



DEPARTMENT OF THE NAVY
NAVY REGION NORTHWEST
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COMNAVREGNWINST 1770.1F
N00K
9 Nov 2023

COMNAVREG NW INSTRUCTION 1770.1F

From: Commander, Navy Region Northwest

Subj: FUNERAL HONORS AND CASUALTY ASSISTANCE CALLS PROGRAM

Ref: See Appendix A

1. Purpose. To publish procedures and assign responsibility for the implementation of the Casualty Assistance Calls Program (CACP) and the Funeral Honors (FH) Program within Navy Region Northwest (NAVREG NW) Area of Responsibility (AOR) per references (a) through (v).

2. Cancellation. COMNAVREGNWINST 1770.1E.

3. Casualty Assistance Calls Program

a. Purpose. The Navy's CACP exists to provide personal notification and assistance, within practical limitations, to the primary next of kin (PNOK), secondary next of kin (SNOK), individuals listed on the Servicemembers' Record of Emergency Data and Dependency Application (RED/DA) and/or service members' Group Life Insurance (SGLI) documents of Navy personnel who become a casualty, are seriously ill/injured or very seriously ill/injured, while on active duty or active duty for training. This program also provides personal notification and assistance to specific former U.S. Navy personnel, certain family members, members of other Armed Forces, and civilians serving with or attached to U.S. Navy commands.

(1) Reference (a) establishes the Department of Defense (DoD) Casualty Program and discusses the duties of the Casualty Assistance Calls Officer (CACO).

(2) Reference (c) establishes Commander, Navy Installations Command's (CNIC) policy for the execution of the Navy's CACP.

b. Policy. The CACP assists and guides the families of our service members upon whom tragic circumstances have fallen. Regardless of the circumstances of the casualty, our response and assistance to these families will be handled with priority and the utmost understanding and sensitivity. Commanders at all levels will respond to the program's intended spirit and humanistic guidelines to ensure that every reasonable effort is made to help these families.

c. Roles and Responsibilities:

(1) Commander, Navy Region Northwest (CNRNW) is responsible for the execution, funding and technical support of CACP, per reference (c).

(2) Region Program Director (RPD) for Casualty Assistance (CA) and FH is responsible for:

(a) Ensuring proper execution of the CACP within the NAVREG NW AOR, per references (a) through (l).

(b) Providing after-hours support to CACOs.

(c) Budgeting and administering funds to provide the required CACO training classes for NAVREG NW AOR.

(d) Ensuring each CACO receives proper training from the Region CACP Certified Trainer, per reference (d).

(e) Monitoring delivery of training within NAVREG NW AOR to ensure compliance with the goals of each CACO training module.

(f) Establishing and maintaining relationships with commands and advising/assisting with casualty incidents.

(g) Ensure proper training to command and staff regarding Personnel Casualty Reporting, and ensuring the reporting process is being conducted, per current requirements and reference (e).

(3) Installations/Navy Reserve Center Commanding Officers will:

(a) Comply with CACO training requests to ensure each command has a sufficient number of CACOs available at all times.

(b) Ensure that assigned CACOs are available to carry out the CACO program procedures.

(c) Ensure that the NAVREG NW Casualty Office is promptly informed of any problems encountered in connection with CACP duties.

(4) CACOs are responsible for:

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(a) Fulfilling CACP duties when assigned as CACO, Courtesy CACO, or command representative per policies and guidance with references (a) through (g).

(b) Utilizing the Defense Travel System for related claims.

(c) Having a clear understanding that CACO assignment receives the highest priority and concern.

(5) Per references (a) through (c), NAVREG NW is the CACP Coordinator for the states of Alaska (including Aleutian Islands), Idaho, Iowa, Minnesota, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, and Wyoming. NAVREG NW retains responsibility for implementation of the CACP within the Northwest Region. The RPD for CA and FH is assigned and will:

(a) Ensure the program is effectively managed and executed within NAVREG NW AOR.

(b) Assign or reassign CACO within NAVREG NW AOR, as required for the efficient execution of the program.

d. Training:

(1) NAVREG NW RPD for CA and FH will promulgate a formal training schedule for each calendar year via naval message. CACOs are required to complete NAVREG NW CACO training prior to serving as CACO and once every three years thereafter.

(2) Forms and CACO information are provided in reference (d), and delivered as needed during CACO mission to ensure CACOs receive the most current forms.

e. Procedures:

(1) Commands will maintain two fully trained CACOs. When possible, maintain at least one commissioned officer and one senior enlisted (E-7 or higher) trained for CACO duties. An E-6 may be assigned/approved at the command's discretion. Commands unable to meet this requirement shall contact NAVREG NW RPD for CA and FH.

(2) CACOs when assigned, will dedicate their time to the assignment and not be assigned if they have less than six months onboard.

(3) CACO teams will consist of one trained CACO and one chaplain for notification (initial) visits. Note: Substitution of chaplain by another officer or senior enlisted is authorized

when no chaplain is available. Additionally, when additional support may seem warranted, local police, fire, or Emergency Medical Technicians may be required to assist. At a minimum initial notification must be performed by two personnel.

(4) Immediately report all deaths of personnel in a missing or Duty Status Whereabouts Unknown (DUSTWUN) or Excused Absence Whereabouts Unknown (EA WUN) to the NAVREG NW Casualty Office via Personal Casualty Report (PCR).

(5) Civilian Employee Reporting. A PCR is required per reference (e), for civilian employee deaths.

(6) Reporting a Casualty. Reference (e) contains definitions, requirements and procedures for initiating a PCR. A PCR will be submitted within four hours of the confirmation of a casualty, but not longer than twelve hours. The decedent's command is responsible for providing casualty information necessary in making personal notification to the next of kin. Casualty information includes a copy of the PCR, RED/DA, and the SGLI election. PCRs are required for the following situations:

(a) Illness or Injury: Not Seriously Injured/Ill (NSI) if the patient is hospitalized for more than 24 hours, but whose condition is not considered life altering/life threatening.

(b) Illness or Injury: Seriously Injured/Ill (SI) if the patient is hospitalized for more than 24 hours, and whose condition is considered life altering/life threatening, but death is not expected within 72 hours.

(c) Illness or Injury: Very Seriously Injured/Ill (VSI) if the patient is hospitalized for more than 24 hours, and whose condition is considered life altering/life threatening and death is expected within 72 hours.

(d) DUSTWUN.

(e) Death.

(7) Commands are encouraged to maintain a monthly CACO assignment watchbill for the 24-hour command duty representative to ensure a fair distribution of assignments, continuity in CACO notification, and availability of adequate number of trained CACOs to support AOR requirements during periods of leave.

(8) Ensure watchstanders are familiar with the process for contacting the duty CACO to ensure timely action is taken, when an emergency arises or when contacted by NAVREG NW Casualty Office.

(9) Ensure all required reports and benefit applications are submitted to appropriate agencies with a copy sent to the NAVREG NW CACO/RPD for FH for incorporation into the case file.

(10) Ensure immediate processing of casualty related travel requests and travel claim vouchers.

(11) For guidance relating to the dignified transfer of remains refer to reference (a).

4. Casualty Assistance Procedures

a. Purpose. Per reference (c), in cases of death, SI, VSI, missing, DUSTWUN or EAWUN status, a CACO may be designated to assist the Primary Next of Kin (PNOK), Secondary Next of Kin (SNOK) or others as required.

b. Procedures:

(1) General. All commands within the NAVREG NW AOR will:

(a) (For commands at all levels) have at least one commissioned officer, with no less than two years active duty service, not of the Chaplain Corps, and one senior enlisted (E-7 and above) trained for CACO duties. Commanders are encouraged to select from their command personnel who would best assist those NOK upon whom tragic circumstances have fallen.

(b) Appoint a primary and alternate command representative. These individuals will be the points of contact for CACO assignments when the NOK live outside the vicinity of the decedent's parent command and within NAVREG NW AOR. The command representative will be responsible for submission of the PCR, inventorying and securing personal effects and coordination between command and CACO.

(c) Report all military and civilian (Department of Defense or DoD contractor) personnel in a death status, missing status, DUSTWUN or EAWUN status by telephone to the NAVREG NW Casualty Office during working hours, or the NAVREG NW Region Operations Center (ROC) after hours. NAVREG NW will be included on the PCR and any related message traffic, regardless of where the NOK resides. To report a member of the Army, Air Force, Coast Guard, Space Force or Marine Corps as a casualty, contact the respective casualty office:

<u>Branch</u>	<u>Phone</u>
Army	888-276-9472
Air Force and Space Force	800-525-0102 – select Option 2, then Option 1
Coast Guard	571-266-2375
Marine Corps	800-847-1597

(d) Ensure watchstanders are familiar with the notification requirements of the CACP to ensure timely action is taken when a CACO call or message is received.

1. Reporting the Casualty. Reference (e) contains the provisions of the CACP including definitions, requirements and procedures for initiating a PCR and making personal notification to the PNOK and SNOK.

a. Per reference (e), article 1770-030, a PCR will be submitted via the Defense Casualty Information Processing System (DCIPS) within four hours of the confirmation of a casualty, but not longer than twelve hours.

b. The decedent's Commanding Officer is responsible for ensuring a PCR is sent in a timely manner. If a member becomes a casualty while away from his/her command, the command first learning of the casualty will submit a PCR with available information and request that the decedent's parent command submit a supplemental PCR with the most recent signed copy of the service member's RED/DA and SGLI.

c. Civilians working for the Department of the Navy who become a casualty will be reported in accordance with MILPERSMAN 1770-260. A CACO may be assigned for notification purposes when other means of notification are not available.

d. The NAVREG NW casualty office will be contacted immediately via telephone if a casualty occurs and the PNOK, SNOK, or other persons identified on the RED/DA or SGLI reside in the NAVREG NW AOR. After normal working hours the NAVREG NW ROC will be contacted at (360) 315-5123.

e. The decedent's parent command is responsible for providing the casualty information needed to make personal notification. This casualty information includes a copy of the PCR, service member's RED/DA and a copy of the SGLI election (SGLV-8286). All documents will be uploaded into DCIPS as soon as the command is notified of the death. After normal working hours the NAVREG NW ROC should be notified at (360) 315-5123.

(2) Assignment of the CACO:

(a) Military Casualties. In the cases of death, missing, DUSTWUN, or EA WUN, a CACO will be expeditiously assigned to make prompt notification and/or to assist family members of the casualty.

(b) Civilian Casualties

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1. DoD Civilians outside continental United States (OCONUS) while accompanying Armed Forces, CONUS as a result of hostile action, or when directed by CNIC and (PERS-00C). A CACO will be assigned to notify the PNOK, in the cases of death, missing or EAWUN, to make prompt notification and provide follow-on assistance.

2. DoD contractors. Commands will notify the appropriate contracting agency who are responsible for notifying the contractor's NOK.

(c) CACOs will be assigned as follows:

1. Hospitalized Sailors. When any person identified in reference (e), and who requires notification, the Commanding Officer is responsible for providing a CACO, and contacting the PNOK to notify them of the hospitalization of the Sailor.

2. When a ship or aviation unit is deployed at the time of the casualty or is deploying prior to completion of CACO duties, the NAVREG NW casualty office will assign a CACO to assist the NOK residing in the local area of the deployed unit's homeport.

3. If the RED/DA/SGLI listed person lives outside the vicinity of the decedent's command but within the NAVREG NW AOR, NAVREG NW Casualty Office will assign a CACO from the nearest Navy activity to the RED/DA/SGLI listed person.

4. If the RED/DA/SGLI listed person resides outside the NAVREG NW AOR, PERS-00C will contact the region concerned and request a CACO be assigned.

5. In cases where a member stationed in another CACP zone becomes a casualty and the RED/DA/SGLI listed person resides within the NAVREG NW AOR, NAVREG NW Casualty Office will assign the appropriate CACO.

(3) Assignment of a Standby CACO:

(a) When a member is placed on the VSI list and is in imminent danger of losing their life, the assignment of a Standby CACO is required.

(b) The standby CACO will not contact the NOK unless directed by PERS-00C or NAVREG NW Casualty Office.

(c) The standby CACO will be available 24 hours a day during this assignment. In the event of a death, the standby CACO will execute all CACO duties and responsibilities when directed by PERS-00C, or the NAVREG NW Casualty Coordinator.

(4) Assignment of a Courtesy CACO:

(a) SI or VSI for whom military medical authority has stated that the presence of NOK is medically warranted. The CACO may assist the NOK with transportation from the airport to the hospital and/or filing a travel claim for reimbursement of bedside travel.

(b) Temporary Disability Retired List (TDRL). Is used to assist the NOK of individuals who are on the TDRL, and die within 120 days of retired status. The CACO will assist the NOK with applying for benefits.

(c) Deserter. To make a one-time personal visit to the NOK to notify them of the death (only if they have not been made aware through other means).

(d) When NOK travels to distant locations to attend a funeral or a memorial service, a courtesy CACO will be assigned to meet the travelers upon arrival and to assist them in making lodging and transportation arrangements.

(e) Military Sealift Command. To make a one-time personal notification of death to the PNOK.

(f) DoD Civilians. A courtesy CACO may be assigned to the PNOK in cases of death, missing or EA WUN to make prompt notification and provide follow on assistance.

(5) Notification Procedures. When a Navy activity receives notification of the death, DUSTWUN or missing status of an active duty Navy service member, the activity shall immediately contact NAVREG NW Casualty Office for specific guidance as appropriate.

(a) The CACO shall immediately coordinate with a local active duty or reserve chaplain to accompany the CACO during the initial notification. Although Chaplains will not be assigned as a CACO, they are a valuable resource in comforting grieving families. If a Chaplain is not immediately available, notification will not be delayed, and the CACO will arrange for another Sailor (minimum paygrade E-6) to accompany him/her. A CACO will never travel to the NOK's residence alone on the notification visit.

(b) Notification to both PNOK/SNOK will normally be made between the hours of 0500 and 0000. However, when the death takes place in-theatre or when the PNOK/SNOK may become aware of the death by other means (news, media, etc.) notification may be made at any time with prior approval by PERS-00C.

(c) When delaying notification until 0500, the CACO will consider travel time and depart at a time of day that will permit arrival at the NOK's residence before the start of the normal workday.

(d) After personal notification is accomplished, the CACO will immediately notify NAVREG NW Casualty Office of the hour and date notification was completed.

(e) The CACO is NOT authorized to make the initial notification other than face-to-face unless approved by CNIC.

(f) In the event the local police department or other agencies contact the NOK prior to official Navy notification, the CACO will still make personal contact with the NOK even if they may already be aware of the casualty. Official notification is not completed until a uniformed Navy representative has made face-to-face contact with the NOK.

(g) A CACO will travel in a government vehicle when making the initial notification visit. If unavailable, the assigned CACO will need approval from CNIC via NAVREG NW Casualty Office.

c. Command Responsibilities. References (a) through (l) provide administrative guidance to command's suffering a personnel casualty. Many actions must be accomplished and an "expeditious response" is essential in communicating this information to the NOK. The parent command is responsible for the following administrative actions for injury, illness, death, DUSTWUN and missing cases:

(1) The NAVREG NW Casualty Office will be contacted immediately via telephone if a casualty occurs or if the PNOK or SNOK reside within the NAVREG NW AOR. After normal working hours the ROC will be contacted.

CACO RPD	(360) 315-3274
CACO Case Manager	(360) 396-6880
NAVREG NW ROC (After hours/weekend)	(360) 315-5122/3
DSN prefix (312) 322-	

(2) The casualty's parent command is responsible for providing the casualty information needed for personal notification. This casualty information includes preparing the PCR and providing a copy of the Service Member's RED/DA, and a copy of the SGLI. All documents will be uploaded into DCIPS per MILPERSMAN 1770-030, and copies provided to NAVREG NW Casualty Office as soon as possible.

(a) PCR Submission. Per reference (a), a PCR is required for

1. DoD personnel.
2. Certain former members.

3. Certain Navy family members.

4. Other members of the Armed Forces and civilians serving with or attached to Navy commands.

5. Reporting the Casualty. Reference (e) contains the provisions of the CACP including definitions, requirements and procedures for initiating PCR, and making personal notification to PNOK and SNOK.

a. Per reference (e), article 1770-030, a PCR will be submitted via DCIPS within four hours after the confirmation of the casualty, but not longer than twelve hours.

b. The first command learning of the casualty is responsible for ensuring a PCR is sent in a timely manner. If a member becomes a casualty while away from his/her command, the command first learning of the casualty will submit a PCR with available information, and the service member's command will be contacted for a supplemental report to complete the PCR and attach additional information.

c. Submission of other reports (i.e., situational reporting, operational reporting, Navy Blue) does not change the requirement to submit a PCR.

d. Investigations:

(1) Investigating agencies will provide a monthly update to PERS-00C until all active investigations are completed.

(2) Family members will be informed in a timely manner of the initiation of an investigation into the death of a Service Member.

(3) The period for completing the administrative investigation report/record into a death (e.g., Line of Duty) will not normally exceed 20 calendar days from the date of death or its discovery. The convening authority (CA) and subsequent reviewers have 20 calendar days to review and endorse the investigation. Noncompliance with these time requirements must be explained in the endorsement of the deviating command and all subsequent endorsements.

(4) Do not delay completion and forwarding of investigations to await final autopsy reports, death certificates, or similar documents unless their inclusion is absolutely essential to the completion of the investigative report.

e. Reporting Requirements. Per reference (c), all reporting requirements will be submitted by the CACO to NAVREG NW Casualty office as required.

f. Navy Gold Star Program (NGSP). Reference (i) establishes the NGSP is designed to provide a long-term casualty assistance to begin near the time when the CACO has assisted the family members with submitting an application for benefits. Each case has unique circumstances that will affect the date of transfer to NGSP. Ultimately, the NGSP will assign a case manager to the family once the CACO has completed all paperwork and submitted all claims for benefits. In some cases a CACO may work together with NGSP.

g. CACO Reimbursement of Expenses. CACOs incurring personal expenses during their assignment will be reimbursed in accordance with Joint Federal Travel Regulations.

6. Navy Funeral Honors Program

a. Purpose: To publish procedures and assign responsibilities for implementing the FH Program within NAVREG NW AOR per references (a) through (l).

b. Scope:

(1) The NAVREG NW FH AOR consists of Alaska (including Aleutian Islands), Idaho, Iowa, Minnesota, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming, and other locations as required by CNIC.

(2) NAVREG NW retains responsibility for implementing the FH Program within the Northwest Region. Temporary adjustments to an AOR may be required and will be determined by NAVREG NW FH Office.

c. Discussion. The Navy's FH program recognizes and commemorates the honorable service of deceased active, reserve, and former naval personnel. The practice of rendering FH is considered by our Nation to be a solemn and sacred obligation and has been declared a total force mission. Commanders at all levels will respond to requests for military honors with priority, sensitivity, and in the spirit to honor one of our own.

d. Responsibility:

(1) NAVREG NW is responsible for overall execution of the FH program within the Northwest AOR.

(2) RPD for CA and FH is responsible for:

(a) Providing oversight and management, ensuring FH details are fully supported with requisite equipment necessary to perform the mission, and ensuring that sufficient funds are

budgeted for this purpose.

(b) Managing the FH database providing detailed information regarding each FH event.

(c) Determining the composition of funeral teams when issuing initial tasking to designated commands and ensuring FH teams are assigned and in receipt of details of the service to be performed. Teams should be assigned taking into consideration the location of the service, the team nearest to the location, and the number of services scheduled for the date and time.

(d) Ensuring all inquiries or requests for aircraft flyovers are directed to Commander, Naval Air Force, U.S. Pacific Fleet for final determination and scheduling.

(e) Liaison with region commands to address issues affecting personnel, logistics, and administration of the FH program, and addressing and correcting any deficiencies.

(3) Installation Commanding Officers/Navy Reserve Center (NRC) will:

(a) Provide, maintain, and train a FH coordinator and FH team to support the program within the AOR.

(b) Ensure that the program is effectively managed and executed, to include tasking local or tenant commands to provide manpower in support of FH.

(c) Coordinate the MFH detail requirements and provide FH as tasked by NAVREG NW FH Coordinator.

(d) Submit After-Action Reports (AAR) on all funerals conducted within their AOR no later than the next business day following the service.

(e) Ensure that FH detail members who will provide honors outside the United States adhere to the requirements of the Foreign Clearance Guide.

(f) On installations, integrate tenant commands and NRC personnel onto the FH teams.

(g) Monitor and submit recommendations to NAVREG NW FH office regarding annual requirements for active duty obligated service and active duty special work billets.

e. Procedures

(1) Requesting FH:

(a) Active duty. Requests for Navy MFH for a deceased active duty Service Member is the responsibility of the CACO assigned to the PNOK and are coordinated through NAVREG NW FH office.

(b) Veterans. FH are provided upon request from the PNOK, funeral director, or authorized representative of the PNOK to retired or Fleet Reserve Navy veterans, Merchant Marines, and U.S. Coast Guard veterans who served during World War II.

(2) FH Details:

(a) Active duty, Medal of Honor and Prisoner-of-War medal recipients. Members who die while on active duty or veterans who have been awarded the Medal of Honor or Prisoner-of-War medal will be provided a 15-person detail consisting of six casket bearers, a seven-person firing detail, an Officer in Charge (OIC) or a Petty Officer in Charge (POIC), and a military bugler. In the absence of a military bugler, a ceremonial bugle will be used. A Chaplain will also be furnished when requested by the PNOK, if available.

(b) Veterans who meet the criteria in reference (a) will be provided a detail that will consist of a minimum of two military service members, one of which will be Navy, who will attend the event, play Taps, and fold and present the flag to the PNOK. If a live bugler is not available, Taps will be provided by either a ceremonial bugle or a high quality recording.

(c) The Navy may deny FH under the criteria in reference (n).

(3) FH Tasking. Commands are required to provide FH as directed by NAVREG NW FH Office. FH will be assigned considering the honors rated by the veteran, the command's ability to provide requested honors, the command closest to the service location, equability in the distribution of FH, and safety. FH Coordinators will find additional guidance in the NAVREG NW FH Coordinator Manual per reference (u).

(a) The NAVREG NW FH Coordinator will assign the tasking via the FH database program, or when necessary, calling and e-mailing a request for FH to the appropriate command. Commands will confirm receipt within one working day. Joint services, services in support of another service branch request, must be documented in the FH database. Commands should inform the NAVREG NW FH Office of any changes to original tasking.

(b) Requests for Navy chaplains or Navy Band in support of "Navy Full Honors" may be coordinated through the NAVREG NW FH Office. Final determination of fulfilling the request will be at each organizations discretion.

(c) Honor Team Uniform Guidelines. References (p) and (q) set the basic standards that all commands will observe in the performance of Navy MFH. Accordingly, uniforms for FH details will include:

1. Service dress uniform with ribbons.

2. Accoutrements

a. Black laced polished shoes.

b. Personnel will maintain uniformity in both uniform and outerwear. If one member wears a raincoat, then all members will wear the same style. Sunglasses are prohibited.

(d) Missed Funerals. Honor teams are expected to make every effort to ensure all events are properly attended. When a MFH team determines that, due to unforeseen circumstances, their team may be late or possibly miss a funeral service, they must contact their command leadership immediately. Leadership should engage to see if corrective measures can be put into place to prevent the event from being missed. Remember that a funeral is not missed until after it begins. If MFH are missed:

1. The CO or OIC of the command assigned to provide MFH will report the circumstances verbally to NAVREG NW FH RPD at (360) 315-3274 within 24 hours.

2. The CO or OIC of the command assigned to provide MFH will submit an explanation within two working days to NAVREG NW when a scheduled MFH event is missed. The explanation should include root causes and corrective action taken.

3. The CAC/FH RPD will draft a personal letter from NAVREG NW to the family within two working days of the missed funeral.

(e) Funding Requirements

1. Direct reports. Activities reporting directly to NAVREG NW will forward supply requirements no later than 31 July for the next fiscal year.

2. Other activities. NAVREG NW CAC/FHS RPD will reimburse personal expenses incurred in the performance of MFH responsibilities per reference (m).

3. Reimbursable expenses include privately owned vehicle mileage, tolls, and telephone calls from the private residence of an individual conducting FH Program business.

4. NAVREG NW FH Program will purchase ceremonial bugles, bugle inserts, and flags. Flags are funded through the U.S. Department of Veterans Affairs and can be secured at the local US Post Office, however, additional flags should be on hand.

5. Reimbursable expenses will be claimed using the Defense Travel System (DTS).

6. Overnight travel should be authorized 24 hours in advance via DTS. Exceptions due to emergency situations must be approved by NAVREG NW FH office prior to allocating funds.

f. Training:

(1) Navy FH Teams. CNIC is responsible for the overall official training per reference (d). Certification by CNIC is required for all field trainers.

(2) Training for FH is an ongoing function and will be conducted by the CNIC certified FH instructor or designated representative annually. Follow-on training will then be conducted by team leaders. COs and OICs will ensure that each FH team is properly trained per references (a) through (l), utilizing procedural guidance as specified in reference (j). Weapons training is required by all persons who handle weapons. Armors will ensure appropriate training is conducted, and FH coordinators will ensure training is properly documented in the service member's training record via Fleet Training Management & Planning System.

(3) Veteran Service Organizations (VSO). The coordination of VSOs may be required to ensure the adequacy of resources, training, or facilities. VSO support is not considered part of Navy FH; requests for VSO support/additional elements remain the responsibility of the requester.

(4) Detailed responsibilities of the FH coordinator including report submission timelines, Region-specific policy, training, and special reports due are provided in reference (u).

g. Reports. FH after action reports will be completed and submitted via the FH database no later than the next business day following the service.

7. Areas of Responsibility for Funeral Honors.

a. Naval Air Station Whidbey Island, Washington
Counties (Washington): Chelan (Northern), Island, Okanogan, San Juan, Skagit, and Whatcom.

b. Naval Base Kitsap, Washington
Counties (Washington): Clallam, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania (Northern), and Thurston.

c. Naval Station Everett, Washington

Counties: Chelan (Southern), King, Kittitas, and Snohomish.

d. NRC Anchorage, Alaska

Boroughs (Alaska): All Boroughs.

e. NRC Billings, Montana

Counties (Montana): Big Horn, Blaine, Carbon, Carter, Custer, Daniels, Dawson, Fallon, Fergus, Garfield, Golden Valley, McCone, Musselshell, Petroleum, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Stillwater, Treasure, Valley, Wibaux, and Yellowstone Counties (Wyoming): Big Horn, and Park, Sheridan.

f. NRC Boise, Idaho

Counties (Idaho): Ada, Adams, Bannock, Bear Lake, Bingham, Blaine, Boise, Bonneville, Butte, Camas, Canyon, Caribou, Cassia, Clark, Custer, Elmore, Franklin, Fremont, Gem, Gooding, Jefferson, Jerome, Lemhi, Lincoln, Madison, Minidoka, Oneida, Owyhee, Payette, Power, Teton, Twin Falls, Valley, and Washington Counties (Oregon): Baker, Harney (Eastern), and Malheur Counties (Wyoming): Lincoln, Sublette (Western), Teton, and Unita.

g. NRC Cheyenne, Wyoming

Counties (Wyoming): Albany, Campbell, Carbon, Converse, Crook, Fremont, Goshen, Hot Springs, Johnson, Laramie, Natrona, Niobrara, Platte, Sweet Water, Sublette (Eastern), Washakie, and Weston Counties (Nebraska): Banner, Box Butte, Cheyenne, Dawes, Deuel, Garden, Kimball, Morrill, Scotts Bluff, Sheridan, and Sioux.

h. NRC Des Moines, Iowa

Counties (Iowa): Adair, Adams, Allamakee, Appanoose, Audubon, Black Hawk, Boone, Bremer, Buena Vista, Butler, Calhoun, Carroll, Cass, Cerro Gordo, Chickasaw, Clarke, Clay, Crawford, Dallas, Davis, Decatur, Dickinson, Emmet, Floyd, Franklin, Greene, Grundy, Guthrie, Hamilton, Hancock, Hardin, Howard, Humboldt, Ida, Jasper, Jefferson, Keokuk, Kossuth, Lucas, Madison, Mahaska, Marion, Marshall, Mitchell, Monona, Monroe, Palo Alto, Pocahontas, Polk, Poweshiek, Ringgold, Sac, Shelby, Story, Tama, Taylor, Union, Van Buren, Wapello, Warren, Wayne, Webster, Winnebago, Winneshiek, Woodbury, Worth, and Wright.

(1) Memorandum of Agreement - NRC Rock Island, IL will cover the following counties in Iowa: Benton, Buchanan, Cedar, Clayton, Clinton, Delaware, Des Moines, Dubuque, Fayette, Henry, Iowa, Jackson, Johnson, Jones, Lee, Linn, Louisa, Muscatine, Scott, and Washington.

i. NRC Fargo, North Dakota

Counties (North Dakota): All counties Counties (Minnesota): Becker, Clay, Mahnomen, Norman, and Wilkin.

j. NRC Helena, Montana

Counties (Montana): Beaverhead, Broadwater, Cascade, Chouteau, Deer Lodge, Flathead, Gallatin, Glacier, Granite, Hill, Jefferson, Judith Basin, Lake, Lewis & Clark, Liberty, Lincoln, Madison, Meagher, Mineral, Missoula, Park, Pondera, Powell, Ravalli, Sanders, Silver Bow, Sweet Grass, Teton, Toole, and Wheatland Counties (Idaho): Idaho.

k. NRC Minneapolis, Minnesota

Counties (Minnesota): Aitkin, Anoka, Beltrami, Benton, Big Stone, Blue Earth, Brown, Carlton, Carver, Cass, Chippewa, Chisago, Clearwater, Cook, Cottonwood, Crow Wing, Dakota, Dodge, Douglas, Faribault, Fillmore, Freeborn, Goodhue, Grant, Hennepin, Houston, Hubbard, Isanti, Itasca, Jackson, Kanabec, Kandiyohi, Kittson, Koochiching, Lac qui Parle, Lake, Lake of the Woods, Le Sueur, Lincoln, Lyon, Marshall, Martin, McLeod, Meeker, Mille Lacs, Morrison, Mower, Murray, Nicollet, Nobles, Olmsted, Otter Tail, Pennington, Pine, Pipestone, Polk, Pope, Ramsey, Red Lake, Redwood, Renville, Rice, Rock, Roseau, Scott, Sherburne, Sibley, St. Louis, Stearns, Steele, Stevens, Swift, Todd, Traverse, Wabasha, Wadena, Waseca, Washington, Watonwan, Winona, Wright, and Yellow Medicine.

(1) Memorandum of Agreement - NRC Minneapolis to cover the following counties in Wisconsin: Ashland, Barron, Bayfield, Buffalo, Burnett, Chippewa, Clark, Douglas, Dunn, Eau Claire, Jackson, Pepin, Pierce, Polk, Price, Rusk, Sawyer, St Croix, Taylor, Trempealeau, and Washburn.

m. NRC Omaha, Nebraska

Counties (Nebraska): Adams, Antelope, Arthur, Blaine, Boone, Boyd, Brown, Buffalo, Burt, Butler, Cass, Cedar, Chase, Cherry, Clay, Colfax, Cuming, Custer, Dakota, Dawson, Dixon, Dodge, Douglas, Dundy, Fillmore, Franklin, Frontier, Furnas, Gage, Garfield, Gosper, Grant, Greeley, Hall, Hamilton, Harlan, Hayes, Hitchcock, Holt, Hooker, Howard, Jefferson, Johnson, Kearney, Keith, Keya Paha, Knox, Lancaster, Lincoln, Logan, Loup, Madison, McPherson, Merrick, Nance, Nemaha, Nuckolls, Otoe, Pawnee, Perkins, Phelps, Pierce, Platte, Polk, Red Willow, Richardson, Rock, Saline, Sarpy, Saunders, Seward, Sherman, Stanton, Thayer, Thomas, Thurston, Valley, Washington, Wayne, Webster, Wheeler, and York Counties (Iowa): Fremont, Harrison, Mills, Montgomery, Page, and Pottawatomie.

n. NRC Portland, Oregon

Counties (Oregon): Clackamas, Clatsop, Columbia, Gilliam, Hood River, Lincoln (Northern), Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Wasco, Washington, Wheeler (Northern), and Yamhill Counties (Washington): Clark, Cowlitz, Klickitat, Skamania (Southern), and Wahkiakum.

o. NRC Sioux Falls, South Dakota

Counties (South Dakota): All counties.

Counties (Iowa): Cherokee, Lyon, O'Brien, Osceola, Plymouth, and Sioux.

p. NRC Spokane, Washington


Counties (Washington): Adams, Asotin, Benton, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima
Counties (Oregon): Umatilla, Union, and Wallowa
Counties (Idaho): Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Nez Perce, Lewis, and Shoshone.

q. NRC Springfield, Oregon

Counties (Oregon): Benton, Coos, Crook, Curry, Deschutes, Douglas, Grant, Harney (Western), Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln (Southern), Linn, and Wheeler (Southern).

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Review and Effective Date. Per this instruction, NAVREG NW N00K will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.


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Chief of Staff

Releasability and distribution:

This instruction is not cleared for public release and is available electronically only via the COMNAVREG NW Gateway 2.0 website to users with common access card authorization, <https://g2.cnic.navy.mil/tscnrnw/N00/TeamSite/WPPL/CNRNWDirectives.aspx>

APPENDIX A – REFERENCES

- (a) DoD Instruction 1300.18.CH-1 of 14 August 2009
- (b) OPNAVINST 1770.1B
- (c) CNICINST 1770.2C
- (d) Casualty Assistance Calls Officer Training, CNIC Standardized Curriculum 2020
- (e) MILPERSMAN 1770 Series, Casualties and Survivor's Benefits
- (f) NAVMEDCOMINST 5360.1
- (g) NAVSUP P-490
- (h) NAVPERS 15955F
- (i) CNO WASHINGTON DC 221647Z Aug 14 (NAVADMIN 194/14)
- (j) COMNAVREGNWINST 3440.17B
- (k) CNO WASHINGTON DC 211259Z Apr 15 (NAVADMIN 90/15)
- (l) DoD Memo of 25 May 2018.
- (m) 10 U.S.C. §1491
- (n) DoD Instruction 1300.15 CH-1 of 9 April 2021
- (o) CNICINST 1770.1B
- (p) NAVPERS 15555D
- (q) NAVPERS 15665J
- (r) OPNAVINST 3591.1G
- (s) CNIC Navy Military Funerals, Rendition of Military Honors Training Manual
- (t) NAVSUP Manual P485
- (u) NAVREG NW Funeral Honors Coordinator Manual
- (v) Joint Travel Regulations