



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 5360.1H

N1

11 Dec 2014

TRARON EIGHT SIX INSTRUCTION 5360.1H

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: ADMINISTRATIVE PROCEDURES TO BE USED IN THE EVENT OF
DEATH OR SERIOUS INJURY/ILLNESS OF SQUADRON PERSONNEL

Ref: (a) MILPERSMAN 4210100 - 4210260
(b) NASPNCLAINST 5360.5D
(c) OPNAVINST 5102.1D
(d) JAG MANUAL, Chap VIII
(e) OPNAVINST 3750.6Q
(f) TRARONEIGHTSIXINST 3750.5Q
(g) NAVMEDCOMINST 5360.1 (Decedent Affairs Manual)
(h) NAVMILPERSCOMINST 1770.1 (CACO Manual)
(i) NASPNCLAINST 1770.1P
(j) OPNAVINST 5100.23D
(k) MCO P3040.4E

Encl: (1) Administrative Officer Duties
(2) Dependents Notification System
(3) Inventory Board Duties
(4) Casualty Assistance Calls Officer Duties

1. Purpose. To disseminate information and procedures, in accordance with references (a) through (k), concerning immediate and continuing action to be taken in case of death or serious injury/illness involving squadron personnel.

2. Cancellation. TRARONEIGHTSIXINST 5360.1G

3. Action. Upon official notification of the death, duty status unknown, or serious injury/illness involving any squadron member (including permanent, temporary or civilian personnel), proceed with the steps listed below. If a death or serious injury is the result of an aircraft or ground mishap, proceed as directed by reference (f). Notify SE Region CACO if military member involved.

a. The Administrative Officer shall assume the role of central point of contact and shall be responsible for all matters involving casualty reporting message and correspondence submission, as directed by the Commanding Officer and as listed in enclosure (1). The Administrative Officer shall be made aware of all matters concerning the casualties, thus keeping him abreast of the situation and allowing him to advise the Commanding Officer and to direct action as necessary. In addition, the Administrative Officer shall carry out the supplemental duties listed in enclosure (1), relieving the CDO of these responsibilities when appropriate.

b. The Commanding Officer will

(1) Assign a CACO and ensure SE Region CACO is notified ASAP. If time permits, have SE Regional CACO coordinate simultaneous notification of all primary next of kin/secondary next of kin involved.

(2) Notify the victim's next of kin via personal visit as soon as possible (normally within 4 hours) after the incident, or in accordance with next of kin wishes as noted in the VT-86 Emergency Data Form. He will be accompanied by the CTW-6 Chaplain, CACO, and appropriate medical personnel if required.

(3) Write a personal letter of condolence to the next of kin, to be delivered within 48 hours of initial notification (generally sent SPECIAL DELIVERY) or hand delivered.

(4) Designate an investigating officer for a JAGMAN investigation, as appropriate, to determine the line of duty and conduct status surrounding the incident. A JAGMAN investigation is required in all cases of death, other than natural causes.

(5) Authorize and direct prompt Death Gratuity payment, if appropriate (reference (g), page v-8).

(6) Designate (either verbally or in writing) an inventory board, consisting of at least one Commissioned Officer to inventory the victim's personal effects in accordance with paragraph 5-12 of reference (h), enclosure (3) and reference (j).

c. The Executive Officer will assist the Commanding Officer with all duties outlined in paragraph 3.b. as directed. In the absence of the Commanding Officer, the Executive officer

will assume responsibility for all duties outlined in paragraph 3.b.

d. The Legal Officer shall

(1) Upon direction by the Commanding Officer, or other appropriate authority, coordinate with CTW-6 to assign JAGMAN POC and assist him with inquiry into cause of death and assign Line of Duty Status.

(2) If required, prepare accidental injury/death report in accordance with reference (c).

(3) Assist and advise the Administrative Officer and other cognizant Officers regarding all matters of a legal nature.

e. The Public Affairs Officer shall prepare all press releases required and directed by the Commanding Officer. In addition, he shall ensure that all required clearances are obtained prior to release of any information. Under no circumstances shall information be released prior to receipt of positive assurance that the NOK has been notified.

f. The Ground Safety Officer will submit an Accidental Injury/Death Report (OPNAV Form 5100.1) in case of a vehicle accident, he will also submit a Standard Form 91A to the Naval Safety Center in accordance with reference (a). Copies of these two reports will be forwarded to CNATRA (Code 015).

g. The Casualty Assistance Calls Officer (CACO) shall, upon being advised of his assignment, report to the Commanding Officer/Administrative Officer as directed and receives a thorough briefing regarding all aspects of the incident. He will then call the SE Regional CACO and provide all primary next of kin and secondary next of kin information to Regional CACO. He shall then thoroughly familiarize himself with this instruction and reference (h) and faithfully execute those duties and responsibilities. The CACO must bear in mind, at all times, his responsibility to the victim's NOK and how important a role his actions play in contributing to their comfort and peace of mind. A sincere demonstration of personal concern will do much to ensure a lasting favorable impression of this command and the Navy. The basic duties of the CACO are outlined in enclosure (4).

h. Senior Marine Duties:

(1) Ensure that all administrative procedures peculiar to Marine Corps personnel are handled in accordance with reference (1).

(2) Complete Casualty Data Form and FAX/deliver to MATSG Duty Officer as soon as possible following confirmation of a reportable casualty.

4. Death/Serious Injury to Civilian Personnel. In the event of death or serious injury to civilian personnel employed at VT-86, the Commanding Officer or his designated representative shall notify the Director, Human Resource Office. Cognizant personnel shall then proceed as outlined in reference (b), (h) and other applicable directives.

5. Death of Dependents of Active Duty Members and Civilian Employees. Reference (h) requires an initial report of death for dependents of active duty members and dependents of civilian employees. Utilize the format found in chapter three of reference (h).

6. Death/Serious Injury to Drilling Reservists. Initial notification of PNOK will be conducted by VT-86 in accordance with this instruction with the addition of the SAU CO or senior SAU member available. COMTRAWING SIX Reserve OIC will be notified for all casualty reporting and follow up action.


W. P. DONNELLY

Distribution:

Electronic only, via VT-86 Website:

<https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>

ADMINISTRATIVE OFFICER DUTIES

1. Ensure Commanding Officer is thoroughly briefed and kept abreast of all circumstances and procedures regarding personal notification procedures and casualty reporting.
2. Obtain a thorough brief from the SDO/CDO regarding details of the incident and all action initiated up to that time. Review previous action for compliance with this instruction.
3. Procure Record of Emergency Data from the Admin Office and ascertain names and addresses of next of kin.
4. Draft "casualty report" message in accordance with references (a), (c), and (h). This message should be sent within four hours. Certain cases defined in reference (c) require submission of OPNAV Form 5100.1 within 15 days.
5. Ensure positive written identification of casualties are received from the cognizant medical facility and that copies of all applicable forms (NASP 1700/1) are forwarded to the squadron. Maintain liaison with the medical facility and ensure proper handling of remains.
6. Prepare for notification of next of kin immediately. Initial notification shall be made in person by the Commanding Officer, whenever feasible, or his designated representative, between the hours of 0600 and 2200. The notifying officer will be accompanied by a Chaplain, CACO, and medical personnel if required.
7. Ensure Commanding Officer's letter of circumstances/condolence is forwarded within 48 hours.
8. Assign a CACO upon direction by the Commanding Officer and ensure that they commence his duties in accordance with reference (h) and enclosure (4) of this instruction.
9. Prepare a letter appointing an inventory board and ensure members are familiar with prescribed duties as outlined in paragraph 5-12 of reference (h), enclosure (3) and reference (j).
10. Initiate and maintain a "Casualty Folder" containing copies of all pertinent communications and information regarding each casualty.

11. Ensure proper squadron log entries are made.
12. Ensure CACO arranges payment of SGLI and death gratuity as soon as possible.
13. Ensure CACO informs Personnel Support Detachment and ensure completion of DD 114 forms as applicable and that pay records are properly handled.
14. Ensure CACO prepares Certificate of Termination (DD803) regarding government mortgage insurance when applicable.
15. Ensure CACO determines wishes of deceased (will) or next of kin and arrange for escorts, military honors, etc. Reference (g) refers. Prepare TAD orders and obtain Government Travel Request as required for escort personnel.

DEPENDENTS NOTIFICATION SYSTEM

1. The following procedures, outlining the VT-86 "dependents notification system," are to be used only to notify concerned dependents whose sponsors are not directly involved in the mishap. These procedures constitute an attempt to relieve the information following an incident.

a. In the event of an aircraft accident involving VT-86 personnel or aircraft, the Commanding Officer and/or Executive Officer will notify their respective spouses after notification of the victims next of kin. These spouses will, in turn, notify squadron dependents via the "calling tree."

b. In the event of an aircraft accident not involving VT-86 aircraft or personnel, the Commanding Officer and/or Executive Officer (or the Command Duty Officer if so directed) will notify their respective spouse informing them of the basic facts. Their spouse will, in turn, notify appropriate Officers Spouses Club members who may be contacted by concerned dependents.

INVENTORY BOARD DUTIES

1. The CACO is in charge of the Inventory Board.
2. Inventory and safeguard victim's personal effects including household furniture, motor vehicles, etc.
3. Remove all indecent material and turn over to the legal Officer for disposition. Do not inventory or destroy this material.
4. Investigate, to as great an extent as possible, any location wherein personal effects might be stored. This includes such areas as squadron and gymnasium locker, laundries and dry cleaners, desks, etc. Ensure that soiled laundry is cleaned and returned.
5. Research the local activity and attempt to determine any financial liabilities/assets acquired by the victim. Notify CACO or proper authority.
6. Prepare inventory reports and related material in accordance with reference (h).
7. Carry out further duties as required or directed.

CASUALTY ASSISTANCE CALLS OFFICER DUTIES

1. Immediately notify SE Regional CACO prior to notification of next of kin if possible.
2. Offer condolence on behalf of the Navy.
3. Provide needed advice and counsel on funeral arrangements and related matters.
4. Provide for emergency financial assistance.
5. Provide needed assistance in filing claims for such benefit as death gratuity, unpaid pay and allowances, dependents' identification cards, reimbursement for burial expense, transportation of dependents, government and/or commercial life insurance, Veterans Administration and Social Security benefits, transportation of household goods and government grave marker or headstone.
6. Provide further assistance as necessary and reasonable which may be requested by the next of kin.