



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

YOKOTAABGM36-02

23 Mar 2012

MEMORANDUM FOR ALL YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC
Unit 5078
APO AP 96326-5078

SUBJECT: Communicating deaths and/or serious injuries

Releasability: There are no releasability restrictions on this publication

By Order of the Commander, 374th Airlift Wing, this is a 374 AW Guidance Memorandum immediately implementing guidance on communicating deaths and/or serious injuries of Team Yokota members through official DoD channels only. Compliance with this memorandum is mandatory. To the extent its direction is inconsistent with other Air Force Publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

1. The death or serious injury of an Airman is one of the most challenging events for a unit. The notifications to family members must not only be timely, but delivered appropriately. In the case of death, the Air Force provides specially trained casualty notification teams to attend to both the emotional needs of family members and to answer important beneficiary questions. Unfortunately, at some bases, families of casualties have received death or serious injury notifications through emails from unit members or read posts on public sites such as Facebook. This type of premature notification needlessly adds to a family's suffering and fails to provide the support we have to offer.
2. AFI 36-3002, *Casualty Services*, mandates that no casualty information may be released to the media or general public until 24 hours after the notification of next of kin.
3. While the 374th Airlift Wing has not experienced this problem, I am concerned that it could become an issue. This memorandum outlines my guidance:
 - a. When an Airman dies or is seriously injured, Yokota Air Base personnel are prohibited from contacting that Airman's family members or discussing the death or injury with them until after the Air Force makes the official notification.

b. Yokota Air Base personnel will not discuss or disseminate any information regarding death or serious injury via social media until 24 hours after the Air Force makes the official notification.

4. The death or serious injury of a family member or loved one is a very difficult time. This guidance will ensure that families are given the proper support during this time and their suffering is not needlessly increased.

Ensure all records created as a result of processes prescribed in this memorandum are maintained in accordance with AF Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

The guidance in this memorandum becomes void after 180 days have elapsed from the date of this memorandum, or upon release of an AF publication incorporating the guidance, whichever is earlier.

PAUL E. FEATHER, Colonel, USAF
Commander
374th Airlift Wing