



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 1770.2C
MIDPERS
AUG 02 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1770.2C

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

Subj: MIDSHIPMEN PERSONNEL CASUALTY PROCEDURES

Ref: (a) DODI 1300.18
(b) MILPERSMAN 1770
(c) OPNAVINST 1770.1A
(d) COMDTMIDNINST 1770.1C
(e) USNAINST 5060.8D

Encl: (1) Personnel Casualty Report (PCR) Format/User Guide
(2) Situation Report (SITREP) Format
(3) Personnel Casualty (Injury/Death) Sequence of Events
(4) CACO Preparation Checklist
(5) CACO Contact Listing
(6) Loss Response Plan
(7) Very Serious Illness or Injury (VSI) or Serious Illness or Injury (SI) Considerations
(8) Front Office
(9) Relocating Roommates/Room Billeting
(10) General Conduct with Two CACOs
(11) Disposition of Remains
(12) Funeral/Burial Scenarios
(13) Pay Entitlements
(14) Death Certificate Issuance
(15) Personal Effects Inventory
(16) General Conversations and Topics to discuss with the Family
(17) General Support Battalion Taskers
(18) Sequencing Notifications/Small Unit Notifications
(19) Commemorations and Anniversaries

1. Purpose. To provide the Bancroft Hall Officer of the Watch (OOW), Commandant's Casualty Assistance Calls Officers (CACOs), and the Commandant's staff with guidance regarding midshipman casualty procedures. The CACO is the official representative of the Secretary of the Navy who provides information, resources, and assistance to the Primary next-of-kin (PNOK) and the Secondary next-of-kin (SNOK) in the event of a casualty. The CACO's full-time responsibility and mission is to assist midshipman families during a difficult time and ensure they receive the benefits and entitlements that are due to them. USNAINST 1770.1A governs the procedures for staff casualties.

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2. Cancellation. COMDTMIDNINST 1770.2B.

3. Discussion

a. The Casualty Assistance Calls Program (CACP) requires that a uniformed Navy representative be designated to assist the PNOK and SNOK of service members who have suffered a casualty. A "casualty" may be the death of a midshipman, or a midshipman who is Very Serious Illness or Injury (VSI) or Serious Illness or Injury (SI). The classification of VSI refers to the casualty status of a person whose injury/illness is classified by medical authorities to be of such severity that life is imminently endangered. The classification of SI refers to the casualty status of a person whose illness or injury is classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life.

b. The Navy offices that assist the U.S. Naval Academy (USNA) in these matters are:

(1) Navy Casualty Assistance and Military Funeral Honors are provided at the local level to USNA by the Commander, Naval District Washington (NDW).

(2) The Navy Mortuary Office of Navy Casualty Office (PERS-00C) ensures prompt and uniform death benefits are provided to all Navy beneficiaries worldwide.

(3) Personnel assigned CACO responsibilities perform CACO duties under the guidance of the CAC/FH Program Coordinator. Commander, Navy Installations Command Casualty and Funeral Honors Program Manager (CNIC-N00K) is the program sponsor and acts as technical advisor to commands, CACOs, and CAC/FH Program Coordinators.

c. The PNOK and SNOK of midshipman who die or become SI or VSI while enrolled or assigned to USNA are entitled to assistance as provided for in references (a) through (c), with some modifications. It is important CACOs and staff understand the benefits that midshipmen do and do not rate and how they differ from Fleet-active duty benefits. Midshipmen entitlements include Mortuary Benefits and Claims Assistance and Burial Services.

d. The death of, SI, or VSI of a midshipman requires prompt notification of the appropriate authorities and chain of command. The use of a standardized reporting process ensures important, time-critical information is properly reported to the chain of command. Enclosures (1) through (7) provides a standardized mechanism through which the OOW, CACO, and staff members can make updates as a condition changes.

e. In all cases, personnel processing casualty-related information or making reports will use discretion and be mindful of both the sensitive information and the privacy issues associated with all matters involved.

4. Responsibilities

a. Deputy Commandant of Midshipmen. In the event of a midshipman death or SI/VSI determination, the Deputy Commandant of Midshipmen shall designate a staff member to be the

USNA CACO. Typically, this will be the Company Officer or Senior Enlisted Leader of the Company to which the midshipman is assigned. The Deputy Commandant of Midshipmen has oversight of all CACO-related duties.

b. OOW. Per reference (a), the OOW shall immediately inform the chain of command and the Midshipmen Personnel Officer of the death or serious injury of midshipmen and others as listed in paragraph 4b(2) and enclosures (1) through (19).

(1) Upon notification of a casualty, the OOW shall work with the NADO and Midshipmen Personnel Officer to complete the web-based Personnel Casualty Report (PCR) on the DCIPS portal within four hours in accordance with enclosure (1) for review and approval by the USNA Chief of Staff. The Deputy Commandant of Midshipmen usually reviews the PCR prior to submission to the Chief of Staff – but timeliness is of the utmost importance. Upon approval by the USNA Chief of Staff, the PCR shall be released, along with a copy of the midshipman's NAVPERS 1070/602 (Record of Emergency Data) and DD Form SGLV 8286 (Servicemembers' Group Life Insurance Election Certificate) (SGLI) via the Defense Casualty Information Processing System (DCIPS) <https://dcsa.hrc.army.mil/pcr>. Confirmation of receipt of the PCR, Record of Emergency Data, and SGLI form shall be verified by calling the Navy Casualty Office (PERS-00C) at (800) 368-3202, after hours (901) 634-9279. The PCR, Record of Emergency Data, and SGLI forms are also required to be submitted to NDW Regional Operational Center (ROC) via e-mail to ROC.NDW.FCM@navy.mil. Confirmation of receipt of the PCR, Record of Emergency Data, and SGLI certificate shall be verified by calling (202) 433-5180 or DSN 288-5180. The NDW CACO shall also be notified at (202) 369-6419.

(2) The OOW shall notify the following individuals (in order) when he or she learns of the death of a midshipman.

- (a) Deputy Commandant of Midshipmen (Note 1).
- (b) Naval Academy Duty Officer (NADO).
- (c) Midshipmen Personnel Officer.
- (d) Battalion Officer.
- (e) Company Officer.
- (f) Company Senior Enlisted Leader.
- (g) Duty Chaplain.
- (h) Staff Judge Advocate General.
- (i) Commandant's Appointed CACO (Note 2).
- (j) Director, Midshipmen Development Center.

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(k) Safety Officer.

(l) General Support Battalion (once designated by the Deputy).

Note 1: The Commandant of Midshipmen, Chief of Staff, and Command Chaplain shall be notified by the Deputy Commandant of Midshipmen. If the OOW is unable to notify the Deputy Commandant of Midshipmen, then he/she will notify the Commandant of Midshipmen.

Note 2: The CACO will be appointed by the Deputy Commandant of Midshipmen when notified of a death or serious injury/illness of a midshipman.

(3) The OOW shall assist the NADO in drafting the OPREP/SITREP Naval message in accordance with enclosure (2).

(4) The OOW shall implement measures to secure the midshipman's room to facilitate any law enforcement investigation.

c. Midshipmen Personnel Officer. The Midshipmen Personnel Officer will ensure the Brigade has qualified personnel to carry out the midshipmen CACO Program. Additionally, the Midshipmen Personnel Officer shall:

(1) Train and maintain an adequate number of qualified personnel to effectively manage the Midshipmen CACO Program.

(2) Establish and maintain a CACO watchbill.

(3) Facilitate annual training and "lessons learned" discussions for all assigned Midshipmen CACOs.

(4) Prepare designated CACOs to make personal notifications along with the Chaplain and carry out casualty duties in accordance with references (a) through (d) and enclosures (3) through (19).

d. Commandant's Appointed CACO. CACOs have many responsibilities to fulfill in the course of assisting the NOK. The duties of a CACO are varied and are dependent upon the casualty status of the midshipman and the location of the PNOK and SNOK, within or outside the NDW Region. Therefore, CACO duties are outlined in reference (b) and below, but are not limited to additional elements as detailed in the enclosures (7) through (19). For the purpose of this instruction, the Commandant's Appointed CACO shall be referred to as the USNA CACO. CACOs assigned to assist families at their home of record will be referred to as Home Of Record CACO (HOR CACO). It is vitally important that the USNA CACO and HOR CACO communicate frequently and thoroughly throughout the process.

(1) If the NOK and PNOK are in the Annapolis, MD area.

(a) Conduct official personal notification and condolence to the NOK, when NOK are local.

(b) Provide needed assistance in filing claims for:

1. Death Gratuity.
2. Unpaid Pay and Allowances.
3. Reimbursements for burial expense.
4. Government and/or commercial life insurance.
5. Monitor Inventory and shipment of personal effects.
6. Government headstone or marker.

(c) Consult Navy Mortuary Affairs Office for advice and counsel for funeral arrangements (866) 787-0081, after hours (901) 619-8157.

(d) Assist with funeral arrangements/planning.

(e) Assist in obtaining emergency financial assistance.

(2) If the NOK and PNOK are outside the Annapolis, MD area.

(a) Fill the role of a USNA CACO and perform duties in support of HOR CACO.

1. Act as liaison between USNA and the HOR CACO as needed.
2. Monitor Inventory and shipment of personal effects and coordinate with the Primary CACO for delivery of shipment.
3. Act as remains escort for burials outside of USNA.
4. Coordinate all USNA support to family.

e. General Support Battalion (GSB). When necessary, a GSB will be designated by the Deputy Commandant of Midshipmen. CACO duties and support to the midshipman's Company and family can quickly overwhelm the staff of the Battalion of the deceased/SI/VSI midshipman. Therefore, the purpose of the GSB is to provide support to that battalion in logistics, additional staff manpower, and other tasks; the GSB enables the CACO to focus on direct support to the family and the midshipman's Company. The GSB will maintain situational awareness of all taskers received and necessary support being provided in an effort to relieve purely administrative and logistical burdens of the USNA CACO. The GSB will NOT substitute for

constant care of the midshipman's family by the CACO, but can provide support in the background – enabling the CACO to concentrate on the family and his/her Company.

(1) Coordinate with the Deputy Commandant, CACO, and Midshipmen Personnel Officer to ensure the timely and complete execution of taskings as necessary.

(2) Some taskings the GSB can assume are:

(a) Coordinate with the CACO, to determine the uniform the family desires their family member to be buried in, assist in its preparation.

(b) Provide transportation for administrative errands.

(c) Coordinate care for different groups of midshipmen affected by the casualty – such as sports teams, Extracurricular Activities (ECAs), majors, etc.

(d) Coordinate with the CACO and the Commandant Operations Office to get midshipmen to the funeral services if the family desires to have midshipmen present.

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

(f) In the case of deceased midshipman, coordinate with the response plan procedures per enclosure (6) to ensure that Brigade of Midshipmen Flag is provided to PNOK and all taskings are complete.

(g) Coordinate with the Medical, MDC, and the Chaplain's staff with mobilizing an external support plan.

(h) Enclosures (7) through (19) list additional subject matter in which the GSB will assist.

5. 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.

6. Review Responsibility. The midshipmen personnel office is responsible for the annual review of this instruction.



R. B. CHADWICK

Distribution:
Non-Mids (Electronically)

INSTRUCTIONS

1. Gather data concerning circumstances surrounding the midshipmen's death, and as much personal identifying information for the deceased before logging into the Defense Casualty Information Processing System (DCIPS) Portal to produce the Personnel Casualty Report (PCR).
2. Log into the DCIPS portal via one of the following URLs: <https://dcsa.hrc.army.mil/pcr>; <https://dcsb.hrc.army.mil/pcr>, once logged in, click on "report a casualty using DCIPS-PCR".
3. The Defense Casualty Information Processing System (DCIPS) User Guide shall be maintained by the Bancroft Hall Officer of the Watch, and utilized while producing the Personnel Casualty Report (PCR).
4. The Personnel Casualty Report (PCR) must be reviewed, and approved by the USNA Chief of Staff before being released in the Defense Casualty Information Processing System (DCIPS).
5. Once approved, the Personnel Casualty Report (PCR) shall be released and the midshipman's NAVPERS 1070/602 (Record of Emergency Data) and DD Form SGLV 8286 (Service members' Group Life Insurance Election Certificate) (SGLI) uploaded via the Defense Casualty Information Processing System (DCIPS).
6. Confirmation of receipt of the PCR, Record of Emergency Data, and SGLI form shall be verified by calling Navy Casualty Office (PERS-00C) at (800)368-3202, after hours (901) 634-9279. The PCR, Record of Emergency Data, and SGLI forms are also required to be submitted to Naval District Washington's (NDW) Regional Operational Center (ROC) via e-mail to ROC.NDW.FCM@navy.mil. Confirmation of receipt of the PCR, Record of Emergency Data, and SGLI certificate shall be verified by calling (202)433-5180 DSN 288-5180.

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PERSONNEL CASUALTY REPORT (PCR) FORMAT/USER GUIDE

Field Report Type: INIT

Field Report Number: N47724-FY15-003

Casualty Type: Nonhostile

Casualty Status: Deceased

Casualty Category: Accident

Special Category Special Interest

Multi Casualty:

SSN: 123-45-6789

Last Name: Henry

First Name: John

Middle Name: Patrick

Suffix:

Person Type: Regular

Person Affiliation: Active Duty

Person Category: Obligated/Voluntary Service

Rank: CPO

Grade: E-7

Service: United States Navy

Unit: USS Flattop, Norfolk, VA

UIC: 00000

In Support of Other Service:

Incident Dt: 10 Apr 2015 21:45

Circumstances: Member lost control of motorcycle and hit curb then was thrown from motorcycle. Member sustained chest trauma.

Inflicting Force:

Was Conflict:

Ops Incident:

Event:

Investigation Required:

Vehicle Group:

Vehicle:

Armor level:

Vehicle Owner:

Position in Vehicle:

Incident City: Norfolk

Incident State: Virginia

Incident Country: United States

Grid:

Lat/Long:

Location:

Diagnosis:

Cause: Accident

Death Dt: 10 Apr 2015 21:45

Death City: Norfolk

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Death State: Virginia
Death Country: United States
Died in Medical Facility: Died Outside A Medical Treatment Facility
Continuously Hospitalized: Not Continuously Hospitalized
Race: White
Ethnicity: None
Sex: Male
Religion:
Birth Dt: 20 Nov 1980
Birth City:
Birth State: Florida
Birth Country: United States
Citizenship: United States
DMOS:
PMOS:
PEBD:
BASD:
Home of Record (City):
Home of Record (State):
Home of Record (Country):
Civilian Employer Type:
Civilian Pay Grade:
Civilian Contract Agency:
Civilian Organization:
DD93/RED Completion Dt:
DD93/RED Review Dt:
SGLI Dt:
Training/Duty Related:
Training Type:
Training Start Date:
Training End Date:
Duty Status: Pass/Liberty
Start Dt:
End Dt:
Retired/Separation Dt:
TDRL/PDRL:
TDRL/PDRL %:
TDRL/PDRL Dt:
**Posthumous Recommend
Date:**
Posthumous Rank
Recommended:
Higher Rank Held:
Higher Rank Held From Dt:
Higher Rank Held To Dt:
DG Remarks:
Remarks:

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(PNOK) Jane Henry, Hometown Street, Any Town, USA, Spouse

(SNOK) Joseph Henry, Old Road, Another Town, USA, Father.

SVMBR's remains are held at Community Regional Medical Center, Any Town, USA. 800-555-1234.

Closed Dt:

User Registration Info:

Name: Jones, Sailor C.

Rank/Grade: CPO - Chief Petty Officer - E07

Phone: 888-555-1234

Email: sailor.jones@navy.mil

Service: United States Navy

Unit: USS Flattop

UIC: 00000

Location:

City: Norfolk

State: Virginia

Country: United States

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SITUATION REPORT (SITREP) FORMAT

R XXXXXXXZ MMM YY
FM USNA ANNAPOLIS MD
TO CNO WASHINGTON DC
INFO CNIC WASHINGTON DC
COMNAVPERSCOM MILLINGTON TN
NAVY JAG WASHINGTON DC
CHINFO WASHINGTON DC
DIRNAVCRIMINVSERV QUANTICO VA
NAVSUPPACT ANNAPOLIS MD
USNA ANNAPOLIS MD

BT

UNCLAS //N01770//

MSGID/OPREP-3NUS,USMTF,2015/USNA ANNAPOLIS MD/XXX-XX/MAY//

FLAGWORD/NAVY UNIT SITREP/-//

TIMELOC/XXXXXXXXZMMMY/ANNAPOLIS MD/INIT//

GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/

1. INCIDENT: DEATH OF MIDSHIPMAN
 2. DATE OF INCIDENT: 03AUG2015
 3. TIME OF INCIDENT: APPROX XXXXL
 4. LOCATION OF INCIDENT:
 5. SUSPECT OR ALLEGED OFFENDER:
 6. GENDER:
 7. AGE:
 8. RACE:
 9. WEAPON:
 10. ALCOHOL/DRUG:
 11. VICTIM OR COMPLAINANT:
 12. SEX:
 13. AGE:
 14. RACE:
 15. NAVCRIMINVSERV NOTIFIED:
 16. INSTALLATION FAMILY ADVOCACY REP NOTIFIED:
 17. SUMMARY/BRIEF DESCRIPTION OF INCIDENT: PROVIDE SUMMARY OF INCIDENT TO INCLUDE DETAILS ON NOTIFICATION OF NAVAL ACADEMY REGARDING INCIDENT.
 18. MEDIA INTEREST: ANTICIPATED.
 19. NAVCRMINVSERV INVOLVEMENT:
 20. POC: COMM (410) 293-5001, DSN 281-5001, E-MAIL:
- BT

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PERSONNEL CASUALTY (INJURY/DEATH) SEQUENCE OF EVENTS

NAME OF CASUALTY: _____ BATT/CO _____

IMMEDIATELY UPON VERIFICATION OF DEATH CONTACT FOLLOWING:

- ___ # Contact chain of command, per paragraph 4b(2), page 3 (OOW/NADO)
 ___ # Call COMNAVDIST WASHINGTON Regional Operational Center: 202-433-5180 DSN 288-5180(OOW/MIDPERS/CACO) and COMNAVDIST WASHINGTON
 Regional CACO: (202)369-6419.
 ___ # Prepare Personnel Casualty Report, per enclosure (1) (OOW/NADO/CDO)
 ___ # Call CAC/FH Area Coordinator for Home of Record CACO (OOW/NADO) (Very Serious Injury/Illness Only). Commercial: (202)433-6631
 ___ # Death Report (MEDICAL)
 ___ # Press release coordinated with COC (if applicable) (PAO)

NOTIFY:

- ___ # Company to secure personal effects (COMPANY OFFICER/CACO)
 See enclosure (9) for additional details
 ___ # Identify remains if necessary (BATO/CO/SEL/CACO as requested by Naval Criminal Investigative Service (NCIS) or other law enforcement)
 ___ # Midshipmen Development Center/Chaplains (OOW/NADO)
 ___ # Supervisor to secure dress uniform for member's burial (CACO)
 Date Time
 ___ # PNOK NOTIFIED _____ / _____ (CACO)
 ___ # SNOK NOTIFIED _____ / _____ (CACO)

AFTER NOK NOTIFICATION:

- ___ # Notified by e-mail staff/faculty, from (SUP/COS/DANT).
 ___ # Notified by e-mail the Brigade of Midshipmen.

24 HOURS AFTER NOTIFICATION:

- ___ # Distribution of remains instructions (CMDT ADMIN/CACO)
 ___ # Designate escort (at least equal paygrade) (CACO)
 ___ # Disbursing (SUPPLY)
 ___ # Post Office (SUPPLY)

48 HOURS AFTER NOTIFICATION:

- ___ # Complete and mail CMDT's letter of circumstances/condolence to PNOK/SNOK (CMDT ADMIN) (in case of USNA and Home of Record CACOs both being assigned, ensure letter speaks to roles that each continue to provide)

7 DAYS AFTER NOTIFICATION:

- ___ # Retrieve orders from Midshipmen Personnel Office for shipment of personal effects.

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14 DAYS AFTER NOTIFICATION:

- ___# Personal effects inventoried and shipped. See enclosure (15) for additional details.
- ___# Line of Duty Investigation (LOD) (every 14 days until complete) (LEGAL)

SITUATIONAL:

- ___# Supplemental PCR Msgs as info comes up which was not include in confirmation Msg (i.e., cause of death)(OOW/NADO)

PNOK CACO _____(W) _____(H) _____
SNOK CACO _____(W) _____(H) _____

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CACO PREPARATION CHECKLIST
(If executing notification)

If the USNA CACO is conducting the NOK/PNOK notification, instead of a HOR notification, then the following should be followed.

1. Preparation (PRE-NOTIFICATION). Ensure Personnel Casualty Report (PCR) has been prepared and submitted to Navy Casualty Office (PERS-00C) via DCIPS per enclosure (1). Obtain a copy of the Personnel Casualty Report (PCR), Record of Emergency Data, and SGLI election form and email to (NDW) Regional Operational Center (ROC) ROC.NDW.FCM@navy.mil. For questions after working hours contact: 202-433-5180.

a. Contact Naval District Washington Casualty Coordinator at (202)369-6419 prior to departure for specific guidance and advice.

b. Contact Duty Chaplain. Arrange for a Chaplain to accompany CACO on the Notification Visit. Duty Chaplain Cell: (443) 871-2339

c. Receive latest information concerning casualty.

d. Get in uniform of the day. Navy - Summer Whites or Service Dress Blues. Marine Corps - Service Alpha.

e. Secure government vehicle.

f. Obtain directions to home of next of kin (NOK).

g. Review and use CACO Checklist.

h. Prepare business card for NOK.

2. Notification

a. Make personal notification to the casualty's NOK. Notification will be made between the hours of 0600-2400, unless one of the following circumstances occur:

(1) Death occurred in-theater during war.

(2) High media interest.

(3) Directed by COMNAVPERSCOM or NDW.

b. Identify and make contact with NOK immediately. Remember to use the following statement when making notification:

“On behalf of the Secretary of the Navy, I regret to inform you that your (relationship) died today of (circumstances as known). I am deeply sorry.”

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- c. Provide NOK circumstances of the incident.
- d. Inform NOK of current location of remains and update daily on the location of their loved one's remains and the anticipated shipment date once known.
- e. Inquire as to any immediate needs of the family and extend assistance. Contact Navy-Marine Corps Relief Society, the American Red Cross or other service organizations if immediate financial assistance is desired but cannot be arranged by other means.
- f. Advise the NOK to contact local Red Cross representatives to inform other active duty relatives of casualty incident.
- g. Obtain from the NOK the following information:
 - (1) NOK's complete name.
 - (2) Verify address and phone numbers.
- h. Inform NOK that letter of circumstances/condolences is forthcoming from Commanding Officer within 48 hours.
- i. Advise NOK that investigations will be conducted (i.e., Line of Duty, JAGMAN, Aircraft Mishap, NCIS, police report).
- j. Provide death gratuity recipients with the DD 397 and SF1199A forms to fill out. Get a voided check from the beneficiary's banking institution. Once completed, email/fax the DD 397, SF1199A, and voided check to the regional CACO and forward to PERS-13 after confirmation from the regional CAC.
- k. Before departing residence, identify and coordinate a family support group (e.g., friends, minister/priest, relatives, USNA parents club). Do not leave NOK alone.
- l. Assure NOK of your continued availability. Make an appointment for the following day to discuss benefits, mortuary issues and continued support.
- m. Leave completed CACO Calling Card.

3. Post-notification

- a. Call NDW CACO Coordinator at (202) 369-6419 immediately upon completion of notification visit and report notification time/date, current address, and SSN of person receiving death gratuity.
- b. Contact the Navy Mortuary Affairs Office at (866) 787-0081, after hours (901) 619-8157 or Decedent Affairs Office (301) 295-2216 for a detailed breakdown of authorized mortuary benefits and guidance.

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c. Contact CACO Coordinator at (202) 369-6419 or Navy Casualty at (800) 368-3202 regarding death gratuity payment.

4. Funeral Arrangements Visit

- a. Deliver Death Gratuity payment. Be sure to have NOK sign DD 397.
- b. Update the family daily on the location of their loved one's remains and the anticipated shipment date.
- c. Inform family of Navy escort of remains. Funding and travel arrangements for the escort and remains will be funded by the Navy Mortuary Affairs Office.
- d. Inform the NOK of eligibility and availability of funeral honors Arrange for funeral honors through the NDW regional CAC office.
- e. Counsel Person Authorized to Direct Disposition of Remains on funeral options/allowances:
 - (1) Disposition of remains form: Assist Person Authorized to Direct Disposition (PADD) in completing form.
 - (2) Name and address of funeral home.
 - (3) Name and address of cemetery.
 - (4) Type of casket and/or urn.
- f. Assist with funeral/memorial service arrangements and military funeral honors, if requested. Coordinate military funeral honors with NDW at (202) 433-6631.
- g. Payment of Funeral and/or Interment Expenses (DD-1375) - Obtain PADD signature for each funeral home used for Payment of Funeral and/or Interment Expenses (DD-1375).
- h. Advise PADD to not schedule a firm funeral date until the remains arrive at the receiving funeral home.
- i. If desired by family, assist in providing a Chaplain for pastoral care.
- j. Advise NOK of your planned attendance at the funeral.

5. POST MORTUARY VISIT

- a. Fax Disposition of Remains to Decedent Affairs Officer or Mortuary Affairs office at (901) 874-2003 and NDW CACO Coordinator at (202) 433-6158.
- b. Contact Navy Casualty at (800) 368-3202 for funeral travel orders.

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c. Monitor payment of mortuary expenses by the Mortuary Affairs Office:

(1) Primary Care Expenses.

(2) Transportation Expenses.

(3) Memorial Expenses.

d. Monitor status of personal effects and address inquiries to member's command. Should be inventoried and shipped within 14 days.

6. Survivor Benefits Visit

a. Navy Casualty verifies entitlements from the service member's record and forwards the benefits package to the CACO within 10 working days from date of receipt of PCR.

b. The CACO will contact NDW CACO Coordinator when the benefits package has been received.

c. The CACO will then brief NOK and assist in completing benefits applications and in obtaining or photocopying documents (such as birth certificates, etc.) necessary to substantiate survivor's claims.

d. CACO will have NOK sign Privacy Act authorization and attach to all claims. Contact NDW CACO Coordinator for a copy.

e. Attach DD-1300 to all claims filed.

f. Applicable entitlements for NOK may be:

(1) Death Gratuity.

(2) Unpaid Pay and Allowances.

(3) Service Member's Group Life Insurance.

(4) Flag Cases.

(5) Headstones and Memorial Markers.

7. Post Survivor Benefits Visit

a. Make copies of all claims submitted. Retain one copy and provide NOK with a copy. Fax a copy to NDW CACO Coordinator at (202) 433-6158.

b. Mail applications for all benefits.

c. Monitor receipt of all benefits.

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d. Complete initial NAVPERS 1770/7 after application is made for all benefits, submit interim NAVPERS 1770/7 every 30 days and a final NAVPERS 1770/7 upon receipt of all benefits and closing case. Fax to NDW CACO Coordinator at (202) 433-6158.

e. File DD 1164 for reimbursement of CACO expenses (for example, mileage, toll, phone calls). Fax DD 1164 and electronic deposit form to NDW CACO Coordinator at (202) 433-6158.

8. Personal Effects/Household Goods

a. Command designated Inventory Control Board (ICB) must consist of at least two people (who are **not** the CACO) to maintain dual custody at all times.

b. ICB members shall monitor shipment of personal effects (14 working days).

c. Deliver personal effects to NOK.

d. Provide proper authorization to the origin Personal Property Office (PPO) for shipment of the household goods. Contact the Midshipmen Personnel Office for accounting data.

e. Complete shipping documents.

f. Establish contact with the Director at the destination PPO and provide delivery instructions and coordinate with the home of record CACO.

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CACO CONTACT LISTING

Name	Contact Info
Mother's Name Father's Name	H: C: E-mail: Home Address:
Naval Academy	Main Office: (410) 293-5001 RMOW: (410) 293-2701
Personal Property Halligan Hall	W: (410) 293-1395/2047 E-mail: personalproperty@usna.edu
Navy Casualty Office (PERS-00C) Millington, TN	Toll Free: (800) 368-3202, Commercial (901) 874-2501 E-mail: MILL_NavyCasualty@Navy.mil (for PCR) Case Manager: _____ (901) 874-_____ Fax: (901) 874-6654
Navy Personnel Command Mortician	W: (901) 874-6682/2307/2443 After Hours: 1-800-368-3202 E-mail: NAVSMORT@navy.mil :
Naval District Washington	RDO: (202) 433-5180 CACO: (202) 369-6419 E-mail: lou.montoya@navy.mil POC: Lou Montoya
CACO Information	W: C: E-mail:
Baltimore Medical Examiner	W: (800) 833-6263 E-mail:
Defense Health Agency – Great Lakes	(888) 647-6676/6629/6644/6628/6644 E-mail:
Bethesda Medical	W: (301) 295-2216 E-mail:
Company Officer	W: C: E-mail:
Senior Enlisted Leader	W: C: E-mail:
USNA Public Affairs Officer	W: (410) 293-1538 or (410) 293-2292 E-mail:
Funding	Budget Office: (410) 293-7016/ MWF: (410) 293-3875 E-mail:
Midshipmen Personnel Officer	W: (410) 293-7134 C: E-mail:
USNA Cemetery POC	W: (410) 293-1101 E-mail: moffatt@usna.edu , POC: Sharon L. Moffatt

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LOSS RESPONSE PLAN

1. In the event of a midshipman death refer to reference (d). The 14th Company Officer will typically be designated as the Action Officer for Brigade commemoration of the casualty in accordance with reference (d). This program is separate from any USNA Memorial service or funeral. Remembrance shall be timely and respectful.
2. In accordance with reference (d), the Commandant and Deputy Commandant of Midshipmen are the approval authority for copies of e-mail, table fliers, slideshow, and Rotunda display. Additionally, the Action Officer for the OpLoss program will maintain communication with the USNA Public Affairs Office and USNA Alumni Association.

VERY SERIOUS ILLNESS OR INJURY (VSI) OR SERIOUS ILLNESS OR INJURY (SI) CONSIDERATIONS

1. A “casualty” may be the death of a midshipman, or a midshipman who is VSI or SI. The classification of VSI refers to the casualty status of a person whose injury/illness is classified by medical authorities to be of such severity that life is imminently endangered. The classification of SI refers to the casualty status of a person whose illness or injury is classified by medical authorities to be of such severity that there is cause for immediate concern, but there is no imminent danger to life. A USNA CACO is assigned for VSI and SI midshipman.

2. When a midshipman is designated as VSI or SI, the physician may request the family’s presence bedside. This enclosure provides guidance on some consideration that should be considered in the midshipman’s family traveling to the midshipman’s bedside, communication between the family members, and the USNA CACO and other USNA staff members. Refer to the specifics of enclosure (13) for exact pay entitlements.

a. Family Travel/Lodging Benefits. Midshipmen family members rate government-reimbursed travel and hotel benefits to remain at the bedside of their son or daughter. NDW CACO’s office will coordinate travel and final approval authority will be made by the Navy Casualty Office (PERS-00C).

b. Servicemembers' Group Life Insurance Traumatic Injury Protection (TSGLI). Provides automatic traumatic injury coverage to all Servicemembers covered under the SGLI program. It provides short-term financial assistance to severely injured servicemembers to assist them in their recovery from traumatic injuries. TSGLI is not only for combat injuries, but provides insurance coverage for injuries incurred on or off duty. To determine eligibility requirements for filing a claim, complete the eligibility questionnaire at <http://www.benefits.va.gov/insurance/tsgli.asp>.

c. Hospital Visitation. If the hospitalization is near USNA, the family’s wishes must be followed with regard to hospital visits by various groups. The USNA CACO is a vital part of ensuring the family’s wishes are followed. Due to the close-knit nature of the Brigade, there may be an overwhelming desire by many to visit the hospital — these may include sports teams, ECAs, faculty/staff, etc. The CACO must be sensitive to the desires of the family and supporting their time of grief. Hospital visitation should be discussed between the USNA CACO and the family, and then their desires should be reported to the Deputy Commandant of Midshipmen, who will then help facilitate/inform the appropriate USNA staff on the way forward. The USNA CACO should quickly ask for help in managing the different groups’ expectations on hospital visitations. In some cases, the family may desire a strong midshipman and USNA presence at the hospital. All attempts to support the family’s visitation plan for midshipmen should be supported if possible. Consideration should be taken regarding the sport(s) team, ECAs, and clubs that the injured midshipman was a part of in order to prevent individual midshipmen arriving at the hospital to visit the injured midshipman without prior notice or approval.

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d. Death Notification Timeline/Plan. In those cases where the midshipman will not survive their injuries or illness, consideration must be taken on how to inform the extended family, the midshipman's Company, the Brigade and other groups. If the USNA CACO receives word from the family that death is imminent, e.g., the midshipman will be removed from life support, most likely will not survive surgery, etc., a detailed timeline must be coordinated that fully supports the family's desires to notify other family members while accommodating notification to the midshipman's roommates, company mates, teammates, professors, etc. This notification timeline/plan should be very detailed to identify all "pockets of grief" – those midshipmen who were closest to the deceased midshipman – in being supported during this difficult time. These small groups may require personal/small group notification in advance of any Brigade-wide notification by email or by Company Officers. The notification timeline should be executed as soon after the death as is supportable and agreed upon between USNA and the family. This plan will be coordinated with the Deputy Commandant of Midshipmen and approved by the Commandant of Midshipmen, who will coordinate with USNA public affairs and USNA leadership.

e. Flowers and Gifts. When a midshipman is hospitalized, especially for a prolonged period of time, the Company Officer and Senior Enlisted Leader are likely to get requests regarding sending flowers and other gifts in support of the midshipman and his or her family. The USNA CACO should coordinate with the family regarding flowers and gifts being sent to the hospital. The USNA CACO should consider donations being made to a foundation of the family's choosing.

f. Families and Social Media. There are many considerations to think about if the family chooses to use social media such as Facebook or sites like Caring Bridge to provide updates to family and friends regarding the medical status of their critically injured or ill midshipman. The USNA CACO should maintain an open line of communication with the family regarding when and on what sites updates will be posted and what information will be in the update. This communication by the USNA CACO is important so that other midshipmen, teams, etc. can be provided accurate information in a timely manner in a caring and supportive environment – and be prepared for announcements on social media. When possible, the Deputy Commandant of Midshipmen must be notified by the USNA CACO of imminent status updates the family is going to publish; this additional notification enables the Deputy Commandant of Midshipmen to help the Commandant of Midshipmen determine when and how often he/she should send updates to the Brigade.

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FRONT OFFICE**1. Notifications**

a. Upon discovering the death of a midshipman, the Officer of the Watch (OOW) will immediately be notified. The OOW will inform the Deputy Commandant of Midshipmen and Naval District Washington (Phone Number: Voice: (202) 433-5180 – duty cell: (202) 369-6419. The Deputy Commandant of Midshipmen will, in turn, notify the Commandant of Midshipmen, Chief of Staff, and Duty Chaplain.

b. All efforts will be made to ensure that the PNOK and SNOK are afforded a dignified and private notification to the extent possible. Considerations should be taken to balance timely information to the Brigade and the dignity and privacy of the family. The family's respectful notification is the most important factor in this balance. However, there are times when portions of the Brigade of Midshipmen are aware of a casualty, in advance of the family. These might include, for example, a car accident, injury aboard the Yard, etc. In these cases, verbal notification to the Brigade or portions of the Brigade may be warranted even as the NOK notifications are ongoing. Each case will be different; but in all cases, reminding all USNA personnel and midshipmen about responsible use of social media is important to preserve the privacy and dignity of the family.

c. The USNA Chief of Staff will coordinate with the Naval Academy Director of Government Relations to inform the Military Office of Legislative Affairs. The Chief of Staff will also notify The Naval Academy Alumni Association and Foundation at the appropriate time.

d. At the appropriate time, the Commandant of Midshipmen may send an email to the primary Senior Leadership Team (SLT) members to notify them of the casualty. This email usually precedes wider notification, but diminishes rumors and allows SLT members to begin any of their own Cost Center planning for support to their faculty and staff. If the need is urgent, the USNA Chief of Staff may assist the Commandant of Midshipmen in notifying SLT members.

e. After PNOK notification and after appropriate notification to other close groups, the Commandant of Midshipmen is responsible for notifying the Brigade and the USNA family (staff and faculty) by e-mail at the earliest possible time with the following e-mail distribution lists: (Brigade@lists.usna.edu, NONMIDS@lists.usna.edu). Coordination will be made by the Deputy Commandant of Midshipmen with public affairs to review the Commandant of Midshipmen's emails and to appropriately time any USNA press release regarding the casualty. The Commandant of Midshipmen's e-mail notification will be sent after the next of kin has been notified and will be sent prior to the official USNA Public Affairs Office press release.

f. The Commandant and Deputy Commandant of Midshipmen may convene an appropriate meeting to facilitate notification of the Brigade. These initial meetings will be to communicate to Company Officers and other leaders accurate information regarding the incident and to answer any questions they have before they notify their midshipmen. It is often preferred that the Brigade be informed simultaneously in company-size groups by Company Officers and Senior Enlisted Leaders.

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g. Additionally, the Deputy Commandant of Midshipmen, throughout this period, will hold meetings to ensure all appropriate parties are fully informed, are aware of their specific responsibilities, are aware of areas where the affected Company/Battalion needs assistance, and all CACO milestones are being met.

2. Next of Kin Phone Calls. Through coordination with the USNA and HOR CACO, the Commandant of Midshipmen should offer to call the Next of Kin within 24 hours of the notification, relaying condolences of USNA. If the Superintendents desires to make a phone call as well, this call and its sequencing should be coordinated.

3. USNA Funeral or Memorial Service Speaking. For services the family attends, the decision as to who will eulogize a deceased midshipman shall be at the discretion of the next of kin; it is not uncommon for the parents to ask that midshipmen deliver the eulogy or remembrances. In the event that an officer is asked by the family, that officer should coordinate and de-conflict remarks with other speakers as well as the Chaplain conducting the funeral. If the family is unable to attend a Brigade Memorial Service, the Commandant of Midshipmen or Superintendent, acting as the "Unit Commander", should consider speaking at the ceremony.

4. USNA Funeral/Flag Presentation sequence of events. If the family desires to have the funeral at USNA, the Commandant of Midshipmen presents the National Ensign to the family. The following is a step-by-step list that the Commandant of Midshipmen should follow when presenting a flag at a funeral:

- a. Proceed to burial site with the family.
- b. Make your way to the head of the casket (blue star side) prior to the Chaplain beginning remarks.
- c. Funeral Detail will give all orders to present arms during the firing detail and the playing of Taps.
- d. After Taps, the six man honors detail will fold the flag. Once folded, the head folder will do facing movements on his way to the Commandant of Midshipmen (still at the head of the casket) and present the flag to him.
- e. Prior to receiving the flag, the Commandant of Midshipmen will salute the flag and drop salute.
- f. The Commandant of Midshipmen will accept the flag with left hand over right.
- g. The head folder will then salute the Commandant of Midshipmen.
- h. The Commandant of Midshipmen will rotate the flag so that the flat side will face the recipient.
- i. The Commandant of Midshipmen will proceed to the designated recipient (Parent) seated in the last seat in the front row near the head of the casket.

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j. The Commandant of Midshipmen presents the flag with the approved verbiage (it is at the discretion of the presenter whether to kneel or bend at the waist when presenting the flag). *“On behalf of the President of the United States, the United States Navy, and a grateful Nation, please accept this flag as a symbol of our appreciation of your loved one’s honorable and faithful service.”*

k. The Commandant of Midshipmen takes a step back and salutes.

l. This concludes the honors. In the manual it states that the flag presenter should then either offer condolences to the family members or return to the head of the grave.

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RELOCATING ROOMMATES/ROOM BILLETING

1. NCIS conducts an investigation of all military member deaths. Regardless of where the casualty occurred, the deceased's room will need to be secured to assist NCIS in completing their investigation and to ensure the deceased's personal effects are properly secured. Enclosure (15) has additional detail on conducting an inventory.
2. To assist, the Company Officer should consider having the deceased roommates move to a different room. Remember that this is a difficult time for all involved. The roommates were likely very close with the deceased and may be hesitant to relocate to another room; conversely, they may be very relieved to move.
3. This situation should be handled with care. Consider using all available resources to help ease the transition for the deceased's roommates. Once the roommates have relocated and once NCIS has finished their requirements in the room, the CACO should commence the personal effects inventory.
4. Once the inventory is complete, the room may be made available again. However, other midshipmen may be uncomfortable moving into the room. Consider leaving it vacant for the rest of the year. Upon commencement of the next academic year, consider having new Plebes inhabit that room.

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GENERAL CONDUCT WITH TWO CACOs

For the purpose of this instruction, the Commandant of Midshipmen's Appointed CACO shall be referred to as the USNA CACO. CACOs assigned to assist families at their home of record will be referred to as Home Of Record CACO (HOR CACO). It is vitally important that the USNA CACO and HOR CACO communicate frequently and thoroughly throughout the process.

1. Unless the deceased midshipman's family is within the local area – either by coincidence because they were visiting Annapolis or because they live nearby, the USNA CACO will work with a HOR CACO stationed near the midshipman's family. Due to every situation varying, the responsibilities of the two CACOs will never be the same; it is just important to ensure that regardless of the shared duties, the family receives constant and consistent support. This guidance is meant to provide the USNA CACO with some expectations regarding their interactions with a HOR CACO.

2. Annapolis Area Notification

a. Normally, the USNA CACO will not be the notifying CACO unless the family is local to the Annapolis area, the family is en route for a visit, or visiting in the Annapolis area. If the PNOK is in the area, the USNA CACO will notify the family of the midshipman's death and prepare most of the required paperwork. Depending on the situation, the Commandant of Midshipmen may accompany the USNA CACO on the notification call. Furthermore, the USNA CACO will work with the family to finalize the burial and funeral of the midshipman.

b. In the case where the USNA CACO does the notification, the vast majority of the initial response, paperwork, and coordination will be completed by the USNA CACO. Thus, the USNA CACO and the HOR CACO should only coordinate on the completion of any paperwork the USNA CACO was unable to complete, the shipment of the midshipman's personal effects, and other follow-on tasks.

c. The USNA CACO should be aware that once the family departs the Annapolis area that does not end their relationship or contact with the family. Regular interaction and contact with the family will continue for several weeks to months after the midshipman's death.

3. Home of Record Notification

a. If the notification is made at the family's home of record, then most of the initial paperwork will be completed by the HOR CACO. The family may choose to travel to USNA.

b. The USNA CACO will escort the remains (if a HOR funeral is desired), finish any paperwork the initial CACO was unable to complete, and coordinate the shipment of the midshipman's personal effects.

c. Even if the midshipman's funeral is held at his or her HOR, USNA will conduct a memorial service for the Brigade. The family is invited to attend. Scheduling de-confliction

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between the family's HOR funeral, the Brigade's schedule, and the memorial service is important.

d. If the family chooses to bury the midshipman in the Naval Academy Cemetery, USNA CACO will coordinate their Annapolis area support. In these cases, the USNA CACO will also maintain contact with the family after they depart Annapolis.

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DISPOSITION OF REMAINS

1. The PADD designated on the Record of Emergency Data Form (NAVPERS 1070/602), is authorized to arrange for the final disposition of the remain of a member of the United States Armed Forces who died while serving and executed the Record of Emergency Data and making the act an emergency measure.

2. The Brigade Medical Officer and Commandant's JAG can assist in advising the OOW and chain of command on initial disposition of remains.

a. Out-in-town – The local examiner will determine disposition. (In coordination with Navy Personnel Command and Naval District Washington, a local Funeral Home will be determined for issuance of an official Death Certificate.

b. On Federal Land/Property – The U.S. Navy Liaison is Duty Dover Port Mortuary, contact at work (302) 677-2018 or by cell at (302) 241-6669. The Medical Examiner will work with Navy Personnel Command for issuance of an official Death Certificate.

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FUNERAL/BURIAL SCENARIOS

1. After notification, the NOK will be presented with several choices regarding the burial of their loved one. The choices that the NOK make regarding burial and funeral services will result in several possible scenarios, each of which will require a different response from the USNA CACO. Prospective scenarios and their associated considerations are noted below:

a. Funeral Services and Burial on the Yard. This scenario will require extensive coordination with the Memorial Affairs Coordinator and Command Chaplain. In addition, close coordination with the Operations staff will also be critical to ensure all details are thoroughly executed. The Chapel Staff is well versed in these situations and will help the CACO coordinate key events. Some considerations include the timing and type of service for the funeral. The USNA Chaplain, in concert with the Chief of Staff, and Deputy Commandant of Midshipmen will coordinate the best date for the funeral – other USNA funerals and Chapel availability will be the primary driver for scheduling the funeral. Funerals are typically held during the noon hour or at 1530 to ensure maximum attendance by the Brigade. The Operations Officer will coordinate missed class excusals. In addition, the NOK may want a viewing (private, public (open to Brigade/faculty/staff) or both). The USNA CACO should coordinate with public affairs regarding the family's desires for any media attendance at the service; their desires drive the decision. The NOK will also be notified of the burial location by the Chaplain's staff; they may desire to view the plot before the service. If the funeral service is held here on the Yard, there is no Brigade Memorial service.

b. Funeral service and burial other than on the Yard. In some cases, the NOK may prefer that the deceased be buried in a location off the Yard, at home, for instance. This scenario requires a great deal of coordination with the Operations staff, especially in cases where midshipmen attendance is desired at the funeral at the HOR. The remains will need to be escorted to the burial site; they can be escorted by the USNA CACO or another appointed officer. The NOK may want a small service limited to family and very close friends. In that case, within the family's desires, midshipmen attendance may be handled on a case-by-case basis. If a larger contingent of midshipmen is requested, or if the NOK would like to open the service to all interested parties, the Operations staff should work with the USNA CACO (or General Support Battalion) to secure transportation to the site of the burial. The number of midshipmen authorized to attend will also be limited by transportation availability and funding; **the Supply Officer and JAG must be consulted with regard to funding any travel before any promises are made. There are NOT appropriated funds available for these large movements.** The USNA CACO will need to generate a Movement Order for the midshipmen planning to attend and will need to ensure that all midshipmen complete necessary miss class request chits and have inspection ready uniforms for the service. The CACO will also need to coordinate with the HOR CACO to ensure all details of the ceremony are known and adhered to the family's desires. The Brigade will always have a service here on the Yard to assist in their grieving process; if the funeral is held elsewhere, the memorial service will still be held here for the "unit." The family is invited to attend the Brigade Memorial service. Scheduling de-confliction between the family's HOR funeral, the Brigade's schedule, and the memorial service is important and requires careful coordination with Brigade Operations, the Memorial Affairs Coordinator, and the Command Chaplain.

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c. In addition to coordinating the funeral/burial, the CACO may be approached by well-meaning midshipmen or the NOK regarding the development of a monument, plaque, or other memorial in remembrance of the deceased. The CACO should reference USNAINST 5060.8D for further guidance regarding requests of this nature.

PAY ENTITLEMENTS

1. MIDN Death (Pay Entitlements FAQs):

- a. All unpaid Pay and Allowance.
- b. Death Gratuity (\$100,000).
- c. Max Navy Funeral Expense Allowance (Not to exceed \$10,500) based on elected options on disposition of remains form. In-conjunction with Mortuary Affairs (See Note below).
- d. SGLI Payment (based on the amount listed on the SGLI form).
- e. Funeral Travel. The families of midshipmen are eligible for this transportation. (JTR 7260-A).
- f. The family is eligible to receive travel and lodging reimbursement for SI or VSI bedside presence (JTR 7260).
- g. Non-Medical Attendant for VSI, midshipmen are NOT eligible for non-medical attendant allowance. Reference (JFTR 7260).
- h. Survivors Benefit Plan (SBP), midshipmen are NOT entitled to receive this type of payment.
- i. 2/C Loan – Beneficiaries will assume the payment (NFCU/USAA) (Beneficiaries will work with the assigned institution/bank regarding payment plan).
- j. Montgomery G.I. Bill Education program refund. If the midshipman was prior enlisted; he/she may be entitled for a refund (Monies accumulated and unused in member's account at time of death).
- k. Contact number: 1 (888) 442-4551 – http://www.benefits.va.gov/gibill/mgib_ad.asp. The Veterans Affairs (VA) will verify death and make payment once verified and confirmed.

Note: The Navy Funeral Expense Allowance (Not to exceed \$10,500) is paid directly to a federally approved funeral home, if the remains are handled there. The CACO will not have to handle the passage of these funds. If the family elects to use a different funeral home, then the CACO will facilitate the passage of funds. It is important to note that the Navy will only reimburse funeral expenses up to \$10,500 – additional expenses must be paid by the family.

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DEATH CERTIFICATE ISSUANCE

1. Based on who performs the autopsy, they will have the responsibility for doing the Death Certificate.
2. On Federal Land/Property – the autopsy should be done at Dover AFB, DE. The Armed Forces Medical Examiner (AFME), under federal law, has the authority to perform a medical-legal examination when a death occurs under federal jurisdiction. These cases typically involve a violent or unnatural death and/or may be suspicious in nature or possibly involve a threat to the health of the military community. POC: Armed Forces Medical Examiner (AFMES) (302) 346-8648.
 - a. A medical-legal examination entails reviewing the circumstances of the death, scientifically identifying the decedent, performing an autopsy, and writing a report
 - b. For cases arriving from overseas, the medical-legal examination usually takes 24 hours from the time the remains arrive at Dover AFB, DE. For cases within the United States, the medical examiner team usually deploys within 24 hours of notification and the examination is usually complete within 24 hours of the arrival of the team at the local facility.
 - c. The AFMES will retain custody of the decedent until they are positively identified and all required paperwork has been received from the PADD or next-of-kin. Once the AFME has released the decedent, mortuary services are initiated by the Dover AFB Port Mortuary, the respective casualty/mortuary offices, or contract funeral home, depending on the situation.
 - d. An autopsy request form is also available at <https://health.mil/Military-Health-Topics/Research-and-Innovation/Armed-Forces-Medical-Examiner-System/Armed-Forces-Medical-Examiner?type=Forms+%26+Templates#RefFeed>. You may submit your request via one of the following:
E-mail: usarmy.dover.medcom-afmes.mbx.operations@mail.mil, or fax (302) 346-8767, or by mail at:

Armed Forces Medical Examiner System
Attn: Office of the Armed Forces Medical Examiner
115 Purple Heart Drive
Dover AFB DE 19902

PERSONAL EFFECTS INVENTORY

1. The personal effects inventory is one of many extremely important tasks that must be executed. An accurate and timely inventory is essential. As such, it is imperative to secure the deceased's effects as soon as possible.
2. Saddened over the loss of a friend or company mate, some midshipmen may desire to take a personal memento from the deceased's effects. This cannot be allowed. The Company Officer should consider having the deceased's roommate(s) relocate so that the room can be secured and readily available for a NCIS investigation.
3. Prior to conducting the inventory, an Inventory Control Board (ICB) consisting of at least two people (who are **not** the CACO) shall maintain dual custody at all times, will require a designation letter signed by the Commandant of Midshipmen, which the Commandant's Administrative Officer will produce. Consider having a letter of designation for both the Company Officer and Senior Enlisted Leader, as the inventory is a two-person evolution. The inventory will be annotated on NAVSUP Form 29 (SF-29), as enclosed below.
4. For packaging the majority of the personal effects, cruise boxes work very well.
5. Remember that the deceased's personal effects may extend beyond their room, consider additional areas where effects may be maintained (locker rooms, 7th/8th wing storage, bike storage, mail room, etc.)
6. Keep in mind that some effects (notably computers, cell phones, or other electronic storage) may be taken into custody by NCIS to support their investigation. These items might not be released to the USNA ICB members prior to shipment of the personal effects. Once the NCIS investigation is complete, NCIS will coordinate with the NOK to ensure a proper handover.
7. There are several items to consider in conducting the personal effects inventory.
 - a. First and foremost, how does the family desire the deceased to be dressed for the viewing/funeral? This decision will likely require the USNA CACO to acquire a uniform or other clothing item from the deceased's room. It is imperative to note the item on the inventory sheet before removing it.
 - b. A large percentage of the effects will be comprised of personal clothing items and uniform items. These should all be cleaned and pressed. Brigade Laundry will wash and press all clothing items as directed. In addition, check with Brigade Laundry to collect any items that were already with laundry prior to the deceased's passing. Remember to inventory the clothing before handing it over to Brigade Laundry. To ensure proper accountability, verify the inventory once the items have been returned from laundry before packing them.
 - c. Some of the effects may be of a sensitive personal nature (i.e. pornographic or objectionable matter) and should be handled carefully.

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d. Any articles of a sensitive or personal nature should not be released to the NOK until the USNA or HOR CACO has advised them of the nature of the materials. If the NOK declines the items, they should be disposed of in accordance with the Defense Materiel Disposition Manual (DOD 4160.21-M).

e. Another item to consider is the inventory of high-value items, including currency. The USNA ICB members should use their judgment, but high-value items typically include wallets, cell phones, car keys, passports/IDs, jewelry, currency, electronic devices, etc. Items that are serialized should have the serial number listed on the inventory sheet.

f. When documenting items, it is vital to carefully select the verbiage for the item description. General terms like "diamond", "gold" and "platinum" should not be used without qualifying remarks; as such, articles may not in fact consist of these elements. For example, for a bracelet that appears to be gold, the USNA ICB members should describe it as a yellow, metal bracelet.

g. High-value items should be packaged separately and shipped via registered mail with a signed copy of the SF-29 enclosed.

8. It is extremely important that this inventory is conducted with the utmost care. Remember that other midshipmen/staff will be closely observing this process and will likely consider a haphazard inventory as disrespectful to the deceased. Also, remember that opening the boxes will be a very emotional time for the deceased's family.

a. When the boxes are opened, the family should find a highly organized, neat assortment of effects.

b. Consider grouping like items together inside the boxes. School supplies and books should be separated from shoes and work out equipment, etc.

c. Consider neatly organizing and presenting the deceased's military items (collar insignias, ribbons, etc.).

d. Remember to effectively fill the space. If there is open space in the box after packing is complete, use packaging supplies to fill the void. Items will shift in a loosely packaged box, subsequently resulting in a poor appearance upon opening.

e. Before sealing the boxes, remember to include a signed copy of the SF-29 with complete inventory.

f. Secure the personnel effects in an isolated area. Inadvertent movement of the boxes could occur, especially if the Brigade is in transition (spring-time move out time, spring break, summer NASP, etc.). The boxes should be secured immediately after inventory.

9. Once the inventory is complete, a completed copy of the SF-29 should be e-mailed to the NDW Regional CACO. After a thorough review, it will be forwarded to the Case Manager at

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Navy Casualty Office (PERS-00C). PERS-00C will then forward a DD 1300 with a Line of Accounting (LOA) to pay for shipment of personal effects. To coordinate shipment, the CACO will need the DD 1300, SF-29 (signed by the Commandant of Midshipmen), and copies of the personal effects designation letters.

- a. Once the boxes have been sealed, contact the personal property office at Halligan Hall to arrange pickup and shipment.
 - b. The boxes should be secured in an office to ensure the effects remain properly secured. If kept in the passageway, they may be opened or mistaken for something else.
 - c. For large items such as bikes, work closely with the personal property office to arrange for packaging and shipment.
 - d. Remember to coordinate the shipment with the HOR CACO. The HOR CACO should be the point of contact for delivery. It is very helpful to have the HOR CACO at the family's residence when the effects are delivered. This enables the CACO to interact with the movers during a very emotional time for the family. Sometimes the movers are required to inventory some items that are noted in the shipment – which they deem as high value under their regulations; while accommodating the movers' requirement, every effort should be made to ensure any on-site inventory is done in a way that is respectful to the family – even making the movers wait outside when the boxes are initially opened.
 - e. As previously mentioned, the high-value items will be sent directly to the family via registered mail. The remaining items will be sent to an off-site storage location.
 - f. The HOR CACO should coordinate the delivery from the storage location to the deceased's family and will be present upon delivery. You must coordinate the presence of the HOR CACO.
 - g. The HOR CACO will help to ease the process of going through the deceased's effects and can aid the family in using the enclosed inventory sheet.
 - h. Remember to follow-up with the HOR CACO to ensure a smooth shipment, delivery, and inventory.
10. If any items are hand-delivered to the family – due to their request for immediate access – it is important to inventory these effects so that the proper documentation can be done.

SAMPLE

**INVENTORY OF PERSONAL EFFECTS
LOST - ABANDONED - UNCLAIMED**

NAVSUP FORM 29 (REV. 5-78)

THE PRIVACY ACT OF 1974, AUTHORITY: Title 5, U.S.C. Code 5274. Use of SSN authorized by Executive Order 9397 of 22 November 1943; Title 4, U.S.C. Code 406, PRINCIPAL PURPOSE: To serve as a record of property impounded by the Government incident to a member's death or disappearance. ROUTINE USES: (A) Serves as a record of all property impounded by Government which has been left behind by members who have disappeared or belonging to deceased members or employees. (B) Serves as a source document for preparation of shipping documents used to returned property to next of kin or legal owner. VOLUNTARY: Lack of SSN on this form will not directly affect the member. When it is furnished, however, it precludes any possible mistaken identity when names are the same and this is a frequent occurrence.

NAME (Last)	(First)	(Middle)	SSAN
SHIP/STATION			DATE ACQUIRED CUSTODY
HOME OF RECORD			

NAME AND ADDRESS OF NEXT OF KIN, HEIR, LEGAL REPRESENTATIVE

REASON FOR INTERVENTION (SELECT ONE ITEM)

DECEASED
 DECLARED AWOL/DESERTER
 MENTALLY/PHYSICALLY INCAPACITATED
 MIA
 TRANSFRD ON LV OR TEMDU
 TRANSFRD W/O BELONGINGS
 DATE

INVENTORY BOARD APPOINTED SENIOR: OTHER:	DATE OF APPOINTMENT	APPOINTED BY (Typed name of CO'ING signature)
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RECEIVED FROM INVENTORY BOARD, DATE:	SIGNATURE, RANK, TITLE OF RECEIVING OFFICER	SHIP/STA (If other than above)
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STATEMENT OF UNSETTLED FINANCIAL TRANSACTIONS

OWED TO ABOVE - NAMED MEMBER BY	AMOUNT	OWED TO ABOVE - NAMED MEMBER BY	AMOUNT

PERSONAL EFFECTS BEING SHIPPED TO

NEXT OF KIN
 LEGAL OWNER
 PEDC CHEATHAM
 PEDC OAKLAND CA

REMARKS (Overseas/typed name of Custom Inspector (if applicable))

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SAMPLE

NAVSUP FORM 29 (REV. 5-78)

NAME (Last)	(First)	(Middle)	SSAN
ASSIGNED TO			DATE

LIST OF PERSONAL EFFECTS

	DESCRIPTION	NO.	CLASS III - MONEY	DENOM.	NO.	AMOUNT	
CLASS I BEDDING	Blanket		Bills	\$			
	Cover, Pillow						
	Cover, Mattress						
CLASS II - CLOTHING PRESCRIBED BY NAVY UNIFORM REGULATIONS	Bag, Duffel						
	Belt					Subtotal	
	Blouse/Shirt		Coins	\$	1.00		
	Cap (Blk/Lb/Khaki)					.50	
	Coat (Utility/Winter)					.25	
	Coat (Rain)					.10	
	Coat Uniform (Winter/Summer)					.05	
	Gloves/Handbag					.01	
	Hat (Combination)						
	Hat, Covers (Wh/Blk/Khaki)					Subtotal	
	Havelock			Foreign Currency			
	Hood, Rain						TOTAL
	Insignia (As required)			CLASS IV - NEGOTIABLE AND NONNEGOTIABLE INSTRUMENTS			VALUE
	Lingerie						
	Necktie						
	Scarf						
	Shirt (Wh/Blk/Khaki)						
	Shirt (Utility)						
	Shoe (Dress)						
	Shoe (Gym/Safety)						
	Shorts			CLASS V - MISCELLANEOUS ARTICLES OF INTRINSIC, SENTIMENTAL & UTILITY VALUE			
	Skirts						
	Slacks						
	Socks						
	Trousers (Utility)						
Trousers (Wh/Blk/Khaki)							
Undershirt							
Underdrawers							

INVENTORY BOARD

SEAL NO.	SENIOR BOARD MEMBER	REMARKS
DATE OF INVENTORY	OTHER BOARD MEMBER	
FOR USE OF SUPPLY OFFICER	DISPOSITION (if other than owner/bailee or shipment to other activity)	
APPROVED BY (Signature of appointment officer)		

S/N 0108-LF-500-0803

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GENERAL CONVERSATIONS AND TOPICS TO DISCUSS WITH THE FAMILY

1. Inevitably, the USNA CACO will have some uncommon, sometimes uncomfortable, but important conversations with the family. This enclosure is meant to offer a guide for some of those conversations. Specifically, some of the conversations regarding the death and remains, money, limits on promises the command can fulfil, and areas of concern where the USNA CACO is not the point of the contact. Ultimately, this is not meant to be a comprehensive list. Each service member's death or injury is unique and each family will respond to the loss differently, which will require the USNA CACO to be ready for any conversation.

2. The Death and Remains

a. First and foremost, the family will want to know about how the midshipman died. Depending on the circumstances surrounding the death (i.e., suicide, ongoing NCIS investigation, etc.), the USNA CACO may not be able to fully or accurately answer the family's questions. At the same time, however, the bedrock of the USNA CACO's relationship to the family is built upon trust. As a result, the USNA CACO should be as transparent as possible. If the USNA CACO does not have all the information or is unable to answer all the family's questions, the USNA CACO should acknowledge why he/she does not have certain information or is unable to fully divulge other information, explain they will contact a subject matter expert and provide the family with an accurate answer. Depending on the circumstances, the family may be approached by NCIS for a debrief and interview; this may assist the family in their questions during an ongoing investigation.

b. Depending on the cause of death, the remains might not be suitable for viewing. In these cases, the USNA CACO, with help from a Chaplain or other grief support expert, should discuss the condition of the body with the family in the most honest and compassionate means possible so that the family can make the best possible decision regarding the viewing and final disposition of the remains.

3. Money

a. The CACO will have to discuss money with the family on multiple occasions. These conversations will focus on the money the family receives from the government and the money the family must pay out of pocket. Enclosure (13) speaks specific on entitlements, especially those unique to midshipmen.

(1) The family will receive three payments:

(a) The first payment is the death gratuity, which is a one-time non-taxable payment of \$100,000. It is designed to help families weather any financial hardships, which might arise from the service member's death. It is highly recommended the CACO discuss the purpose and amount of this payment, since the family will receive it within 72 hours of the midshipman's death. The CACO should follow up with the family to ensure it has been transferred into their account.

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(b) The second payment is the Servicemember's Group Life Insurance claim payment. If the service member elected to have coverage, the payment will be anywhere from \$50,000-\$400,000, but will be paid out several weeks to months after the service member's death. It is not paid until the completion of the JAGMAN investigation is completed regarding the Line of Duty Investigation. Similar to the death gratuity, it is highly recommended the CACO discuss the purpose and amount of this payment.

(c) Funeral Expense payment is dependent on whether the family chooses to use a government contracted mortuary service or not. If the family uses a government contractor, they will pay nothing out of pocket, within a certain limit. If, however, they use a non-government contracted mortuary, they will pay the mortuary costs upfront and later be reimbursed the costs. The reimbursement is completed by using a form DD 1375.

(2) In general, other than reimbursement from funeral expenses, the family will pay for all other items without any reimbursement. This includes hotels, airfare, rental cars, food, funeral flower, programs, etc. Thus, it is important that the USNA CACO establish this precedent early on so that the family does not expect the government will pay for their expenses.

4. Limits on Promises. The USNA CACO will get an intimate view to a family's grief during an emotionally charged period. Thus, it is common for the USNA CACO to want to help the family with as much as possible. It, however, is extremely important the USNA CACO does not promise the family anything, which cannot or will not be fulfilled. Specifically, the USNA CACO shall not promise to pay for any expenses, access to any secured locations, or meetings with people. Ultimately, this is dependent upon the USNA CACO's good judgment, since he/she will be a voice of reason for the family.

5. The following are areas where the family may have questions, but the USNA CACO is not the primary Point of Contact (POC).

a. As the family's primary military liaison, the family will typically ask the USNA CACO about topics the CACO is not the POC. In these situations, it is important the CACO be up front and explain he/she is not the POC, but also help the family get in touch with the correct POC. Below are a few common topics the family may ask about for which the CACO is not the POC.

(1) In most cases, NCIS will investigate the death of a midshipman. The NCIS investigative process is very thorough, up to 120 days for a completed investigation. As a result, the investigation is lengthy and the investigators are not able to answer all questions. Thus, the family should be aware that the USNA CACO is not involved with the investigation and does not have many answers regarding the status or completion date of the investigation. At the same time, however, the CACO should coordinate with the lead NCIS investigator so the family may reach out to NCIS on their own terms.

(2) The death of a midshipman is normally a high visibility event. As a result, many charities may get involved to support the family. The assistance from charities can be invaluable

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and significantly help the family through a very difficult time. The USNA CACO, however, shall not solicit the help of any charities or advocate for any specific charity with the family.

The USNA CACO should only help the family stay in touch with any charities that have independently reached out to the family.

(3) In some instances, the family may ask that their midshipman be awarded a posthumous degree. The process for receiving a posthumous degree is complicated, and the family should know posthumous degrees have not been awarded in the past. If, however, the family wishes to pursue a posthumous degree the process involves a faculty endorsement and approval by the Academic Dean, Commandant of Midshipmen, and the Superintendent.

(4) Occasionally, midshipmen will have other active duty service member's in their family. In these cases, the family may discuss the logistics of getting this service member to Annapolis or to the HOR. In these instances, it is important that the USNA CACO explain to the family that neither CACO nor the Naval Academy determines whether this service member is granted leave by their command. The best the Naval Academy and CACO can do is reach out to the service member's command and request this person be put on leave. Thus, it is important to manage the family's expectations.

6. "Good Intentions" Management

a. After the initial notification of a death, midshipmen, staff, and civilians internal and external to the USNA might attempt to contact the Company staff and/or individuals within the Company to offer support. This can manifest in either communications (phone calls, text messages, e-mails, etc.), monetary or gift donations, or offers to host events such as a company meals or receptions. It is imperative that the USNA CACO are attuned to such requests and screen them as necessary. Such communications could potentially overwhelm individuals or groups of midshipmen; in one case, the roommate of a deceased midshipman received hundreds of text messages and e-mails over the course of a couple weeks offering support – all well-intentioned but overwhelming for that midshipman.

b. While the manner in which such offers are handled should be determined on a case-by-case basis, the CACO and Company Officer/Senior Enlisted Leader should nevertheless actively manage "good intentions" and ensure they do not complicate or impede the grieving process. Consider appointing action officers or midshipmen to coordinate all offers of support or to respond to communications for the midshipmen most seriously affected by the death (i.e., roommates, teammates, classmates). Events offered from organizations within the Brigade shall be coordinated through the Brigade Operations office, Midshipmen Food Services Division, and the Company chain of command as appropriate. Gifts or donations from outside agencies must be coordinated through the aforementioned groups, as well as the Commandant of Midshipmen's JAG office and the Office as the Superintendent.

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GENERAL SUPPORT BATTALION TASKERS

1. One Battalion within the Brigade will be designated as the GSB by the Deputy Commandant of Midshipmen within the first 24 hours of a midshipman death, VSI or SI incident. The GSB is normally in the same Regiment as the casualty's company — ideally a Battalion within close proximity (one wing away). The GSB will provide support in a variety of ways to the Company. The below is a recommended list of support taskers and not all-inclusive, as each scenario is different and requires different action.

a. GSB OIC and AOIC. The Battalion Officer of the GSB will assume the role of GSB OIC, maintaining situational awareness of all taskers received and support being provided. The Battalion Executive Officer will assume the role as GSB AOIC and will be the main point of contact for all general support requests made by the USNA CACO and his/her Battalion Officer. It is recommended that the GSB AOIC check-in with the Company Officer of the deceased injured midshipman no less than once daily in order to provide consistent support.

b. Transportation. The GSB can provide local (Annapolis area, 50-mile radius) transportation to and from airports for immediate family members of the deceased/injured midshipman, to include parents, siblings, aunts, uncles, and grandparents, *within reason*. However, there must be limits to the extent of the transportation – immediate family, in loco parentis, etc. are generally expected to be supported by the USNA team; however, high school teams, hometown friends, etc., should be encouraged to find their own transportation so that support can be focused on the immediate needs of the family and not outstrip the GSB's capabilities. The GSB can provide support to the USNA CACO of the deceased by delivering items to the Funeral Home, such as the uniform for the deceased to be buried in, if local.

c. Personal Effects. The GSB AOIC can serve as "Inventory Control Board Member" on the NAVSUP FORM 29 for inventorying the deceased midshipman's personal effects. The GSB AOIC can assist the Company Officer in coordinating pick-up of the personal effects boxes through Halligan Hall.

d. Notification to Deceased's/Injured's Professors. The GSB AOIC can support the USNA CACO by coordinating through the Deputy Commandant of Midshipmen and Associate Dean for Academic Affairs personal notification of the deceased professors. This prevents the professors from finding out via the USNA-wide email notification and opens a direct line of communication between them and Bancroft Hall should they require extra support for themselves or other students in the deceased midshipman's classes. The GSB AOIC can support the Company Officer by e-mailing the professors of a VSI/SI midshipman. Caution should be taken when authoring the e-mails, being careful to not reveal unnecessary details or violating the midshipman's privacy rights.

e. Response Plan Support. The GSB can support the USNA CACO by coordinating pick-up of the King Hall flyers and memory boards from Multimedia Support Center. The GSB OIC can also coordinate to pick up the Brigade flag from the Drill Master after it has been flown, pick up the flag pictures from the Public Affairs Office, and pick up the flag certificate from the

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Commandant of Midshipmen's Executive Assistance once it is signed. These three items should be delivered to the USNA CACO of the deceased midshipman.

f. Other Group Support. The GSB can assist with liaising with alumni groups, parents groups, and hometown groups who are offering to help. This liaison can enable the USNA CACO to focus on the family and the GSB can facilitate good works by good people within the desires of the family and guidance of the USNA CACO. For example, if a group wanted to support a post-funeral reception, the GSB can work with the group to schedule spaces, etc.

g. Brigade Support. The GSB can help the Commandant of Midshipmen's staff liaise with outside agencies such as Military and Family Life Counselors for overall grief support of the Brigade or TAPs (Tragedy Assistance Program for Survivors) for long-term care of the family. As many outside groups offer help for the entire Brigade, the GSB can assist internal USNA agencies (MDC, BMO, etc.) with logistical support of these groups.

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SEQUENCING NOTIFICATIONS/SMALL UNIT NOTIFICATIONS

1. The initial notification of a death of midshipman is an extremely sensitive matter. The timeline will be overseen by the Commandant of Midshipmen's office in consultation with the Chief of Staff. The USNA CACO, GSB, Academic Dean, and Chaplains must quickly identify all the appropriate "small groups" that are most affected by the loss – focus should be placed on the midshipman's Company and sports team if possible. The Brigade of Midshipmen, faculty, and staff shall only be notified after the CACO has informed the next of kin (NOK). To the maximum extent possible, information of the event shall be excluded from individuals outside the chain of command until the USNA CACO has confirmed the NOK notification. Particular attention should be given to social media and to preventing premature disclosure to a deceased midshipman's family.

a. Company Notification during the Academic Year. Following confirmation of the notification of the NOK, the USNA CACO, with Chaplain support, shall notify the deceased individual's Company. One of the most important factors affecting this notification plan is the status of the Brigade. Company notifications can vary if a midshipman passes away while the Brigade is present, on weekend status, on leave status, or during the summer. Whenever possible, company mates should be informed in person with chaplains and counselors available for support. Consider using a private environment, such a wardroom or classroom, for initial notification. Depending on the situation, company mates can be briefed at once, by class, or in small groups as they return to Bancroft Hall from liberty or leave. If notification occurs during or near exam weeks, the USNA CACO should coordinate with USNA faculty and staff to arrange alternate exam dates for individuals as necessary to facilitate the grieving process. In all cases, the USNA CACO should engage with the midshipmen chain of command and USNA faculty and staff to extend homework or project due-dates as needed.

b. Company Notification during Summer Training. If the death of a midshipman occurs during the summer training months, midshipmen away from the USNA can be informed via e-mail, telecom, or by having the assigned midshipman Liaison Officer engage in-person. Professional Development Division can assist in notifying Commanding Officers of Fleet units, so that they can help notify or support midshipman assigned to them. Considerations should be made to recall the most seriously affected midshipmen back to the USNA or to place them in a leave status. The USNA CACO and Company Officer/Senior Enlisted Leader should make every effort to identify these midshipmen and pay particular attention to their needs. Midshipmen remaining in Annapolis, MD can be made in person in small groups.

c. Notification of Sponsor Families. Many sponsor families have close relationships with the midshipmen families. Notification of a sponsor family should occur as reasonable as possible following company notification. The USNA CACO should establish and maintain contact with a deceased midshipman's sponsor family, and offer support, condolences, and support for that sponsor family.

d. Notification of Faculty and Staff. Per enclosure (8), non-midshipmen personnel assigned to the USNA are typically notified by the Commandant of Midshipmen or their Cost Center Head.

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e. Supporting the “Pockets of Grief”. Special consideration should be made for the midshipmen, not in company, who had close relationships with the deceased midshipman. Most midshipmen are involved in out-of-company organizations and have strong ties to each other. Possible organizations include, but are not limited to: extra-curricular activities, clubs, club sports, varsity sport teams, Summer Training groups, religious groups, academic groups, and prior Naval Academy Preparatory School and Foundation school groups. The USNA CACO, possibly through the GSB, should identify these groups based upon the deceased midshipman’s electronic record and coordinate with the respective Company Officer/Senior Enlisted Leaders, Officer Representatives, coaches, teachers, and mentors to ensure these individuals and groups of midshipmen receive counseling and support.

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COMMEMORATIONS AND ANNIVERSARIES

1. The USNA CACO should make special considerations in regards to the remembrance of a deceased midshipman. Midshipmen and staff across the Yard will wish to honor the deceased individual and mark certain occasions, such as the individual's birthday or anniversary of his/her death. These commemorations should be generally supported, but in some cases, there should be limitations to best facilitate the Brigade moving through the grieving process.
2. A common way to honor a deceased midshipman is to dedicate a cork board in their Company area. Pictures of the individual with friends and company mates, meaningful quotes or the deceased midshipman's favorite saying, and information on the midshipman's contributions to the USNA would be appropriate for such a board. Consider enlarging one or more of the PowerPoint slides created for the King Hall handouts as the template for the board.
3. A statement and/or a moment of silence during noon meal on the birthday or anniversary of the death is another tactful way to remember the individual. Consider using companymates, teammates, the Company Officer/Senior Enlisted Leaders, or a Chaplain to address the Brigade. In order to ensure commemorations are meaningful, consideration should be made with regard to how much of the Brigade was present the year the midshipman passed.
4. In some cases midshipmen plan an activity that allows midshipmen, staff, and sponsor families to come together and honor a deceased midshipman. This can have a unifying and comforting effect on all personnel involved. A 5k run or a Company formation run are examples of memorial athletic events, and a community service activity or goods-drive are examples of memorial volunteer events. A detailed plan of such an event shall be routed through the chain of command, with approval obtained through Brigade Operations and the Brigade Public Affairs Office as appropriate.
5. The Athletic Director may elect to acknowledge the passing of a midshipman at one or more sporting events, through a moment of silence or other appropriate commemoration. For example, the family of the deceased midshipman attended a sporting event while in Annapolis, MD for the midshipman's funeral, and the team hosted the family prior to and after the event. As many midshipmen are a part of either a varsity sport, club sport, or ECA, this type of acknowledgement may be appropriate considering the deceased midshipman's level of involvement. A detailed plan shall be submitted in advanced and cleared through the proper authorities.
6. It is important that the USNA maintain a prolonged and mutually supportive relationship with the family of a deceased midshipman. The family should be included in memorial events and activities as appropriate. Consider inviting the family to traditional USNA events that their midshipman would have attended, such as Company dinning outs, the Herndon Climbing Ceremony, and commissioning and graduation week.