

NON-US EMPLOYEES (Germany) **Guide in case of Death** **or Emergency Situations** **During Duty Hours of** **NON-US Employees.**

1. A person at the supervisory level should contact the Civilian Personnel Flight (CPF) by calling any of the following telephone numbers within the Non-US Section of the Civilian Personnel Flight: 480-5362, 5365, 7153, 4203.
2. The following basic information should be provided to the **CPF official** taking the call:
 - Identification of the reporting unit/organization
 - Name and telephone number of person reporting the incident
 - Name of employee.
 - Type of incident, i.e. Death or other Emergency
 - Date / Time incident occurred
3. Should an incident of the type indicated above arise over a weekend and during hours the CPF is closed (outside regular office hours), the above report should be made on the next work day.
4. A responsible person of the agency/organization will inform the employee's family or next of kin w/o undue delay.
The "**emergency address**" should be obtained from the Supervisor's Employee Brief (Computer generated report AF Form 971) maintained by the next line supervisor.
5. Other than the initial notification of the employees family or next of kin, which is the responsibility of the employing unit/organization, there is no further action required by the unit / organization.
6. From here on, the servicing CPF will take the necessary steps required to handle the case .

7. The servicing CPO will

Prepare a Letter of Condolence to the family or next of kin of the deceased employee for the signature of the agency chief/commander, or key official of the unit/organization.

Arrange for the purchase of a wreath/floral tribute for the

funeral service

Inform the local works council.

Assist the family/next of kin of the employee as

needed and to

the extent possible

Regulate related administrative matters to include survivor's benefits

Death/Emergency situation occurring during non-duty time of the employee.

The employers responsibility here is minimal, since local authorities, such as police etc., will inform the family or next of kin of the incident.

The servicing CPF will, in such instances, still be responsible for the items listed under para. 7 above.