

## FORAC BEFORE CACO CLASS (ASAP)

For E6 and above, intro:

- You have to \*sign up\* for three Casualty video simulation-JKO courses.
- The courses are restricted access, and only one person, Mr. Michael Hill, has approval authority for Navy.
- Your access to these courses will be good for one (1) year. - These three courses are a new FY23 Requirement for CACO qualification.
- These courses are to be completed **after** CACO Class.

### FOLLOW THESE 3 STEPS

**Step 1:** Log in to JKO with your CAC Card, in the search bar click on COURSE CATALOG, enter CASUALTY, then REQUEST ENROLLMENT in the following courses: OSD-SIMM01- Casualty Notification Training  
OSD-SIMM02- Casualty Assistance First Visit Training  
OSD-SIMM03- Casualty Assistance Benefits and Entitlement Training  
JKO Link: <https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf>  
(Your access will be good for a year)

**Step 2:** Please email Mr. Michael Hill (CNIC) <[michael.d.hill32.civ@us.navy.mil](mailto:michael.d.hill32.civ@us.navy.mil)> requesting approval for your enrollment in the JKO courses. Mr. Hill needs your full work POC w email and why you need access. *Follow the steps below* **(cut and paste into email):**

- SUBJ Line: SIMMERSON COURSE APPROVAL REQUEST FOR CACO TRAINING
- Body of email: Mr. Hill, please approve my request to access the Casualty Simersions SIMM01, SIMM02, and SIMM03 Classes in JKO. I will attend CACO Training at Region NDW on (CLASS DATE).
- Full Signature with your POC info. (If your email is different in JKO, provide that email address so he can locate you and approve your access request)
- Send it!

### **Step 3: DOWNLOAD MATERIALS FOR CLASS**

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

**J. PCR Guide - K. CACO Training Manual - L. NDWINST 1770.2F**

These should be printed and placed in a binder. This will be your CACO Binder for future reference and will be of the highest value when someone dies at your command, and your CO is looking for your expertise. The Binder is also 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 Command Inspection items.