



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
BaseO 3040.1A Ch 2
ADJ
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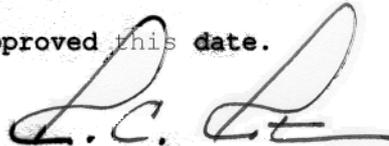
BASE ORDER 3040.1A Ch 2

From: Commanding General, Marine Corps Base Hawaii
To: Distribution List

Subj: CASUALTY PROCEDURES WITHIN MARINE CORPS BASE HAWAII

Encl: (1) New page inserts to the basic Order

1. Purpose. To transmit new page inserts to the basic Order.
2. Pen Change. Not applicable
3. Action. Insert page 5 and 6 to the basic Order.
4. Summary of Change. These new page inserts are aimed at enhancing casualty procedures aboard Marine Corps Base Hawaii.
5. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.
6. Certification. Reviewed and approved this date.


R. C. ROTEN
Deputy Commander

Distribution: A

10. Headquarters Battalion (HQBN) and the Marine Corps Air Facility (MCAF) as well as main supporting commands (e.g. 3d Marines, CSSG-3, 1st Radio Battalion, MAG-24) will ensure casualty assistance calls officers (CACO) are identified organic to their commands and that standard operating procedures have been developed for casualty notification and assistance.

11. Training

a. Headquarters Marine Corps (MRC) provides training to personnel designated as CACO three ways:

(1) MTT visits to bases and stations (or as requested).

(2) Internet-based training via the HQMC Internet-site (Manpower and Reserve Affairs Internet-link).

(3) The CACO Guide and 24-hour support.

b. CACOs should ensure training has been completed prior to assuming duties.

12. Action

a. CACO, Marine Corps Base Hawaii (MCBH)

(1) Maintain updated roster of CACOs aboard MCBH. Ensure the roster includes rank, name, unit, and contact information.

(2) Serve as coordinator with CACOs assigned to Headquarters Battalion (HQBN) and the Marine Corps Air Facility (MCAF) to provide support to main supporting commands as required.

(3) Serve as liaison between HQBN and MCAF and main supporting commands in order to facilitate information when required.

(4) Provide semi-annual CACO training and/or coordinate with HQMC (MRC) for MTT visits.

b. HQBN and MCAF. Initial notification to PNOK should be made not later than 12 hours from the time a casualty has occurred. Although HQMC (MRC) will make the final determination on which unit will perform requisite CACO duties, HQMC and MCAF should be ready and willing to act (e.g. in situations where "mass casualties" have occurred, main supporting commands may not always have the necessary manpower to conduct initial notification procedures within the 12-hour timeframe. Accordingly, assistance may be requested from either HQBN or MCAF).

(1) In order to quickly fulfill responsibilities associated with CACO, a recall roster of personnel in the ranks of Captain and above should be maintained and updated at all times. The officers listed will comprise the MCBH CACO Roster.

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(2) At least six of these designated officers will be in a "stand-by" status where they can be recalled quickly to fulfill CACO functions, particularly with "initial notification." CACOs will be in a "stand-by" status for two-week, rotating intervals at a time and will be managed by the respective HQBN and MCAF CACO.

(3) Provide updated CACO roster to the CACO, MCBH on a quarterly basis, or as necessary.

b. CACOs, Main Supporting Commands. Request that updated CACO rosters be provided to the CACO, MCBH on a quarterly basis, or when necessary.