



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1770.1B
14TH CO
20 Mar 12

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1770.1B

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. Cancellation. COMDTMIDNINST 1770.1A.

3. 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. This instruction will be executed 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.

4. 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.

(2) Coordinate with the Operational Loss Response Plan Midshipman Action Officer to ensure timely and complete execution of enclosure (1). Enclosure (2) will serve as a guide for execution of the plan.

(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 3rd Battalion Operations Officer will typically be designated as the Midshipman Action Officer for this program and will have the following responsibilities:

(1) Coordinate with the Operational Loss Response Plan Action Officer to ensure timely and complete execution of enclosure (1).

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

(3) Coordinate with the Brigade Staff, as required to ensure timely execution of enclosure (1).

5. Review Responsibility. The 14th Company Officer is responsible for the annual review of this instruction.



C. A. CARROLL
By direction

Distribution:
Non-Mids (Electronically)

RESPONSE PLAN EXECUTION TIMELINE

| <u>ACTION ITEM</u> | <u>RESPONSIBILITY</u> | <u>TIMEFRAME</u> |
|---|--|---|
| Prepare and obtain Deputy Commandant approval for: <ul style="list-style-type: none"> • Brigade notification email • Remembrance Meal date • Rotunda memorial display • King Hall flyers • King Hall slideshow | Action Officer | Within 48 hours of initial notification |
| Brief Brigade Commander and coordinate Remembrance Meal date. | Action Officer/ Midshipman Action Officer | Within 48 hours of initial notification |
| Fabricate: <ul style="list-style-type: none"> • Rotunda memorial display* • King Hall flyers | Action Officer/MS Midshipman Action Officer | Within 72 hours of initial notification Prior to day of Remembrance Meal |
| Once authorized by Commandant, release notification email to the Brigade of Midshipmen. | Action Officer | Immediately upon approval |
| On the day of the Remembrance Meal: <ul style="list-style-type: none"> • Fly Brigade of Midshipmen flag at half-mast. • Take pictures of flag at half-mast • Place memorial displays in Rotunda • Set up A/V equipment for King Hall slide show • Place King Hall flyers on tables | Officer of the Watch Action Officer/ Midshipman Action Officer Action Officer/ Midshipman Action Officer Action Officer/ Midshipman Action Officer | Morning Colors until Evening Colors of Remembrance Meal day Prior to the Remembrance Meal day + two weeks. 60 minutes prior to Remembrance Meal 30 minutes prior to Remembrance Meal |
| Hold remembrance meal (consists of summary of loss, moment of silence, and slideshow) | Action Officer, Midshipman Action Officer, Brigade Striper Rep. | When directed |

* Production of Remembrance Displays predicated on MSC responsiveness, available material, and equipment production capability.

QUICK REFERENCE GUIDE FOR PLAN EXECUTION

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

Procedure for Lunch Table Fliers:

- 1- Use Microsoft Word or other word processing 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 two fliers per lunch table.

Format for King Hall PowerPoint slideshow:

- 1- Use PowerPoint to create a 4-slide memorial show for King Hall:
 - Slide 1 - Acquire photos of KIA (Lucky Bag, Facebook, Unit website, Alumni Assn, etc). Inspirational quote should be centered in the upper half of page with black background and Times New Roman 18 white font.
 - Slide 2 - Blue background with Times New Roman 27 yellow font. Quote ideally comes from immediate family member of KIA.
 - Slide 3 - Same as slide 2, but quote from either unit commander/senior officer of unit, or Academy classmate/company mate of KIA.
 - Slide 4 - Background with USNA Flag at half-mast with bio of KIA in bullet format. Times New Roman 32 (or best fit) yellow font.

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 procedures for the touch screen have changed.

Procedure for Rotunda Displays:

- 1- Use the saved PowerPoint display created for the King Hall PowerPoint show and take to MSC in the library.
- 2- Using display materials create two displays no smaller than 2'x 2' of slides 1 and 4 (photo collage and bulletized Bio).
- 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.