

REGION NAVAL DISTRICT WASHINGTON (NDW) CASUALTY ASSISTANCE CALLS OFFICER (CACO)

FY24 UPDATED 12 MARCH 2024

ALL CLASSES ARE 08-1600 – UNIFORM OF THE DAY – BRING YOUR CACO BINDER

March

19 MAR Fort Meade

21 MAR NDW / JBAB Main Chapel

April

23 APR Dahlgren / SOPO

25 APR NAF Wash DC / JB Andrews

May

21 May NSF Thurmont, MD

23 May CNIC HQ NAVY YARD

June

18 JUN NAS PAX RVR

20 JUN NDW / JBAB Main Chapel

August

20 AUG Quantico, VA

22 AUG NDW / JBAB Main Chapel

September

24 SEP Bethesda / Walter Reed

26 SEP Annapolis USNA

Notes:

1. CACO training is valid for three years.
2. CACO candidates must be E-7 or above with at least two years of active service. Senior E-6 personnel may attend training with their commanding officer's approval.
3. Exact class locations will be provided five days before class.
4. Commands are required to have at least two trained CACOs. However, two CACOs are usually not enough to cover this position during leave and temporary assigned duty (TAD) occasions. Another formula is one CACO for every 50 sailors at the command.
5. This training is also a nice to have for CDO's.
6. Each command is required to support their next of kin (NOK) residing within 50 miles.
7. The command must also have a "command representative" (a CACO-qualified individual) who will work with Region and Navy Casualty and guide the command through a CACO case.
8. Virtual CACO training (iCACO) is not an option unless there are special circumstances.

Naval District Washington, DC (NDW) CACO Program POCs:

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For those wishing to attend the training, proceed to next page:

Introduction:

- You must *sign up* for three Casualty video simulation-JKO courses.
- Your access to these courses will be good for one (1) year.
- These three courses are a requirement for CACO qualification.
- These courses are to be completed **after** CACO Class.

FOLLOW THESE 4 STEPS

Step 1: Send seat request to the instructor luis.e.montoya2.civ@us.navy.mil with the following info:

1. Rank/Rate:
2. Full Name:
3. DOD ID Number:
4. Email:
5. Parent Command:
6. UIC:
7. In your email SUBJ line please enter: CACO Seat Request -DATE AND LOCATION- desired

Step 2: Go to JKO: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>

Log in to with your CAC Card, in the search bar click on COURSE CATALOG, enter CASUALTY, then ENROLL in the following courses:

- OSD-SIMM01- Casualty Notification Training
- OSD-SIMM02- Casualty Assistance First Visit Training
- OSD-SIMM03- Casualty Assistance Benefits and Entitlement Training

Note: You don't have to do these courses until after you attend CACO Training,

Step 3: DOWNLOAD MATERIALS FOR CLASS

Please go to <https://ndw.cnrc.navy.mil/About/NDW-CACO-Resources/> - towards the bottom of the page under "CACO TRAINING SECTION," click and download and print the three items listed below:

J. PCR Guide - K. CACO Training Manual - L. NDW CACO Instruction

Step 4: Print these materials, put them in a binder and bring it to class. This will be your CACO Binder for note taking and future reference. The CACO Binder is an inspection item.

YOUR 3-YEAR CACO CERTIFICATE

- Your CACO qualification certificate is good for three years. I will send you your CACO certificate after I receive your JKO Certificates.

- Your Fleet Training Management and Planning (FLTMPS) record will also be updated, and your JKO training can be tracked. These are also Command Inspection items.