



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

USNAINST 1770.1A  
10/ HUM SS  
29 FEB 2012

USNA INSTRUCTION 1770.1A

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

Ref: (a) NDWINST 1770.2C  
(b) NAVPERS 15555D

1. Purpose. To publish the Naval Academy's CAC policy.

2. Cancellation. USNAINST 1770.1

3. Information. Per references (a) and (b), the Naval Academy has the responsibility to provide a Casualty Assistance Calls/Funeral Honors Support (CAC/FHS) Sub-Area Coordinator to coordinate Casualty Assistance Calls Officer (CACO) support for next of kin residing in Anne Arundel County, to include the Naval Academy, and funeral honor support for veteran naval officers and enlisted Sailors interred. The 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 Academy leadership to maintain at least two trained CACOs in the divisions of Engineering and Weapons, Humanities and Social Sciences, Math and Science, and at least one trained CACO in Leadership Ethics and Law. Permanent Military Professors (PMPs) or Junior Permanent Military Professors (JPMPs) will normally be assigned as CACOs in order to ensure continuity of service for next of kin and to avoid challenges associated with frequent turnover. Officers and Chief Petty Officers (CPO), E-7 through E-9, should have no less than 24 months remaining before their projected rotation date (PRD) or anticipated retirement date 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 shall maintain current recall information for all trained CACOs and shall maintain a duty CACO bill. The duty CACO shall be ready at any time during their assigned period of duty to respond to a casualty report. This involves maintaining the appropriate service dress uniform and making arrangements for stand-ins for missed obligations such as teaching and training. During the period of duty, the CACO shall have an up-to-date copy of the CACO Handbook readily available at all times. This handbook is provided to all CACOs during training.

c. The Sub-Area CAC/FHS Coordinator shall provide the Naval Academy Duty Officer (NADO) with the Duty CACO Bill including the appropriate recall information to allow the NADO to contact the CACO when a casualty report is received.

d. The Sub-Area CAC/FHS Coordinator shall track the PRD (or anticipated retirement date) of each trained CACO, and arrange for another CACO from the respective division to be trained prior to detachment or retirement of a trained CACO. If eligible to serve as CACO, the Sub-Area CAC/FHS Coordinator should be trained as a CACO and be included in the CACO duty rotation.

e. Once a CACO has been assigned to a casualty, that CACO's division shall make all necessary arrangements to cover the CACO's normal obligations for the duration of the case. This period can be

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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.

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 (b). The Naval Academy shall provide, at a minimum, a Funeral Honors Support detail capable of folding and presenting the National Ensign and the playing of Taps. However, it is customary, especially for members who die on active duty, to provide a six-member team per funeral (drawn from a 15-member enlisted E-6 and below bill), a bugler, and one member to present the National Ensign to the next of kin, as well as arrange for a firing party when appropriate. The Sub-Area CAC/FHS Coordinator will become familiar with and utilize reference (b) when rendering military honors to deceased Naval officers and enlisted Sailors.

g. The Sub-Area CAC/FHS Coordinator, working with the NADO Senior Watch Officer, shall create and maintain a separate watch for Funeral Honors Support Officers (FHSOs) who shall present the flag at USN officer funerals at the Naval Academy Cemetery/Columbarium or off the Yard as tasked by Naval District Washington.

(1) At least two officers will be assigned watch each day and the NADO will serve as supernumerary for all funeral honors of his/her service on the Yard. Officers shall not serve on more than one of the three bills (FHS, CACO, NADO) within the same month.

(2) The duty FHSOs should be ready at any time during their assigned period of duty to present a flag at an officer funeral.

(3) The FHSOs shall receive training in flag presentation prior to being assigned to the FHS bill, including the appropriate dress uniform, with medals and white gloves.



/S/  
S. S. VAHSEN  
Chief of Staff

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