

# Casualty Assistance Calls Officer Funeral Arrangements Visit Checklist

- Uniform:** Service Khaki or Navy Service Uniform for E-6.
- Death Gratuity (paper check only):** Deliver the death gratuity check (if not already delivered).
  - Have NOK sign the DD-397, Claim Certification and Voucher for Death Gratuity Payment, and fax/e-mail the signed copy to the regional CAC office.
- Consent for the Release of Personal Information, OPNAV 1770/1:** If not completed on the first visit, obtain the signature of the NOK on the OPNAV 1770/1 and fax/e-mail it to the regional CAC office and PERS-00C.
- Primary/Secondary Next of Kin Information, OPNAV 1770/3:** If not completed on the first visit, complete the OPNAV 1770/3. Ensure that all blocks are completed to include all ZIP codes +4 (example: 12345-6789).
- Location of Remains:** Continue to update family as the status changes on location of their loved one's remains and the anticipated transportation date.
- Funeral Allowances:** Counsel Person Authorized to Direct Disposition of remains (PADD) on funeral options/allowances.
  - Statement of Disposition of Military Remains (DD Form 3045): Request a copy of this form from Navy Casualty / Mortuary Affairs. Assist the PADD in completing the form.
  - E-mail (encrypted) a signed copy of the form to the regional CAC office and all other parties concerned.
- Payment of Funeral and/or Interment Expenses (DD-1375):** Obtain PADD signature for each funeral home used.
  - E-mail (encrypted) to regional CAC office and MAO.
- Navy Escort:**
  - Inform the PNOK of the Navy escort of remains (provided by the casualty's command. Arrangements for travel of the escort/remains will be funded by the MAO or the DAO).
- Funeral Honors:**
  - Inform the NOK of eligibility and availability of funeral honors.
  - Arrange for funeral honors through the regional CAC office.

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**Funeral/Memorial**

**Date:** \_\_\_\_\_

- Advise the PADD not to schedule a firm funeral date until the remains arrive at the receiving funeral home.

**Funeral/Memorial Travel Allowances:**

- Complete and submit **OPNAV 1770/2, Next of Kin Travel Request**
- Assist with the family's travel needs; contact PERS-00C for travel orders.
- Verify with the airline that the tickets are indeed purchased and waiting.

**Funeral Attendance**

- Advise the NOK of your planned attendance at the funeral if the funeral is in your local area.

**Survivor Benefit Applications:**

- Advise the NOK that survivor benefit applications will be forthcoming within the next 10 working days, and that you will call and make an appointment with them to assist with the completion of the applications.

**Advise Others:** Keep PERS-00C, other involved CACO offices, and any other CACOs assigned to this case informed of any issues.

**Submit Casualty Assistance Report (CAR)** — every 30 days until case is closed.