



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

MCO 1771.1C
M&RA (MF)
20 Feb 2026

MARINE CORPS ORDER 1771.1C

From: Commandant of the Marine Corps
To: Distribution List

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

Ref: See enclosure (1)

Encl: (1) References
(2) Armed Forces Repository of Specimen Samples for the
Identification of Remains (AFRSSIR) Collection
Instructions dtd Jan 2024
(3) Armed Forces Repository of Specimen Samples for the
Identification of Remains (AFRSSIR) Specimen
Destruction Request Procedures

1. Situation. To publish requirements, 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. This Order is in accordance with references (a) through (i).

2. Cancellation. MCO 1771.1B.

3. Mission. This Order provides requirements 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 must provide DNA samples in compliance with this Order to aid in the identification of remains and establish a registry to carry out those policies.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations

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

(b) Department of Defense (DoD) Registry and Specimen Repository. 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.

(c) Procedures. Each of these procedures must 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.

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

1. All newly enlisted Marines during in-processing at the Marine Corps Recruit Depots. A DNA specimen must be collected from all newly commissioned Marine Officers while attending The Basic School. A DNA specimen must be collected from all midshipmen at the U.S. Naval Academy or Naval Reserve Officers Training Corps (NROTC) during pre-commissioning physicals. The collection date of all specimens collected must be recorded in the Marine Corps Total Force System (MCTFS). Reporting units will report TTC 039-000 and report DEOX ACID TEST DATE YYYYMMDD per paragraph 40305.

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 Headquarters Marine Corps Casualty Section (MFPC).

5. To verify if DNA samples are on file at the repository, see paragraph 3a of enclosure (1) to this Order.

(e) Specimen Processing

1. Specimen collection kits and all venipuncture supplies, including gloves, are the unit's responsibility, and will be requisitioned from AFRSSIR, <https://www.dha.mil/About-DHA/Organizational-Structure/Health-Care-Administration/AFMES/DOD-DNA-Operations/Specimen-Handling>, 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.

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 must be mailed by the U.S. Postal Service or shipped by an express carrier. If shipment cannot be sent immediately, the shipment must be stored in a cool, dry environment away from direct heat. Specimens must be mailed within 10 days of collection to the following address:

ARMED FORCES MEDICAL EXAMINER SYSTEM
ATTN: AFRSSIR Rm 166
115 Purple Heart Drive
Dover Air Force Base, DE 19902

(f) Accommodation of Religious Practices. Reference (c) provides policy for religious accommodation requests.

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

b. Subordinate Element Missions

(1) Deputy Commandant for Manpower and Reserve Affairs
(DC M&RA)

(a) Develop, manage, monitor, and coordinate collection of DNA policies.

(b) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority. The NAVMC 10974 is utilized to record the outcome of the annual review.

(2) Commanders

(a) Ensure DNA collection is complete from all personnel within their commands and validate DNA specimens have been collected from all personnel prior to deployment into a hostile fire or imminent danger zone. 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 Defense Enrollment Eligibility Reporting System (DEERS) Database; or

2. Sending an Excel spreadsheet, via encrypted email, with name and Social Security Number (nine digits, no spaces/hyphens) of each member in the command directly to the Repository at: usarmy.dover.medcom-afmes.list.afrssir-orders@mail.mil per enclosure (2). For submission requirements call (302) 346-8800.

3. Working closely with medical personnel to ensure 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. A portion of specimens that are received at the repository and rejected because of incomplete or missing/wrong information or insufficient sample are not entered into the system. Therefore, unverified annotations in health records shall not be considered sufficient evidence if a specimen is on file at the Repository. This entry eliminates the requirement for multiple checks and has been approved by the Bureau of Medicine and Surgery (BUMED). BUMED disseminates the requirement to record verification of DNA collection to all appropriate medical personnel.

(b) Incorporate DNA specimen collection, for Active and Reserve personnel, into training and operational preparation schedules. Unit commanders ensure the Repository's Database, or the DEERS database is queried throughout the year to ensure all personnel in the command have a current sample on file.

(c) Direct a Marine to provide an additional sample if the Repository cannot verify a Marine's DNA sample is on file.

(3) Medical Officers. Ensure medical personnel within assigned units are adequately trained in DNA specimen collection and shipping.

5. Administration and Logistics

a. Acknowledgement. Pursuant to Section 552a(e) of reference (b), a copy of Figure 1-1, of enclosure (1) must be provided to all Marine Corps personnel upon the collection of DNA specimens and will sign the back of the Blood Sample Card acknowledging their receipt.

b. Records Management. Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions in reference (d) to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://www.secnav.navy.mil/doni/Records%20Management%20Schedule%20Forms/AllItems.aspx>. Refer to reference (e) for Marine Corps records management policy and procedures.

c. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (b)] and implemented per references (f) and (i).

d. Forms. Form used in this Order is DD Form 214.

e. Records Disposition

(1) This Order is assigned record schedule 5000-8.

(2) No records schedules are used within this Order.

f. Permitted Uses. DNA specimens may be used for law enforcement purposes in accordance with reference (h).

g. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to MFPC via the appropriate chain-of command.

6. Command and Signal

a. Command. This Order applies to the Active Component, members of the Selected Reserve, Marines on Active-Duty Operational Support Orders, and, when authorized by law, other populations such as civilian and contract personnel.

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



W. J. BOWERS
Deputy Commandant for
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10255332000

References

- (a) DoDI 5154.30 CH-1, "Armed Forces Medical Examiner System (AFMES) Operations," December 21, 2017
- (b) 5 U.S.C. § 552a
- (c) MCO 1730.9
- (d) SECNAV M-5210.1
- (e) MCO 5210.11F
- (f) SECNAVINST 5211.5F
- (g) DoDI 6025.19, "Individual Medical Readiness Program," July 13, 2022
- (h) 10 U.S.C. § 1565a
- (i) MCO 5211.5

ARMED FORCES REPOSITORY OF SPECIMEN SAMPLES FOR THE IDENTIFICATION OF
REMAINS 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 bloodstain cards. 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 302-346-8800 or DSN 366-8800, or commercial facsimile 302-346-8843. Duty hours are 0700-1500 hours (EST), Monday through Friday. General questions may be sent to the below e-mail distribution box. Send all requests containing PII as encrypted file, DOD Safe document or password protected document.

AFRSSIR E-mail: dha.dover.afmes.list.afrssir-administration@health.mil

Please remember that these procedures are in place to allow the DOD to properly identify our fallen service members. Attention to detail on the part of collecting sites helps ensure seamless identifications.

2. Collection Supplies

a. DNA specimen collection supplies consist of a DNA bloodstain card, nylon pouch (see-through) with tape and a 1-gram desiccant packet (desiccants must be stored in an airtight container upon receipt). In addition, mailing envelopes, AFRSSIR return address labels (for shipping boxes and mailing pouches), and drying racks are available for ordering via DHA FORM 376/AFMES Form 06, DEC 2023. See Attachment 1.

b. All unique collection supplies used in collecting DNA specimens must either be provided, by the AFRSIR or approved by the AFRSIR 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 below e-mail org box. DHA FORM 376/ AFMES Form 06, DEC 2023, is to be submitted to the below e-mail org box.

E-mail address: dha.dover.afmes.list.afrssir-orders@health.mil

3. Collection Procedures

a. Verification of the need for a bloodstain card is an important first step. Check MRRS (Navy/Marine Corps/Coast Guard), ASIMS (Air Force/Space Force/Air National Guard) or MEDPROS (Army/Army National Guard) first to verify bloodstain card on file for the military member. These systems may also contain civilians and contractors if they are prior military.

If the specimen donor cannot be found in any of those systems, AFRSSIR personnel MUST be contacted via phone or email listed above for assistance. AFRSSIR personnel will search their database using service member's demographics prior to the collection of a DNA bloodstain card. Inquiries may be sent to the AFRSSIR via Encrypted e-mail, DOD SAFE document or password protected file. All formats must include the following information member's Last name, First name, complete Social Security Number or DOD EDI. Do NOT include additional information documents/files sent to AFRSSIR such as member's gender, home address, squadron, etc. This type of information MUST be filtered out of documents prior to being sent to AFRSSIR. All Excel Files should only contain 2 columns within file. Column 1 (complete SSN or DOD EDI), 2nd Column (Last Name, First Name). See Attachment 2.

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

c. DNA Bloodstain Card Information

(1) GENESIS USERS: Place 1 large or 1 medium size GENESIS label to front side of DNA bloodstain card. Do not attach any additional labels on front or back side of bloodstain card. Do not place 1 label on top of another. This will result in card rejection. Cards with more than 1 label will be rejected. Do not place additional stamps or initials on service member's demographics. Handwriting of demographics is no longer necessary as all information is provided on large or medium size GENESIS label. GENESIS labels contain member's name, DOB, DOD EDI and collection date. Member is required to

verify demographics on label and MUST sign back of DNA bloodstain card. Specimen Donor must be present and witness the transferring of his/her blood from vacutainer tube onto the DNA bloodstain card. Note: Tech, nurse, lab, admin personnel are NOT authorized to sign in lieu of member; card will be rejected. See Attachment 3.

(2) Pre -Printed Labels (not GENESIS): Place 1 label on front side of DNA bloodstain card. Do not attach any additional labels on front or back side of bloodstain card. Do not place 1 label on top of another. This will result in card rejection. Cards with more than 1 label will be rejected. Do not place additional stamps or initials on service member's demographics. Label must contain member's Last Name, First Name, Date of Birth, Complete Social Security Number or DOD EDI and Collection Date. Labels containing all aforementioned items do not require handwritten demographics on DNA bloodstain card. Member is required to verify demographics on label and MUST sign back of DNA bloodstain card. Specimen Donor must be present and witness the transferring of his/her blood from vacutainer tube onto the DNA bloodstain card. Note: Tech, nurse, lab, admin personnel are NOT authorized to sign in lieu of member: card will be rejected. See Attachment 4.

(3) Handwritten information only/does not have label on DNA bloodstain card: The service member, deploying civilian or civilian contractor using a #2 pencil, or ball point pen (do not use a felt tip pen, fountain pen or marker) must complete all areas indicated on the DNA bloodstain card in the requested format. Member's complete Last Name, First Name, Date of Birth, Collection Date, Complete Social Security Number or DOD EDI MUST all be legible for AFRSSIR staff to enter the demographics into their database. Member MUST sign back of DNA bloodstain card. Specimen Donor must be present and witness the transferring of his/her blood from vacutainer tube onto the DNA bloodstain card. Note: Tech, nurse, lab, admin personnel are NOT authorized to sign in lieu of member; card will be rejected. Reserve and Guard Service Members must list their Branch or Service as USA, USMC, USN or USAF. Do NOT elect the Other block on DNA bloodstain card. Card MUST be marked appropriately.

d. Blood Specimen Collection

Note: Prior to collecting a DNA bloodstain card, ensure you do not cross-contaminate the card with blood from another individual. Contamination will interfere with the DNA

identification process. Ensure all work surface areas, gloves, and other supplies are clean and free of blood and or body fluids before proceeding with a subsequent collection. Additionally, ensure the donor is present and witnesses the transferring of his/her blood from the vacutainer tube onto the DNA bloodstain card. Allow the blood to migrate throughout the circled areas until each circled area is at a minimum 50% filled with blood maximum 100% filled. See Attachment 5.

(1) Fingerstick Method: Place the bloodstain card so that the filter paper side containing the printed circles are facing up. Before any fingerstick is attempted, ensure that the area is cleansed thoroughly with an alcohol swab. Prick any finger using a fingerstick device. Each fingerstick device is designed to be used only once for safety purposes. Squeeze the pricked finger to produce droplets of blood. Touch the droplets to the appropriate circled areas of the DNA bloodstain card so that each circled area is at a minimum 50% filled with blood. If more than one fingerstick is necessary, use a different finger until each circled area is at minimum 50% filled with blood. Note: Dispose of the fingerstick device in an approved biohazard container.

(2) Venipuncture Method: Using standard sterile venipuncture technique draw the blood into a vacutainer tube which contains EDTA. No other type of vacutainer tube shall be used. For personal protection, if available, laboratory blood splatter shield or safety glasses should be used. Take precautions to prevent aerosols, splatter, or surface contamination when uncapping the vacutainer tube.

(a) Transferring blood from the vacutainer tube using a disposable pipette: Place the bloodstain card so that the filter paper side containing the printed circles are facing up. Using a standard plastic disposable transfer pipette, place six (6) drops of blood in the center of each circled area on the bloodstain card. Allow the blood to migrate throughout the circled area until each circled area is at a minimum 50% filled. It is acceptable to have blood outside the designated circles. Once the blood transfer is completed, dispose of the remaining blood vacutainer tube, and pipette in an approved biohazard container.

(b) Transferring blood from the vacutainer tube using a timesaving safety device which eliminates aerosols, uncapping the vacutainer tube: Note: Due to equal and smaller drop size delivered from safety device; the number of drops

required to be delivered onto bloodstain card will increase to fill each circled area to a minimum of 50%. Place the bloodstain card so that the filter paper side containing the printed circles are facing up. Insert the safety device into the rubber stopper. Turn the vacutainer tube upside down and gently press the safety device against the filter paper. The instant blood is deposited gently relax pressure and allow blood to migrate throughout circled area. Repeat process until both circled areas are at a minimum 50% filled. Once the blood transfer is completed, dispose of vacutainer tube, and pipette in approved biohazard container. Caution is to be used when applying pressure against the filter paper with safety device as the filter paper may become torn. If tearing occurs a new card will need to be collected from donor.

4. Drying the Bloodstain Card

a. Bloodstain card must dry COMPLETELY at collection site prior to being shipped to AFRSSIR, see attached MFR dated 3 October 2022. Allow bloodstain card to dry at room temperature, using the drying racks supplied by the AFRSSIR. Drying time varies depending on humidity, geographical location, and other environmental factors. See Attachment 6.

b. Do not stack the bloodstain cards or touch the bloodstained areas of the card while transferring the cards to the drying racks. Ensure that all surface areas of the drying rack are clean and free of blood or other body fluids. When placing cards onto the drying rack, ensure the spotted ends do not contact other cards. This can be accomplished by alternating the spotted end of the card on the left and right side of the drying rack.

5. Inserting DNA Bloodstain card into Nylon Pouch w/Tape

a. Separate the Donor Consent Information from the bloodstain card by tearing along the perforation. Consent Information portion of DNA bloodstain card is to be given to Specimen Donor to inform of Destruction Notice and AFMES/AFRSSIR address. Note: This is to be removed prior to shipping to the AFRSSIR. Do not place in the nylon pouch with bloodstain card. See Attachment 7.

b. Place one bloodstain card with 1 desiccant packet into the nylon pouch w/tape. Place the spotted end of the card into the pouch first. (Do this to ensure adhesive from the tape does not transfer to the filter paper). To prevent bulging in the

nylon pouch, excess air should be removed by gentle application of hand pressure over the pouch prior to sealing. Remove tape from the lip of the pouch to expose the adhesive and fold the lip over, pressing along the adhesive to ensure proper closure. Note: ALL collection sites must use approved DNA bloodstain card collection supplies furnished by the AFRSSIR. Submit DHA FORM 376/AFMES Form 06, DEC 2023 for supply replenishment to dha.dover.afmes.list.afrssir-orders@health.mil.

6. Shipment of DNA Bloodstain Cards to the AFRSSIR

a. Place sealed nylon pouches containing DNA bloodstain cards into mailing pouch (maximum 75 bloodstain cards per pouch). 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. Note: Ensure member's personal data on the bloodstain card is not visible through mailing pouch or shipping container.

b. Place POC with Mailing Address Sheet into mailing pouch or shipping container. Insert total# of specimens enclosed. Site ID# will be populated by AFRSSIR upon receipt of shipment if not already inserter by collection site. Contact AFRSSIR at commercial telephone number 302-346-8800 or DSN 366-8800 for an electronic copy of POC with Mailing Address Sheet. Note: POC with Mailing Address Sheet must be filled out in its entirety. See Attachment 8.

c. AFRSSIR does not require a transmittal list or DNA Track Sheet generated from the following: CHCS, AHLTA, or GENESIS. DNA bloodstain cards successfully accessioned at the AFRSSIR will reflect appropriately via MEDPROS, MRRS or ASIMS. Note: DNA bloodstain cards rejected upon receipt will NOT reflect in MEDPROS, MRRS or ASIMS. Collection Sites with a POC in the AFRSSIR database will be sent a Daily Site Reject Report listing rejected cards, reason for rejection and member information. Collection Sites who have not submitted a POC for their respective site will not receive a Daily Site Reject Report. Note: Cards submitted with discrepancies identified on Frequently Used Reject Report will be rejected/destroyed. See Attachment 9.

d. Specimens shipped to AFRSSIR should be done using FedEx, UPS, or DHL standard overnight. This ensures delivery to the AFRSSIR with a two-day time frame, provides a more secure means of shipping material containing PII, and allows AFRSSIR and

submitting agency the ability to track the shipment. All shipments MUST have a return address clearly marked on outside of mailing pouch or shipping container. Cards should be shipped within 10 days of collection.

e. Using the United States Post Office to ship specimen to AFRSSIR is not recommended even though it may be more cost effective. The reason for this is twofold: (1) cards contain PII and shipping through the USPS allows the cards to be accessed by a larger number of individuals, thus not protecting PII; and (2) depending on the receiving Post Office cards may be returned to sender due to insufficient postage. Note: If a collection site chooses to use the USPS instead of using FedEx, UPS, or DHL standard overnight, any delay in DNA card processing due to USPS refusal, returns or delays in the delivery will be the responsibility of submitting collection site.

f. Ship to: AFMES/AFRSSIR
Room 166
115 Purple Heart Drive
Dover Air Force Base, DE 19902

Attachments Enclosed:

Attachment 1 DHA FORM 376/AFMES Form 06, DEC 2023
Attachment 2 AFRSSIR Verification Process
Attachment 3 GENESIS Label Placement
Attachment 4 Pre-Printed Label (Not GENESIS)
Attachment 5 DNA Bloodstain Card Examples
Attachment 6 MFR Wet DNA Bloodstain Cards
Attachment 7 Donor Consent w/DNA Bloodstain Cards
Attachment 8 POC w/Mailing Address Sheet
Attachment 9 Frequently Used Reject Codes

Attachment 1

ARMED FORCES REPOSITORY OF SPECIMEN SAMPLES FOR THE IDENTIFICATION OF REMAINS (AFRSSIR) SUPPLY ORDER REQUEST			
To place an order, fill out this form completely and sign. Fax order to (302) 346-8843 Email: dha.dover.afmes.list.afrssir-orders@health.mil Form is available on the web: www.health.mil/afmes		Armed Forces Medical Examiner System ATTN: AFRSSIR 115 Purple Heart Drive Room 166 Dover Air Force Base, DE 19902	
COMPLETE DELIVERY ADDRESS			
ORGANIZATION:			
STREET ADDRESS:			
CITY:	STATE/PROVINCE:	ZIP/POSTAL CODE:	
COUNTRY:			
EMAIL:			
POINT OF CONTACT:			
PHONE: COM	DSN:	FAX	
All CONUS addresses are shipped via UPS. A building number or street address must be provided. All addresses without building numbers and/or street addresses will be shipped via USPS.			
Branch of Service: <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marines <input type="checkbox"/> Coast Guard			
Collection Site: <input type="checkbox"/> Hospital <input type="checkbox"/> Clinic <input type="checkbox"/> Aid Station <input type="checkbox"/> Ship <input type="checkbox"/> In the Field			
Collection Type: <input type="checkbox"/> Military <input type="checkbox"/> Contractor <input type="checkbox"/> Other: <input style="width: 150px;" type="text"/>			
All quantities ordered are "EACH". Example: If you need 5000 Desiccant Packets DO NOT order a total of 5 and expect to receive 5 cans. You will need to order 5000 Desiccant Packets to receive 5000 packets. Bloodstain Cards quantity must match Desiccant Packets quantity.			
ITEM	QTY ORDERED (EACH)	ITEM	QTY ORDERED (EACH)
Nylon Pouch w/ Tape		Drying Rack	
AFRSSIR Address Labels		Bloodstain Cards	
Desiccant Packets (1 gm)		Mailing Pouch	
Please note that gloves and venipuncture supplies are not available through AFRSSIR.			
Do you have current calendar year collection instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature:	<input style="width: 300px; height: 40px;" type="text"/>		Date:
	<input style="width: 150px; height: 40px;" type="text"/>		

Attachment 2

AFRSSIR VERIFICATION PROCESS

The following systems can be checked (if available) at the collection site for information pertaining to a DNA specimen on file for the military member.

MRRS: Navy, Marine Corps & Coast Guard
ASIMS: Air Force, Space Force, Air National Guard
MEDPROS: Army & Army National Guard
DEERS: All branches - Defense Enrollment Eligibility Reporting System

All personnel in any branch of the service will be in DEERS. If the individual is not in any of those listed above or you do not have access to one or more of the systems, contact AFRSSIR and speak with staff to verify specimen on file. If a service member has switched branches of service, a call to the AFRSSIR can result in the immediate change in the record and the information being uploaded into the applicable branch of service database.

If you wish to determine if several individuals or a unit have specimens on file, send an Excel file (with individuals' names and social security numbers or DOD EDI to the email addresses below in an ENCRYPTED e-mail. If unable to encrypt send via DOD SAFE (send passphrase separate). A response from the AFRSSIR is typically sent within one business day (and in most situations, results can be returned within one to two hours of receipt).

******The AFRSSIR provides accession dates (date processed at AFRSSIR). The AFRSSIR does not provide status updates to ASIMS, MEDPROS or MRRS.******

Mimi Kramer: Mimi.N.Kramer_ctr@health.mil
AFRSSIR Supervisor
Comm: 302-346-8803
DSN: 366-8803

Summer Marlar: Summer.M.Marlar.civ@health.mil
Administrative Officer
Comm: 302-346-8802
DSN: 366-8802

AFRSSIR Main Line:
Comm: 302-346-8800
DSN: 366-8800

Jan 2024

Attachment 3

Large GENESIS label Placement

Large GENESIS Label will cover front portion of DNA bloodstain card. Do not place label over filter paper. Adhesive from label will render DNA bloodstain card unacceptable for processing. Card will be rejected

Do not attach any additional labels on front or back side of DNA Bloodstain card. Do not place additional stamps or initials on service members demographics. Handwriting of demographics is no longer necessary as all information is provided on large or medium size GENESIS labels. Member is still required to verify information on label and sign back of DNA bloodstain card.

Date of Sample (Month-Day-Year) Other

Medium Genesis Label Placement

Medium GENESIS Label will cover front portion of DNA bloodstain card. Do not place label over filter paper. Adhesive from label will render DNA bloodstain card unacceptable for processing. Card will be rejected.

Do not attach any additional labels on front or back side of DNA Bloodstain card. Do not place additional stamps or initials on service members demographics. Handwriting of demographics is no longer necessary as all information is provided on large or medium size GENESIS labels. Member is still required to verify information on label and sign back

Date of Sample (Month-Day-Year) U.S. Air Force
 U.S. Marines
 U.S. Coast Guard
 Other

THE USE OF MULTIPLE LABELS WILL RESULT IN THE REJECTION OF THE BLOODSTAIN CARD.

Large or Medium GENESIS Label

MI

Complete either Small GENESIS label DoD EDI

SSN Branch of Service (Blacken one)
 U.S. Army
 U.S. Navy
 U.S. Air Force
 U.S. Marines
 U.S. Coast Guard
 Other

Date of Birth (Month-Day-Year)

Date of Sample (Month-Day-Year)

Jan 2024

Attachment 4

FULL SSN / DOD EDI
COMPLETE LAST NAME, FIRST NAME
DOB MM/DD/YEAR COLLECTION DATE MM/DD/YEAR MI

Complete either SSN or DoD EDI

SSN DoD EDI

Date of Birth (Month-Day-Year)

Date of Sample (Month-Day-Year)

Branch of Service (Blacken one)

- U.S. Army
- U.S. Navy
- U.S. Air Force
- U.S. Marines
- U.S. Coast Guard
- Other

Preferred label placement

Do not place label on Filter paper.
Corrections are to be crossed out and initialed by the donor or a new corrected label used not both. **THE USE OF MULTIPLE LABELS WILL RESULT IN THE REJECTION OF THE BLOODSTAIN CARD.**

THE USE OF MULTIPLE LABELS WILL RESULT IN THE REJECTION OF THE BLOODSTAIN CARD.

Jan 2024

Attachment 5

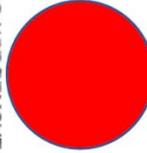
Instructions:

- a) Use a ballpoint pen or pencil only.
- b) To the best of your ability fill in each box with letters and numbers.
- c) Do not discard if letters or numbers touch box.
- d) Most importantly the card must be readable.
- e) **DO NOT REMOVE DNA PAPER FROM FORM**

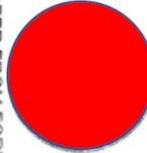
"I, the undersigned hereby acknowledge that I have read the attached Donor Consent Information, and that the blood specimen on this card is mine."

Signature

DO NOT REMOVE DNA PAPER FROM FORM
Ahlstrom-Munksjö
LOT 30200009



Fill both circled areas 100%



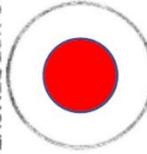
Instructions:

- a) Use a ballpoint pen or pencil only.
- b) To the best of your ability fill in each box with letters and numbers.
- c) Do not discard if letters or numbers touch box.
- d) Most importantly the card must be readable.
- e) **DO NOT REMOVE DNA PAPER FROM FORM**

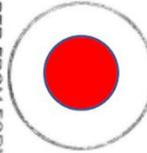
"I, the undersigned hereby acknowledge that I have read the attached Donor Consent Information, and that the blood specimen on this card is mine."

Signature

DO NOT REMOVE DNA PAPER FROM FORM
Ahlstrom-Munksjö
LOT 30200009



Fill both circled areas 50%



Jan 2024

Attachment 6



DEFENSE
HEALTH AGENCY

11

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS
ARMED FORCES MEDICAL EXAMINER SYSTEM
115 PURPLE HEART DRIVE
DOVER AFB, DE 19902-5051

Attachment 6

3 October 2022

MEMORANDUM FOR Armed Forces Repository of Specimen Samples for the
Identification of Remains (AFRSSIR) Collection Sites

SUBJECT: Wet DNA Blood Stain Due to Improperly Drying Cards Prior To Shipment

1. Over the past fiscal year, we have seen a dramatic increase wet DNA blood stain cards being sent to AFRSSIR. Our administrative team and supervisors have reached out to numerous collection sites, to remind them of the collection and drying procedures outlined in the AFRSSIR collection instructions provided to each collection site. The receipt of wet blood cards presents numerous issues to include:
 - a. creating a biohazard situation to AFRSSIR staff
 - b. promoting bacterial or fungal growth on the card during transport, which degrades the DNA.
 - c. Unneeded rejection of cards forcing the recollection of the individual, thus reducing their readiness to deploy.
 - d. AFRSSIR does not have the capability to properly dry cards any wet blood cards.
2. Effective immediately any DNA Blood Stain cards received by AFRSSIR that contain wet blood due to improper drying prior to shipment will be designated as a biohazard/compromised card and immediately destroyed. This will flag the member with a rejected specimen card in AFRSSIR, DEERS, and the respective services medical readiness systems. This will require the service member to have his blood redrawn at prior to basic training ending, at a permanent duty station, or a pre-deployment line and may affect their status in the military.
3. To meet the guidelines specified in the operation of the Armed Forces Repository of Specimen Samples for the Identification of Remains (AFRSSIR) in accordance with DoD Directive 5400.11 and DoD 5400.11-R to unify the collection of DNA blood stain specimen cards to be used for the identification of deceased service member, DoD civilian employee, or contractor personnel supporting military forces, the AFRSSIR has provided detailed Collection Instructions pertaining to DNA blood specimen collection.
4. The most current collection instruction version is Collection Instructions-February 2020, if your collection site does not have the current collection instructions, please contact us and we will ensure you receive a copy.
5. Below are excerpts from the Collection Instructions, specifically "The Venipuncture Method" showing the requirement to completely dry the Blood Stain Card prior to shipment:

UNCLASSIFIED//FOR OFFICIAL USE ONLY

Jan 2024

- a. Prior to venipuncture, ensure that the vacutainer tube bears the name and SSN/DOD ID 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. ***Do not send vials of whole blood with specimen cards to the AFRSSJR. The specimen card must be spotted with blood prior to submission to the AFRSSJR. 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/DOD ID on vacutainer tube matches the donor card. Take precautions to prevent splatter or surface contamination, remove the top of the vacutainer. The specimen donor must be present and witness the transferring of his/her blood from vacutainer tube onto the filter paper. For personal protection, if available, laboratory blood spatter shields should be used. ***Using a standard plastic disposable transfer pipette, place six (6) 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.***
 - c. 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. Also, ensure the donor is present and witness the transferring of his/her blood from vacutainer tube onto the filter paper.
 - d. ***Drying the Bloodstain Card: After affixing the blood to the bloodstain card, allow the blood to dry at room temperature for a minimum of 30 minutes or until completely dry, using the drying racks furnished by the AFRSSJR.***
6. The primary points of contact for this matter are, Kenton Ellis, Administrative Officer, 302-346-8802 or email kenton.ellis.civ@health.mil and Mimi Kramer, Repository Supervisor, 302-346-8803 or email mimi.n.kramer.ctr@health.mil. Please do not hesitate to reach out to them if you have any questions, comments, or concerns.

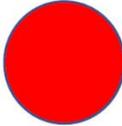
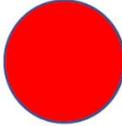
MCMAHON.TIMOTHYri,2 N⁵510P/PATRICK.12
.PATRICK.1272357044 .,; 7 ;;
21017151214 0400

Dr. Timothy P McMahon, GS15
Director DoD DNA Operations
AFRSSIR and AFDIL
Armed Forces Medical Examiner System
Timothy.p.mcmahon10.civ@health.mil

2

Jan 2024

Attachment 7

Instructions:

- Use a ballpoint pen or pencil only.
- To the best of your ability fill in each box with letters and numbers.
- Do not discard if letters or numbers touch box.
- Most importantly the card must be readable.
- DO NOT REMOVE DNA PAPER FROM FORM**

"I, the undersigned hereby acknowledge that I have read the attached Donor Consent Information, and that the blood specimen on this card is mine."

Signature

Separate the Donor Consent Information from the bloodstain card by tearing along the perforation. Consent Information portion of DNA bloodstain card is to be given to Specimen Donor to inform of Destruction Notice and AFMES/AFRSSIR address.

Note: This is to be removed prior to shipping to the AFRSSIR. Do not place in the nylon pouch with bloodstain card.

Donor Consent Information

- Authority:**
10 U.S.C. 131 (Secretary of Defense), 10 U.S.C. 7013 (Secretary of the Army), 10 U.S.C. 8013 (Secretary of the Navy), 10 U.S.C. 9013 (Secretary of the Air Force), 5 U.S.C. 301 (Departmental Regulations). A response is mandatory for DoD military personnel, and possible consequences for failing to respond include adverse administrative action up to and including separation from the federal service. A response is voluntary for non-DoD personnel selected 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.
- 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.
- 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.
- 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 application relationship to DoD. (Complete military service is not limited to active duty service, it includes all service as a member of the Selective Reserves, Individual Ready Reserve, Standby Reserve or retired Reserve.) Requests for early destruction may be sent to:
**Director, Repository Operations
AFMES / AFRSSIR
Bldg 115, Purple Heart Drive, room 166
Dover AFB, Dover, DE 19902**

Jan 2024

Attachment 8

**ARMED FORCES MEDICAL EXAMINER SYSTEM
ARMED FORCES REPOSITORY OF SPECIMEN SAMPLES
FOR THE IDENTIFICATION OF REMAINS (AFRSSIR)
115 Purple Heart Drive, Room 166
Dover AFB, DE 19902**

OF SPECIMENS ENCLOSED _____

Site ID# _____

Please complete the following Point of Contact (POC) information and return to the AFRSSIR.

Unit Name: _____

POC Name: _____

Phone Number (Comm. & DSN): _____

Fax Number (Comm.): _____

POC Email Address: _____

Mailing Address: _____

Address from which the bloodstain cards are mailed (if different than POC mailing address):

If you have any questions, please contact the AFRSSIR main line at DSN 366-8800

AFRSSIR Supervisor: Mimi.N.Kramer.ctr@health.mil @ DSN 366-8803

AFRSSIR Administrative Officer: Summer.M.Marlar.civ@health.mil @ DSN 366-8802

Jan 2024

Attachment 9

Frequently Used Reject Codes	
CODE	Interpretation
CD	Conflicting DOB – DOB on card conflicts with DEERS Information
DI	DEERS conflict SSN- Card submitted under sponsor's SSN
DL	DEERS conflict: Last name
DM	DEERS conflict: Middle name
DN	Dependent (service member is not their own sponsor)
DF	DEERS Conflict: First name
DB	DOB missing
DU	Duplicate
FD	Filter paper detached
IE	Incorrectly Entered SSN/DOD EDI (transcribed by member incorrectly or incorrect in DEERS/printed incorrect on label)
ND	Not in DEERS (Service member not found in DEERS)
NG	No Signature
NN	No Name
NR	DEERS Conflict - No record (record is incomplete in DEERS...branch of service not attached)
NS	No Specimen – (No blood/insufficient blood on filter paper, excessive mold on filter paper, ink/pencil/marker or stamp placed over blood on filter paper)
SM	No SSN/DOD EDI or Incomplete SSN/DOD EDI
UI	Unreadable information – unable to verify signature
UO	Label Issues – (label damage, excessive damage from label repositioning, label covering filter paper, multiple labels)
ZZ	Unknown – Misc. issues (multiple cards in pouch without protective flap in place)
WB	Bloodstain card not dry/wet blood

AFRSSIR will place a 60-day hold on DNA bloodstain cards with the below reject codes for collection site to contact service member regarding DEERS issue.

Contact AFRSSIR at 302-346-8800 or DSN 366-8800 prior to 60 days if issue has been resolved. Issues not resolved prior to 60 days will result in destruction of DNA bloodstain card. Recollection and resubmission to AFRSSIR will be required.

Reject codes requiring DEERS resolution: DM, DN, DF/DL, ND & NR.

Jan 2024

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

Per DoD Instruction 5154.30 Section 3.c.(1), dated December 29, 2015, individual specimen samples will be destroyed at the request of the donor following the conclusion by the donor of completed military service or other applicable relationship to the DoD. To be eligible, a Service Member must have completed their military service obligation verified by the Defense Eligibility Enrollment and Records System (DEERS) and DD Form 214.

A request must be made in writing and include:

- Service Member's name
- Social security number
- Date of birth
- Branch of service or civilian status (if applicable)
- Mailing address

All requests must include a copy of the Service Member's DD Form 214 verifying separation and end of service obligation.

Send Service Member specimen destruction requests to:

AFMES/AFRSSIR
ATTN: AFRSSIR Specimen Destruction Request
115 Purple Heart Drive
Dover Air Force Base, DE 19902