

(SAMPLE CASUALTY ASSISTANCE AFTER ACTION/FOLLOW UP MESSAGE TO TRIAD)

**From:** (PERS) [Minter, Meska N CIV USN NAF DJ N9 \(USA\)](#)  
**To:** (Triad) [CO@cvn76.navy.mil](#); [xo@cvn76.navy.mil](#); [CMC@cvn76.navy.mil](#)  
**Cc:** (Regions) [Shields, Bobbie A CIV USN CHNAVPERS MIL TN \(USA\)](#); [Cortes, Jason J CIV USN COMNAVPERSCOM MIL TN \(USA\)](#); [Adams, Demond M CIV USN \(USA\)](#); [Owens, Heidi M CIV USN COMNAVREG NW BGR WA \(USA\)](#); [Cetnar, Frederick A CIV USN COMNAVREG SW SAN CA \(USA\)](#); [Wyers, Rebekka CIV USN COMNAVREG SW SAN CA \(USA\)](#)  
**Subject:** CUI PRIVACY SENSITIVE: CASUALTY ASSISTANCE AFTER ACTION/FOLLOW-UP ICO DEATH OCCURRING 18 MAR 2025  
**Date:** Wednesday, March 19, 2025 1:39:00 PM

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CUI

Ref: (a) USS RONALD REAGAN (CVN 76) PCR (18 MARCH 2025)  
(b) MILPERSMAN 1770 Series  
(c) JAGINST 5800.7 Series

Dear command leadership,

Please accept our most sincere Condolences on the loss of your Sailor. The purpose of this message is to

provide your command with information to assist you with matters pertaining to their death and to request information required by the Chief of Naval Operations' (CNO) office. Thank you for your cooperation during this stressful time. The following information is provided:

1. Navy Casualty (PERS-00C) point of contact (POC), is Mrs. Meska Minter, who will be the case manager that your team can contact for assistance you need related to this case. Mrs. Minter can be reached at:

- a. (901) 874-4289
- b. DSN 882-4289
- c. Fax (901) 874-6654
- d. Email: [meska.n.minter.civ@us.navy.mil](mailto:meska.n.minter.civ@us.navy.mil)

2. 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).

3. 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.

4. PER THE CHIEF OF NAVAL OPERATIONS (CNO) OFFICE:

\*\*\*This commentary will be provided to the CNO's Front Office via Navy Casualty. The information below will be used for the CNO's condolence letter to the family. **All information is required.** Your prompt assistance in this matter is greatly appreciated. \*\*\*

The commentary must come directly from the **Commanding Officer or Executive Officer**. Please do not delay in providing this requirement to your Navy Casualty POC listed in paragraph 1.

- a. Provide three to four lines of commentary on the deceased Service Member's professional achievements, qualifications attained, and leadership positions held. Include where the Service Member worked, such as division, department, and/or physical location (engineering department, deck department, base security, flight line, etc.).
- b. Provide three to four lines of commentary on the deceased Service Member's personal interest, hobbies, personal sayings's, and how the Service Member interacted with shipmates.
- c. Provide the deceased Service Member's "**go-by name**". The name that family may have used. For example, someone with the name William may have been called "Bill."
- d. Relay any comments and/or concerns regarding the deceased Service Member's family circumstances that the CNO should consider. For example, member going through a divorce and has been separated from spouse, recommendation to send condolence letter to parents vice spouse.
- e. If any member of the Sailor's family is/was in the military, indicate whether they are Active, Retired, or SELRES, and include their rate and rank. For service members of different branches, include specialty, MOS, or any other information to help appropriately address them in the condolence letter.
- f. Provide a copy of the following:
  - SITREP/OPREP-3NB
  - Obituary (if available)

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- Condolence Letters sent by the command (if applicable)
- CO, XO and CMC's name and email. If more information is needed, the CNO's Front Office will contact the triad.

After 48 hours, Navy Casualty will report "Negative Response" to the CNO.

5. 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](mailto:Mill_navmort.fct@navy.mil)

c. Funeral Honors will be handled by the Casualty Regional Office at the location of the funeral.

6. Command Memorial (MILPERMSAN 1770-271):

a. Commands are encouraged to have a Command Memorial. Commands have two years from the date of the death of the Sailor to host a Command Memorial per MPM 1770-271. The Sailor's family has a finite amount of time to plan and execute a funeral. By hosting a Command Memorial prior to the family being able to execute a funeral, you are greatly inconveniencing a grieving family that then has to rush home to plan and execute a funeral. Please consider the timing of the movement of the remains of the Deceased Sailor and the family planning of a funeral when planning a Command Memorial.

b. While it may not seem optimal, in order for Navy Casualty to fund family member travel to the event, all eligible family members must be invited (see MPM 1770-271 for eligible travelers). Please note paragraph 2 of MPM 1770-271, which discusses the location of the Command Memorial, as it relates to the location of the funeral.

c. If the command is hosting a memorial, please send your Navy Casualty POC (paragraph 1) an email and copy your Regional Casualty Office. Include the Memorial date and location and a statement indicating the command has invited all eligible family members. We request this email be provided to Navy Casualty a minimum of 7 work days prior to the date of Memorial in order for Navy Casualty to arrange travel for all eligible Travelers.

d. Expedite sending the Form OPNAV 1770/2 NOK Travel Requests to Navy Casualty via the Regional Casualty Office. All aspects of the form must be filled out. If a NOK is traveling to/from overseas, a copy of the Passport and Visa (if required) must be included and sent to

Navy Casualty. Please have your Admin Office check the Foreign Clearance Guide for all Entry requirements for overseas travel. The OPNAV 1770/2 and any other required documents are required to be sent to Navy Casualty no later than 3 **business** days prior to the Event for Domestic Travel and no later than 4 **business** days for International Travel.

## **7. 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:

(1) No reimbursement will be provided for Airline frequent flyer miles or credit miles. Dollar for dollar will be reimbursed up to the cost of government airfare.

(2) Airfare paid by the command, or an NGO cannot be reimbursed.

(3) Traveler must provide valid airfare receipt showing proof of payment and traveler's name.

d. Lodging:

(1) Eligible for maximum of 2 nights of lodging at time of event.

(2) Lodging paid by the command, or an NGO is not authorized reimbursement.

(3) There will be no reimbursement for online travel booking agents alone (i.e. Expedia). The traveler must also have itemized receipt from a lodging facility.

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

e. 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.

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f. Traveler will only be reimbursed up to the cost of the max government lodging rate for the area.

8. 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.

9. 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 DIC/LODI/SBP, contact the SBP Org-box at: [mill\\_sbp-lod@navy.mil](mailto:mill_sbp-lod@navy.mil) or by telephone at: 877-270-2162 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.

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

11. Monitor the Sailor's name to ensure it is removed from under the Command's UIC (Active Duty/Reservist On Orders/Reservist who die while in a Drill Status). 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. **For SELRES Sailors, please request a copy of the Final DD-1300 from the POC in paragraph 1 for your use in removing the Sailor from your UIC via NSIPS.**

12. 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.

13. 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:

<http://www.vba.va.gov/survivors/index.htm>

<http://www.public.navy.mil/bupers-npc/support/casualty/>

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

CUI

Very Respectfully,

Mrs. Meska Minter

Navy Casualty Office (PERS-00C)

Case Manager

5720 Integrity Drive

Millington, TN 38055

Email: [meska.n.minter.civ@us.navy.mil](mailto:meska.n.minter.civ@us.navy.mil)

Phone: (901) 874-4289

DSN: 882-4289

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