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NAVSUPPACT NAPLES INST 5360.2
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NAVSUPPACT NAPLES INSTRUCTION 5360.2

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: DECEDENT AFFAIRS FOR U.S. EMPLOYEES AND DEPENDENTS AND LOCAL NATIONAL EMPLOYEES

Ref: (a) NAVMEDCOMINST 5360.1, Decedent Affairs Manual

Encl: (1) Guidelines for U.S. Civilian Employees and Their Dependents
(2) Guidelines for Local National Employees

1. Purpose. To provide guidance and procedures to follow in the event of the death of U.S. employees and/or dependents and Local National employees, reference (a).

2. Cancellation. NAVSUPPACT NAPLES INST 12790.4.

3. Scope. This instruction applies to appropriated fund U.S. employees and their dependents and Local National employees serviced by the Human Resources Office (HRO), Naples, Italy.

4. Discussion. The death of an employee or dependent calls for maximum coordination in a short time frame in order to minimize any inconveniences to the survivors. It is important, therefore, for appropriate personnel to follow through with their responsibilities as outlined in enclosures (1) and (2).

5. Action. All personnel will ensure compliance with this instruction. Enclosures (1) and (2) provide guidance and the necessary procedures to follow in the event of a death of a U.S. civilian employee or their dependent and Local National employees.

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NAVSUPPACT NAPLES INST 5216.4X
Lists I; II; III (less 5.6.7.10.
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V (less 2.3.4).

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Guidelines for U.S. Civilian Employees and Their Dependents

1. Responsibilities

a. Activity Heads will designate a staff member as the activity representative.

b. The designated activity staff member will:

(1) Advise the surviving employee or dependent to immediately contact the HRO Naples for assistance regarding any entitlements and/or benefits.

(2) Advise the surviving employee or dependent to contact the Naval Legal Services Office for legal advice and assistance.

(3) Contact U.S. Naval Hospital Naples (USNH Naples) to ensure a priority casualty message is sent to the Chief, Bureau of Medicine and Surgery, Washington D.C. per reference (a).

c. HRO staff members will ensure provisions of reference (a) are adhered to and:

(1) HRO Staffing Division will:

(a) Coordinate with the activity to provide a Request for Personnel Action (RPA), nature-of-action "Death" and a copy of the death certificate to HRO.

(b) Process the RPA in a timely manner so that designated beneficiaries may receive any benefits and entitlements.

(c) Retrieve the deceased employee's or dependent's work I.D. Cards.

(d) Ensure the activity is aware of steps taken.

(2) HRO Benefits and Allowances Division will:

(a) Counsel and assist the surviving employee or dependent concerning entitlements and any forms or action necessary to secure those entitlements, and advise the European Human Resource Service Center, UK (HRSC UK).

(b) Coordinate with the designated activity staff member to provide assistance to the sponsor or dependent to return to the states.

(c) Contact Personal Property and advise that an emergency household goods shipment may be required.

(d) Contact the Central Motor Vehicle Registration Office and advise that shipment of Privately Owned Vehicle may be required.

Guidelines for Local National Employees

1. Responsibilities

a. Activity Heads will designate a staff member as the activity representative.

b. Activity representatives will provide the necessary assistance as described in the following situations:

(1) Attended death of an employee in a duty status. When the death of an employee occurs in a duty status and in the presence of his/her colleagues and foul play is not suspected and it is not an on-the-job-injury, the activity representative will contact USNH Naples Patient Administration to arrange transfer of the deceased employee to the Legal Medical Institute (City Morgue). The Legal Medical Institute is responsible for the removal expenses.

(2) Attended or unattended death as a result of a job-related injury.

(a) The activity representative will contact The NAVSUPPACT Naples Safety Office, or the Command Duty Officer after normal work hours, who will contact the Safety Representative. Additionally, the activity representative will ensure that the job-related injury claim has been completed and forwarded to the Istituto Nazionale Assicurazioni (INAIL). The NAVSUPPACT Naples Safety Office representative can assist in completing the forms that are in Italian. The Safety Office representative will also help the activity representative with the reporting procedures to the Italian Police within 48 hours from the occurrence. Failure to report this within 48 hours will result in a fine to the command.

(b) NAVSUPPACT Naples Safety Office will coordinate with the USNH Naples Patient Administration to arrange to transfer of the body to the Legal Medical Institute.

(3) Unattended death of an employee in a duty status and there is suspicion of a crime. When an employee is found deceased during duty status, the Activity Head or activity representative will immediately:

(a) Inform the NAVSUPPACT Naples Security, who will immediately report the death to the Italian Police. The Military Police and the Italian Police will bring an Italian Medical Examiner to where the body is located. According to Italian requirements, the Italian Medical Examiner will prepare a Death Report and will make arrangements to have the body moved to the Legal Medical Institute at Naples. The Legal Medical Institute is responsible for the expenses. The family of the deceased is responsible for further transportation expenses from the Italian Medical Institute and funeral expenses for the deceased.

(b) Immediately inform USNH Naples Patient Administration.

(c) Coordinate with the next-of-kin as outlined above.

(d) Assist HRO as outlined below.

(e) Under no circumstances should the corpse be moved until approval by the Italian Medical Examiner is obtained. A designated official will inform the next-of-kin of the death.

c. HRO Staffing Division will:

(1) Coordinate with the activity representative to advise the next-of-kin to contact the HRO Naples for assistance and to provide a copy of the death certificate, Stato-di-famiglia and the receipt for funeral expenses.

(2) Request from the activity representative a Request for Personnel Action (RPA), nature-of-action "Death" with a copy of the death certificate to be submitted to HRO.

(3) Process the RPA in a timely manner so that the next-of-kin may receive the following benefits due salary, which includes payment for unused annual leave; permessi leave; advance notice; Christmas bonus; summer bonus; and end-of-employment pay.

(4) Arrange for the next-of-kin and activity representative to come to HRO the month following the death to pick-up a memorandum to submit to Commercial Bill Paying for issuance of end-of-employment pay and any owed salary.

(5) Retrieve the deceased employee's work I.D. Card.

d. HRO Benefits & Allowances Division shall send a claim to the Istituto Nazionale di Previdenza per i Dipendenti dell'Amministrazione Publica (INDAP) which allows for partial reimbursement of funeral expenses. The required documents to include in the claim are a) death certificate b) stato-di-famiglia and c) receipt for funeral expenses.