



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1771.1B
MRPC
SEP 19 2008

MARINE CORPS ORDER 1771.1B

From: Commandant of the Marine Corps
To: Distribution List

Subj: COLLECTION OF DEOXYRIBONUCLEIC ACID (DNA) REFERENCE SPECIMENS
TO AID IN REMAINS IDENTIFICATION

Ref: (a) DOD Instruction 5154.30, "Armed Forces Institute of
Pathology Operations," March 18, 2003
(b) 5 U.S.C. 552a
(c) SECNAVINST 1730.8A

Encl: (1) Armed Forces Repository of Specimen Samples for the
Identification of Remains (AFRSSIR) Collection Instructions
(2) Privacy Act Statement

1. Situation. To publish guidance and standard operating instructions for commanders, medical personnel and administrative personnel regarding the collection of DNA within the Marine Corps, in accordance with references (a) and (b) to aid in remains identification.

2. Cancellation. MCO 1771.1A.

3. Mission

a. This Order provides policy for the collection of DNA within the Marine Corps in accordance with the Assistant Secretary of the Defense for Health Affairs (ASD (HA)) policies as outlined in reference (a). All personnel will provide DNA samples in compliance with this Order to aid in the identification of remains and establish a registry to carry out those policies.

b. The ASD (HA) established the DOD Registry and Specimen Repository for remains identification. The establishment of the DOD DNA Registry and Specimen Repository does not preclude the need for the other procedures for remains identification such as fingerprint comparison, serological analysis, or medical and dental radiograph comparisons.

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19 Sep 2008

c. Each of these procedures should be utilized to the greatest extent possible in ensuring the accurate identification of remains and the expeditious return of remains to the next of kin for disposition or interment.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that DNA specimens are collected from all Marine Corps personnel.

(2) Concept of Operations

(a) Policy. The Assistant Secretary of the Navy has mandated that DNA specimens be collected and placed on file with the Repository for Active Duty and Reserve personnel.

(b) Specimen Collection. Specific guidance for the collection of DNA is contained in enclosure (1). Collection will be obtained from:

1. All newly enlisted Marines during in-processing at the Marine Corps Recruit Depots. A DNA specimen will be collected from all newly commissioned Marine Officers while attending The Basic School. A DNA specimen will be collected from all midshipmen at the U.S. Naval Academy or Naval Reserve Officers Training Corps (NROTC) during pre-commissioning physicals.

2. All personnel during their annual Preventive Health Assessment (PHA), if a DNA sample is not already on file.

3. Members of the Selected Marine Corps Reserve (SMCR) during the annual training cycle, if a DNA sample is not already on file.

4. Active Duty/Reserve members that currently do not have a DNA sample on file with the Repository when identified by unit commanders or the CMC (MRPC).

(c) Specimen Processing

1. Specimen collection kits can be requisitioned through the local Naval Hospital or by contacting the Repository directly.

2. Questions concerning additional collection kits, supplies or these collection instructions and techniques should be directed to the AFRSSIR at commercial (301) 319-0366 or DSN 285-0366.

19 Sep 2008

3. Specimen collection and processing must be conducted using care to prevent contamination of the specimen and to ensure accuracy of personal information that is placed on the form.

4. The specimens can be mailed by the U.S. Postal Service or shipped by an express carrier. If shipment cannot be sent immediately, the shipment should be stored in a cool, dry environment away from direct heat. Specimens must be mailed within 10 days of collections. If stored under the above conditions, mail to the following address:

ARMED FORCES INSTITUTE OF PATHOLOGY
ATTN: AFRSSIR
16050 INDUSTRIAL DRIVE, SUITE 100
GAITHERSBURG, MD 20877

(d) Waiver Requirement Based on Religious Accommodation

1. Waivers to the mandatory DNA specimen sample requirement may be granted by CMC.

2. Waiver requests will be submitted to the CMC, Attn: Deputy Commandant for Manpower and Reserve Affairs (DC M&RA) who is the waiver authority for the Marine Corps. When determining whether to grant a request for a waiver on religious grounds, consider the five factors contained in reference (c), and the following guidance:

a. Regarding the importance of the military requirement, the Armed Forces DNA Repository is designed to carry out the military need to quickly and accurately identify remains of Servicemembers. The Repository fulfills a particularly strong purpose for Servicemembers assigned to combat units and hazardous duty positions, or who are in a deployment status.

b. Regarding the religious importance of the accommodations to the requestor, emphasis should be placed on evidence, particularly that provided by third parties, of the member's well-established adherence to religious beliefs that conflict with the provision of specimen samples to the DNA Repository. Also, consider that the overriding use of the specimen sample in the Repository is for the identification of remains, that DNA analysis is not conducted on the specimen unless necessary for identification of remains or for other narrowly defined purposes, and that the specimen sample will be destroyed at the request of the member upon completion of military service.

c. Regarding the cumulative impact of repeated accommodations of a similar nature and previous treatment of similar requests, consider whether granting an accommodation sets precedent that could adversely impact other DOD medical policies and programs including mandatory pre-deployment processing, medical screening activities, HIV testing, and medical surveillance program serum collection.

(e) Refusal to Provide a DNA Specimen. This is a punitive Order. Failure to obey the provisions of this Order may result in administrative or disciplinary action.

(f) Privacy Act Statement. Pursuant to Section 552a(e) of reference (b), a copy of enclosure (2) shall be provided to all Marine Corps personnel upon the collection of DNA specimens.

b. Subordinate Element Missions

(1) Commanders shall:

(a) Ensure that this collection is complete from all personnel within their commands and the DNA specimens have been collected from all personnel prior to deployment into a hostile fire or imminent danger zones. Verification that a specimen has been provided, and is on file at the Repository, can be accomplished by the following:

1. Querying unit Medical Readiness Reporting System (MRRS), or the local DEERS Database; or

2. Sending an ASCII text file with name and Social Security Number (nine digits, no spaces/hyphens) of each member in the command directly to the Repository. For submission requirements visit, <http://www.afip.org/consultation/repository/> or call (301) 319-0366, DSN 285-0366.

(b) There are a portion of specimens that are received at the repository and rejected because of incomplete or missing/wrong information or insufficient sample. Such specimens will not be accepted into the system. Therefore, unverified annotations in health records should not be considered sufficient evidence that a specimen is on file at the Repository. When a specimen has been verified as being on file at the DNA Repository utilizing the methods in paragraph 4.b, unit commanders should work closely with medical personnel to ensure that a stamp reading "DNA VERIFIED ON FILE THIS DATE" is annotated in the health record next to the entry where the original specimen collection was recorded. This entry will eliminate the requirement for multiple checks and has been approved by the Bureau of Medicine and Surgery (BUMED) who will disseminate this requirement to all appropriate medical personnel.

19 Sep 2008

(c) Unit Commanders, Active and Reserve, will incorporate DNA specimen collection into their training and operational preparation schedules. Unit commanders will ensure that the Repository's Database or the DEERS database is queried throughout the year to ensure that all personnel in the command are current with a sample on file.

(2) Medical Officers are responsible for ensuring that medical personnel within their units are adequately trained in specimen collection and shipping.

(3) Commander, Marine Forces Reserve (COMMARFORRES) is responsible for ensuring that all Reserve Marines have samples on file. Additionally, COMMARFORRES is responsible for ensuring that DNA specimens have been collected from all Reserve personnel prior to deployment into a hostile fire or imminent danger zone.

(4) The MARFORRES Health Service Support (HSS) is responsible for ensuring that medical personnel within Reserve units are adequately trained in specimen collection and shipment.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to CMC (MRPC) via the appropriate chain-of command.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.



R. S. COLEMAN
Deputy Commandant for
Manpower and Reserve Affairs

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Armed Forces Repository of Specimen Samples for the Identification of Remains
(AFRSSIR)

Collection Instructions

1. Purpose

The following DNA collection instructions are designed to give specific direction to installations/sites on the collection and shipment of DNA reference specimens. Questions concerning collection procedures and supply orders/reorders should be directed to the Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR) at commercial telephone number (301) 319-0366 or DSN 285-0366, Commercial facsimile (301) 319-0369 or email AFRSSIR@afip.osd.mil. Duty hours are 0630 - 1730 hrs (EST), Monday through Friday.

2. Collection Supplies

a. A DNA specimen collection kit consists of a bloodstain card, single (see-through) shipping pouch with tape and a 1 gram desiccant packet. In addition, included with the collection kits are self-addressed mailing envelopes and drying racks. Available upon request are 6" x 8" transfer pouches, fingerstick devices, alcohol swabs, and pencils. Collection supplies are available in either individual packets or in bulk quantities for collection ease.

b. All unique collection supplies used in collecting DNA specimens must either be provided by the AFRSSIR or approved by the AFRSSIR before use in the DNA collection procedure (specific requirements in fiber composition of the bloodstain card preclude the use of any substitutes).

c. Supply orders are processed by the AFRSSIR Contract Ordering Officer. Supply requests are normally filled within 30 days after the order is received. If an order has not been received within 30 days, contact the ordering officer for assistance at the telephone numbers listed in paragraph 1.

3. Collection Procedures

a. For personal safety, and to prevent contamination of the DNA specimen, collection personnel should wear clean non-powdered gloves when collecting and handling specimens.

b. Bloodstain Card Data Information (see page 1-5, figure 1).

(1) The service member, deploying civilian or civilian contractor using a #2 pencil, or ball point pen (do not use felt tip or fountain pens) must complete all information in the requested format on the bloodstain card, and carefully blacken the appropriate blocks corresponding to the social security number (SSN) and branch of military service. The AFRSSIR requests that letters and numbers be made as close to the examples on the bloodstain card as possible. Bloodstain cards should not be discarded if the individual cannot make the alpha/numeric characters as depicted. As a general rule, if collection personnel can read the individual's name, SSN, date of birth, collection date, and branch of military service, then it can be assumed that AFRSSIR personnel can do the same. If collection personnel cannot decipher the individual's writing, then the bloodstain card must be properly destroyed and the process repeated.

(2) Have the **specimen donor** sign the card (not the individual collecting the specimen) using either a #2 pencil or ballpoint pen (do not use felt tip or fountain pens). Ensure that the signature corresponds to the name the individual places on the front of the bloodstain card.

(3) Verify that all information is correct and complete on the bloodstain card using either a personnel roster or the individual's identification card.

(4) Reserve and Guard Service Members must list their branch of service as USA, USMC, USN, or USAF. Do not select the *Other* block.

c. Blood Specimen Collection

NOTE: When collecting blood on the bloodstain card ensure that you do not cross contaminate the card with blood from another individual. This will interfere with the DNA identification process. Ensure that all work surface areas, gloves and other supplies are clean and free of blood and/or body fluids before proceeding with another collection.

(1) Fingerstick Method. Place the bloodstain card so that the filter paper side containing the printed circles is facing up. Before any fingerstick is attempted, ensure that the area to be pricked on the individual's finger is cleansed thoroughly with an alcohol swab. Prick any finger except the right index finger, using the fingerstick device provided in the collection supplies. Each fingerstick device is designed to be used only once for safety purposes. Extra fingerstick devices will be furnished to ensure that collection personnel have enough devices on hand to complete the collection. Squeeze the pricked finger to produce droplets of blood. Touch the blood droplets to the appropriate circled areas of the bloodstain card so that the circled areas are at least half covered with blood. If more than one fingerstick is necessary, use a different finger for each stick until both circles are at least 50% covered with blood.

(2) Venipuncture Method

(a) Prior to venipuncture, ensure that the vacutainer tube bears the name and SSN identifiers specific to the service member, deploying civilian or contractor who is providing the blood specimen. Using standard sterile venipuncture techniques, draw the blood into a purple-top vacutainer tube which contains only EDTA. No other type of vacutainer shall be used. The AFRSSIR offers a 6" x 8" transfer pouch that can be used to keep an individual's bloodstain card and vacutainer of blood together. The use of this pouch will facilitate keeping a service member's collection material together until it can be spotted. **Do not send vials of whole blood with specimen cards to the AFRSSIR. The specimen card must be spotted with blood prior to submission to the AFRSSIR.** After spotting the specimen card, discard the tube/blood draw instruments in accordance with standard universal precautions concerning biohazard waste.

(b) To transfer blood from the vacutainer tube, place the bloodstain card with the filter paper side containing the printed circles face up. Ensure that name and SSN on vacutainer tube matches the donor card. Take precautions to prevent splatter or surface contamination, remove the top of the vacutainer. For personal protection, if available, laboratory blood spatter shields should be used. Using a standard plastic disposable transfer

pipette, place four drops of blood in the center of each circled area on the bloodstain card. Allow the blood to migrate throughout the circle to completely fill the circled area (for difficult blood draws attempt to fill at least 50% of the circled area). If required, additional blood droplets may be applied to fill the circle. It is acceptable to have blood outside the designated circles. Once the blood transfer is completed, dispose of the remaining blood, vacutainer, and pipette in an approved biohazard container. Do not reuse the plastic transfer pipette.

(3) Drying the Bloodstain Card. After affixing the blood to the bloodstain card, allow the blood to dry at room temperature, using the drying racks furnished by the AFRSSIR.

NOTE: Do not stack the bloodstain cards or touch the bloodstained areas of the card while transferring the cards to the drying racks. Ensure that gloves and all surface areas of the drying rack are clean and free of blood or other body fluids. While placing the cards onto the drying rack, ensure that the wet bloodstained ends do not come into contact with other cards. This can be accomplished by alternating the bloodstained end of the card on the left and right sides of the drying rack.

d. Specimen Kit Reassembly

(1) Once the bloodstain card has dried, remove one bar code label from the individual's bloodstain card and place it in the appropriate block on the side of the card that contains the blood pad circles.

NOTE: To prevent bacterial growth, do not seal the bloodstain card in the see-through shipping pouch with tape until it has dried completely. A minimum of 20 minutes is required. Depending on humidity and other environmental factors, more time may be required.

(2) The remaining bar code labels can be used to identify the vacutainer tube of blood or the 6" x 8" transfer pouch. It does not matter which alpha character (A - C) is placed on the bloodstain card.

(3) Separate and discard the instructions and any remaining unused bar codes from the bloodstain card by tearing along the perforation.

NOTE: If the filter paper containing the bloodstain is separated from the donor's identification portion of the card, the card is invalid and another specimen card must be completed. It is unacceptable to reattach the bloodstained filter paper to the card with tape, staples, or by any other means.

(4) Place the bloodstain card with a 1 gram desiccant packet into the shipping pouch. Place the blood spotted end of the card into the pouch first. To prevent bulging, excess air should be removed by gentle hand pressure over the pouch prior to sealing. If using a self-sealing pouch, seal the pouch by first folding the lip closure on the perforated line that is located approximately ¼" from the opening of the pouch. Remove the tape from the lip of the pouch to expose the adhesive and fold the lip of the pouch along the perforated line so that the adhesive adheres to itself. Press along the adhesive to ensure proper closure.

4. Shipment of Specimens to the AFRSSIR

a. Place the sealed shipping pouches containing the bloodstained cards in the mailing pouch (maximum of 75 specimens per pouch) furnished with the collection supplies. If personal data on the bloodstain cards is visible through the single shipping pouch, than the shipped specimens should be "double wrapped." The use of other suitable mailing containers (i.e. cardboard boxes) is permitted and encouraged. If using cardboard boxes it is not necessary to package the specimens in the mailing pouches; however, the box should be lined with a plastic bag. When ready for shipment, seal the box and place the furnished address label on the box.

NOTE: Shipping box size should not exceed 16" x 16" x 18".
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b. Before sealing, place a sheet of paper in the shipping container with the following information:

- (1) Point of Contact (person responsible for specimen collection).
- (2) Mailing Address.
- (3) Telephone Number (Commercial and DSN).
- (4) Fax Number (Commercial and DSN).

c. It is not necessary to provide a list of donors with each shipment. The specimens can be mailed through the US Postal Service or shipped by an express carrier. The shipper is responsible for all shipping charges. If shipment cannot occur immediately, the shipping container should be stored in a cool dry place, away from direct heat. Specimens should be mailed within 10 days of collection to:

ARMED FORCES INSTITUTE OF PATHOLOGY
ATTN: AFRSSIR
16050 INDUSTRIAL DRIVE, SUITE 100
GAITHERSBURG, MD 20877

Privacy Act Statement
January 1997

1. Authority. 10 U.S.C. 131 (Secretary of Defense), 10 U.S.C. 3013 (Secretary of the Army), 10 U.S.C. 8013 (Secretary of the Air Force), and U.S.C. 301 (Departmental Regulations). A response is mandatory for DOD military personnel, and possible consequences for failing to respond include adverse administrative actions and punitive disciplinary actions under the Uniform Code of Military Justice. A response is voluntary for DOD civilian personnel selected for the program, but possible consequences for failing to respond include ineligibility for deployment with U.S. Armed Forces, which, if a condition of employment, may result in adverse administrative action up to and including separation from the federal service. A response is voluntary for non-DOD personnel sleeved for the program, but possible consequences for failing to respond include exclusion from areas under the control of U.S. Armed Forces and hindrance of remains identification efforts.

2. Principal Purpose. Information in this system of records will be used for the identification of human remains. The principal purpose of the information is to identify reference specimen samples that will routinely be stored and not analyzed until needed for remains identification program purposes.

3. Routine Uses. Routine uses include notification to federal, state, local, and foreign authorities of the identification of human remains. Blanket Routine Uses do not apply to this system.

4. Destruction Notice. Specimen samples not used for identification of remains will be maintained for 50 years, and then destroyed. Samples will be destroyed prior to the scheduled destruction date upon donor request submitted following the conclusion of the donor's complete military service obligation or other applicable relationship to DOD (Complete military service is not limited to active duty service; it includes all service as a member of the Selected Reserves, Individual Ready Reserves, Standby Reserve, or Retired Reserve). Requests for early destruction may be sent to Repository Administrator, Armed Forces Institute of Pathology, Armed Forces Repository of Specimen Samples for the Identification of Remains, 16050 Industrial Drive, Suite 100, Gaithersburg, MD 20877.