

## ACTION MEMO

October 18, 2013

For: Deputy Commandant of Midshipman, U.S. Naval Academy

FROM: CDR Julie Shank, Commandant Operations Officer 

Subj: Revision to COMDTMIDNINST 1770.2 – Naval Academy Midshipmen and Commandant's Staff Personnel Casualty Procedures

BLUF: Request approval of revision to COMDTMIDNINST 1770.2 – Naval Academy Midshipmen and Commandant's Staff Personnel Casualty Procedures.

### Background:

- TAB A is submitted revision to COMDTMIDNINST 1770.2 – Naval Academy Midshipmen and Commandant's Staff Personnel Casualty Procedures. The Operations Department's procedures have been updated, as well as updates to Flag information and transportation of Midshipmen to funeral services.

- Changes:

1. Para 5.d.(3): added "Coordinate with the CACO and the Commandant Operations Office to get Midshipmen to the funeral services if the family desires to have Midshipmen present. Supply Office can support the travel cost of only 1 Midshipmen. More Midshipmen are authorized to attend, however it will be the responsibility of those Midshipmen to pay for their own transportation. The family of the deceased Midshipman reserves the right to pay for the transportation of the Midshipmen outside of the 1 supported by the Supply Office."

2. Para 5.d.(5): added "In the case of deceased Midshipmen only, coordinate with the Supply Office to ensure that Brigade of Midshipmen Flag is provided to Primary Next of Kin with the Superintendent Unrestricted Gift Fund."

### Way Ahead:

- After review and approval, TAB A will be promulgated electronically.

RECOMMENDATION: That the Commandant of Midshipmen approves instruction by signing TAB A.

### ATTACHMENTS:

As Stated

Prepared By: LT Dale S. Crowner, USN