

## MILPERSMAN 1770-040

### REPORTING THE DEATH OF NON-ACTIVE DUTY SAILORS

<b>Responsible Office</b>	OPNAV (N135C)	Phone	DSN:	882-2501
		TOLL FREE WITHIN U.S.		(800) 368-3202
			COM:	(901) 874-2501
			FAX:	882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC
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<b>References</b>	(a) DoD Instruction 1300.18 , Personnel Casualty Matters, Policies, and Procedures of 8 Jan 08
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1. This article covers reporting procedures for the following:
  - a. Naval Reserve;
  - b. Delayed Entry Program (DEP);
  - c. Naval Reserve Officers' Training Corps (NROTC);
  - d. Fleet Reserve and retired;
  - e. Temporary/Permanent Disability Retired List (TDRL/PDRL);and,
  - f. Sailors who die within 120 days of release from active duty.

1. **Policy**. The death of a Sailor must be reported in order to ensure his or her name is removed from the rolls of the Department of the Navy, his or her record is closed, his or her account is (if applicable) settled, and prompt action is taken to assist surviving family members in applying for survivor benefits.

2. **Reporting Requirement**.

a. **Navy Reserve (drilling reservists)**. The Commanding Officer (CO) of the Navy Reserve unit must submit a Personnel Casualty Report (PCR) per MILPERSMAN 1770-030, notify Navy

Personnel Command (NAVPERSCOM), Reserve Personnel Management Division (PERS-912) at 1-866-827-5672.

b. **Navy Reserve personnel (retired without pay).** If Reserve Component Survivor Benefit Plan (RCSBP) coverage was elected, survivors should contact NAVPERSCOM (PERS-912) at 1-866-827-5672.

c. **Delayed Entry Program (DEP).** The recruiting district of a Sailor in DEP must submit a PCR per MILPERSMAN 1770-030.

d. **Naval Reserve Officers' Training Corps (NROTC).** The CO of the NROTC unit must submit a PCR per MILPERSMAN 1770-030 **only** for midshipmen deaths occurring while attending field or at-sea training.

e. **Fleet Reserve and Retired.** The CO of any naval activity who receives information of the Sailor's death **or** the Regional Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program coordinator is responsible for submitting the PCR. **Submit PCR completing items ALPHA, BRAVO, DELTA and FOXTROT only.** In addition to submitting the PCR, notify the Defense Finance and Accounting Service - Cleveland Center (DFAS-CL) at 1-800-321-1080; OPNAV (N135C) at 1-800-368-3202; and, if USNR, NAVPERSCOM (PERS-912) at 1-866-827-5672.

f. **Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL).** The CO of any naval activity who receives information of the Sailor's death **or** the Regional CAC/FHS Program coordinator is responsible for submitting the PCR. **Submit PCR by completing items ALPHA, BRAVO, DELTA and FOXTROT only.** In addition to submitting the PCR, notify DFAS-CL at 1-800-321-1080 and OPNAV (N135C) at 1-800-368-3202. Also, notify NAVPERSCOM, Disability/Retirement/Limited Duty Division (PERS-821) at (901) 874-4703/3229 or 1-866-827-5672.

g. **For all Sailors who die within 120 days of release from active duty.** The CO of any naval activity who receives information of the Sailor's death **or** the Regional CAC/FHS Program coordinator is responsible for submitting the PCR. Submit a **complete** PCR per MILPERSMAN 1770-030.

3. **Casualty Assistance.** In all of the above cases, if the command is unable to provide additional assistance requested by

the surviving family, the command should report this to OPNAV  
(N135C) at 1-800-368-3202.