



DEPARTMENT OF THE NAVY
COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5101

COMDTMIDNINST 1770.1
APR 12 2008

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1770.1

Subj: OPERATIONAL LOSS OF USNA GRADUATE RESPONSE PLAN

Encl: (1) Response plan execution timeline
(2) Quick reference guide for plan execution

1. Purpose. To implement response plan procedures in the event a Naval Academy graduate is killed during military operations.

2. Background. As midshipmen train to serve as officers in the operating forces, they should be made keenly aware when a Naval Academy graduate gives his or her life in service to the nation. Awareness and remembrance shall be timely and respectful. The designated individuals in paragraph (3) will execute this instruction's plan whenever a USNA graduate is killed in action or deemed lost during other operations (aircraft mishap, training casualty, etc). Final authority for execution of the plan in enclosure (1) will remain with the Commandant of Midshipmen.

3. Responsibilities.

a. Deputy Commandant of Midshipmen. The Deputy Commandant of Midshipmen shall ensure that information regarding a KIA or operational loss is quickly passed to the Commandant's Operational Loss Response Plan Action Officer. The Naval Academy Public Affairs Office and the Naval Academy Alumni Association will typically be the first offices to receive word of a graduate's death. Prompt communication and liaison between these offices and the Commandant's Staff is critical to this program's success.

b. Operational Loss Response Plan Action Officer. The 14th Company Officer will typically be designated as the action officer for this program and will have the following responsibilities:

(1) Ensure each new Commandant, Deputy Commandant, and midshipman action officer is briefed on this instruction so that personnel turnover does not hinder plan execution.

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(2) Coordinate with program midshipman action officer to ensure timely and complete execution of enclosure (1).

(3) Maintain periodic liaison with USNA Public Affairs Office and USNA Alumni Association regarding this response plan.

c. Operational Loss Response Plan Midshipman Action Officer. The 4th Battalion Operations Officer will typically be designated as the midshipman action officer for this program and will have the following responsibilities:

(1) Ensure the Brigade Staff is briefed on this instruction so that personnel turnover does not hinder plan execution.

(2) Coordinate with the Commandant's program action officer to ensure timely and complete execution of enclosure (1).



MARGARET D. KLEIN

Distribution:

Commandant of Midshipmen
Deputy Commandant of Midshipmen
Public Affairs Officer
USNA Alumni Association Office
14th Company Officer
Brigade Commander
4th Battalion Operations Officer

RESPONSE PLAN EXECUTION TIMELINE

Note: Plan effectiveness is predicated upon timely notification of KIA or Operational Loss.

<u>ACTION ITEM</u>	<u>RESPONSIBILITY</u>	<u>TIMEFRAME</u>
Draft notification email for Commandant release.	14 th Company Officer, Commandant EA	Within 24 hours of initial notification
Release notification email to both brigade and non-mids distribution lists.	Commandant of Midshipmen, Commandant EA	Within 24 hours of initial notification
Once authorized by Commandant, fly Brigade of Midshipmen flag at half-mast.	14 th Company Officer, Officer of the Watch	Release of notification email until completion of remembrance meal
Create table fliers and slideshow for remembrance meal.	4 th Battalion Ops Officer	Within 48 hours of initial notification
Brief Brigade Commander on remembrance meal plan.	4 th Battalion Ops Officer	Within 48 hours of initial notification
Hold remembrance meal (consists of summary of loss, slideshow, moment of silence, and table fliers).	14 th Company Officer, 4 th Battalion Ops Officer	Within 72 hours of initial notification
Post display honoring graduate in Rotunda.	4 th Battalion Ops Officer	Remembrance meal + 2 weeks (or when deemed appropriate by Commandant)

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QUICK REFERENCE GUIDE FOR PLAN EXECUTION

Commandant and Deputy Commandant should receive advance copies of table fliers, slideshow, and Rotunda display for their approval. Route through 14th Company Officer.

Procedure for Lunch Table Fliers:

- 1- Use Microsoft Word or other word program to create fliers for lunch tables that include a picture of the graduate and a bio that involves more detail than the PowerPoint display.
- 2- Distribute 2 fliers per lunch table.

Procedure for PowerPoint Bio and Picture of Graduate:

- 1- Use PowerPoint to create the display using a light colored background and bolded black font no smaller than 30 point.
- 2- Find picture of graduate using Lucky Bag or other means and center picture on one side of screen.
- 3- Type a short bio of the graduate using name, rank, branch, date of birth, date of death and USNA class year. Other information may be added as appropriate.

Procedure for Laptop Connection and Screen Display during Noon Meal Announcements:

- 1- Contact the Brigade MISLO or MIS officer in the 3-0 office spaces to obtain a laptop if a personal one is not available.
- 2- Know how to operate the laptop including the log in features and password.
- 3- Arrive at anchor in King Hall at least 20 minutes prior to noon meal formation.
- 4- Plug in the power cord for the computer into outlet and use the connection cord at anchor to connect laptop to system. Blue cord is not needed.
- 5- Once laptop is properly connected open saved PowerPoint and display bio and picture of graduate on screen in full view then maintain this view throughout the anchor announcements.
- 6- Now go to the touch screen at the anchor located by the bell. Lightly touch screen to turn on.
- 7- Press "Set up for Announcement."
- 8- Press "Source Select."
- 9- Press "Patch 1" under the Video Source Select column on the right side of screen.
- 10- Press "Source Select" again.
- 11- Press "Patch 1" under the PC Source Select column on the left side of screen.
- 12- Wait until the system connects with laptop and displays the screen on monitors located throughout King Hall.
- 13- Keep the display on throughout entire anchor announcements.
- 14- Press "Back."
- 15- Press "Off All."

Note: Make sure to consult Brigade MISLO the day before to check if the connection is different or if the procedure for the touch screen have changed.

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Procedure for Rotunda Displays:

- 1- Use the saved PowerPoint display created for lunch announcements and take to MSC in the library.
- 2- Using display materials create two displays no smaller than 2'x 2' showing the bio and picture of the graduate in a professional manner.
- 3- Using display tripods, set displays up on the right and left side of the stairs leading to Memorial Hall in the Rotunda of Bancroft Hall.