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2 October 1982

OPNAV INSTRUCTION 1770.1

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Program Coordination
Ref: (a) OPNAV Instruction 5400.24C
Encl: (1) Geographical zones of the CAC/FHS Program Coordinators
(2) CAC/FHS Program Organizational Chart within Continental United States (CONUS)
(3) CAC/FHS Program Organizational Chart - Overseas
(4) Geographical zones of responsibility for the CAC/FHS Program Coordinators within the CONUS

1. Purpose. To promulgate the command coordination responsibilities for the Casualty Assistance Calls and Funeral Honors Support (CAC/FHS) Program. These functions are effective 1 October 1982.

2. Background. The CAC/FHS Program geographical areas have been established considering the new area coordination boundaries discussed in reference (a). However, in order to provide a more effective CAC/FHS Program and, in particular, to more efficiently cover the entire continental United States, some changes in areas (henceforth referred to as zones) of responsibility within the new CAC/FHS Program have been established (Enclosure (1)).

3. Lines of Authority/Responsibility. The lines of authority/responsibility for the CAC/FHS Program flow from the Chief of Naval Personnel (CHNAVPERS), through the Commander, Naval Military Personnel Command (COMNAVMILPERSCOM), the CAC/FHS Program coordinating authority, to the appropriate CAC/FHS Program coordinators. CAC/FHS Program coordinators are as depicted in enclosures (2) and (3).

4. Functions/Administration

a. CHNAVPERS acts as program sponsor for the CAC/FHS Program.

b. COMNAVMILPERSCOM acts as CAC/FHS Program coordinating authority, providing centralized direction and technical support.

c. Commands depicted in enclosures (2) and (3) act as CAC/FHS Program coordinators.

d. CAC/FHS Program coordinators will exercise management control of the program and be responsible for:

(1) Ensuring adequacy of resources and support including funds, manpower, facilities, and material in relation to readiness, effectiveness, and responsiveness.

(2) Designating, establishing, and maintaining a central listing of personnel at naval commands within each geographical zone of responsibility to serve as Casualty Assistance Calls Officer (CACO) and a listing of chaplains to accompany CACOs upon notification of NOK of death or missing status.

(3) Assigning CACOs from the most appropriate activity for primary and secondary NOK notification as well as issuing instructions and monitoring initial and follow-on assistance.

(4) Ensuring the claims for CAC/FHS Program expenses are submitted for reimbursement to the appropriate CAC/FHS Program coordinator.

(5) Keeping CACOs informed of individual cases by message readdressals, forwarding of casualty reports and case records, as appropriate, and informing CACOs of changes in regulations and/or policies.

(6) Providing NOK entitlements information (e.g., funeral honors, immediate financial assistance, determination of primary NOK, determination of person to direct disposition of remains and clarification of beneficiary for survivor benefits) to CACOs and all interested parties.

(7) Providing courtesy CACO assistance in the case of retired members and dependents as feasible.

(8) Reviewing CACO completion reports, verifying naval service for funeral honors entitlement, determining reason for delayed notification of NOK, reassigning CACO functions upon PCS move, emergency leave, relocation of NOK, or when CACO is deployed.

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(9) Providing training to various military and civilian organizations concerning casualty matters, and acting as the point of contact with those organizations.

(10) Coordinating funeral honors program.

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

5. Action. On 1 October 1982, the following CAC/FHS Program coordinating functions are effective:

a. Enclosures (2) and (3) delineate the CONUS and overseas CAC/FHS Program organizational structure. The present CNO CACP area representatives will henceforth be addressed as the CAC/FHS Program Coordinators.

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 areas of responsibility as they relate to the CAC/FHS Program are defined as follows:

(1) The area assigned to Commander, Naval Base (COMNAVBASE) Charleston, South Carolina, as a CAC/FHS Program Coordinator, now includes the entire state of North Carolina.

(2) The area now assigned to the Commander, Naval District (COMNAVDIST) Washington, DC, as a CAC/FHS Program Coordinator, will also include the entire state of Maryland.

(3) In the European area, CAC/FHS Program coordination and assignment responsibilities will be assumed by Commander, Fleet Air Mediterranean (COMFAIRMED) and Commander, Naval Activities, United Kingdom (COMNAVACTUK) as CAC/FHS Program Coordinator for their respective geographical areas.

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

e. Funding for the settlement of CAC/FHS Program claims for reimbursement of expenses, incurred while carrying out this program, is the responsibility of the appropriate CAC/FHS Program Coordinator which assigns the CACO.

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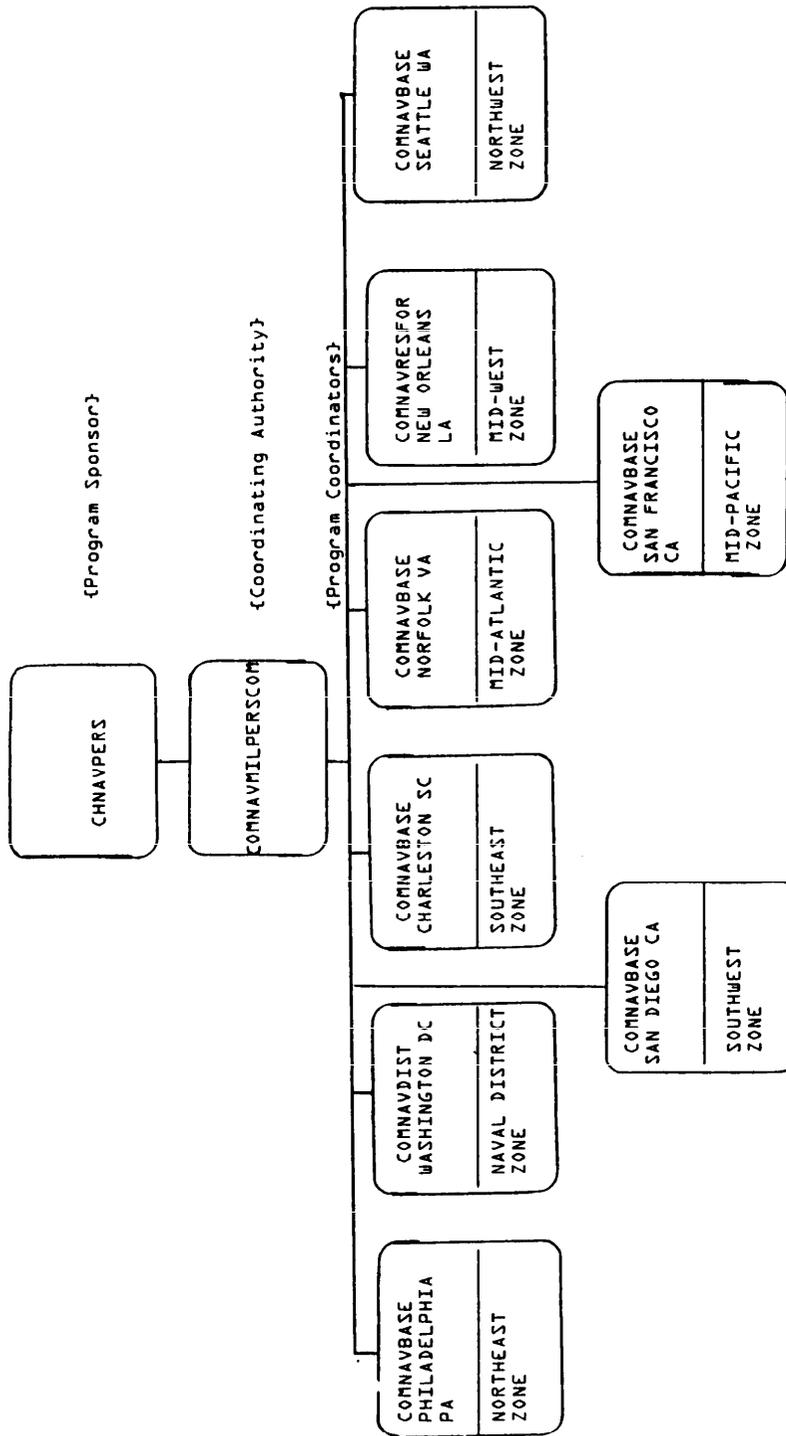
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CONUS GEORGRAPHICAL ZONES OF THE
CAC/FHS PROGRAM COORDINATORS

<u>ZONE</u>	<u>STATES/COUNTIES/PROVINCES</u>	<u>CAC/FHS PROGRAM COORDINATOR</u>
NORTHEAST	MAINE, NEW HAMPSHIRE, VERMONT, MASSACHUSETTS, RHODE ISLAND, CONNECTICUT, NEW YORK, NEW JERSEY, PENNSYLVANIA, DELAWARE, OHIO, MICHIGAN, INDIANA, CANADIAN PROVINCES OF QUEBEC, NEW BRUNSWICK, ONTARIO, NOVA SCOTIA, MANITOBA AND NORTHWEST TERRITORY	COMNAVBASE PHILADELPHIA (R)
MID-ATLANTIC	WEST VIRGINIA, KENTUCKY, VIRGINIA LESS ARLINGTON, FAIRFAX, STAFFORD, KING GEORGE, PRINCE WILLIAM AND WESTMORELAND COUNTIES	COMNAVBASE NORFOLK VA
NAVAL DISTRICT WASHINGTON	THE DISTRICT OF COLUMBIA, MARYLAND AND COUNTIES OF ARLINGTON, FAIRFAX, STAFFORD, KING GEORGE, PRINCE WILLIAM AND WESTMORELAND IN VIRGINIA	COMNAVDIST WASHINGTON DC
SOUTHEAST	SOUTH CAROLINA, GEORGIA, FLORIDA, ALABAMA, TENNESSEE, MISSISSIPPI, AND NORTH CAROLINA	COMNAVBASE CHARLESTON SC
MID-WEST	LOUISIANA, ARKANSAS, OKLAHOMA, TEXAS, KANSAS, MISSOURI, IOWA, ILLINOIS, MINNESOTA AND WISCONSIN	COMNAVRESFOR NEW ORLEANS LA
SOUTHWEST	ARIZONA, NEVADA, UTAH, NEW MEXICO, COLORADO, AND COUNTIES OF SANTA CRUZ, INYO, SAN BENITO, FRESNO, MADERA AND ALL COUNTIES SOUTH THEREOF IN CALIFORNIA	COMNAVBASE SAN DIEGO CA
MID-PACIFIC	COUNTIES OF SAN MATEO, MERCED, SANTA CLARA, MARIPOSA, MANO AND ALL COUNTIES NORTH THEREOF IN CALIFORNIA	COMNAVBASE SAN FRANCISCO CA
NORTHWEST	WYOMING, NORTH DAKOTA, SOUTH DAKOTA, IDAHO, NEBRASKA, WASHINGTON, OREGON, MONTANA, ALASKA INCLUDING THE ALEUTIANS AND CANADIAN PROVINCES OF BRITISH COLUMBIA, ALBERTA, YUKON AND SASKATCHEWAN	COMNAVBASE SEATTLE WA

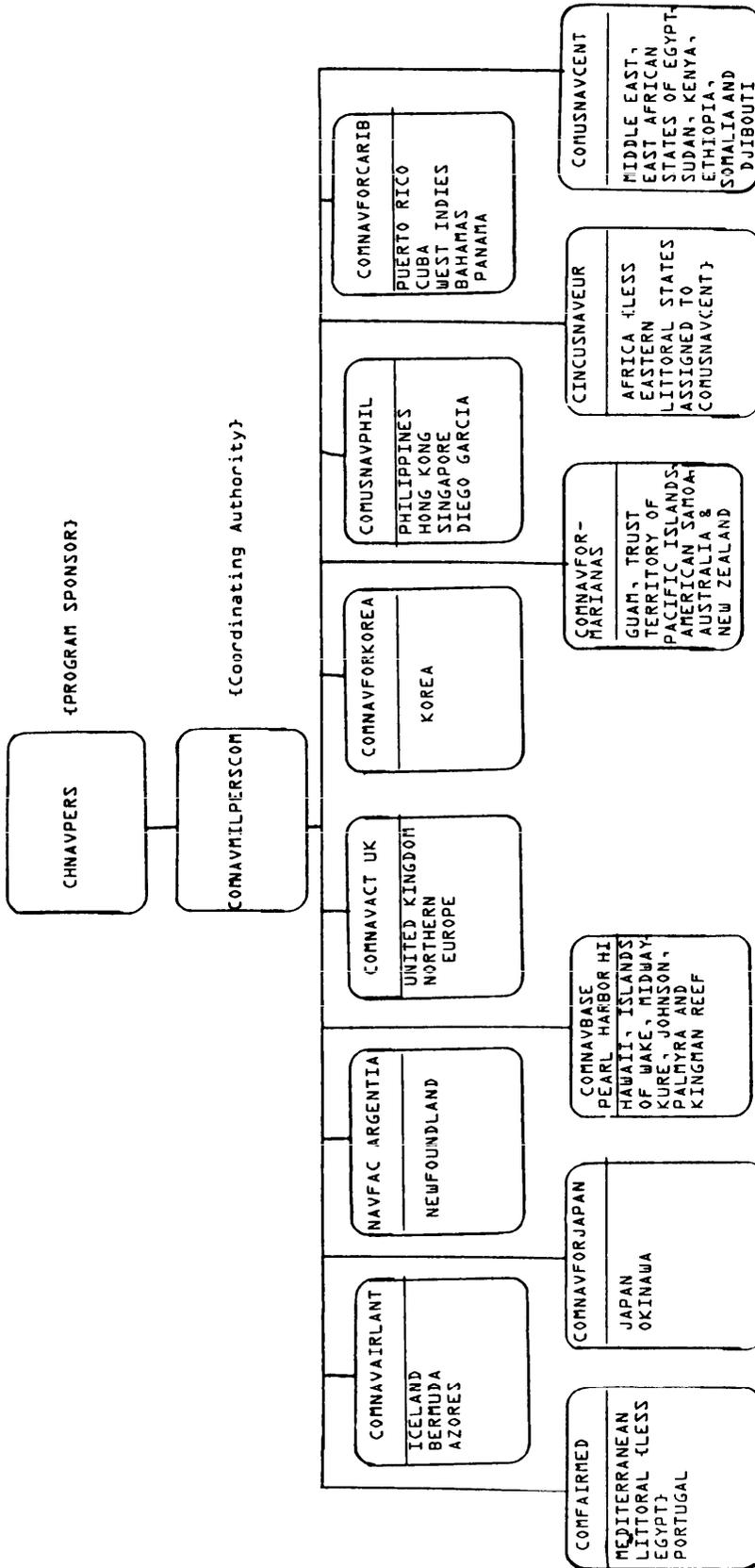
Enclosure (1)

CONUS CAC/FHS PROGRAM ORGANIZATIONAL CHART



17 FEB 1987

OVERSEAS CAC/FHS PROGRAM ORGANIZATIONAL CHART



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

