



DEPARTMENT OF THE NAVY  
COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
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NORFOLK, VIRGINIA 23551-2419

NAVSUPPACT, NORFOLK  
ADMIN  
MASTER FILE

NAVSUPPACTNORVAINST 5300.2A  
N01  
JAN 06 2004

NAVSUPPACT NORFOLK INSTRUCTION 5300.2A

Subj: INSTRUCTIONS CONCERNING DEATH, SERIOUS INJURY, OR SERIOUS OR CRITICAL ILLNESS OF NAVAL PERSONNEL

Ref: (a) MILPERSMAN 1770-010-120, 1770-140, 1770-160, 1770-170  
(b) NAVMEDCOMINST 5360.1  
(c) BUPERSINST 1770.3  
(d) JAGINST 5800.7C

1. Purpose. To establish procedures to be followed in the event of death, serious injury, or serious illness of Naval personnel attached to Naval Support Activity (NAVSUPPACT), Norfolk.

2. Cancellation. NAVSUPPACTNORVAINST 5300.2

3. Background. Procedures for notification of next of kin (NOK) in the event of death, serious injury, or serious or critical illness of Naval personnel are outlined in detail in references (a) through (c). Reference (a) provides for the notification and subsequent liaison/assistance, as appropriate to each type casualty, to the family of each person in the Naval service who becomes a casualty while on active duty, active duty training, or inactive duty training. The type of notification (i.e., "by the most expeditious means" or "personal" - by an uniformed Navy representative) and responsibility is dependent upon the type of casualty and, in the case of seriously ill or injured, place of hospitalization. Upon request, assistance and guidance concerning NAVSUPPACT Norfolk personnel casualties will be provided by Commanding Officer, Naval Support Activity, Norfolk, Casualty Assistance Call Officer ((757) 836-1878 or (757) 438-3962) or NAVSUPPACT Norfolk Command Duty Officer (CDO) during non-working hours ((757) 836-1901 or (757) 438-3402).

4. Responsibilities and Action. When made aware of a casualty, the following officers and departments will assume indicated responsibilities and take immediate appropriate action:

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a. Command Duty Officer will immediately notify the following:

(1) Executive Officer (Who will in turn, notify the Commanding Officer (CO))

(2) Legal Officer

(3) Administrative Officer (AO)

(4) Appropriate Personnel Support Detachment (PSD) Duty Officer (Death only)

(5) Casualty Assistance Calls Officer (CACO) (In case of death/missing only)

\*(6) Director, Human Resource Office

(7) Chaplain (In case of death only)

(8) Regional Bachelor Housing Director

(9) Public Affairs Officer (PAO)

(10) Department Head/Program Manager/Division Officer

Note: \* Civilian Personnel Only

b. Administrative Officer/Department Head/Program Manager/Division Officer

(1) Seriously ill/injured. Responsibility for notification of NOK and preparation of Personnel Casualty Report is as follows:

(a) Hospitalized in non-Naval hospital. If service member is hospitalized in a non-Naval hospital, the AO will prepare the Personnel Casualty Report in accordance with reference (a). The service member's department head/program manager/division officer will notify the primary next of kin (PNOK) and the secondary next of kin (SNOK) and ensure NOKs are given progress reports on service member's condition until he/she is removed from the serious list.

(b) Hospitalized in Naval hospital. If service member is hospitalized in a Naval hospital, the Naval hospital will prepare the Personnel Casualty Report and notify the PNOK and SNOK. The Naval hospital will also furnish the NOK progress reports until removed from the serious list.

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(2) Death/Missing. Responsibility for notification of NOK and preparation of Personnel Casualty Report is as follows:

(a) If death occurs in a Naval hospital, the hospital will prepare the Personnel Casualty Report but will not make the required personal notification to NOK or provide CACO assistance. Notify CACO immediately if either PNOK or SNOK reside locally. If PNOK/SNOK do not reside locally, NAVSUPPACT Norfolk CACO will seek assistance of Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT) CACO Coordinator.

(b) When the command learns of a death that did not occur in a Naval hospital, immediate action will be taken to assure positive identification is made and that Naval Medical Center (NAVMEDCEN), Portsmouth, VA, and CACO (if NOK reside locally) are notified of the death. If PNOK/SNOK do not reside locally, NAVSUPPACT Norfolk CACO will seek assistance of COMNAVREG MIDLANT CACO Coordinator.

(c) Within four hours of the command knowledge of the casualty, the AO will prepare and release priority Personnel Casualty Report per reference (a). Ensure the appropriate Casualty Assistance Program Coordinators for the geographic area in which the PNOK/SNOK reside are included as action addressees. Assistance in determining this is available from COMNAVREG MIDLANT CACO Coordinator. Information that is unknown should be listed as "unknown" and be furnished by supplemental message report as soon as known. Preparation and release of this report will not be delayed pending normal working hours or receipt of detailed information concerning cause of death.

(d) Deliver burial uniform to NAVMEDCEN Portsmouth. Advise NAVMEDCEN Portsmouth immediately of items not available in excellent-to-perfect condition.

(3) Letter of Circumstances/Condolence. Within 48 hours of the casualty, service member's department head/program manager will prepare a letter of circumstances/condolence for signature of the CO.

c. CACO/Chaplain

(1) Upon receipt of information that a casualty (death or missing) has occurred and the NOK resides locally, the CACO and the Chaplain will coordinate the personal notification of the NOK. It is desirable that the CACO and the Chaplain make the notification together; however, notification will not be delayed pending the availability of both officers.

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(2) CACO/Chaplain will immediately advise the AO and NAVSUPPACT Norfolk CDO when personal notification has been accomplished.

d. Regional Bachelor Housing Director. If deceased service member resides in Bachelor Housing, appoint a Personal Effects Inventory Board and transfer personal effects for proper disposition.

e. Director, Human Resource Office, Norfolk. In the event of a serious illness, injury, or death of a civilian employee of NAVSUPPACT Norfolk, action will be taken.

f. Public Affairs Officer. Coordinate all inquiries from news media with NAVSUPPACT Norfolk.

g. Legal Officer. In the case of injury or death of Naval personnel, Legal Officer will submit an investigation or injury report, as appropriate, per the provisions of Chapter 8 of reference (d) and as further defined in reference (a).

h. Personnel Support Detachment Duty Officer. When requested by the CDO, the Duty Disbursing Clerk will furnish information for message items regarding pay and allowances, length of service, leave, etc.

  
J. M. MCDONNELL

Distribution: (NAVSUPPACTINST 5216.1P)  
List II  
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