

This is a sample of the msg. Navy Casualty will send the casualty's parent Command

Ref: (a) VR-53 PCR (19 MAR 2023)
(b) MILPERSMAN 1770 Series
(c) JAGAINST 5800.7 Series

The purpose of this message is to provide your command with the Navy Casualty (PERS-00C) Point of Contact (POC), (Case Manager Name), who will be the Case Manager that provides casualty assistance with matters resulting in the death of your Sailor. Mrs. Meska Minter can be reached at:

- A. (901) 874-XXXX
- B. DSN 882-XXXX
- C. Fax (901) 874-6654
- D. Email:

1. DO NOT SEND PII/PHI OVER UNSECURE EMAIL. Please reply to your Navy Casualty POC via digitally signed e-mail within 24 hours of receipt of this message so that secure encrypted email communication can be established. Contact your Regional Casualty Assistance Program Manager or our POC immediately, as required, with any updated information about the deceased Sailor or to resolve any emergent casualty assistance matters. Ensure your chain of command receives a copy of this message and that they become familiar with references (b) and (c).

2. Casualty Assistance Calls Officers (CACOs) will notify their Regional Casualty Assistance Program Manager and PERS-00C of any problems encountered during their assignment—to include mortuary concerns, benefits and entitlements matters, communication problems, etc.

3. PER THE CHIEF OF NAVAL OPERATIONS AND COMNAVPERSCOM:

***** Within 48 hours:**

- A. Provide from the CO or XO a three to four line commentary (or series of bullet points) on the deceased Service Member's contribution to the Navy. Please provide this commentary to your Navy Casualty POC identified above. Remarks about the Service Member's impact and dedication are desired. Indicate what the Service Member did in his/her job, qualifications that he/she attained, and leadership positions held. Also, include where the Service Member worked, such as division, department, and/or physical location (engineering department, deck department, base security, flight line, etc.). Most of the information needed by the CNO can be found in the Service Member's recent Evaluation/FITREP.**
- B. Additionally, include the Service Member's "go-by name" – not a nickname, but the name that family and friends may have used (For example, someone with the name William might have been called "Bill.").**
- C. Relay any comments/concerns regarding the Service Member's family circumstances that the CNO should consider.**
- D. If any member of the Sailor's family is in the military, include that information. Active, Retired, SELRES, and Rank.**
- E. After 48 hours, Navy Casualty will report "Negative Response" to the CNO.**

- F. Each input is provided and reviewed by CNO and is used in personalizing the condolence letter. The command should treat their input as direct communication to the CNO about the deceased Service Member.

THIS COMMENTARY WILL BE PROVIDED TO THE CNO'S OFFICE VIA NAVY CASUALTY TO BE USED IN OFFICIAL LETTERS OF CONDOLENCE. YOUR PROMPT ASSISTANCE IN THIS MATTER IS GREATLY APPRECIATED. *AS A REMINDER, THE COMMENTARY MUST COME DIRECTLY FROM THE CO OR XO OR INCLUDE THEIR SIGNATURE LINE WHEN SENT TO THE NAVY CASUALTY POC. PLEASE DO NOT DELAY IN PROVIDING THIS REQUIREMENT TO YOUR NAVY CASUALTY POC.*****

4. For Mortuary (movement of remains, funeral, burial) concerns, contact Navy Mortuary.
- A. Daytime: 866-787-0081; after-hours: 901-619-8157
 - B. Mill_navmort.fct@navy.mil

Funeral Honors will be handled by the Navy Region at the location of the funeral.

5. Command Memorial/Funeral Travel (See NAVADMIN 060/22):

Command Memorial Service travel restrictions remain temporarily suspended until DoD travel restriction are lifted. The exception approval authority for family travel is first O-6 or GS-15 in the decedents chain of command when all stages of travel are conducted within U.S. and territories. Please forward a copy of the approved waiver documentation to PERS-00C. Waivers when any stage of travel are conducted outside of U.S. and territories must be approved by DCNP via endorsement by the first Flag Officer or Senior Executive Service (SES) in the chain of command and routed to Navy Casualty (PERS-00C). Eligible travelers who self-fund travel will be reimbursed within the limits of the Joint Travel Regulations. All Command Memorial/Funeral Travel waivers need to arrive to Navy Casualty Office no later than 72 hours prior to the requested travel date for any travel within the U.S. and 96 hours prior to the requested travel date for any travel outside the U.S, this also includes receiving the OPNAV 1770/2 from your Regional Coordinator. The timeframes provided does not include Weekends and Holidays.

6. Travel Claims for Command Memorial/Funeral Travel:

- A. Eligible travelers are entitled to: 2 nights lodging (at local government rate), 3 days of per diem, airport parking, and baggage. No authorization of Rental Car.
- B. Travel to/from location (Personally Procured Airfare or POV mileage [NOTE: Both will only be reimbursed up to the cost of government airfare.]
- C. Personally Procured Airfare:
 - a. No reimbursement will be provided for Airline frequent flyer miles or credit miles.
 - b. Dollar for dollar will be reimbursed up to the cost of government airfare.
 - c. Airfare paid by the command or an NGO will not be reimbursed.
 - d. Traveler must provide valid airfare receipt showing proof of payment and traveler's name.
- D. Lodging:

- a. Eligible for maximum of 2 nights of lodging at time of event.
- b. Lodging paid by the command or an NGO will not be reimbursed.
- c. There will be no reimbursement for online travel booking agents alone (i.e. Expedia). The traveler must also have itemized receipt from actual hotel.
 - i. Itemized receipt **must** include:
 1. Daily Room Rate
 2. Lodging Tax rate
 3. Any other Room fees
 4. Name of traveler on the receipt
 5. Zero balance / proof of payment
 6. Dates of stay
- d. Online home vacation rental sites are now acceptable and will be reimbursed as long as they meet the requirements as outline in the paragraph D.
- e. Traveler will only be reimbursed up to the cost of the max government lodging rate for the area.

7. If there are Personal Effects to be shipped, please provide your Navy Casualty POC with the name of the OIC/CPOIC from your Command via a digitally signed e-mail within 48 hours of receipt of this message. Navy Casualty will then identify the Person Eligible to Receive Effects (PERE) and notify your command via separate correspondence with a Line of Accounting (LOA) and follow-on instructions to ship all known (Worldwide on/off base) personal effects.

8. JAGMAN para 0229 outlines determinations concerning Line of Duty/misconduct in death cases. The final line of duty determination made by the General Court Martial Convening Authority has a direct impact on a deceased Sailor's survivor's eligibility to receive Dependency and Indemnity Compensation (DIC) or protection under the Survivor Benefit Plan (SBP).

- A. If you have questions about SBP, contact the SBP Org-box at: mill_sbp-lod@navy.mil or by telephone at: 877-270-2162 and ask for the SBP Analyst.
- B. The MILPERSMAN 1770-060 also requires your command to provide our office with periodic line of duty status updates.

9. Ensure any mail received for the deceased Sailor is returned to sender with a short letter informing the sender of the Sailor's death.

10. Monitor the Sailor's name to ensure it is removed from under the Command's UIC. This process can possibly take up to a few months due to corporate data systems cannot be updated until there is a Final DD 1300 issued. A Final DD 1300 cannot be issued until an Official Death Certificate is received from the Person Authorized to Direct Disposition of the Body or the Military Medical Facility if member passed away in a Military Hospital. If the Final DD 1300 is issued and the Sailor's name is not removed from the Command's UIC, please contact My Navy Career Center at (833) 330-6622.

11. A "Lessons Learned" overview is **Highly Encouraged** and should be submitted within 60 days of the casualty incident via email to your Navy Casualty POC or by regular mail.

- A. Address: Director, Casualty Assistance, PERS-00C, 5720 Integrity Drive, Millington, TN, 38055-6220

- B. Format: Topic, discussion and recommendation. Lessons learned will be used to make program improvements and to assist other commands who encounter similar situations. Selected lessons learned may be modified in the interest of privacy and posted on our web page as case studies.

12. Strict compliance with the applicable MILPERSMAN 1770 articles, coupled with consultation with your Regional Casualty Assistance Program Manager will ensure that the next of kin receive as much assistance as possible during this difficult period in their lives. Visit the following web sites for additional benefits and entitlements information:

- A. <http://www.vba.va.gov/survivors/index.htm>
- B. <http://www.public.navy.mil/bupers-npc/support/casualty/>

13. Please use the same subject line as this message in email responses.

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