



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1770.1A
N135
7 May 07

OPNAV INSTRUCTION 1770.1A

From: Chief of Naval Operations

Subj: CASUALTY ASSISTANCE CALLS AND FUNERAL HONORS SUPPORT
(CAC/FHS) PROGRAM COORDINATION

Ref: (a) OPNAVINST 5400.24D
(b) DOD Directive 1300.15 of 11 Jan 01
(c) DOD Instruction 1300.18 18 Dec 00

Encl: (1) CONUS Geographical Zones of the CAC/FHS Program
Coordinators
(2) CONUS CAC/FHS Program Organizational Chart
(3) Overseas CAC/FHS Program Organizational Chart
(4) Continental United States Casualty Assistance Calls
Program/Funeral Honors Support Program Coordinator's
Zones of Responsibilities

1. Purpose. To promulgate the command coordination responsibilities for the Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Program per references (a) through (c). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1770.1.

3. Background. The CAC/FHS Program geographical areas are established per reference (a). This instruction provides changes directed by Base Realignment and Closure (BRAC) and properly aligns all regions to the Commander, Navy Installations Command (CNIC) areas of responsibilities (AORs). New CAC/FHS AORs have been established as listed in enclosure (1).

4. Lines of Authority/Responsibility. The lines of authority/responsibility for the CAC/FHS Program flow from the Chief of Naval Operations (CNO) (N13), through CNIC to the appropriate CAC/FHS Regional Commanders. CAC/FHS Regional Commanders are depicted in enclosures (2) and (3).

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5. Functions/Administration

a. CNO (N13) acts as program policy sponsor and coordinating authority for the CAC/FHS Program by providing centralized guidance. CNO (N13) shall establish casualty assistance and funeral honors policy, procedures and assess program delivery to ensure the Sailor's and family needs are met in times of crisis.

b. CNIC is responsible for the execution authority, funding and technical support. CNIC's CAC/FHS Program Manager shall:

(1) Coordinate program policies and services with CNO (N13).

(2) Plan for, distribute and ensure adequacy of resources and support including funds, manpower, facilities and material in relation to readiness, effectiveness and responsiveness.

(3) Monitor program effectiveness and service delivery by recommending and implementing improvements based upon assessments conducted by CNO (N13) and/or mandated policy changes to service programs.

(4) Conduct recurring training classes for Casualty Assistance Calls Officers (CACOs) using a CNO (N13) approved, standardized CACO training syllabus. Upon completion of training, enter CACO contact information into the Defense Casualty Information Processing System (DCIPS) to maintain a central listing of personnel at naval commands within each geographical zone of responsibility to serve as CACOs. When the DCIPS capability exists, also maintain a listing of chaplains to assist and accompany CACOs in the performance of their assigned duties on a monthly basis.

(5) As directed, assign CACOs for primary and secondary Next of Kin (NOK) notification.

(6) Ensure the claims for CAC/FHS Program expenses are submitted for reimbursement to the appropriate CAC/FHS Program Coordinator. Funding for the settlement of CAC/FHS Program claims for reimbursement of expenses incurred while carrying

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out this program is the responsibility of the appropriate CAC/FHS Program Coordinator which assigned the CACO.

(7) Train and support CACOs to establish and maintain ongoing dialogue with CNO (N13) in the execution of their duties. Provide consultation, offer amplifying information on individual cases and forward casualty reports and case records, as appropriate.

(8) Utilize the DCIPS to reflect CACO assignments, review specific case management issues with CNO (N13) and record case specific information.

(9) Provide courtesy CACO assistance in the case of serious injuries and/or very serious injuries of active duty members. Upon request of CNO (N13) courtesy CACO assignments will be honored for retired members or family members as feasible. Also provide a courtesy CACO for notification of deserter deaths upon request by CNO (N13).

(10) Review CACO completion reports, verifying naval service for funeral honors entitlement, determining reasons for delayed notification of NOK, reassigning CACO functions upon change of status of the CACO, i.e., permanent change of station (PCS) move, emergency leave or if CACO is deployed. Any CACO reassignment will be reported to CNO (N13). Relocation of NOK and any subsequent assignment of CACO will be reported to CNO (N13).

(11) Provide training to various military and civilian organizations in order to conduct funeral honors, acting as the point of contact for those organizations.

(12) Coordinating funeral honors program.

(13) Preparing contingency plans for handling CACO functions during major disasters.

c. CNIC commands depicted in enclosures (2) and (3) act as CAC/FHS Regional Commanders.

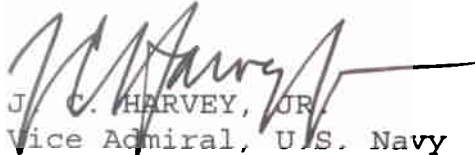
6. Action. The following CAC/FHS Program coordinating functions are effective immediately:

a. Enclosures (2) and (3) delineate the CONUS and overseas CAC/FHS Program organizational structure.

b. The geographical zones of responsibilities for the CAC/FHS Program Coordinators are as defined in enclosure (4) for CONUS.

c. Minor changes in the geographical AORs as they relate to the CAC/FHS Program are provided in enclosures (1) through (4).

d. The use of a sub-area CAC/FHS Program coordination network is at the discretion of the CNIC Regional Commander who is hereby vested authority to delegate such responsibilities within their geographical zones of responsibility.



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(Manpower, Personnel, Training
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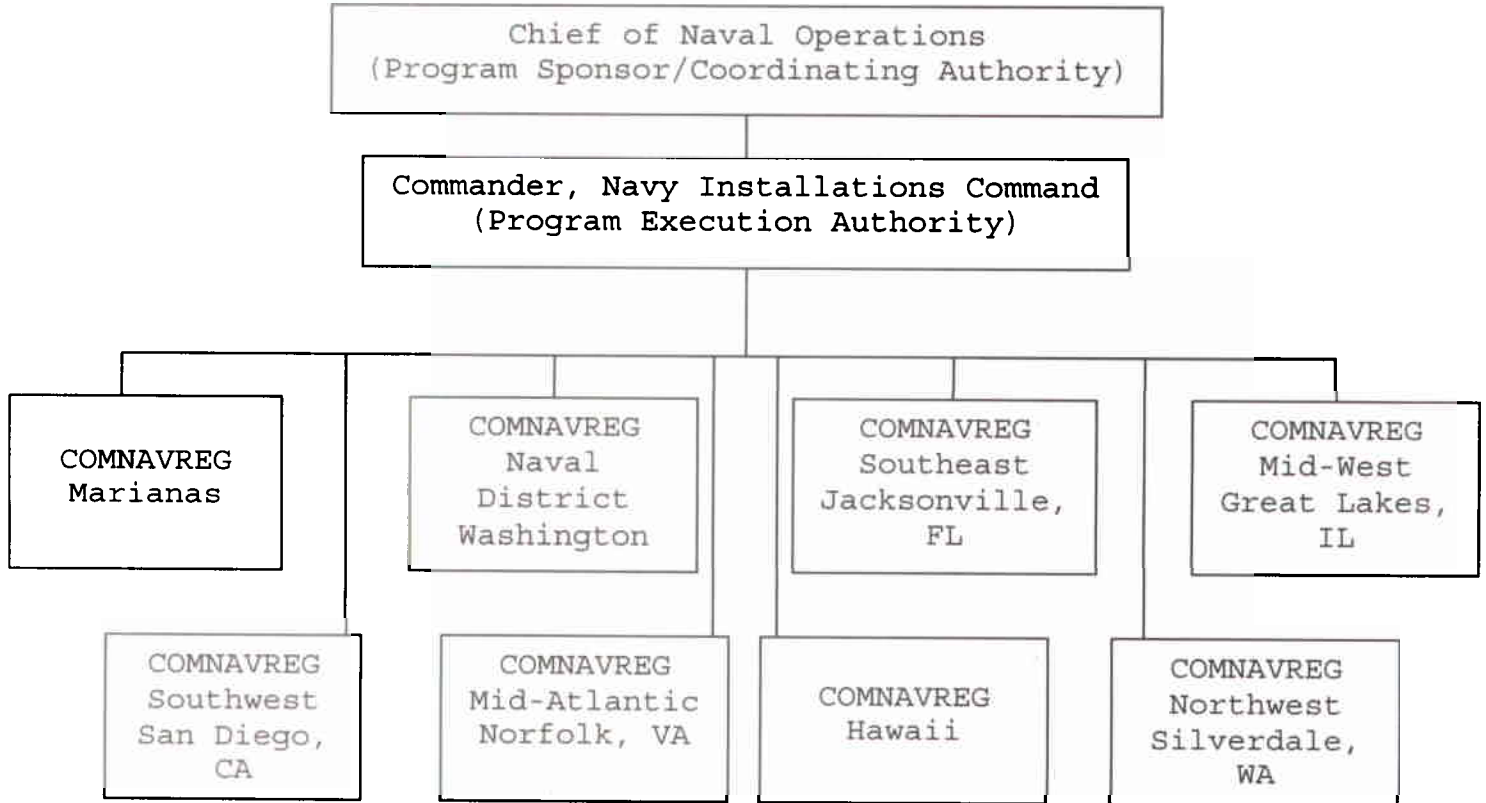
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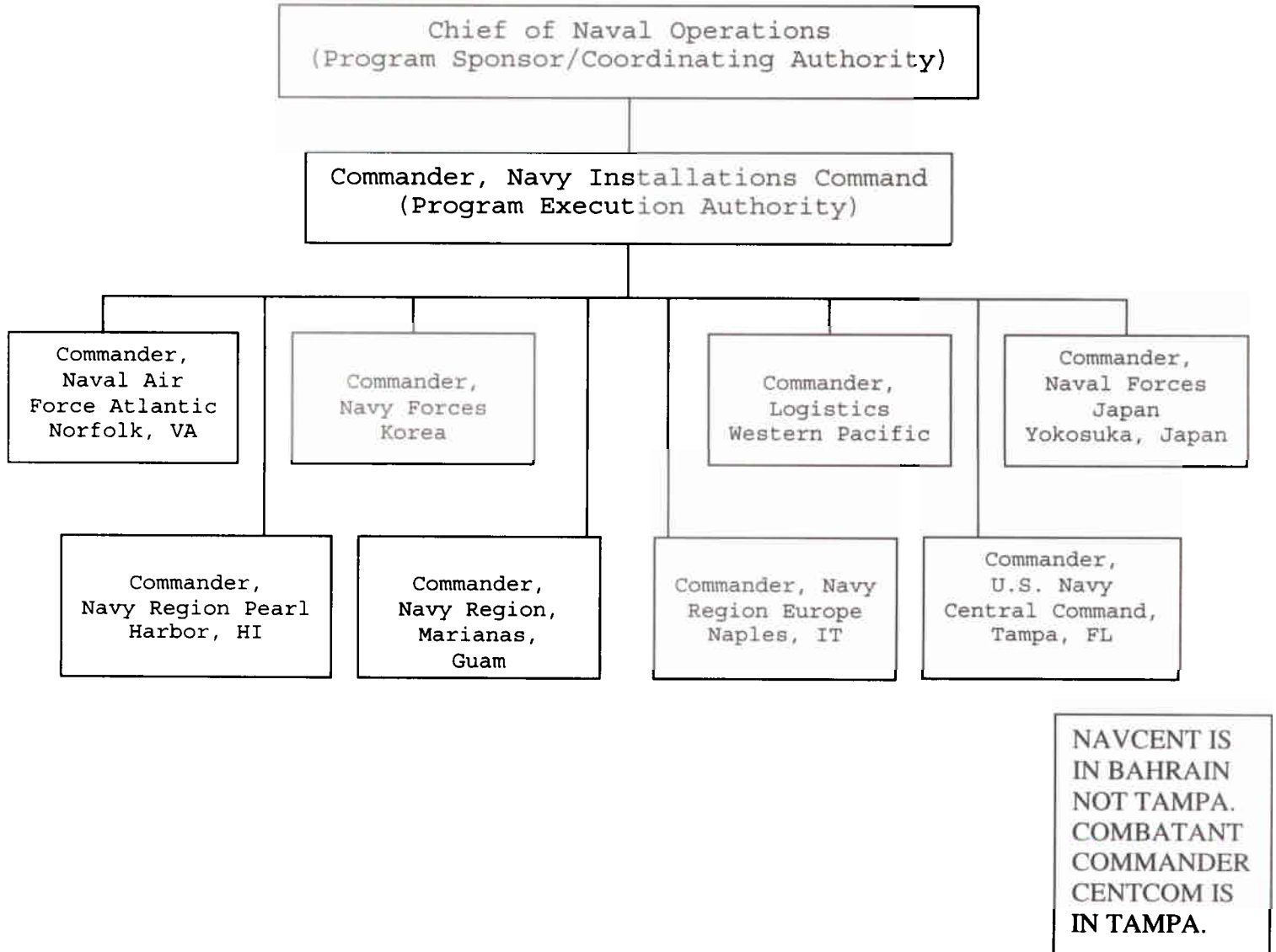
**CONUS GEOGRAPHICAL ZONES OF THE
CAC/FHS PROGRAM COORDINATORS**

| <u>ZONE</u> | <u>STATES/COUNTIES/PROVINCES</u> | <u>CAC/FHS PROGRAM COORDINATOR</u> |
|------------------------------|---|--|
| NORTHWEST | WASHINGTON, OREGON, IDAHO, WYOMING, MONTANA, ALASKA, AND CERTAIN CANADIAN PROVIDENCES | COMNAVREG NORTHWEST |
| SOUTHWEST | CALIFORNIA, NEVADA, ARIZONA, NEW MEXICO, UTAH, AND COLORADO | COMNAVREG SOUTHWEST |
| SOUTHEAST | FLORIDA, SOUTH CAROLINA, GEORGIA, ALABAMA, MISSISSIPPI, LOUISIANA, TEXAS, GUANTANAMO BAY, CUBA, AND PUERTO RICO | COMNAVREG SOUTHEAST |
| MID-WEST | NORTH DAKOTA, SOUTH DAKOTA, NEBRASKA, KANSAS, OKLAHOMA, MINNESOTA, WISCONSIN, IOWA, MISSOURI, ARKANSAS, TENNESSEE, KENTUCKY, OHIO, INDIANA, ILLINOIS, AND MICHIGAN | COMNAVREG MID-WEST |
| MID- ATLANTIC | MAINE, NEW HAMPSHIRE, VERMONT, DELAWARE, MASSACHUSETTS, RHODE ISLAND, CONNECTICUT, NEW YORK, NEW JERSEY, PENNSYLVANIA, VIRGINIA (CERTAIN COUNTIES), WEST VIRGINIA, NORTH CAROLINA, MARYLAND (CERTAIN COUNTIES), AND CERTAIN CANADIAN PROVINCES | COMNAVREG MID-ATLANTIC |
| NAVAL DISTRICT WASHINGTON | DISTRICT OF COLUMBIA, MARYLAND (CERTAIN COUNTIES), AND VIRGINIA (CERTAIN COUNTIES) | COMNAVREG NAVAL DISTRICT |
| MARIANAS | GUAM | COMNAVREG MARIANAS |
| HAWAII | HAWAII | COMNAVREG HAWAII |

CONUS CAC/FHS PROGRAM ORGANIZATIONAL CHART



OVERSEAS CAC/FHS PROGRAM ORGANIZATIONAL CHART



**CONTINENTAL UNITED STATES CASUALTY ASSISTANCE CALLS PROGRAM/FUNERAL HONORS
SUPPORT PROGRAM COORDINATOR'S ZONES OF RESPONSIBILITIES**

