



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWINGONEINST 1770.1F
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27 Aug 12

COMTRAWING ONE INSTRUCTION 1770.1F

From: Commander, Training Air Wing ONE

Subj: CASUALTY ASSISTANCE CALLS PROGRAM (CACP)

Ref: (a) MILPERSMAN 1770-010/1770-280
(b) JAGMAN
(c) BUPERSINST 1770.3
(d) COMNAVMEDCOMINST 5360.1
(e) Casualty Assistance Calls Officer (CACO) Handbook (NAVPERS 15607D)
(f) CNATRAINST 3750.23M
(g) MCO P3040.4E
(h) OPNAVINST 1770.2A

Encl: (1) Personnel Casualty Reporting Requirements
(2) Sample Personnel Casualty Report
(3) Disposition of Personal Effects
(4) After-Hours Casualty Procedures

1. Purpose. To set forth guidance and procedures for Casualty Reporting of Training Air Wing ONE (TW-1) personnel per references (a) through (h). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 1770.1E

3. Background. The Navy CACP is based on Department of Defense (DOD) guidelines for notifying and assisting the Next of Kin (NOK) and Secondary Next of Kin (SNOK) of members who are reported as deceased and/or listed as casualties. CACO's are available to assist family members during a very difficult period in their lives.

4. Action. The following Casualty reporting procedures along with enclosures (1) through (4) are set forth in the event of receipt of information concerning casualty related incidents involving TW-1 personnel:

a. The Administrative Officer (AO) shall:

(1) Be consulted on all casualty related incidents involving Wing Personnel (i.e., military, civilian, and contractors).

(2) Assume overall coordination responsibility for the CACP ensuring a current list of designated CACO's is maintained in the TW-1 Administrative Department.

(3) Ensure the Personnel Casualty Report, enclosure (2), is submitted per reference (a).

(4) Coordinate and provide administrative support for the Judge Advocate General (JAG) investigation as required by reference (b).

b. The designated TW-1 CACO shall:

(1) Carry out CACP as per reference (c) and this instruction.

(2) Assist families with funeral arrangements and finalize the necessary administrative requirements to obtain benefits to which they are entitled (i.e., Death Gratuity in death cases).

(3) Assist in completing survivor benefits applications and in obtaining or photocopying documents necessary to substantiate survivor's claims.

(4) Coordinate disposition of personal effects and/or body per reference (d).

(5) Be thoroughly familiar with the contents of reference (e) in the performance of his/her duties.

c. TW-1 Safety Officer shall:

(1) Assume responsibility for mishap investigation and safety reporting requirements.

(2) Notify Chief of Naval Air Training (CNATRA) Safety Officer by telephone of all flight related mishaps per reference (f).

d. TW-1 Senior Marine and Marine Liaison shall coordinate CACP requirements for casualties involving Marine Corps personnel per reference (g).

e. Public Affairs Guidance. Under no circumstances shall anyone other than the TW-1 or NAS Public Affairs Officer (PAO) release to the news media, or any unofficial source, information concerning an incident. In cases involving death, no information, under any circumstances, will be released until NOK/SNOK have been notified. Close coordination with TW-1 Chief Staff Officer (CSO), CACO and Administrative Officer is required.

f. Squadron Commanding Officers shall:

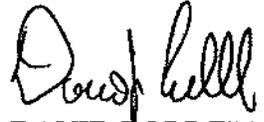
(1) Ensure their command has a plan for timely notification of NOK and appropriate authorities in the event of death, serious injury/illness or missing status personnel within their command per references (a) through (h) and this instruction.

(2) Appoint in writing a command CACO.

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(3) Provide changes in individuals assigned CACO duties to the TW-1 Administrative Officer.

(4) Prepare a letter of condolence to the deceased service member's NOK per the guidelines in reference (a), article 1770-140.



DAVID LOBDELL

Distribution:

Electronic only, via TRAWING ONE website:

https://www.cnatra.navy.mil/TW1/pubs_instructions.asp

https://www.cnatra.navy.mil/TW1/pubs_notices.asp

https://www.cnatra.navy.mil?TW1/pubs_cancellations.asp

PERSONNEL CASUALTY REPORTING REQUIREMENTS

1. Overall responsibility for Personnel Casualty Reporting rests with Commander, Navy Personnel Command (PERS-621). Personnel Casualty Reports (PCRs) are required on:

a. All deceased or missing military personnel;

casualties as a result of hostile or non-hostile action, or while accompanying Armed Forces in the field, and for all CONUS casualties as a result of hostile action;

c. All deceased 120-day disability retired members;

d. All deceased personnel who were attending a military service academy;

e. All ACUD military personnel whose status is listed as seriously ill or injured, or very seriously ill or injured;

f. All DoD civilian personnel, including DoD contractors, OCONUS, who are listed as SI or VSI as a result of hostile or non-hostile action, or while accompanying Armed Forces in the field;

g. All military personnel listed as DUSTWUN and all DoD civilian employees and DoD contractor personnel listed as Excused Absence – Whereabouts Unknown (EAWUN);

h. All personnel, including military and DoD civilians and DoD contractors, who are wounded in action.

2. PCRs are prepared and formatted IAW enclosure (2) and reviewed/approved by cognizant authority unless otherwise directed by MILPERSMAN 1770 series (review for each category if different from 1 (a) through (h) above). The PCR is then submitted within 4 hours of the incident primarily via email to MILL_NavyCasualty@navy.mil. The email should include the full name, rank, title, and telephone number of the approving official. Alternatively, PCRs can be faxed to PERS-621 at commercial (901) 874-6654 or DSN 882-6654. PERS-62 voice line is (901) 874-2501 or DSN 882-2501. If the reporting command does not have email/fax capability, submit PCRs by immediate precedence message IAW enclosure (2) within 4 hours of the incident.

3. FOR ALL (MILITARY) CASUALTIES fax a copy of the member's Record of Emergency Data NAVPERS 1070/602 (Rev. 7-72) a.k.a "Page 2"; and Servicemens' Group Life Insurance Election SGLV 8286 (9-07) and Certificate to NAVPERSCOM (PERS-62) at (901) 874-6654 or DSN 882-6654, FOR (DoD CIVILIAN and CONTRACTORS) CASUALTIES provide pertinent emergency data information. After hours, fax documents to the NAVPERSCOM Duty Office at (901) 874-2652 or DSN 882-2652. PERS-62 voice line is (901) 874-2501 or DSN 882-2501.

4. In the event of Death, DUSTWUN or Missing status, the title or subject of the required PCR message shall be "Personnel Casualty Report, Report Control Symbol BUPERS 1770-4". Paragraphs ALPHA through QUEBEC provide amplifying information regarding the casualty and shall be completed.

SAMPLE PERSONNEL CASUALTY REPORT

The following sample email is provided to help administrative personnel prepare a PCR for TW-1 casualties. Refer to MILPERSMAN 1770 for more specific reporting information (ie., family members, DoD contractors, etc.).

From: SAYLOR, I. A., LCDR TW-1 CSO
To: MILL NavyCasualty@navy.mil
CC: Chain of Command POC Personnel (Use Email Addresses)
Subject: PERSONNEL CASUALTY REPORT

**1. CASUALTY REPORTING COMMAND:
DATE /TIME GROUP:**

2. ALPHA: Grade/rate - Name of Casualty - Social Security Number -Officer Designator (if officer)

3. BRAVO: Status (e.g., Active duty (ACDU)/INACTIVE DUTY (INACTDUTRA)/Active duty for training (ACDUTRA)); Duty Station/Point of Contact/Tel. No.:

4. CHARLIE: Hostile (KIA/POW) - Non-Hostile (peacetime casualties):

5. DELTA: Date - local time of casualty incident – place: Circumstances of casualty incident: Cause of death:

6. ECHO: Location of remains: (funeral home name, address, and phone number):

7. FOXTROT: Primary next of kin (PNOK) (Name - address - relationship): Secondary next of kin (SNOK) (Name - address - relationship): Other next of kin (NOK) (e.g., children by former marriage):

8. GOLF: Notification of next kin: PNOK: Date: - time: - notified by whom: SNOK: Date: - time: - notified by whom:

9. HOTEL: If casualty occurred in hostile fire zone, or in an authorized oversea pay area, enter date that member began tour.

10. INDIA: Date of Dependency Application/Record of Emergency Data: (Specific dates of latest documents.)

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DISPOSITION OF PERSONAL EFFECTS

1. Inventory Board. CTW-1 shall appoint, in writing, an inventory board composed of two members, both commissioned or warrant officers.

2. Action

a. The inventory board shall:

(1) Take an accurate and complete inventory using NAVSUP Form 29, Inventory of Personal Effects.

(2) An original and five copies of NAVSUP 29 shall be prepared. All copies shall be signed by the members of the inventory board and appointing officer.

(3) Personal effects will be cleaned or laundered prior to being forwarded.

b. The CACO shall:

(1) Coordinate with Personal Property Office on the disposition of personal effects and household goods and provide them with all copies of NAVSUP Form 29 and six copies of the Casualty Report.

(2) Prepare the application for shipment and arrange for goods to be picked up.

AFTER-HOURS CASUALTY PROCEDURES

1. These recall procedures will be followed if the TW-1 Integrity Watch Officer (IWO) and/or VT-7/VT-9 Squadron Duty Officer (SDO) receive a casualty-related call after normal working hours, and the incident requires administrative support personnel to prepare a PCR or to otherwise assist with time sensitive requirements:

a. Duty Officers shall ensure that the below personnel are contacted as soon as possible; however, if they cannot be reached immediately, do not delay the recall of essential administrative support personnel. Refer to COMTRAWINGONENOTE 1000 (Staff Social Roster and Recall Bill) for contact information:

(1) The TW-1 Administrative Officer (AO) (primary, if cannot be reached call administrative clerks)

(2) TW-1 administrative clerks

b. The AO will coordinate to identify appropriate personnel and recall them to perform administrative support after hours.

c. Individual administrative personnel, when recalled, will report to the duty officer and assist as needed at the Command's administrative spaces unless otherwise directed by appropriate authority. The following references are provided to assist in preparing the PCR:

(1) MILPERSMAN paragraphs 1770-010 through 1770-260.

(2) Navy Casualty section website (www.npc.navy.mil/CommandSupport/Casualty).