



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 1770.2N
CACO
22 OCT 99

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1770.2N

Subj: CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT
(CAC/FHS) PROGRAM

Ref: (a) OPNAVINST 1770.1
(b) NAVMILPERSCOMINST 1770.1
(c) BUPERSINST 1770.3
(d) COMNAVRESFORINST 1770.3C

1. Purpose. To promulgate guidelines for maintaining the Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Program within the Naval Training Center (NTC).

2. Cancellation. NTCGLAKESINST 1770.2M. This instruction has been substantially revised and should be reviewed in its entirety.

3. Action

a. Each Commanding Officer is responsible for implementing Casualty Assistance Calls in the event of death or serious injury/illness of a member of his or her command.

b. Commander, Naval Training Center (CNTC), Commanding Officer, Service School Command (SERVSCOLCOM), Commanding Officer, Recruit Training Command (NAVCUITRACOM), Commanding Officer, Naval Hospital (NAVHOSP), and Commanding Officer, Naval Dental Center (NDC) will appoint at least two commissioned officers with two years or more active duty (not of the Chaplains Corps) or qualified senior enlisted members (E-7 through E-9) within their command to serve as Casualty Assistance Calls Officer (CACO) for service members who are not attached to complex or complex squared, but whose next of kin reside in close proximity of Great Lakes. CNTC is the area coordinator responsible for assigning CACO responsibility to one of the above commands. When CNTC is notified by Commander, Naval Reserve Force (COMNAVRESFOR) that a CACO assignment is required, assignment will be on a rotating basis in the following order:

- (1) NAVCRUITRACOM.
- (2) SERVSCOLCOM
- (3) NTC
- (4) NAVHOSP
- (5) NDC

c. Commanding Officers shall submit the names, home address, home phone and duty phone numbers of at least two qualified CACOs to the NTC Casualty Assistance Calls Liaison Officer (CACLO). Commanding Officers are to ensure duty CACOs are well versed in the contents of references (a) through (d).

d. During normal working hours, NTC CACLO will notify executive officers of CACO tasking and obtain the name of their assigned CACO. After normal working hours, the NTC Command Duty Officer (CDO) will notify the appropriate command's duty officer to obtain the name of the assigned CACO. The NTC CDO will then inform the NTC CACLO of the assigned CACO's name.

e. NTC Chaplain Department, upon request, will designate a chaplain of the same faith as the next of kin to make the first call of condolence in company with the assigned CACO. During normal working hours, the request should be made to the Chaplain's Office, extension 5610, and after hours to the NTC CDO at extension 3300/3939.

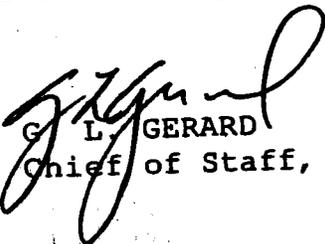
f. A stand-by CACO will be assigned on cases in which a member is listed as very serious or critical. Contact with the next of kin will not be made unless deemed appropriate by BUPERS or COMNAVRESFOR CAC/FHS coordinator. The stand-by CACO will receive progress and prognosis reports whenever any appreciable change in member's condition occurs or at least once a week. If member improves and is moved from the very serious list, an appropriate message will be submitted and the stand-by CACO will be relieved of the assignment. In the event of member's death, normal CACO procedures will be followed, except the 2400 to 0600 time restriction on notification of next of kin does not apply if the next of kin is already aware of the death or if the member was carried on the serious/very serious list prior to death.

g. Requests from individuals or organizations for Naval participation in funerals (i.e., Firing Party, Pall Bearers, Bugler, or Chaplain) will be handled by the NTC Public Affairs Officer (PAO). The NTC PAO may be reached during working hours

at extension 2201/2430, after working hours through the NTC CDO located at Building 1.

4. Training. Training will be conducted every 12 to 18 months by COMNAVRESFOR CAC/FHS coordinator. Commanding Officers will nominate a minimum of two qualified personnel, with telephone numbers, to NTC CACO at least two weeks prior to training. The NTC CACO will coordinate interim training as needed.

5. Reports. Designated CACOs are responsible for the submission of all reports required by reference (d), and shall provide NTC CACLO with an informational copy. In addition, assigned CACOs will provide a weekly status report to the NTC CACLO until CACO assignment is completed. Each Commanding Officer is responsible for maintaining a historical log and file copies of reports pertaining to all CACO assignments.


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