

COMMAND RESPONSIBILITIES

TERMINALLY ILL/SERIOUSLY ILL/VERY SERIOUSLY ILL (MILPERSMAN Art 1770-070)

Immediately obtain service record or e-record (Page 2 & SGLI), prepare Personal Casualty Report (PCR) and take appropriate action to notify primary next of kin (PNOK) and secondary next of kin (SNOK).

Make Voice Report to your Regional Coordinator for Casualty Assistance Calls Program (COMNAVREG MIDLANT 757-322-2817/2831, after hours call the ROC at (757-322-2609) and OPNAV (N135C) (1-800-368-3202) for assistance.

Responsibility for Personnel Casualty Report and Notification to NOK

a. **Hospitalized in Naval Hospital** - Naval Medical Center will prepare the PCR and notify both the PNOK/SNOK in person or by phone. Hospital will also furnish progress reports to NOK at least once a week until member is removed from Seriously Ill/Very Seriously Ill list. Command should stay in contact with hospital and monitor condition of member.

b. **Hospitalized in CONUS in non-Navy Hospital** - Command holding member's service record or e-record will prepare PCR and notify both PNOK and SNOK in person or by phone. Command will keep NOK advised of progress at least once a week until removed from the Seriously Ill/Very Seriously Ill list.

c. **Hospitalized in Non-Navy Hospital outside CONUS or While Operating at Sea** - Command holding service record or e-record will prepare PCR and will notify both PNOK and SNOK by phone. Command will keep NOK advised of progress until member removed from Seriously Ill/Very Seriously Ill list. If unable to make notification, contact OPNAV (N135C) (1-800-368-3202) for assistance.

d. **NOK Travel to Bedside** - NOK's presence at the bedside may be warranted by a military medical physician. OPNAV (N135C) will fund bedside travel and per diem of NOK to bedside, normally no more than three NOK. Family should use Toll Free number 1-800-368-3202. The command should assign a Courtesy CACO to assist NOK as needed.

e. **Standby CACO** - Standby CACO's will be assigned if member placed on the Very Seriously Ill/Injured list and is in imminent danger of loss of life. Standby CACOs will be assigned at the direction of OPNAV (N135C) through the Regional Coordinator.

If death is imminent, fax Page 2 and SGLI Election Form to both Regional Coordinator (757-445-2115) and OPNAV (N135C) (901-874-6654).

COMMAND RESPONSIBILITIES (MILPERSMAN Articles 1770 010-280)

DEATH - These responsibilities also apply to Missing, DUSTWUN, and other types of casualties of active duty service members.

1. As soon as command learns of a death, which did not occur in a Naval Hospital, immediate action should be taken to assure positive identification of body. *If death occurs in Hampton Road area*, immediately notify NAVMEDCEN Portsmouth (**Decedent Affairs 953-2617/8 or 953-5008** after hours), and COMNAVREG MIDLANT Casualty Assistance Calls Regional Coordinator, **322-2817 EXT 2**, or Regional Operations Center (ROC), if after-hours, 757-322-2609.

IF death occurs outside of Hampton Roads area, immediately notify COMNAVREG MIDLANT Casualty Assistance Calls Regional Coordinator for assignment of a CACO, and Mortuary Affairs Office in Millington, TN for coordination of mortuary affairs services, (901) 874-6682.

2. Obtain deceased's service record or e-record, prepare Personal Casualty Report (PCR) within 4 hours, fax Page 2, SGLI and hard copy of PCR to Regional Coordinator (fax 757-445-2115) if not sent via email; designate trained CACO to make personal notification along with Chaplain and carry out Casualty duties MILPERSMAN Art 1770-010. If NOK resides outside of Hampton Roads Area, contact Casualty Assistance Calls Regional Coordinator at 322-2817 EXT 2 or the ROC for assignment of CACO for personal notification.

3. IAW MILPERSMAN 1770-030, preparation of PCR within four hours of command notification of casualty is critical; PCR may be e-mailed to: mill_navycasualty@navy.mil. Information which is unknown should be listed as unknown and furnished by supplemental report as soon as known. Preparation and release of this report will not be delayed pending normal working hours or receipt of info regarding actual cause of death.

4. CACO is to report by phone to COMNAVREG MIDLANT or ROC, if after-hours, official Navy notification time and keep Regional Coordinator apprised of all phases of casualty assistance, especially of all deviations from normal protocol. COMNAVREG MIDLANT Casualty Assistance Calls Regional Coordinator is available to assist or provide guidance with problems that may arise.

5. Identify an official ESCORT - Escort travel is paid by Mortuary Affairs.

6. Within two days of death prepare letter of condolence/circumstances to PNOK and SNOK signed by Commanding Officer or Acting Commanding Officer.

7. IAW JAGMAN CHANGE II, initiate a JAGMAN investigation. Ensure strict compliance with provisions of MILPERSMAN 1770-060 concerning requirement for Status Investigation Report. A Line of Duty (LOD) determination must be made in all active duty deaths and should be endorsed by the first flag officer within 20 days.

8. Ensure personal effects are inventoried, clothing cleaned, packed and shipped within 14 days in accordance with NAVSUP 490 Chapter 6, as well as guidance provided by OPNAV (N135C). If OPNAV anticipates dispute on personal effects, they may direct that the personal effects be placed in non-temporary storage at place of origin until they direct disposition. E-mail copy of inventory list to OPNAV (N135C) and COMNAVREG MIDLANT Casualty Assistance Calls Regional Coordinator.

9. MEMORIAL TRAVEL. NAVADMIN 285/10 and MILPERSMAN (MPM) Art 1770-271, authorize eligible NOK to attend a command sponsored memorial service. This service must be separate from the funeral service. Prior to OPNAV N135C authorizing NOK travel, they require official documentation (email will suffice) from the command with the specifics about the memorial service (i.e. date, time, and place). In the email the command's POC must specifically state "This is a command sponsored memorial service." The command is responsible for providing courtesy support/assist to the NOK traveling to and from the memorial service.

If the NOK decide to travel to a memorial service without OPNAV N135C travel assistance, they should be made aware that they will only be reimbursed up to the cost of government provided transportation and will not be authorized a rental car.