



DEFENSE LOGISTICS AGENCY
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REPLY
REFER TO

DSCC-K

FEB 14 2002

MEMORANDUM FOR ALL DSCC DIRECTORS AND OFFICE CHIEFS

SUBJECT: Reporting Requirements in Event of the Death of a Civilian Associate

The death of an associate has a serious impact on the DSCC family. We have an important responsibility to provide assistance to the next of kin, the family, and co-workers. The purpose of this memorandum is to update the procedure to follow upon the death of a civilian associate. The procedure is as follows:

a. The first level supervisor will immediately report the death of an associate to the Director or Office Chief, who will notify the Command office (2-2166), DSCC-K (2-2224), the Employee Assistance Office (2-2000), and the HROC (2-0200). The first level supervisor will initiate the Request for Personnel Action (RPA), formerly known as the SF-52 action.

b. The Director/Office Chief will expeditiously forward written notification to Command, DSCC-K, and the HROC. The notification must include:

- (1) Associate's name and social security number
- (2) Associate's position title, series, grade, and organizational symbol
- (3) Date, place, and circumstances of death
- (4) Name, home address, and relationship of next of kin
- (5) Name, address, and telephone number of mortuary
- (6) Date and place of funeral services and interment
- (7) Name and number of person to contact for more information and assistance

c. The appropriate directorate office will prepare a condolence letter for the next of kin, to be signed by the DSCC Commander.

This procedure is effective immediately. If you have any questions, please contact your servicing Employee Relations Specialist or call 2-2224 to be referred.

Charles L. Renfro

CHARLES L. RENFRO
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Chief of Staff