



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 1770.1
4/DEPSUPT/COS
03 MAY 2007

USNA INSTRUCTION 1770.1

Subj: CASUALTY ASSISTANCE CALLS/FUNERAL HONORS SUPPORT SUB-AREA COORDINATOR

Ref: (a) NDWINST 1770.2B
(b) NDW ltr 1770 Ser N00/0079 of 20 Mar 07
(c) NAVPERS 15555D

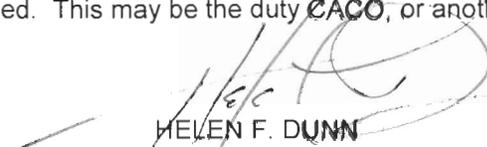
1. Purpose. To publish the Naval Academy's CACP policy.
2. Cancellation. USNAINST 1750.2B
3. Information. Per reference (a) and (b), the Naval Academy has been assigned the responsibility to provide a Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Sub-Area Coordinator. This includes coordinating Casualty Assistance Calls Officer (CACO) support for next of kin residing in Anne Arundel County to include the Naval Academy as well as coordinating funeral honor support for veteran naval officers and enlisted Sailors interred. The Deputy Superintendent/Chief of Staff will assign the Sub-Area CAC/FHS Coordinator. The Commandant of Midshipmen will maintain a CACO for casualties involving midshipmen.
4. Action
 - a. The Sub-Area CAC/FHS Coordinator will work with key leadership on the faculty and staff to maintain a trained CACO in the divisions of Engineering and Weapons, Humanities and Social Sciences, Math and Science, Admissions, Commandant's Staff, Professional Development, Officer Development, Athletic Department and Support Staff. Officers and Chief Petty Officers (CPO), E-7 through E-9, should have no less than two years of active duty service and have 24 months remaining before their projected rotation date (PRD) when trained. Once trained, these officers and CPOs are assignable as CACOs for next of kin in the sub-area.
 - b. The Sub-Area CAC/FHS Coordinator must maintain current recall information for all trained CACOs and will also maintain a duty CACO bill. The duty CACO should be ready at any time during their assigned period of duty to respond to a casualty report. This involves maintaining the appropriate dress uniform with medals and white gloves, and making arrangements for stand-ins for missed obligations such as teaching and training. During the period of duty, the CACO should also have an up-to-date copy of the CACO Handbook readily available at all times. This handbook is provided to all CACO's during training.
 - c. The Sub-Area CAC/FHS Coordinator will provide the Duty CACO Bill to the Naval Academy Duty Officer (NADO), with the appropriate recall information to allow the NADO to contact the CACO when a casualty report is received. The NADO should also be provided recall information for the Sub-Area CAC/FHS Coordinator. Additionally, the NADO will ensure the duty Chaplain will assist the CACO with the initial visit to the next of kin.
 - d. The Sub-Area CAC/FHS Coordinator should be trained as a CACO and be included in the CACO duty rotation. The Sub-Area CAC/FHS Coordinator will track the PRD of each trained CACO, and arrange for another CACO from the respective division to be trained prior to detachment of a trained CACO.

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e. Once a CACO has been assigned to assist the next of kin in the event of a casualty, that CACO's division shall make all necessary arrangements for others to cover the CACO's normal obligations for the duration of the case. This period can be from several weeks to over a year depending on the situation. After a CACO has handled a case, that CACO may request to be removed from the duty rotation, and another officer or CPO from that division will be trained to replace them.

f. The Sub-Area CAC/FHS Coordinator is responsible for providing funeral honors support for all eligible veteran naval officers and enlisted Sailors as described in reference (c). Per references (b) and (c), the Naval Academy will provide a Funeral Honors Support detail, consisting of a firing party to fire three volleys and two members to fold and present the National Ensign to the next of kin and play Taps as appropriate. The Sub-Area CAC/FHS Coordinator will become familiar with and utilize reference (c) when rendering military honors to deceased naval officers and enlisted Sailors.

g. For funerals at the Naval Academy Cemetery or Columbarium, the NADO will normally present the National Ensign to the next of kin. If the NADO is not of the same branch of service as the deceased, the Sub-Area CAC/FHS Coordinator is responsible for coordinating with the NADO Senior Watch Officer to ensure an alternate presenter is assigned. This may be the duty CACO, or another qualified NADO.



HELEN F. DUNN
Deputy Superintendent/Chief of Staff

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