFPC) at (800)-847-1597 immediately and release all PCRs via the Defense Casualty Information Processing System (DCIPS) - PCR Spreadsheet in accordance with this Order and the references and enclosures.

(c) Notify the Marine Corps Operations Center (MCOC) at (866) 876-2669 immediately and release all SIRs in accordance with this Order and the references.

(d) Notify the MCAS New River Command Duty Officer (CDO) of all reportable incidents per the references and enclosures.

(e) Distribute a copy of the released PCR and/or SIR through the chain of command in accordance with the enclosures.

(2) S-3

(a) Notify the Installation Commanding Officer (CO) and Executive Officer (XO) when an SIR is received or forthcoming concerning Air Station operations (e.g. training incidents, destructive weather, pandemic events, things falling off aircraft, Blue Dart, etc.).

(b) Notify the (MCOC) at (866) 876-2669 immediately and release all reportable Station operational SIRs via the global address lists (GAL) via email, per enclosure (1).

(c) Provide assistance to commands as required.

(3) Adjutant

(a) Establish an Installation Casualty Affairs Program and ensure you are appointed in writing as the Installation CACR.

(b) Inspect tenant command CACR programs and ensure appropriate training of CACR and Casualty Assistance Calls Officer (CACO) personnel.

(c) Provide assistance to commands as required.

(d) Ensure the CDO office has all current pertinent references and this Order easily accessible.

(4) Command Duty Officer (CDO). The CDO will:

(a) Ensure understanding of all pertinent material included in the CDO Binder regarding PCR and SIR reportable categories and incidents during every assignment to ensure compliance with the references on what is and is not reportable and proper procedures.

(b) Upon receiving notification of a casualty or serious incident, determine if the incident involves MCAS New River personnel, units, or facilities. If not, refer the matter immediately to the appropriate command. If so, gather all pertinent information necessary to include in the PCR or SIR and notify the below personnel in the order indicated:

1. Tenant command leadership

2. Station XO

3. Station Adjutant or Deputy Adjutant

4. Station S-3 and/or Safety

5. Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) CDO

5. Administration and Logistics

a. Summary of Revision. This Order and reference (d) direct new reporting requirements via the DCIPS-PCR Spreadsheet and should be thoroughly reviewed.

b. The references and the enclosure will be utilized to report all PCRs and SIRs.

6. Command and Signal

a. Command. This Order is applicable to all tenant commands.

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

G. W. BURNETT

DISTRIBUTION: B

3

PCR AND SIR MANDATORY DISTRIBUTION LISTS

PCRS

GENERATE PCR PER THE REFERENCES & SEND VIA EMAIL TO THE FOLLOWING GAL:

TO:
  1. CASUALTY.SECTION@USMC.MIL
CC:
  1. MCICOM WATCH OFFICER, MCICOM.WATCH@USMC.MIL
  2. CDO.MCBLEJEUNE.FCT@USMC.MIL
  3. MCB_CAMLEJ_CASUALTY@USMC.MIL
  4. CDO.NEWRIVER.FCT@USMC.MIL
  5. MCIEAST_MCB_ADJ@USMC.MIL
  **6-8. MCIEAST-MCB CAMLEJ LEADERSHIP: DEPUTY COMMANDER, CHIEF OF STAFF, SGTMAJ
  **9-13. MCAS NEW RIVER LEADERSHIP: STATION CO, XO, SGTMAJ, ADJUTANT, AND DEPUTY ADJUTANT
  **14-16. IMMEDIATE CHAIN OF COMMAND LEADERSHIP (CO, XO, SGTMAJ)

OPREP-3 SIRS

GENERATE VIA NAVAL MESSAGE FORMAT PER REFERENCE (B) & SEND VIA EMAIL TO THE FOLLOWING GAL:

TO:
  1. HQMC OPERATIONS WATCH OFFICER, HQMC.MCC1@USMC.MIL
  2. HQMC OPERATIONS WATCH CHIEF, HQMC.MCC2@USMC.MIL
  3. HQMC OPERATIONS WATCH ASSISTANT, HQMC.MCC3@USMC.MIL
CC:
  1. MCICOM WATCH OFFICER, MCICOM.WATCH@USMC.MIL
  2. CDO.MCBLEJEUNE.FCT@USMC.MIL
  3. CDO.NEWRIVER.FCT@USMC.MIL
  4. MCIEAST_MCB_ADJ@USMC.MIL
  **5-7. MCIEAST-MCB CAMLEJ LEADERSHIP: DEPUTY COMMANDER, CHIEF OF STAFF, SGTMAJ
  **8-14. MCAS NEW RIVER LEADERSHIP: STATION CO, XO, SGTMAJ, S-3, SAFETY, ADJUTANT, AND DEPUTY ADJUTANT
  **15-17. IMMEDIATE CHAIN OF COMMAND LEADERSHIP (CO, XO, SGTMAJ)

NOTE: **LEADERSHIP POINTS OF CONTACT WILL CHANGE; ENSURE YOU HAVE THE CURRENT, CORRECT NAMES VERIFIED.

Enclosure (1)

Defense Casualty Information Processing System (DCIPS)

Personnel Casualty Reports (PCR) Creation and Submission

Last Updated 26 November 2024

For questions / concerns regarding Casualty Reports, please contact:

☎ 703-784-9512 Option 1 or 1-800-847-1597

E-mail: casualty.section@usmc.mil

To access DCIPS Spreadsheet Templates and casualty-related references, please go to the following site:

https://www.manpower.marines.mil/Marine-and-Family-Programs/Military-Personnel-Services/

References:
- MCO 3040.4- MARINE CORPS CASUALTY ASSISTANCE PROGRAM (SHORT TITLE: MARCORCASASTPRO)
- DODI 1300.18 Incorporating Change 2, Effective March 29, 2023- Military Personnel Casualty Matters, Policies, and Procedures
- MCO 4400.201 Vol. 13- Personal Effects
- Joint Travel Regulation

DCIPS-PCR Creation

The following job aid provides Personnel Casualty Report (PCR) creation and submission guidance for all units. This guidance has been updated to align with USMC's transition from DCIPS-FWD to DCIPS-PCR. There are two methods for reporting casualties: individual and multiple casualties. Two formatted Excel spreadsheets are available to the end-user to create casualty reports and provide internal routing/review capabilities before submission to the HQMC Casualty Section. Templates for PCR spreadsheets are located on the HQMC Casualty website, (i.e., CasRptIndividual-MethodOne-Template(V1).xlsx and CasRptMupltiple-MethodTwo-Template(V2).xlsx. HQMC will not accept PCRs submitted directly through the DCIPS-PCR website or DCIPS FWD. PCRs will only be accepted when processed per the below guidance.

*** DO NOT CHANGE OR MANIPULATE THE SPREADSHEET'S FORMATTING, AS THIS WILL MAKE IT NON-FUNCTIONAL IN DCIPS. EDITS SHOULD ONLY BE MADE TO REPORT DATA FIELDS***

ALL GRAY DATA FIELDS MUST BE COMPLETED BEFORE SUBMISSION

The "Individual Casualty Report Import Spreadsheet (Method 1)" is designed for reporting individual casualties and must contain all relevant information. Additionally, the spreadsheet used for the initial report can also be utilized to generate supplemental reports, such as status changes and progress updates. This is achieved by adding a new column to the original casualty report, as illustrated in Figure 1 below.

Defense Casualty Information Processing System (DCIPS)

Casualty Report Individual Import Spreadsheet (Version 1)

DO NOT DELETE ANY ROWS.
ADDITIONAL COLUMNS MUST PERTAIN TO SAME INDIVIDUAL AS IN COLUMN B. | Copy column and **Insert Copied Cells** to the Column to the right to create a supplement.

REPORT DATA ELEMENTS		
Created Date Time	Initial Report Data	STACH/PROG Data
Field Report Type		
Case #		
Field Report Number		
Last Name		

Figure 1.

The "Multiple Casualty Report Import Spreadsheet (Method 2)" is designed for reporting incidents involving multiple casualties. This spreadsheet should be used when detailed information about each casualty is limited, and the urgency of operations would cause unacceptable delays in reporting to the Service Casualty Office. Method 2 includes ten essential fields of information that must be reported immediately for initial awareness. Please note that this spreadsheet is intended for one-time initial reports only and should not be used for supplemental casualty reports.

Enclosure (2)

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After submitting the initial Method 2 spreadsheet, each casualty's
(Method 1) spreadsheet should be completed as soon as possible.

DCIPS-PCR Submission

After the submitter completes the appropriate spreadsheet, the
document can be reviewed via the command. Once the internal review is
finished, the submitter will email the spreadsheet as an attachment to
CASUALTY.SECTION@USMC.MIL. The subject line of the email must be
formatted as follows:

For single casualty events:
Report Type-Casualty Type-Status-Rank Last Name, First Name-Unit of Assignment
Ex: INIT-ILL-INJURED-VSI-LCPL LNAME FNAME MI 7TH ESB
SUPP-DECEASED-LCPL LNAME FNAME MI 7TH ESB

For Multiple casualty events:
Multi-Cas-Generic Event Descriptor-Unit
Ex: MULTI-CAS-JLTV ROLLOVER-31ST MEU

For single casualty submission following a Multi-Casualty incident:
Report Type-Casualty Type-Status-Rank Last Name, First Name-Unit of Assignment, Generic Event Descriptor
Ex: INIT-ILL-INJURED-VSI-LCPL LNAME FNAME MI 7TH ESB 31st MEU-JLTV ROLLOVER

Upon receipt, HQMC Casualty will review the PCR to ensure its
accuracy and confirm that all required information is included.

***PCR spreadsheet templates are available on the Casualty Operations
Website with the necessary verbiage pre-filled. All information in the
Circumstances and Remarks sections must be included.

If corrections are necessary, a Casualty Operations Case Manager
will respond to the email with the required changes. The unit will
then make the corrections to the spreadsheet and resubmit it. Once the
corrections are approved, a Casualty Operations Case Manager will send
an approval message. This response will include the appropriate
address for the release distribution list, where the unit should send
the finalized spreadsheet.

***Spreadsheets are not to be sent to any distribution list other than
casualty.section@usmc.mil, before being approved by HQMC Casualty.

***PCRs are not considered officially released until delivered to the
appropriate casualty distribution list provided in approval email.

Spreadsheets that have been approved by HQMC Casualty should be
kept on file locally for generating future PROG/Supp reports

Enclosure (2)

DCIPS-PCR Processing

Once a spreadsheet is officially released to the designated distribution list, HQMC Casualty will upload the report into the DCIPS repository. Once it is ingested into DCIPS, the PCR becomes an official casualty record. After the case is uploaded, HQMC Casualty will generate a Notification of Casualty (NOC) or Notification of Death (NOD), as appropriate. This document will be redacted and provided to the Next of Kin (NOK) in cases involving ill or injured Marines, and to Casualty Assistance Calls Officers (CACOs) in cases of deceased Marines. Additionally, HQMC Casualty will respond to the approved PCR email sent to the distribution list, providing all recipients with a PDF copy of the NOC/NOD.

This is the submitting unit's official casualty record document and must be locally maintained for 6 years in accordance with the Casualty Assistance Program Inspection Checklist. These documents are subject to records management regulations and FOIA.

Useful Tips for Submitters

Inserting Data into Spreadsheets:

FIELD REPORT NUMBER: This is a number generated by the unit submitter to internally track unit casualty reporting.

INCIDENT DATE TIME. The Incident Date and Time can be entered in various formats, but it typically follows the civilian date and time format: mm/dd/yyyy hh:mm AM/PM. The time can be entered in either civilian or military time. It is important to note that the colon is significant and must be included; for example, use 15:00 (not 1500) or 8:00 AM (not 800 AM). You can toggle between military and civilian formats by double-clicking in the Incident Date cell. Additionally, the Excel formula bar will display the date and time format you've chosen. Be mindful that the spaces between the date, time, and AM/PM are significant, as well as the colon separating hours and minutes.
Examples:
11/2/2021 15:00
11/2/2021 3:00 PM
2 Nov 2021 15:00
Or
11/2/2021 08:00
11/2/2021 8:00 AM
2 Nov 2021 8:00 AM
Tabbing out of the cell will reformat the date/time according to the Excel formatting rules. You can view the date entered by double clicking in the cell or viewing in the Excel formula bar.

Increasing character limit in circumstances/remarks section

Select the down symbol on the formula bar.

Opens larger area to type into

Click on Circumstances cell to update cell.

Useful Definitions (per MCO 3040.4)

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.

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.

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.