

NORTHWEST REGION CACO TRAINING SEAT REQUEST DIRECTIONS

Personnel & Command Requirements

Each command is required to maintain a minimum of two CACO-qualified individuals. To qualify, a service member must be rank E7 or higher with at least two years of active duty. E6 personnel may also become eligible upon receiving approval from their Commanding Officer. In addition to meeting the rank and service requirements, becoming fully qualified requires the completion of three mandatory JKO trainings.

CACO Training Registration

To sign up for the upcoming CACO Training, you must complete the required steps at least 10 days before the class date. The process begins with an initial sign-up. The preferred method is via the Flankspeed electronic sign-up form (Step 1a). However, an alternative method is available for those without Flankspeed access (Step 1b). Following the initial sign-up, all applicants must complete Step 2 and Step 3 to finalize their registration.

Step 1a. Follow this link to sign up for Class with your FLANKSPEED email:: <https://flankspeed.sharepoint-mil.us/:l/s/NavyFuneralHonorsNW/FEATKC7j4eZBluXKIfXoB4sBaIPslGfpNBi2RCFQfK19hg?nav=OTM1MTc2NTQtNDJmYS00YTBILTgxZGQtMDc3YzM3OGMxNzc0>

Step 1b: Provide Your Information via email to NWCasualty@us.navy.mil.

This information is about the student:

- Rank/Rate:
- Last Name, First Name:
- DOD ID Number:
- Email:
- Parent Command Name:
- UIC:
- Please enter Class Date and Location in the subject line of your email

Step 2: Download Class Materials

Next, download the required training materials from the CACO Resources page.

- Go to the following link: <https://cnrnw.cnic.navy.mil/Operations-and-Management/Funeral-Honors/CACO-Resources/>
- In the "Training Section," download items a, b, and c.
- These materials are inspection items, recommend making a CACO binder for your command. We understand it is a lot of paper; digital form is fine to bring to class.

Step 3: Sign up for Mandatory JKO Courses

Finally, you must enroll in and complete three courses on Joint Knowledge Online (JKO).

- Log into JKO with your CAC: <https://jkodirect.jten.mil>
- Navigate to the Course Catalog and search for "CASUALTY".
- Request enrollment in the following three courses:
- OSD-SIMM01- Casualty Notification Training
- OSD-SIMM02- Casualty Assistance First Visit Training
- OSD-SIMM03- Casualty Assistance Benefits and Entitlement Training

Notes: - You will have two weeks after the in-person CACO training to finish these online courses. To receive your final CACO Certificate, you must email the completion JKO certificates to NWCasualty@us.navy.mil within that timeframe. - Electrical outlets may be scarce at the training location. Bring paper and pen for notes. - Coffee and vending machines may be limited as well, bring your drinks and snacks. Your training will be credited in FLTMS.