

MPR 1830.1

REVISION A-1

EFFECTIVE DATE: October 03, 2014

EXPIRATION DATE: October 03, 2024

MARSHALL PROCEDURAL REQUIREMENTS

HS01

NOTIFICATION AND ASSISTANCE TO NEXT OF KIN

With Change 1 (5/19/15)

COMPLIANCE IS MANDATORY

DIRECTIVE IS UNCONTROLLED WHEN PRINTED

Verify current version before use at <https://dml.msfc.nasa.gov/directives>

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 2 of 14

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		June 29, 2010	[On 7/22/11, at the request of the OPRD, administrative changes were made at P.1 to add citation, in P.3 to add or remove citations, in P.4 to add or remove citations, at 3.1.1 to add a Note for clarification, and throughout for minor format corrections for compliance with MPR template requirement per MWI 1410.1.]
Revision	A	10/3/2014	(1) Format changed. (2) Requirement added that the OHC Director be notified by telephone after notification of next of kin takes place. (3) references to “MAF Manager” have been changed to “MAF Director.”
Change	1	5/19/2015	On 5/19/15, at the request of the OPRD, administrative changes were made to reflect that the NASA Records Retention Schedules was changed from NPR 1441.1 to NRRS 1441.1 and the name of NPR 1400.1 was changed to, “NASA Directives and Charters Procedural Requirements.”
Revalidation	A-1	11/13/2019	Administrative changes were made updating the Office of Human Capital to the Office of Human Resources. The Human Resources Specialists referred to in previous versions of this document are now referred to as Human Resources Business Partners or HRBPs. Other formatting updates made to be in compliance with NPR 1400.1.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 3 of 14

TABLE OF CONTENTS

PREFACE

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

CHAPTER 1. RESPONSIBILITIES

CHAPTER 2. PROCEDURES

- Appendix A Definitions
- Appendix B Acronyms
- Appendix C Reserved
- Appendix D Records

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 4 of 14

PREFACE

P.1 PURPOSE

This Marshall Procedural Requirement (MPR) establishes Center procedural requirements regarding notification and assistance in matters related to on-the-job serious illness, injury or death of Marshall Space Flight Center (MSFC) civil service employees and on-site contractor employees as permitted by NPR 1400.1.

P.2 APPLICABILITY

This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts/agreements. (“Contractors” for purposes of this paragraph include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

- b. This MPR applies to the Michoud Assembly Facility (MAF).
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

NPR 1400.1, NASA Directives and Charters Procedural Requirements

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- b. NRRS 1441.1, NASA Records Retention Schedules

P.5 MEASUREMENT/VERIFICATION

Compliance with the requirements contained in this MPR will be verified through telephoned reports to the Director, Office of Human Capital.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 5 of 14

P.6 CANCELLATION

MPR 1830.1Baseline, Notification of Next of Kin, dated June 29, 2010.

Original signed by

Patrick E. Scheuermann
Director

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 6 of 14

CHAPTER 1. RESPONSIBILITIES

1.1 Heads of Basic Organizations:

1.1.1 In the event that a civil service employee becomes seriously ill or injured, or dies while on duty, the head of the basic organization to which the employee is assigned shall, with the assistance and support of the Employee Assistance Program (EAP) Coordinator, notify the next-of-kin.

1.1.1.1 Fatalities. In the event that a civil service employee dies while on duty, notification shall be made in person.

1.1.1.2 Serious Injury or Illness. In the event that a civil service employee becomes seriously ill or injured while on duty, notification of the next of kin shall be made in the fastest manner possible, (usually by telephone) unless, in the opinion of the head of the organization, the severity of circumstances warrants notification in person.

1.1.2 If the head of the basic organization is unavailable, his/her deputy or a senior level supervisor shall notify the next of kin.

1.2 Director, Office of Procurement:

1.2.1 In the event that an on-site contractor employee dies or becomes seriously ill or injured while on duty, the Director of the Office of Procurement shall notify the employing contractor company so the company can follow their notification procedures.

1.2.1.1 If the Director of the Office of Procurement is unavailable, his/her deputy or a senior level Office of Procurement supervisor shall notify the employing contractor company.

1.3 Director, MAF:

1.3.1 If a fatality, serious illness, or serious injury occurs at MAF, the MAF Director shall be responsible for notifying next of kin.

1.3.2 If the MAF Director is unavailable, the Chief Operating Officer or, in his/her absence, a senior employee assigned to MAF shall be responsible for notifying next of kin.

1.4 Managers of MSFC Resident Offices:

1.4.1 If a fatality, serious illness or serious injury occurs at a MSFC resident office, the Resident Office Manager shall be responsible for notifying next of kin.

1.4.2 If the Resident Office Manager is unavailable, a senior employee assigned to the resident office shall be responsible for notifying next of kin.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 7 of 14

1.4.3 If the employee’s family does not reside in the same geographical area as the resident office, (e.g., the family remains in the Huntsville area while the employee works at the resident office) a manager in the area where the next of kin resides shall be responsible for notification.

1.5 Office of Human Resources:

1.5.1 EAP Coordinator.

1.5.1.1 In the event that a civil service employee dies or becomes seriously ill or injured while on duty, the EAP Coordinator shall accompany and assist the head of the employee’s basic organization (or designee) when notifying next of kin.

1.5.1.2 In the event of a death, the EAP coordinator shall accompany the organization head (or designee) when notifying the next of kin in person.

1.5.1.3 The EAP Coordinator shall provide training on next of kin notification processes and techniques to employees who may be involved in the next of kin notification process, (e.g., managers, supervisors and human resources specialists).

1.5.1.4 The EAP Coordinator shall be prepared to provide grief counseling and/or critical incident stress management intervention following the death of an employee.

1.5.1.5 Following a traumatic incident involving injuries and/or fatalities, the EAP Coordinator shall advise the Director, Office of Human Capital, regarding the need for additional outside counselors.

1.5.2 Human Resources Business Partners (HRBPs):

1.5.2.1 In the event that a civil service employee dies or becomes seriously ill or injured while on duty and the EAP coordinator is unavailable, a senior HRBP shall be assigned to accompany and/or assist the manager designated to notify the next of kin.

1.5.2.2 HRBPs shall be prepared to support NSSC personnel with respect to assisting employees and their families with benefits-related questions after initial notification of next of kin.

1.6 Supervisors:

1.6.1 The employee’s supervisor and another employee shall be responsible for inventorying and packaging the employee’s personal effects, (including determining which items are personal and which are Government property).

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 8 of 14

CHAPTER 2. PROCEDURES

2.1 Release of information to the media.

2.1.1 Names and addresses of deceased, injured, or missing employees shall be withheld until such time as next of kin have been officially notified.

Note: NASA procedural requirements for the release of information to the press and public concerning casualties is contained in NPR 8621.1.

2.1.2 Information on employee addresses shall be limited to city and state.

2.2 Requirements for Notification of Next of kin in the Event of the Death of an Employee.

2.2.1 Next of kin notification shall be conducted with tact and consideration.

2.2.2 Notification shall be made in person.

2.2.3 Care shall be taken not to upset the next of kin any more than is unavoidably necessary.

2.2.4 Graphic, gory, or embarrassing details shall not be relayed.

2.2.5 Information provided to next of kin shall be limited to facts which have been confirmed. Accuracy of information provided is of paramount importance.

2.2.6 Every effort shall be made to avoid “informal” notification of next of kin before the official notification can be accomplished.

2.2.7 Employees shall be advised to delay contact with next of kin until the official notification is complete.

2.2.8 Two persons shall be present for the notification.

2.2.9 When the notification has been completed, the EAP Coordinator (or in his/her absence the human resources specialist) will immediately notify the Director, Office of Human Capital, by telephone, and advise her/him regarding any issues or problems that may have arisen during the notification process.

2.2.10 It is recommended that information on benefits and entitlements not be provided during the initial death notification. Rather, the next of kin should be advised that a representative from the NASA Shared Services Center (NSSC) will contact them at their convenience to provide benefits information, answer questions, and otherwise be of assistance. The Director, Office of Human Resources, shall be notified immediately after next of kin notification is complete and be informed of any questions or concerns raised by the next of kin.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 9 of 14

2.2.11 When notifying next of kin, do not discuss:

2.2.11.1 Specific questions regarding subjects such as insurance, final pay, etc. If asked, advise that an NSSC representative will discuss those issues with them.

2.2.11.2 The employee's personal effects, unless asked by the next of kin.

2.2.11.3 Questions relating to responsibility for the death.

2.2.12 It is recommended that notification of next of kin be accomplished within 4 hours of the incident.

2.2.12.1 Any difficulty that would preclude accomplishing notification of next of kin within the recommended 4-hour time frame shall be reported to the Director, Office of Human Capital, as soon as it becomes known.

2.3 Cases involving serious illness or injury:

2.3.1 In the event that a civil service or contractor employee becomes seriously ill or injured while on duty, the first priority shall be to ensure that appropriate medical care is provided.

2.3.2 The next priority shall be the notification of the next of kin.

2.4 Assistance to co-workers and next of kin:

2.4.1 Benefits. NSSC provides assistance and counseling regarding benefits for seriously ill or injured employees and for their survivors in the case of their death.

2.4.2 Funeral and Memorial Observances. The death of a coworker is a serious event affecting the workforce and the Agency. To the greatest extent possible, employees shall be permitted to attend funeral and memorial services for their co-workers. Memorial observances may be conducted at the worksite following the death of an employee.

2.4.3 Property. In the event of a fatality, the personal effects of a deceased employee which are in the workplace shall be collected, inventoried, and safeguarded until they can be given to the next of kin.

2.4.3.1 The employee's personal effects shall normally be given personally to the next of kin, either during a condolence visit by the supervisor, by an MSFC HRBP, or by delivery to family members who elect to come on-site.

2.4.3.2 Personal effects shall be mailed to the next of kin only when the methods described above are deemed impractical.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 10 of 14

2.4.3.3 A copy of the inventory of personal effects transferred to the next of kin notated with the date and signature of the person transferring the property shall be maintained by the employee's basic organization.

2.5 Identification of Next of kin. The family member designated by the employee in the Emergency Contact System to be notified in the event of an emergency, shall be treated as the employee's next of kin for notification purposes.

2.5.1 In the absence of such designation, the following order of precedence shall be used to identify next of kin:

- 2.5.1.1 Spouse.
- 2.5.1.2 Child 21 years of age or older.
- 2.5.1.3 Parents.
- 2.5.1.4 Siblings.
- 2.5.1.5 Grandparents.
- 2.5.1.6 Other relatives.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 11 of 14

APPENDIX A

DEFINITIONS

Basic Organization – For purposes of this MPR, the term “basic organization” refers to those organizational blocks on the official MSFC Organization Chart, as approved by the NASA Administrator and signed by the Center Director, that report directly to the Center Director (typically the organizational code’s “01” level”).

Serious Illness or Injury – For purposes of this MPR, a “serious illness or injury” is one which is either life-threatening or one which will require hospitalization and continuing medical treatment. A heart attack is an example of a serious illness. A traumatic amputation is an example of a serious injury.

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 12 of 14

APPENDIX B

ACRONYMS

EAP – Employee Assistance Program

HRBP – Human Resources Business Partner

MAF – Michoud Assembly Facility

NSSC – NASA Shared Services Center

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 13 of 14

APPENDIX C

VERIFICATION MATRIX

(Reserved)

Marshall Procedural Requirements HS01		
Notification and Assistance to Next of Kin	MPR 1830.1	Revision: A-1
	Date: October 03, 2014	Page 14 of 14

APPENDIX D

RECORDS

A copy of the inventory of personal effects transferred to the next of kin (Reference 3.4.4) notated with the date and signature of the person transferring the property will be maintained by the employee's basic organization in accordance with NRRS 1441.1, 1/78/F/2; destroy when 5 years old.