



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5204

IN REPLY REFER TO
NETPDTCINST 12790.1E
N831

19 DEC 2003

NETPDTC INSTRUCTION 12790.1E

Subj: **REPORTING DEATHS OF DEPARTMENT OF THE NAVY CIVILIAN
EMPLOYEES AND ASSISTING NEXT OF KIN**

Ref: (a) HRO Pensacola Procedures Handbook (Article 12790)
(b) NAVMEDCOMINST 5360.1

Encl: (1) Emergency Data Sheet

1. **Purpose**. To supplement references (a) and (b), establish general procedures, and assign responsibilities for handling cases of death of civilian personnel.
2. **Cancellation**. NETPDTCINST 12790.1D
3. **Scope**. This instruction applies to all Naval Education and Training Professional Development and Technology Center (NETPDTC) organizational components and personnel.
4. **Background**. The military has Casualty Assistance Call Officers (CACO) to inform and assist Next of Kin (NOK) in case of an active duty military member's death. There has been no civilian counterpart to the CACO and as a result, assistance provided to the NOK of deceased civilian employees is inconsistent across the Naval Education and Training Command. Reference (a) provides specific procedures for handling cases of death of Pensacola area civilian personnel.
5. **Action**
 - a. The Commanding Officer will appoint an Activity Civilian Casualty Assistance Officer (ACCAO) for civilian employees within the command.
 - b. Department Heads, Special Assistants, Heads of NETPDTC Detachments/remote sites or senior supervisors, as appropriate, will notify the primary ACCAO and the appropriate N83 Management Analyst immediately of the death of employees under their supervision.

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c. ACCAO and the N83 Management Analyst will coordinate with the servicing Human Resource Office in accordance with reference (a).

d. ACCAO will provide the employee's family or designated representative in writing the point of contact(s) for assistance with filing survivor's retirement and life insurance benefits.

e. ACCAO will represent the command at the employee's funeral or memorial service held in the immediate commuting area. The ACCAO or other designated command representative(s) may represent the command at funerals or memorial services held outside the commuting area at the discretion of the Commanding Officer.

f. The Commanding Officer may authorize administrative leave as appropriate for funeral or memorial services.

g. Each NETPDTC civilian employee is strongly encouraged to complete an Emergency Data Sheet (enclosure (1)), giving current names, addresses, and phone numbers for NOK. Forms should be maintained in a sealed envelope by the immediate supervisor and opened ONLY in the case of serious injury or death, or to update employee information.

6. NETPDTC ACCAO's

- a. Primary - James Dewater, OOC
Commercial 850-452-1001 x1837
DSN 922-1001 x1837
Building 2435, Room 1186
Email: james.dewater@navy.mil
- b. Alternate - Terrie Cash, N621
Commercial 850-452-1001 x1358
DSN 922-1001, x1358
Building 839, Room 107
Email: terrie.cash@navy.mil


JOHN MAITNER
By direction

Distribution: (NETPDTCINST 5216.1G)

Lists I, and II

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EMERGENCY DATA SHEET

EMPLOYEE NAME: _____

JOB TITLE: _____

GRADE: _____

CODE: _____

SUPERVISOR: _____

SUPV PHONE: _____

EMPLOYEE _____

HOME ADDRESS: _____

HOME PHONE: _____

In an emergency, notify:

Any known medical concerns:

**** FORM TO BE MAINTAINED BY IMMEDIATE SUPERVISOR ****