



## DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE  
101 FULLER ROAD SUITE 221  
MERIDIAN MS 39309-5404

IN REPLY REFER TO:  
TRARONNINEINST 5360.1C  
N0311  
19 Jan 11

### TRAINING SQUADRON NINE INSTRUCTION 5360.1C

From: Commanding Officer, Training Squadron NINE

Subj: DEATH OR SERIOUS INJURY/ILLNESS OF MILITARY PERSONNEL

Ref: (a) JAGMAN Manual 5800.7E  
(b) MILPERSMAN 1770-010 – 1770-20  
(c) OPNAVINST 1770.1A  
(d) OPNAVINST 3750.6 Series  
(e) BUMEDINST 5360.1 Series  
(f) CNATRAININST 3750.23 Series  
(g) COMTRAWINGONEINST 1770.1 Series  
(h) COMTRAWINGONEINST 3750.22 Series  
(i) Group Order 3040.2 Series  
(j) Casualty Assistance Calls Officer (CACO) Handbook (NAVPERS 15607D)

Encl: (1) CACO Telephone Listings  
(2) Casualty Assistance Program Coordinators  
(3) CNATRA Motor Vehicle Mishap Notification Report  
(4) Attempted Suicide, Other Serious Psychiatric Disorders  
(5) Death – Accidental/On-Duty  
(6) Death – Accidental/Off-Duty  
(7) Serious Illness, Very Serious Illness, Terminal Illness  
(8) Serious Injury, Very Serious Injury  
(9) Foreign Military Trainees  
(10) Disposition of Personal Effects  
(11) Disposition of Remains

1. Purpose. To set forth procedures to be followed in the event of serious injury/illness or death of personnel of this command in accordance with references (a) through (h) and to ensure timely action and submission of required reports.

2. Cancellation. TRARONNINEINST 5360.1B

3. Discussion. Enclosures (1) and (2) list phone numbers and points of contact to be used upon receipt of information concerning the death or serious illness/injury status of personnel attached to this command. Procedures for special accidents are found in enclosures (3) and (4). Notification procedures outlined in enclosures (5) through (9) will be followed. Enclosures (10) and (11) will be used as required.

4. Abbreviations.

- a. CACO – Casualty Assistance Calls Officer.
- b. NOK – next of kin.
- c. PNOK – primary next of kin.
- d. SNOK – secondary next of kin.

5. Responsibilities.

a. Commanding Officer. Will appoint the CACO. In the event of a serious accident, will personally notify NOK if they reside locally (unless otherwise stated in Emergency Data Information).

b. Administrative Officer. Will assume overall responsibility for the Command Casualty Assistance Program.

(1) Provide newly reporting personnel with the personal Information packet (includes the Emergency Dependent Notification Data Sheet and the Record of Personal Affairs).

(2) Maintain the file of completed Emergency Dependent Notification Data Sheets.

c. CACO. Will carry out the Casualty Assistance Program as outlined in reference (b) and will coordinate the disposition of personal effects and/or remains.

d. Administrative Management Assistant. Will be appointed the primary Casualty Assistance Coordinator and will:

(1) Coordinate required reports and actions in case of death or serious injury/illness as delineated in enclosures (1) through (11).

(2) Maintain a Casualty Assistance Notebook to include:

- (a) All applicable instructions.
- (b) All applicable memos/messages.
- (c) Any helpful information and examples.

e. Legal Officer. Will coordinate JAG investigations as required by reference (a) and by the Commanding Officer.

f. Safety Officer. Will assume responsibility for mishap investigation and safety reporting requirements.

g. Senior Marine. In the event that service members involved in an accident are Marine Corps personnel, the Training Squadron NINE (VT-9), Senior Marine shall be appointed the Marine Casualty Assistance Coordinator. Together with the CACO, the Senior Marine (and the Commander, Training Air Wing ONE (CTW-1), Senior Marine, as required)) will follow procedures as outlined in reference (i).

h. International Military Services Officer (IMSO). If personnel involved in a mishap are members of a foreign military service, the IMSO will assist the CACO, who will follow procedures listed in enclosure (9).

7. Press Releases. Under no circumstances will anyone other than the Commanding Officer release to the press, other media, or any unofficial information concerning an accident in which death occurs. Under no circumstances will any information be released until PNOK and/or SNOK have been notified. Close coordination with the base Public Affairs Officer (PAO), is required.



W. H. SHEEHAN

Distribution:  
TRARONNINEINST 5216.1D  
List I

CACO Telephone Listings

TRARON NINE CACO Listing:	Major Yoskovich LT Deibig LT Stettner Captain Regan
COMTRAWING ONE Safety Officer	(601) 679-2090
CNATRA Safety Officer (After Hours)	(361) 961-2286/2284 (361) 533-0494
Arlington National Cemetery	(703) 695-3250/5 (DSN 225)
Fleet Home Town News Center Norfolk	(757) 444-2221 (DSN 564)
Aircraft Mishap Investigation	(757) 445-6241 (DSN 564)
Criminal Investigative Service Investigation (202) 433-9290 Toll-Free	(DSN 288) 1-800-479-9685
JAG Manual Investigation	(703) 325-9530/1 (DSN 221)
Department of Veterans Affairs (VA) National Cemetery System	(202) 273-5221 (DSN 288)
Defense Finance and Accounting Service Cleveland Center	(216) 522-5714 (DSN 580)
Fleet and Industrial Supply Center Cheatham Annex, Norfolk, Williamsburg, VA (Personal Effects)	(757) 887-7209 (DSN 953)
Department of Veterans Affairs (VA) (Status of applications for Headstones or Markers) Toll-Free	1-800-697-6947

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Naval Office of Medical/Dental Affairs  
(MEDDEN) CODE 03B2  
Great Lakes, IL

(847) 688-3950  
Ext 628/629  
(DSN 792)

Naval Supply Systems Command  
Personal Property Division (Code 442)  
Mechanicsburg, PA

1-800-444-7789  
Ext 2022/5853/5862

Pers-621 Casualty Assistance Branch

(703) 614-2934/46  
(DSN 224)

After Hours

(703) 614-2768/9  
(DSN 224)

Toll-Free

1-800-368-3202

Toll-Free (VA only)

1-800-572-2126

Pers-334 Benefits and Eligibility Branch

(703) 614-8188  
(DSN 224)

Toll-Free

1-800-443-9297

Pers-622 Retired Affairs Branch

(703) 614-3197  
(DSN 224)

Toll-Free

1-800-225-8950

Office of SGLI

(201) 802-8994/8816

Toll-Free

1-800-419-1473

Enclosure (1)

Casualty Assistance Program Coordinators

ZONE	STATES/COUNTIES/PROVINCES	CAC/FHS PROGRAM COORDINATOR	PHONE NUMBERS
Northwest	Washington, Oregon, Idaho, Wyoming, Montana, Alaska, and certain Canadian Provinces	COMNAVREG NORTHWEST	(360) 315-5132 (DSN 322) Duty Officer (360) 315-5300/5301 After Hours – Cell (360) 981-7572 FAX (360) 315-5116
Southwest	California, Nevada, Arizona, New Mexico, Utah, and Colorado	COMNAVREG SOUTHWEST	(619) 532-1512/1507 (DSN 522) Duty Officer (619) 532-1828 FAX (619) 532-1511 PGR (619) 652-0902
Southeast	Florida, South Carolina, Georgia, Alabama, Mississippi, Louisiana, Texas, Guantanamo Bay, Cuba, and Puerto Rico	COMNAVREG SOUTHEAST	(904) 772-4008/4010 (DSN 942) Duty Officer Beeper (904) 346-7842 FAX (904) 772-4009
Mid-West	North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Minnesota, Wisconsin, Iowa, Missouri, Arkansas, Tennessee, Kentucky, Ohio, Indiana, Illinois, and Michigan	COMNAVREG MID-WEST	(504) 678-1275/6 (DSN 678) Duty Officer (504) 378-5313 FAX (504) 678-1276
Mid-Atlantic	Maine, New Hampshire, Vermont, Delaware, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Pennsylvania, Virginia (certain counties), West Virginia, North Carolina, Maryland (certain counties), and certain Canadian Provinces	COMNAVREG MID-ATLANTIC	(757) 322-2832/2817 (DSN 262) Duty Officer (757) 444-7097 FAX (757) 445-2115
Naval District Washington	District of Columbia, Maryland (certain counties), and Virginia (certain counties)	COMNAVREG NAVAL DISTRICT	(202) 433-2607/2707 (DSN 288) Duty Officer (202) 433-2607-2707 FAX (202) 433-0473
Marianas	Guam	COMNAVREG MARIANAS	(671)349-5210/1 (DSN 349) After Hours (671) 349-5235
Hawaii	Hawaii	COMNAVREG HAWAII	(808) 471-8145/4 (DSN 471)
Note: With the exception of Canada, all overseas Defense Switched Network (DSN) lines must go through the Pentagon Switch Board (703) 695-9801.			

CNATRA Motor Vehicle Mishap Notification Report

1. Local date time group (DTG) of mishap: \_\_\_\_\_

2. Geographic location (including on or off base): \_\_\_\_\_

3. Identity of vehicle(s) (type PMV/GMV): \_\_\_\_\_

4. Identify injured personnel by: \_\_\_\_\_

Name:

Sex: Male / Female

Duty status:

Rank/rate, civil service grade :

Operator/passenger:

5. Drug/alcohol involvement (if known): Was test administered? Yes / No

\_\_\_\_\_  
\_\_\_\_\_

6. Safety devices available/used (i.e. seat belts, helmet):

\_\_\_\_\_  
\_\_\_\_\_

7. Brief narrative:

\_\_\_\_\_  
\_\_\_\_\_

Attempted Suicide, Other Serious Psychiatric Disorders

1. Notification. Immediately notify:
  - a. Commanding Officer.
  - b. Executive Officer.
  - c. Administrative Officer.
  - d. Cognizant Department Head.
  
2. Personnel Casualty Reports (PCR). The personnel casualty report shall be submitted in accordance with reference (b) in the same manner and format as that required for reporting seriously/very seriously ill/injured casualties. Periodic follow-up reports are not required. A PCR shall be submitted on members who:
  - a. Attempted suicide or made other suicidal gestures.
  - b. Suffered psychotic or other serious psychiatric disorder.
  
3. Notification of PNOK/SNOK. Unless the member states next of kin are not to be notified, notification, notification of the PNOK/SNOK shall be accomplished in the same manner as that concerning notification of seriously/very seriously ill or injured members.

Death - Accidental/On Duty

1. Notification. Immediately notify the following people:

- a. Commanding Officer.
- b. Executive Officer.
- c. Cognizant Department Head.
- d. VT-9 Safety Officer.
- e. Command CACO.
- f. NAS Security.
- g. Medical OOD.
- h. CTW-1: during working hours, Safety Officer, 679-2317; during non-working hours, Duty Officer, (601) 679-2448.
- i. CNATRA: during working hours, Safety Officer, DSN 861-2200/2201; during non-working hours, Duty Officer, (361) 533-0494.
- j. Administrative Officer or Administrative Management Assistant.
- k. Duty Chaplain (if NOK resides in area).
- l. CTW-1 Senior Marine (if a Marine).
- m. CTW-1 International Military Service Officer (if Foreign Military).
- n. NAS Meridian PAO.

2. Action. If aircraft related mishap, reference (d) contains additional requirements to those contained in this instruction. If motor vehicle mishap, use enclosure (3) when making CNATRA phone report. For all reports:

a. The following actions will be completed within **four hours** of notification of casualty:

(1) Ensure positive identification of person.

(2) Obtain service and disbursing records from Personnel Support Detachment Pensacola, Florida (PSD).

(3) Send Personnel Casualty Report. See reference (b) for format and enclosure (9) for appropriate Casualty Assistance Program Coordinator.

(4) Forward emergency date to Medical (including name of CACO so the Decedent Affairs Representative can interface with him). Ensure that the Branch Clinic is made an information addressee on all message traffic.

b. The following actions will be completed with **24 hours** of notification of casualty:

(1) Personal Notification of PNOK/SNOK:

(a) If PNOK/SNOK reside locally, VT-9 Commanding Officer, Chaplain and CACO shall make notification. Personal notification shall be made between 0600 and 2400 except under unusual circumstances (e.g. if news media is expected to make a release).

(b) If PNOK/SNOK resides within CONUS but outside the immediate vicinity, personal notification shall be made by the CAC/JHS program coordinator of the area in which the NOK resides.

(c) If PNOK/SNOK resides overseas (including Hawaii and Alaska), personal notification made by the Overseas CAC/FHS program.

(d) If undue delay in notification (in excess of 24 hours) is foreseen, the NAMILPERSCOM Casualty Assistance Division (NMPC-1222) shall be informed by telephone as per enclosure (1).

(2) Confirmation telegram:

(a) Sent as soon as possible after personal notification is completed.

(b) NOK resides locally or within 48 contiguous states, Commanding Officer sends the telegram.

(c) NOK resides outside the 48 contiguous states; Overseas CAF/FHS program coordinator sends the telegram.

(d) For appropriate format, see reference (b).

(3) Notification of CACO's Identity: If NOK resides locally, a naval message shall be sent as soon as possible to all concerned listing the identity of the CACO and time notification of NOK.

c. The following actions will be completed with **48 hours** of notification of casualty:

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(1) Commanding Officer's letter of circumstance/condolences. Refer to reference (b).

(2) Appropriate follow up.

d. Disposition of mail and personal effects shall be done in accordance with reference (b) as per enclosure (10). Disposition of remains shall be completed in accordance with reference (e) and as per enclosure (11).

Death - Accidental/Off Duty

1. Notification. Immediately notify the following people:

- a. Commanding Officer.
- b. Executive Officer.
- c. Cognizant Department Head.
- d. VT-9 Safety Officer (upon commencement of next regular working day).
- e. Command CACO.
- f. NAS Security.
- g. Medical OOD.
- h. CTW-1: during working hours, Safety Officer, 679-2317; during non-working hours, Duty Officer, (601) 679-2448.
- i. CNATRA: during working hours, Safety Officer, DSN 861-2284; (if a motor vehicle mishap, refer to enclosure (5)).
- j. Administrative Officer or Assistant Administrative Officer (for CACO assignment and JAG investigation).
- k. Duty Chaplain (if NOK resides in area).
- l. CTW-1 Senior Marine (if a Marine).
- m. CTW-1 Administrative Officer (if student aviator).
- n. CTW-1 International Military Service Officer (if Foreign Military).
- o. NAS Meridian PAO.

2. Action. If motor vehicle mishap, use enclosure (3) when making CNATRA phone report. For all reports:

- a. The following actions will be completed within **four hours** of notification of casualty:

- (1) Ensure positive identification of person.
- (2) Obtain service and disbursing records from PSD.
- (3) Send Personnel Casualty Report. See reference (b) for format and enclosure (9) for appropriate Casualty Assistance Program Coordinator.
- (4) Forward emergency data to Medical (including name of CACO so the Decedent Affairs Representative can interface with him). Ensure that the Branch Clinic is made an information addressee on all message traffic.

b. The following actions will be completed with **24 hours** of notification of casualty:

(1) Personal Notification of PNOK/SNOK:

(a) If PNOK/SNOK reside locally, VT-9 Commanding Officer, Chaplain and CACO shall make notification. Personal notification shall be made between 0600 and 2400 except under unusual circumstances (e.g. if news media is expected to make a release).

(b) If PNOK/SNOK resides within CONUS but outside the immediate vicinity, personal notification shall be made by the CAC/JHS program coordinator of the area in which the NOK resides.

(c) If PNOK/SNOK resides overseas (including Hawaii and Alaska), personal notification made by the Overseas CAC/FHS program.

(d) If undue delay in notification (in excess of 24 hours) is foreseen, the NAMILPERSCOM Casualty Assistance Division (NMPC-1222) shall be informed by telephone as per enclosure (1).

(2) Confirmation telegram:

(a) Sent as soon as possible after personal notification is completed.

(b) NOK resides locally or within 48 contiguous states, Commanding Officer sends the telegram.

(c) NOK resides outside the 48 contiguous states; Overseas CAF/FHS program coordinator sends the telegram.

(d) For appropriate format, see reference (b).

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(3) Notification of CACO's Identity: If NOK resides locally, a naval message shall be sent as soon as possible to all concerned listing the identity of the CACO and time notification of NOK.

c. The following actions will be completed with **48 hours** of notification of casualty:

(1) Commanding Officer's letter of circumstance/condolences. Refer to reference (b).

(2) Appropriate follow up.

d. Disposition of mail and personal effects shall be done in accordance with reference (b) as per enclosure (10). Disposition of remains shall be completed in accordance with reference (e) and as per enclosure (11).

Serious Illness, Very Serious Illness, Terminal Illness

1. Notification. Upon receipt of information concerning the serious, very serious or terminal illness of a service member, notify the following:

- a. Commanding Officer.
- b. Executive Officer.
- c. Administrative Officer (for CACO Assignment).
- d. Cognizant department head.

2. Definitions.

a. Terminally ill (as diagnosed by an Armed Forces Medical Officer) – Initial report only is required unless otherwise deemed appropriate.

b. Seriously ill or seriously injured – A casualty whose illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger of loss of life.

c. Very seriously ill or very seriously injured – A casualty whose illness or injury is of such severity that there is imminent danger of loss of life.

3. Action.

a. CACO Assignment. In all cases in which an active duty member is in imminent danger of loss of life and NOK reside locally, a stand-by CACO shall be designated.

(1) All commands with a “need to know” must be provided by message the stand-by CACO’s name, duty station, and office/home telephone numbers.

(2) The stand-by CACO must keep the command apprised of his/her whereabouts at all times.

(3) No contact with NOK will be made by the stand-by CACO until directed by NAVMILPERSCOM or appropriate CAC/FHS Coordinator.

(4) NOK notification of member who dies will be made regardless of hour, provided:

(a) Any of the member’s NOK are aware of the death already, or

(b) Member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding death.

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b. Personnel Casualty Report (PCR).

(1) Submission responsibility. If member is in the Armed Forces Medical command, Commanding Officer of that command shall submit the PCR and follow-up reports. If member is admitted to a civilian hospital, VT-9 shall submit the PCR and follow-up reports.

(2) PCR Format. The initial and subsequent prognosis progress reports shall be submitted by priority message in the format outlines in reference (c).

c. Notification of NOK.

(1) NOK shall be notified as follow via the most appropriate rapid means of communication available (telephone, telegraph, of other means):

(a) Member is hospitalized in Navy hospital – Commanding Officer of the facility will notify NOK.

(b) Member is hospitalized in a non-Navy hospital - VT-9 shall notify the NOK, or if notification is otherwise impractical upon request, COMNAVMILPERCOM will notify the NOK.

(2) Each notification via other than telegram must be confirmed via telegram by the command responsible for the initial notification unless the NOK has specifically stated that written confirmation is not desired.

d. Follow-up Reports.

(1) Progress and prognosis reports shall be submitted whenever any appreciable changes in the condition of a seriously/very seriously ill or injured member occurs, but at least once a week, and the PNOK and SNOK shall be so advised via the most appropriate rapid means of communication available.

(2) When the patient is removed from the serious list and is capable of communicating with his/her NOK, no further progress reports are required and the patient shall be advised to communicate with his/her NOK. The PNOK and SNOK of the member shall be so advised by telegram of his/her removal from the serious list.

e. Disposition of Personal Effects. The Commanding Officer shall have personal effect inventoried and placed in safekeeping to protect against pilferage until member is returned to duty station or until disposition instructions are received from the member or his/her guardian (if declared incompetent). Refer to enclosure (10).

Enclosure (7)

Serious Injury, Very Serious Injury

1. Notification. Upon receipt of information concerning the serious or very serious injury of a service member, notify the following:

- a. Commanding Officer.
- b. Executive Officer.
- c. Administrative Officer.
- d. NAS Security (if injury occurred in base).
- e. Cognizant department head.
- f. VT-9 Safety Officer (Notify upon commencement of next regular working day if off-duty. If on-duty, notify immediately).

2. Definitions.

a. Terminally ill (as diagnosed by an Armed Forces Medical Officer) – Initial report only is required unless otherwise deemed appropriate.

b. Seriously ill or seriously injured – A casualty whose illness or injury is of such severity that there is cause for immediate concern but there is no imminent danger of loss of life.

c. Very seriously ill or very seriously injured – A casualty whose illness or injury is of such severity that there is imminent danger of loss of life.

3. Action.

a. CACO Assignment. In all cases in which an active duty member is in imminent danger of loss of life and NOK reside locally, a stand-by CACO shall be designated.

(1) All commands with a “need to know” must be provided by message the stand-by CACO’s name, duty station and officer/home telephone numbers.

(2) The stand-by CACO must keep the command apprised of his/her whereabouts at all times.

(3) No contact with NOK will be made by the stand-by CACO until directed by NAVMILPERSCOM or appropriated CAC/FHS Coordinator.

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(4) NOK notification of member who dies will be made regardless of the hour, provided:

(a) Any of the member's NOK are aware of the death already, or

(b) Member was hospitalized and listed as seriously/very seriously ill or injured immediately preceding the death.

b. Personnel Casualty Report (PCR).

(1) Submission responsibility. If member is in an Armed Forces Medical command, Commanding Officer of that command shall submit the PCR and follow-up reports. If member is admitted to a civilian hospital, VT-9 shall submit the PCR and follow-up reports.

(2) PCR Format. The initial and subsequent prognosis and progress reports shall be submitted by priority message in the format outlines in reference (c).

c. Notification of NOK.

(1) NOK shall be notified as follow via the most appropriate rapid means of communication available (telephone, telegraph, or other means).

(a) Member is hospitalized in a Navy Hospital – Commanding Officer of that facility will notify NOK.

(b) Member is hospitalized in a non-Navy hospital - VT-9 shall notify the NOK, or if notification is otherwise impractical, upon request, COMNAVMILPERSCOM will notify the NOK.

(2) Each notification via other than telegram must be confirmed via telegram by the command responsible for the initial notification unless the NOK has specifically stated that written confirmation is not desired.

d. Follow-up Reports.

(1) Progress and prognosis reports shall be submitted whenever any appreciable change in the condition of a seriously/very seriously ill or injured member occurs, but at least once a week, and the PNOK and SNOK shall be so advised via the most appropriate rapid means of communication available.

(2) When the patient is removed from the serious list and is capable of communicating with his/her NOK, no further progress reports are required and the patient shall be advised to communicate with his/her NOK. The PNOK and SNOK of the member shall be so advised by telegram of his/her removal from the serious list.

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e. Disposition of Personal Effects. The Commanding Officer shall have personal effects inventoried and placed in safekeeping to protect against pilferage until member is returned to duty station or until disposition instructions are received from the member or his/her guardian (if declared incompetent). Refer to enclosure (10).

Foreign Military Trainees

1. Notification. Per reference (a), in the event of death, serious injury or hospitalization of an FMT, the following will immediately notified:

- a. Commanding Officer.
- b. Executive Officer.
- c. VT-9 Foreign Training Officer (FTO).
- d. CTW-1 FTO.
- e. CTW-1 CDO (after normal working hours).
- f. In case of accidental death on duty also notify the following:
  - (1) NAS Security.
  - (2) Medical OOD.
  - (3) VT-9 Safety Officer.
  - (4) CTW-1 Safety Officer or CTW-1 CDO (after normal working hours).
  - (5) CNARTA Safety Officer.
  - (6) NAS Meridian PAO.

2. Action.

a. The personal casualty report (as outlines in reference (b)) will be submitted by the CTW-1 FTO within 12 hours/If the CTW-1 FTO is unavailable the report shall be submitted by the VT-9 FTO.

b. CACO Assignment. A Casualty Assistance Officer shall be assigned by the squadron if the FMT has dependents accompany him in the local area.

Disposition of Personal Effects

1. Actions.

a. Commanding Officer. Shall appoint in writing an inventory board consisting of two members (commissioned or warrant officers are normally appointed).

b. Inventory Board.

(1) Take an accurate and complete inventory using NAVSUP Form 29, Inventory of Personal Effects. References (b) and (j) contain detailed instruction for handling of personal effects.

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

(3) All copies of the NAVSUP Form 29 will be forwarded to the CACO (or to a designated officer) in case of death in case of serious illness/injury.

(4) Personal effects will be cleaned and laundered, as appropriate, prior to being forwarded. Repair of personal effects is not necessary.

c. CACO.

(1) Coordinate with the Personal Property Office on the disposition of personal effects.

(2) Take all copies of NAVSUP Form 29 and six copies of the Casualty Report to Personal Property.

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

Disposition of Remains

1. Coordinate with Decedent Affairs Officer at NAS Branch Medical Clinic on preparation and shipment of the remains and escort arrangements.
2. Select one appropriate dress uniform from the personal effects of the deceased and deliver it to the branch clinic. The uniform is to include sock, underwear, and ribbons or medals as appropriate. No shoes or hat required. If the casualty has not suitable uniform, the Decedent Affairs Officer shall procure one.
3. Ensure that the Decedent Affairs Officer has obtained the internment flags.