

## COMMAND RESPONSIBILITIES LIST

1. Confirm the location of remains and the sailor's name for the Navy-contracted funeral home to manage. Command must call Mortuary Affairs (MAO) at 901-619-8157.
2. Report the incident by submitting a Personal Casualty Report (PCR) via the DCIPS application; Region will provide PCR guidance. Include the Triad POC in the PCR.
3. Upload signed DD Form 93 and SGLI to the PCR report or submit the PCR without them if unavailable.
4. Provide the Command Triad to the Region. PERS will email the Triad follow-up actions, including a command statement about the deceased sailor for the Chief of Naval Operations (CNO), who will send a letter to the Next of Kin (NOK). Suspense: 48 hours.
5. Appoint a Command Representative (CACO trained individual) to coordinate command responsibilities with the Region. Provide their contact info to Region.
6. Conduct a condolence call and/or send written condolences per MILPERSMAN 1700-140. \*\*
7. Submit a Letter of Good Standing to the Region using a template provided by the Region. \*\*
8. Designate a Line of Duty investigating officer. Obtain copies of police reports.
9. Select two E7s or above to inventory the sailor's Personal Effects on government property within 24 hours. Region will provide the NAVSUP 29 inventory sheet. \*\*
10. Designate an E7 or above to handle Personal Effects, schedule the move, witness the pack-out, and manage related tasks. A sample designation letter is available from the Region. \*\*
11. PERS/Navy Casualty will email the Line of Accounting for shipping Personal Effects, Household Goods, and POV to the designated individual handling Personal Effects.
12. Locate and secure the sailor's phone, wallet, and keys and hold until further notice. Find vehicles/motorcycles, photograph registrations, and provide them to the NOK.
13. Locate and provide a dress uniform (without shoes or cover) to the funeral home ASAP. If unavailable, Command must request one from MAO. Will need sizes and tailoring.
14. Identify an escort to travel with the remains to the burial destination (funeral attendance optional). MAO will fund travel; the escort must contact MAO for training, coordination, and itinerary.
15. Draft and sign a Command Memorial invite letter using the Region's template. Ensure it does not conflict with the funeral. Include: "All those entitled are invited to attend." \*\*
16. Return any mail received at the command for the sailor to the sender.

\*\* These items have templates on the CACO Resources Webpage

NW Casualty Assistance Duty Phone: 360-979-6786 Email: [NWCasualty@us.navy.mil](mailto:NWCasualty@us.navy.mil)