

BY ORDER OF THE
COMMANDER

HEADQUARTERS, UNITED STATES FORCES, JAPAN
USFJ INSTRUCTION 36-3002



28 October 2010

Personnel

LETTERS OF CONDOLENCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: USFJ/J11 (J11orgbox@usfj.mil)
Supersedes USFJ Instruction, 28 April 2002

Certified by: USFJ/J1 (COL Richard Shepard)
Pages: 4
Distribution: A

PURPOSE: This instruction supports Department of Defense Instruction DoDI 1300.18 (18 Dec 00); designates the United States Forces, Japan (USFJ)/J1 as the point of contact for military condolence letter matters; establishes policies and procedures; and delegates authority and responsibilities within USFJ.

SUMMARY OF REVISIONS: Changed OPR and reviewed for currency. Attachment 2 was updated to the most current format.

1. **Scope:** Applicable to HQ USFJ staff and all components in Japan.
2. **Policy:** It is the policy of the Commander, U.S. Forces, Japan (COMUSJAPAN) to provide a condolence letter to the Next of Kin (NOK) of military members assigned to USFJ. This is in addition to the unit/installation commander's condolence letter(s) and not in place of.
3. **Responsibilities:**
 - 3.1. USFJ/J1 is responsible for:
 - 3.1.1. Monitoring USFJ Significant Event Roster generated by USFJ Joint Operations Center (JOC) for any death notices. The USFJ Significant Events Report is considered the primary source for death notices.
 - 3.1.2. Acquiring the needed information from the deceased member's unit per the Data Collection Worksheet (Atch 1).
 - 3.1.3. Staff the condolence letter, on General Officer stationary (Atch 2), to COMUSJAPAN and forward signed letter to the current address for the NOK upon confirmation that unit/installation commander has sent his/her respective condolence letter.
 - 3.1.4. If deceased member is married, the data collection worksheet will include information on the spouse for condolence letter.

3.1.5. If deceased member is single and parents are alive, the Data Collection Worksheet will include information on the parents for the condolence letter. Note: If parents are alive but divorced, a separate Data Collection Worksheet must be prepared. In this case, COMUSJAPAN will sign two condolence letters, which will be handled as one staff package to ensure simultaneous mailing.

3.2. Unit Commander Responsibility:

3.2.1. When requested, relay the required worksheet information to USFJ/J1 within 24 hours after the event or prior to unit commander's letter going out.

3.3. Determine if circumstances make it inappropriate for COMUSJAPAN to provide a condolence letter.



W. Blake Crowe
Brigadier General, U.S. Marine Corps
Deputy Commander

Attachments:

1. USFJ Data Collection Worksheet
2. Sample Condolence Letter

ATTACHMENT 1

USFJ Condolence Letter
Data Collection Worksheet

RATE/GRADE OF DECEASED _____

NAME OF DECEASED _____

AGE _____

UNIT/INSTALLATION CONDOLENCE LETTER SENT TO:
(Circle)

HUSBAND WIFE MOTHER FATHER OTHER (describe)

FULL NAME OF RECIPIENT _____

ADDRESS OF RECIPIENT _____

DATE CONDOLENCE LETTER SENT BY UNIT/INSTALLATION COMMAND _____

NAMES OF CHILDREN IF ANY _____

DECEASED JOB DESCRIPTION _____

CAUSE OF DEATH _____

PLACE OF BIRTH _____

DATE OF BIRTH _____

DATE ENTERED SVC _____

ALCOHOL RELATED: YES NO

ATTACHMENT 2

COMMANDER
HEADQUARTERS UNITED STATES FORCES, JAPAN
UNIT 5068
APO AP 96328-5068

Mrs. Jane E. Doe
PSC XX Box XXXXX
APO AP 96XXX

Dear Mrs. Doe

Members of this command join me in expressing to you (*and your family*) our deepest condolences on the tragic loss of your husband, SSgt John Doe.

Soldiers, Sailors, Airmen, and Marines make a valuable contribution to peace and security all over the world. You can be proud of the devotion to duty that characterized your husband's service to our country. As members of a grateful Nation and the extended United States Military family, we share your grief and your loss.

Sincerely

BURTON M. FIELD,
Lieutenant General, USAF