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## Casualty Assistance Calls Officer Funeral Arrangements Visit Checklist

- Uniform:** Service Khaki or Navy Service Uniform for E-6
- Death Gratuity (paper check only):** Deliver the death gratuity check (if not already delivered).
  - Have NOK sign the DD-397, Claim Certification and Voucher for Death Gratuity Payment, and fax/e-mail the signed copy to the regional CAC office.
- Consent for the Release of Personal Information, NAVPERS 1770/8:** If not completed on the first visit, obtain the signature of the NOK on the NAVPERS 1770/8 and fax/e-mail it to the regional CAC office and OPNAV N135C.
- Primary/Secondary Next of Kin Information, NAVPERS 1770/9:** If not completed on the first visit, complete the NAVPERS 1770/9. Ensure that all blocks are completed to include all ZIP codes +4 (example: 12345-6789).
- Location of Remains:** Continue to update family as the status changes on location of their loved one's remains and the anticipated transportation date.
- Funeral Allowances:** Counsel Person Authorized to Direct Disposition of remains (PADD) on funeral options/allowances.
  - Disposition of Remains Form: Assist the PADD in completing the form.
  - Fax/e-mail a signed copy of the form to the regional CAC office and all other parties concerned.
- Payment of Funeral and/or Interment Expenses (DD-1375):** Obtain PADD signature for each funeral home used.
  - Fax/e-mail to regional CAC office and MAO.
- Navy Escort:**
  - Inform the PNOK of the Navy escort of remains (provided by the casualty's command. Arrangements for travel of the escort/remains will be funded by the MAO or the DAO).
- Funeral Honors:**
  - Inform the NOK of eligibility and availability of funeral honors.
  - Arrange for funeral honors through the regional CAC office.
- Funeral/Memorial Date:** \_\_\_\_\_
  - Advise the PADD to not schedule a firm funeral date until the remains arrive at the receiving funeral home.
- Funeral/Memorial Travel Allowances:**
  - Assist with the family's travel needs; contact OPNAV N135C for travel orders.
  - Verify with the airline that the tickets are indeed purchased and waiting.
- Funeral Attendance**
  - Advise the NOK of your planned attendance at the funeral.
- Survivor Benefit Applications:**
  - Advise the NOK that survivor benefit applications will be forthcoming within the next 10 working days, and that you will call and make an appointment with them to assist with the completion of the applications.

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- Advise Others:** Keep OPNAV N135C, other involved CACO offices, and any other CACOs assigned to this case informed of any issues.
  - Submit NAVPERS 1770/7** — every 30 days until case is closed.

### **Forms for the Funeral Arrangements Visit**

- Death Gratuity Check (if not already delivered) and Form DD-397
- Disposition of Remains Form
- If not all remains are recovered — Disposition of Remains Election Statement — Initial Notification of Identified Partial Remains (CJMAB 1)
- Partial Remains found/identified — Disposition of Remains Election Statement — Notification of Subsequently Identified Partial Remains (CJMAB 3)
- In Theater of Combat Operations only — Election for Air Transportation of Remains from a Theater of Combat Operations (CJMAB 4)
- Request for Payment of Funeral and/or Interment Expenses (DD-1375)
- Primary/Secondary Next of Kin Information Form (NAVPERS 1770/9, if not completed on first visit)
- Consent for the Release of Personal Information (NAVPERS 1770/8, if not completed on first visit)
- Casualty Assistance Calls Program (NAVPERS Form 1770/7)

**Forms and Information for the Funeral Arrangements Visit available at the CACO resource webpage**

Form Name	Form Number
Application for Standard Government Headstone or Marker for Installation in a Private Cemetery or State Veteran’s Cemetery	VA 40-1330
Burial at Sea Request Form	
Disposition of Remains Election Statement Notification of Subsequently Identified Remains	CJMAB Form 3
Disposition of Remains Election Statement/ Initial Notification of Identified Partial Remains	CJMAB Form 1
Election for Air Transportation of Remains from a Theater of Combat Operation	CJAMB Form 4
Disposition of Organs Retained for Extended Examination	CJMAB Form 8
Funeral Travel	MILPERSMAN 1770-270
Memorial Service Travel	MILPERSMAN 1770-271
Next of Kin Travel Request	NAVPERS Form 1770/10
Hardwood Flag Case Request Form	
Instructions for DD1375	
Request For Payment of Funeral and/or Interment Expenses	DD 1375
Statement of Disposition of Remains	
Travel Voucher or Subvoucher	DD1351-2

**Case Contact Information for Funeral Arrangements Visit**

Contact Type	Contact Information (Name, Phone, Fax, Email, etc.)
Navy Mortuary Affairs Office	Toll Free: (866) 787-0081 After Hours Cell: (901) 619-8157 Navy Mortician on duty 24 hours a day
Funeral Home	
Airline for Travel to Funeral	