



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1770.1D
14th CO
JUN 03 2020

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1770.1D

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: OPERATIONAL LOSS OF U.S. NAVAL ACADEMY 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 U.S. Naval Academy graduate is killed during military operations.
2. Cancellation. COMDTMIDNINST 1770.1C.
3. Scope and Applicability. As midshipmen train to serve as officers in the operating forces, they should be made keenly aware when a U.S. Naval Academy (USNA) graduate gives their 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 (KIA) or deemed lost during other operations (e.g. aircraft, 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 USNA Public Affairs Office and 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 of Midshipmen's staff is critical to the 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 of Midshipmen, Deputy Commandant of Midshipmen, 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 Midshipmen Action Officer to ensure timely and complete execution of enclosure (1). Enclosure (2) will serve as a guide for execution of the plan.

JUN 03 2020

(3) Maintain periodic liaison with the USNA Public Affairs office and the 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 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 Operational Loss Response Plan Action Officer to ensure timely and complete execution of enclosure (1).

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA Records Manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the 14th Company Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Distribution:

Non-Mids (electronically)

JUN 03 2020

RESPONSE PLAN EXECUTION TIMELINE

Note: Plan effectiveness is predicated upon timely notification of KIA or Operational Loss and number of operational losses. Coordination with Operational Loss' command Causality Assistance Calls Officer (CACO) and the Operational Loss family will dictate timeline.

<u>ACTION ITEM</u>	<u>RESPONSIBILITY</u>	<u>TIMEFRAME</u>
Contact Deputy Commandant	ACTION OFFICER	Within 48 hours of loss.
Obtain Commandant approval for: <ul style="list-style-type: none"> • Brigade notification Email (Note 1) • Remembrance Meal date • Smoke Hall memorial display • King Hall/Family flyers • King Hall slideshow 	ACTION OFFICER	Contact Loss Command as Soon as possible.
Brief Brigade Commander and coordinate Remembrance Meal date. (Note 2)	ACTION OFFICER/ MIDSHIPMEN ACTION OFFICER	Within 48 hours of initial notification.
Fabricate: <ul style="list-style-type: none"> • Smoke Hall memorial display (Note 3) 	ACTION OFFICER/MSC	One week prior to day of Remembrance Meal.
<ul style="list-style-type: none"> • King Hall flyers 	MIDSHIPMEN ACTION OFFICER	One week prior to day of Remembrance Meal
Commandant releases notification e-mail to the Brigade of Midshipmen.	ACTION OFFICER- <i>drafts email for Commandant release</i>	Immediately upon approval
Commandant sends a letter of condolence to the primary next of kin.	ACTION OFFICER- <i>drafts the letter of condolence for Commandant's approval.</i> (Note 4)	Sent to the family immediately upon approval.
On the day of the Remembrance Meal: <ul style="list-style-type: none"> • Fly Brigade of Midshipmen flag at half-mast. 	OFFICER OF THE WATCH	Morning Colors of Remembrance Meal Day.
<ul style="list-style-type: none"> • Place memorial displays in Smoke Hall 	ACTION OFFICER/ MIDSHIPMEN ACTION OFFICER	Prior to the Remembrance Meal Day/two weeks.
<ul style="list-style-type: none"> • Set up A/V equipment for King Hall slide show 	ACTION OFFICER/ MIDSHIPMAN ACTION OFFICER	60 minutes prior to Remembrance Meal.
<ul style="list-style-type: none"> • Place King Hall flyers on Tables 	MIDSHIPMEN ACTION OFFICER	45 minutes prior to Remembrance Meal.
Hold remembrance meal (consists of summary of loss, moment of silence, and slideshow).	ACTION OFFICER MIDSHIPMEN ACTION OFFICER, CHAPLAIN, BRIGADE STRIPER REPRESENTATIVE	When directed

JUN 03 2020

Note 1: Brigade email will be drafted by Action Officer and routed through Commandant's Admin Officer and Executive Assistant.

Note 2: 48-hour timeline should be the initiation of communications between the Deputy Commandant of Midshipmen, Brigade Staff, and Action Officer. Depending on Operational Loss Command's CACO communication and Operational Loss' family attendance, it may dictate a later timeline (for example, several months after death if they would like their attendance to coincide with another event or planned travel).

Note 3: Production of Remembrance Displays predicated on MSC responsiveness, available material, and equipment production capability.

Note 4: Condolence letter will be drafted by Action Officer. Previous letters and templates can be found with the Commandant's secretary. Letter will be routed through the Commandant's Admin Officer and Executive Assistant and sent from the Commandant's secretary.

JUN 03 2020

QUICK REFERENCE GUIDE FOR PLAN EXECUTION

NOTE: Commandant of Midshipmen and Deputy Commandant of Midshipmen 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 biography that involves more detail than the Power Point 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 four slide (minimum) 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 Chain of Command. If one cannot be obtained in time for the remembrance meal, a famous naval quote that is appropriate to the circumstances may 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.

Slides 5 and beyond - Additional photos of graduate approved by family.

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

- 1- Contact the Brigade Midshipmen Information Systems Liaison Officer (MISLO) or MIS

JUN 03 2020

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 the anchor in King Hall at least 20 minutes prior to noon meal formation.
- 4- Plug in the power cord for the computer into the outlet and use the connection cord at the anchor to connect the laptop to the system. The blue cord is not needed.
- 5- Once the laptop is properly connected, open the saved Power Point and display the bio and picture of the graduate on the 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 the screen to turn it 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 the screen.
- 10- Press "Source Select" again.
- 11- Press "Patch 1" under the PC Source Select column on the left side of the screen.
- 12- Wait until the system connects with the laptop and displays the screen on monitors located throughout King Hall.
- 13- Keep the display on throughout the entire anchor announcements.
- 14- Press "Back." Press "Off All."

NOTE: Make sure to consult the Brigade MISLO the day before to check the computer connection and procedures for the touch screen in King Hall. The Midshipman Action Officer should coordinate the display with the Brigade MISLO. The Brigade MISLO is required each semester to have knowledge of the King Hall laptop connection and displays should the software or equipment ever change.

Procedure for Rotunda Displays:

- 1- Use the saved Power Point 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 (i.e. photo collage and bulletized Bio).
- 3- Using easels, set displays up on the right and left side of the stairs leading down to King Hall from Smoke Hall.

JUN 03 2020

NOTE: If MSC is unable to create the posters, contact Commandant's Admin. They will coordinate with DLA Strategic Data Services (Nimitz Hall) and the Commandant's Finance Office to prepare a DD Form 282 to purchase the posters from another provider.

Procedure for Displaying the 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 deliver a short biography of the operational loss graduate to the Executive Assistant to prepare for the Commandant. The Commandant will address the Brigade on the day of the Remembrance Lunch. The Action Officer should invite the Operational Loss graduate's family to the lunch through the Operational Loss Command's CACO. If the family accepts the invitation, the Action Officer should coordinate their travel, base access, parking, and Yard tour/activates through the Special Events Office and the Superintendent's Protocol Advisor.
- 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.
- 3- The Brigade XO will call the Brigade to attention and the Commandant of Midshipmen 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.
- 5- Recommend that if the family attends, they tour Memorial Hall to see the name of their family member etched in the wall. Contact the Alumni Association through Commandant Facilities to ensure timely etching.