

Two steps to Sign up for JKO Casualty Courses

Introduction:

- Your access to these courses will be good for one (1) year.
- These three (3) courses are a new FY23 Requirement for CACO qualification.
- These courses are to be completed after CACO Class.

To sign up for JKO Courses

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: Email Mr. Michael Hill (CNIC) <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):

a) SUBJ Line: SIMMERSON COURSE APPROVAL REQUEST FOR CACO TRAINING

b) 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).

c) 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)

d) Send it!

In case you don't know: For the class will need class materials which can be downloaded at the link below, go to -> TRAINING Section, download items J, K and L (This will be your CACO Binder)

<https://ndw.cnice.navy.mil/About/NDW-CACO-Resources/>

TRAINING SECTION

- J. PCR User Guide - 10 Pages
- K. CACO Student Guide - 153 Pages double sided
- L. Notification Forms - 14 pages print single sided