COMMANDANT OF MIDSHIPMEN INSTRUCTION 1770.1C CHANGE TRANSMITTAL 1

Subj: OPERATIONAL LOSS OF USNA GRADUATE RESPONSE PLAN

Encl: (1) Revised page 3 of enclosure (2)

1. Purpose. To publish change 1 to the basic instruction.

2. Action
   a. Remove page 3 of enclosure (2) of the basic instruction and replace with enclosure (1).
   b. Enclosure (1) has been incorporated into the basic instruction and posted to the website.

R. L. SHEA
By direction

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)
COMMANDANT OF MIDSHIPMEN INSTRUCTION 1770.1C

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 1770.1B.

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.

R. L. SHEA  
By direction

Distribution:  
Non-Mids (Electronically)
**RESPONSE PLAN EXECUTION TIMELINE**

**Note: Plan effectiveness is predicated upon timely notification of KIA or Operational Loss and number of operational losses.**

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<tr>
<th>ACTION ITEM</th>
<th>RESPONSIBILITY</th>
<th>TIMEFRAME</th>
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<tbody>
<tr>
<td>Prepare and obtain Deputy Commandant approval for:</td>
<td>Action Officer</td>
<td>Within 72 hours of initial notification</td>
</tr>
<tr>
<td>• Brigade notification Email</td>
<td></td>
<td>(Ideally within 48 hours)</td>
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<tr>
<td>• Remembrance Meal date</td>
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<tr>
<td>• Rotunda memorial display</td>
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<tr>
<td>• King Hall/Family flyers</td>
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<tr>
<td>• King Hall slideshow</td>
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| Brief Brigade Commander and coordinate Remembrance Meal date.               | Action Officer/Midshipman Action Officer | Within 48 hours of initial notification        |
|                                                                           | Action Officer                        |                                                |

| Fabricate:                                                                | Action Officer/MSC Midshipman Action Officer | Within 72 hours of initial notification Prior to day of Remembrance Meal |
| • Rotunda memorial display*                                               |                                       |                                                |
| • King Hall flyers                                                       |                                       |                                                |

| Commandant releases notification e-mail to the Brigade of Midshipmen.     | Action Officer drafts e-mail for Commandant release | Immediately upon approval |
|                                                                           | Action Officer                        |                                                |

| Commandant sends a letter of condolence to the primary next of kin.        | Action Officer drafts the letter of condolence for Commandant’s approval. | Sent to the family on the day after the remembrance meal. |
|                                                                           | Action Officer                        |                                                |

| On the day of the Remembrance Meal:                                       | Officer of the Watch Action Officer/Midshipman Action Officer | Morning Colors of Remembrance Meal day Prior to the Remembrance Meal day + two weeks 60 minutes prior to Remembrance Meal 45 minutes prior to Remembrance Meal |
| • Fly Brigade of Midshipmen 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                                       |                                       |                                                |

| Hold remembrance meal (consists of summary of loss, moment of silence, and slideshow). | Action Officer, Midshipman Action Officer, Chaplain, Brigade Striper Representative | When directed |
|                                                                                     | Action Officer                        |                                                |

* Production of Remembrance Displays predicated on MSC responsiveness, available material, and equipment production capability.
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**QUICK REFERENCE GUIDE FOR PLAN EXECUTION**

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

**Procedure for Lunch Table Flyers:**

1- Use Microsoft Word or other word processing program to create flyers for lunch tables that include a picture of the graduate and a bio that involves more detail than the PowerPoint display. In the event of more than one operational loss of a graduate being remembered, no more than two members will be on one flyer.

2- If more than one graduate is being remembered on a flyer, a second flyer will be produced. This flyer is for the family should they ask for a copy. It should only have the graduate who is being remembered for that family on it. Print two copies of this flyer.

3- Flyers are to be submitted to the Commandant’s administrative office after final approval for printing.

4- Distribute one flyer per lunch table on the day of the remembrance service for a total of 400 flyers.

**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, CACO, Internet news websites, Director of photography for sports photos, Lifetouch photography for official academy photos, etc). Inspirational quote should be centered in the upper half of page with black background and Times New Roman 18 white font. The inspirational quote should come from a family member, close friend, or member of the COC. If one cannot be obtained in time for the remembrance meal, a famous naval quote that is appropriate to the circumstances can be used.

   Slide 2 – Blue background with Times New Roman 27 yellow font.

   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 bulleted Bio).

3- Using easels, set displays up on the right and left side of the stairs leading to Memorial Hall in the Rotunda of Bancroft Hall.

Procedure for Displaying Brigade of Midshipmen Flag:

1- The Brigade of the Midshipman flag will be flown at half-mast on the same day as the remembrance service. If more than one service member is being remembered a flag will be flown for each service member an equal amount of time from morning colors to evening colors. The Ensign is not to be flown at half-mast unless directed from higher authority.
2- The Brigade of Midshipmen flag can be obtained from the Brigade Drill Master.

3- The Brigade of Midshipmen flag flown at half-mast on the day of remembrance will be delivered to the surviving family of the operational loss service member. Funding to cover the cost of the Brigade of Midshipmen flag will come from the gift fund.

4- Flag certificates obtained from the Commandant’s office will be sent to the families with the Brigade of Midshipmen flag flown at half-mast coordinated through the CACO.

Procedure for Remembrance Meal:

1- The Action Officer will designate a Striper Midshipman either from the Brigade staff or the CC of the company from which the operation loss came from to give a summary of loss speech. The speech will be submitted to the action officer for approval the day prior to the remembrance meal.

2- During the remembrance meal, the Anchor in King hall will be packed by members of the company or companies from which the operational loss or losses came from.

3- The Brigade XO will call the Brigade to attention and the designated Striper Midshipman will deliver the “summary of loss” speech.

4- Immediately following the speech a moment of silence approximately 30 seconds long will be observed followed by an Anchor Prayer from the participating chaplain to conclude the ceremony.