



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1770.2
CACO
11 Dec 17

USNA INSTRUCTION 1770.2

From: Superintendent, U.S. Naval Academy

Subj: CASUALTY ASSISTANCE CALLS SUB-AREA FOR ANNE ARUNDEL COUNTY

Ref: (a) NDWINST 1770.2(Series)
(b) COMDTMIDNINST 1770.2(Series)

1. Purpose. To set Casualty Assistance Calls (CAC) policy and practice by the U.S. Naval Academy as a supporting entity to the Naval District Washington (NDW) regional CAC program.

2. Cancellation. USNAINST 1770.1A.

3. Scope and Applicability. All personnel assigned to U.S. Naval Academy (USNA) shall familiarize themselves with the CAC guidance and policies listed in references (a) and (b).

4. Situation. Per reference (a), USNA is responsible for providing a CAC Coordinator to act as liaison to and agent of the NDW CAC Coordinator in support of the region's program. Reference (a) delineates that USNA's coordinator will ensure proper implementation of the program within the sub-area defined by NDW as Anne Arundel County (AAC). The CAC Coordinator will ensure that a Casualty Assistance Calls Officer (CACO) is properly trained and available at all times to support AAC cases, when assigned by NDW to USNA, including cases that originate at USNA. Due to the magnitude of the Brigade of Midshipmen, USNA will satisfy regional casualty responsibilities on two fronts. First, the Chief of Staff (COS) will appoint by designation letter a sub-area AAC CAC Coordinator who will be responsible for general oversight of the program and the assignment of CACOs to handle AAC cases other than midshipmen. Additionally, per reference (b), the Commandant of Midshipmen will appoint CACOs to handle cases involving midshipmen.

5. Action

a. Assignment of Duty: The sub-area AAC CAC Coordinator (hereafter called "coordinator") will collaborate with academic divisional leadership to assign and maintain the following roster of active duty commissioned officers to stand duty as CACO: Two from Engineering and Weapons, two from Humanities and Social Sciences, two from Mathematics and Science, and one from Leadership Ethics and Law. For these commissioned CACOs, USNA prefers the selection of Permanent Military Professors (PMPs) or Junior Permanent Military Professors (JPMPs), to reduce frequent roster turnover and promote continuity of service. Ultimately, uniformed members of the USNA faculty and staff, E-7 and above, are eligible to stand CACO.

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b. **Watchbills:** The Coordinator shall maintain up-to-date recall information for all rostered CACOs, to be included on each watchbill. Watchbills will be written per the following criteria: Duty preference inputs shall be solicited from roster members no later than two weeks in advance, and with a finalized watchbill published one week in advance of assigned duties. The Naval Academy Duty Officer (NADO) will be courtesy-copied on all CACO watchbills.

c. **Training and Readiness:** Newly recruited CACOs, whenever possible (but not required), will be sent to take the one-day training course offered periodically by NDW. The Coordinator will synchronize efforts with the Commandant's Staff on periodic refresher training, procedural updates, and duty roster review in support of the over-arching NDW CAC program. CACOs on the current duty roster shall at all times maintain the reference (a) prescribed uniform so as to be ready for a Notification Visit to next of kin. This uniform requirement also applies to the duty Chaplain.

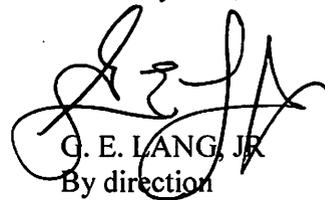
d. **Role of the Watchstander's Division/Department:** Once any given CACO has been assigned by NDW to support an actual case, that CACO's immediate supervisor shall make all necessary arrangements to cover his/her normal obligations for the duration of the case. Cases may involve several days or weeks, depending on the situation. CACO duty supersedes all other forms of duty.

e. **Mass Casualty Plan:** USNA support for the NDW Mass Casualty Contingency Plan will be carried out per reference (a), enclosure (3), which states that, "when a major disaster involving mass casualties (15 or more Naval personnel at one site) has occurred...all potential CACOs and Chaplains are to be placed on emergency stand-by." Other than when the event takes place directly on USNA grounds, the notification of this type of event will come from NDW. Should this happen, the NADO, CAC Coordinators, and USNA front office leadership must be immediately notified.

6. **General.** Upkeep of USNA's support to the NDW CAC program will be ensured by annual reports made by the Coordinator to COS and NDW. The reports, given in June, will summarize past year's training evolutions, changes in duty rosters, and summaries of cases handled.

7. **Records Management.** Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, the CAC Coordinator will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



G. E. LANG, JR
By direction

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