



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
3040
B10
4 Aug 14

LETTER OF INSTRUCTION

From: Commanding Officer, Marine Corps Base Quantico
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR HEADQUARTERS MARINE CORPS CASUALTY
ASSISTANCE CALLS OFFICER (CACO) TRAINING ON 12 AUGUST 2014

Ref: (a) MCO 3040.4 Marine Corps Casualty Assistance Program

1. Situation. On 12 August 2014, the HQMC Casualty Section will conduct CACO training aboard Marine Corps Base Quantico.

2. Mission. Per the reference, Marine Corps Base Quantico will host HQMC Casualty Section in order to ensure those personnel involved in the administration and execution of the casualty assistance program in and around the National Capital Region (NCR) are provided the requisite training pertaining to casualty assistance policy, procedures and responsibilities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is imperative that all staff noncommissioned officers and officers complete the annual training requirement set forth in the reference. Personnel assigned as CACOs and/or Casualty Assistance Command Representatives (CACRs) must possess a basic understanding of the casualty notification process and the responsibilities associated with providing casualty assistance. The end state is to have all officers and SNCOs trained as a CACO.

(2) Concept of Operations. CACO training: HQMC Casualty Section will conduct a full-day brief from 0800-1600 on 12 August 2014 at Little Hall. Commanders will send all available SNCOs and officers who are eligible for appointment as a CACO to the brief. Attendees are encouraged to bring a copy of their individual Record of Emergency Data to use as a point of reference during the training.

b. Tasks

(1) Adjutant, G-1, Marine Corps Base Quantico

(a) Coordinate all aspects of the subject training with HQMC Casualty Section, tenant, and subordinate commands.

(b) Ensure widest dissemination to the National Capital Region.

(c) Coordinate with an O-6 level Commanding Officer for opening remarks.

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(d) Coordinate participation from a Chaplain, a Mortuary Affairs Representative from the Naval Clinic or HQMC Casualty Section, a Veterans Affairs Representative, and a SNCO or officer who has experience with the casualty assistance notification process. Assist participants in preparing a presentation no more than 5 minutes (without slides) discussing his/her role and personal experience in the process.

(e) Provide one Marine to ensure computer and sound systems are set up and a sound check is conducted in Little Hall NLT 0730 on 12 August 2014.

(f) Ensure PowerPoint equipment, including a slide clicker and microphone, are provided for training.

(2) Subordinate, Tenant, and Unit CACRs

(a) Ensure training rosters are maintained and reported to you as the CACR.

(b) Prepare and print completion certificates for those personnel within your unit/command. Neither HQMC nor MCB Quantico will provide training certificates for your attendees.

c. Coordinating Instructions

(1) CACO training will be open to all units within the National Capital Region and various Inspector-Instructor stations within driving distance.

(2) Attendance at this training satisfies the annual requirement set forth in the reference.

(3) Units sending personnel from outside the local commuting distance will fund their attendees at the unit commander's discretion. No funding for travel or per diem from HQMC is authorized.

4. Administration and Logistics

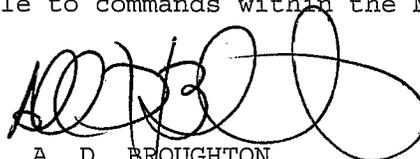
(1) All units or commands will provide anticipated numbers of attendees for the CACO training to the Base Adjutant NLT Thursday, 7 August 2014.

(2) Provision and dissemination of CACO training certificates will be provided by the attendee's unit's CACR.

5. Command and Signal

a. Command. The point of contact for this visit is the Base Adjutant at COMM: (703) 784-2151.

b. Signal. This LOI is applicable to commands within the NCR. This LOI is effective the date signed.



A. D. BROUGHTON
Chief of Staff

DISTRIBUTION: A