UNITED STATES MARINE CORPS
1ST MARINE AIRCRAFT WING
UNIT 37101
FPO AP 96373-7101

SSIC
CO
DD MMM YY

From: Commanding Officer, Marine Wing Headquarters Squadron 1
To: Rank First MI. Last EDIPI/MOS USMC

Subj: APPOINTMENT AS THE SUPPORTING TEAM OFFICER IN CHARGE IN THE CASE OF A SUICIDE-RELATED EVENT ON DD MONTH YEAR

Ref: (a) DODI 6490.16 CH 2
(b) MCO 1720.2A Marine Corps Suicide Prevention Program
(c) MCO 3040.4 Marine Corps Casualty Assistance Program

Encl: (1) ACMC 8 Day Brief

1. Per the references, you are hereby appointed to serve as the supporting team Officer in Charge (OIC) for a suicide/suspected death by suicide/attempted suicide on DD Month Year.

2. As the support team OIC, you are responsible for the following:

a. Collecting, examining, and recording information for the Assistant Commandant of the Marine Corps (ACMC) 8-day brief, enclosure (1), and the DODSER.

(1) Consider collecting safety and military records, social media posts and activity, and training records.

b. Coordinate with the medical officer in collecting medical information. You are required to adhere to Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act policies.

c. Work in conjunction with established investigative bodies (e.g. JAG, NCIS, or civilian authorities) to collect and record accurate information for the DODSER.

d. Submit the 8-day brief and DODSER in accordance with the submission deadlines contained in references (a) and (b).

3. This appointment will remain in effect until submission and acceptance of the DODSER via the Armed Forces Medical Examiner System.

J. M. GEISLER