



DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 5360.3B
N01

15 OCT 2021

NAVSUPPACT NAPLES INSTRUCTION 5360.3B

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: DECEDENT AFFAIRS FOR DEPARTMENT OF DEFENSE EMPLOYEES AND THEIR DEPENDENTS AND LOCAL NATIONAL EMPLOYEES

Ref: (a) MILPERSMAN 1770-030
(b) MILPERSMAN 1770-260
(c) NAVMEDCOMINST 5360.1, Decedent Affairs Manual
(d) DoD Instruction 1300.18 of 8 14 August 2009, Department of Defense Personnel Casualty Matters, Policies, and Procedures
(e) COMNAVREGEURAFSWAINST 1770.3, Casualty Assistance Calls Program Within Navy Region Europe, Africa, Southwest Asia Area of Responsibility

Encl: (1) Guidelines for DoD Civilian Employees and Dependents
(2) Guidelines for Local National Employees

1. Purpose. To provide guidance and procedures in the event of Department of Defense (DoD) employees and/or dependents, contractors, and Local National employees becomes injured, seriously ill, very seriously ill, missing, or deceased.

2. Cancellation. NAVSUPPACTNAPLESINST 5360.3A

3. Scope. This instruction applies to U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy appropriated funds U.S. employees and their dependents and Local National (LN) employees serviced by the Human Resources Office, Naples, Italy.

4. Discussion. The death or serious injury of an employee or dependent is an extremely stressful event that requires utmost respect for the privacy of grieving family members and maximum coordination in a short time frame to best support the survivors. It is important, for cognizant personnel to follow through quickly with their responsibilities specified in enclosures (1) and (2).

5. Action. All personnel will comply with references (a) through (e) and this instruction. Enclosures (1) and (2) provide guidance and the procedures to follow in the event of a death of a U.S. civilian employee, their dependent, or a LN employee.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page

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at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, 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 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.



J. W. STEWART

Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I and II

Electronic via NAVSUPPACT Naples website:

https://www.cniv.navy.mil/regions/cnreura/cenr/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html

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GUIDELINES FOR DEATH OF A DOD CIVILIAN EMPLOYEE OR DEPENDENT

1. Responsibilities

a. Executive Officer will designate a qualified Casualty Assistant Calls Officer (CACO) as U.S. Naval Support Activity (NAVSUPPACT) Naples, Italy, representative.

b. The CACO will:

(1) Log into Defense Casualty Information Processing System (DCIPS) at any of the following URLs: <https://desa.hrc.army.mil/pcr>, <https://dcsb.hrc.army.mil/pcr>, <https://dcsc.hrc.army.mil/pcr>, or <https://dcsd.hrc.army.mil/pcr>, and enter required data via the form-based menus within the DCIPS portal. A comprehensive user's guide can be found on the Navy Casualty Web page on the Navy Personnel Command Web site: <http://www.public.navy.mil/bupers-npc/support/casualty/Pages/default2.aspx> per reference (a).

(2) Advise the surviving employee or dependent to immediately contact the appropriate Human Resources Office (HRO) for assistance regarding any entitlements and/or benefits.

(3) Advise the surviving employee or dependent to contact the Naval Legal Services Office for legal advice and assistance.

(4) Send the personnel casualty report (PCR) per reference (b).

(5) Coordinate with the Regional CACO for specific guidance regarding civilian employees or dependents.

(6) Coordinate with HRO to ensure the provisions of reference (c) are satisfied.

(7) Coordinate with HRO to process a request for personnel action (RPA) nature-of-action "Death" and obtain a copy of the death certificate.

(8) Ensure the RPA is processed by HRO in a timely manner so that designated beneficiaries receive benefits and entitlements without undue delay.

(9) Retrieve the deceased employee's or dependent's I.D. Cards.

(10) Brief the chain of command regarding all actions and progress.

(11) Verify that HRO Benefits and Allowances Division has:

(a) Counseled and assisted the surviving employee or dependent concerning entitlements and any forms or action necessary to secure those entitlements.

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(b) Coordinated to assist to the surviving employee or dependent to relocate as requested.

(c) Coordinated with the Personal Property Office in case an emergency household goods shipment is required.

(d) Coordinated with the Motor Vehicle Registration Office to sell, ship, or scrap a privately owned vehicle as required.

(11) Assist surviving family members to contact the Naval Medical Readiness and Training Command (NMRTC) Naples, Italy, Mortuary Affairs for options with repatriating remains, reporting a death overseas to the U.S. Consulate, and obtaining a death certificate.

NOTE: If the civilian is a DoD contractor, it is the command's responsibility to notify the contracting agency.

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GUIDELINES FOR LOCAL NATIONAL EMPLOYEES

1. Responsibilities

a. Executive Officer will designate a qualified Casualty Assistant Calls Officer (CACO) as the department representative.

b. The CACO will provide the necessary assistance as described in the following situations:

(1) Attended Death of an Employee in a Duty Status. When the death of an employee occurs in a duty status, and is in the presence of colleagues, and foul play is not suspected, and it is not an on-the-job-injury, the CACO will contact Naval Medical Readiness and Training Command (NMRTC) Naples Patient Administration to arrange transfer of the deceased employee to the Legal Medical Institute (city morgue). The Legal Medical Institute is responsible for the removal expenses.

(2) Attended or Unattended Death as a Result of a Job-Related Injury

(a) The CACO will contact the NAVSUPPACT Naples Safety Office or the Command Duty Officer after normal work hours. Additionally, the CACO will ensure that the job-related injury claim has been completed and forwarded to the Istituto Nazionale Assicurazioni (INAIL). The NAVSUPPACT Naples Safety Office representative can assist in completing the forms that are in Italian. The Safety Office representative will also help the activity representative with the reporting procedures to the Italian Police within 48 hours from the occurrence. Failure to report this within 48 hours will result in a fine to the command.

(b) NAVSUPPACT Naples Safety Office will coordinate with the NMRTC Naples Patient Administration to arrange transfer of the remains to the Legal Medical Institute.

(3) Unattended Death of an Employee in a Duty Status and there is Suspicion of a Crime. When an employee is found deceased during duty status, the Department Head or an activity representative will immediately:

(a) Inform NAVSUPPACT Naples Security who will immediately report the death to the Italian Police. Security and the Italian Police will bring an Italian Medical Examiner to where the body is located.

(b) Immediately inform NMRTC Naples Patient Administration.

(c) Coordinate with the next-of-kin as outlined above.

(d) Assist HRO as outlined below.

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(e) Must not move the remains until approval by the Italian Medical Examiner is obtained. Notify the next-of-kin of the death.

c. HRO Staffing Division will:

(1) Coordinate with the CACO to advise the next-of-kin to contact the HRO Naples for assistance and to provide a copy of the death certificate, Stato-di-famiglia, and the receipt for funeral expenses.

(2) Process the RPA nature-of-action "death" with a copy of the death certificate to HRO.

(3) Ensure the RPA is processed in a timely manner so the next-of-kin may receive the following benefits: salary, which includes payment for unused annual leave; permessi leave; advance notice; Christmas bonus; summer bonus; and end-of-employment pay.

(4) Arrange for the next-of-kin and activity representative to come to HRO the month following the death to pick-up a memorandum to submit to Commercial Bill Paying for issuance of end-of-employment pay and any owed salary.

(5) Retrieve the deceased employee's work identification card and one-net access token (if applicable).

d. Verify HRO Benefits and Allowances Division has sent a claim to the Istituto Nazionale di Previdenza per i Dipendenti dell'Amministrazione Pubblica which allows for partial reimbursement of funeral expenses. The required documents must be included in the claim:

(1) Death certificate

(2) Stato-di-famiglia

(3) Receipt for funeral expenses